

ANNUAL REPORT

Fiscal Year 2011



1969-2011 — 42 YEARS OF SERVICE

DETROIT FEDERAL EXECUTIVE BOARD

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The Detroit Federal Executive Board is sponsored by the Department of Defense through the local US Army TACOM LCMC.

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2011 Officers and Staff

<u>Chair</u> Joann Givens <i>HHS, Food & Drug Administration</i>	<u>Vice Chair</u> Timothy Tarczynski <i>US Army, TACOM LCMC</i>
<u>Treasurer</u> Joi Jones <i>Internal Revenue Service - Michigan</i>	<u>Executive Director</u> Michelle Rhodes <u>Administrative Assistant</u> Debbie Ouvry

Agencies Represented

DHHS Food & Drug Administration, Department of Veterans Affairs, Internal Revenue Service – Michigan, Railroad Retirement Board, Bureau of the Census, Department of Homeland Security: Customs and Border Protection; Immigration and Customs Enforcement, Investigations; Immigration and Customs Enforcement, Enforcement and Removal Operations; US Coast Guard; Federal Protective Service; US Secret Service, General Services Administration, Social Security Administration, US Army Corps of Engineers, US Army, United States Postal Service – Detroit and Southeast Michigan Districts, Federal Communication Commission, Transportation Security Administration, US Department of Justice: Drug Enforcement Administration; Federal Bureau of Investigation; Immigration Court; US Attorney’s Office, National Labor Relations Board, Small Business Administration, Department of Labor, Department of Housing and Urban Development, Bureau of Prisons, Milan Federal Correctional Institution, Office of Special Counsel, Federal Mediation & Conciliation Service, OPM Federal Investigative Services, US Department of Agriculture: Food Safety & Inspection Service; Food & Nutrition Service, US District Court, Department of State Passport Agency, Defense Contract Management Agency, Environmental Protection Agency.

Detroit Federal Executive Board History

The Detroit Federal Executive Board was established in August 1969 and primarily served federal agencies in a five county region. Service has expanded to more counties as the programs we offer are requested by member agencies that have offices outside metropolitan Detroit.

ESTABLISHMENT OF FEDERAL EXECUTIVE BOARDS (FEBs)

By Presidential Directive in 1961, President John F. Kennedy established FEBs to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) providing a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (2) coordination of local approaches to national programs as approved by the Director, OPM; (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Detroit Federal Executive Board is comprised of the senior official of each department or agency (or their designated representative), located in a five county metropolitan area.

MISSION STATEMENT

The Detroit Federal Executive Board is part of the FEB National Network creating interagency excellence outside of Washington, D.C. through communication, collaboration, and coordination.

EXECUTIVE SUMMARY

The Detroit Federal Executive Board (FEB) conducted two Full Board meetings in FY 2011. 30 members attended our October meeting and we finalized our Election of Officers for calendar year 2011. Mr. Edward Cuneo Jr., OPM Senior Program Analyst, Recruitment and Diversity, spoke to FEB members about Hiring Reform. Mr. Cuneo described the 5 components being analyzed: Workforce Planning; Recruitment; Hiring Process; Security and Suitability; and Orientation. Commander Scott Mason, US Coast Guard, presented a slide show to show the types of emergency response the Coast Guard Sector Detroit was involved in during FY 2010. They offered assistance with the Red River floods; Deepwater Horizon; helicopter crashes; and their annual ice-breaking services and rescue operations.

We hosted our 34th annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. Approximately 400 people attended and we honored 161 employees from 23 agencies. We presented our Seventh Annual Distinguished Federal Service Diversity Award to winners in the Individual and Team categories. We also celebrated the cultural richness we share in the Federal Community, when the FEB Diversity Council sponsored our annual Diversity Luncheon, bringing together 100 Federal employees from various agencies. The guest speaker was the Executive Director of South Eastern Michigan Indians, Inc.

The FEB remained committed to Homeland Security and Emergency Preparedness in FY 2011. The FEB Executive Director continued to work with FEMA Region V to keep our Continuity Working Group engaged. We received a presentation from FEMA Region V's Regional Watch Center and discussed New Madrid and Eagle Horizon exercises taking place in other cities. In July, 19 inter-agency members completed the FEMA L548 Continuity Program Manager Train-the-Trainer class. 35 Continuity Working Group members participated in the Resilient Accord TTE, an exercise addressing the vulnerability of our security within the cyber network. The members of the Continuity Working Group are a valuable resource to each other as we try to increase employee resilience, and plan for an event that would disrupt the ability of our FEB members to carry out their respective missions. The FEB Executive Director sent emergency notifications regarding inclement weather, power outages, and security breaches to the FEB community. The FEB tested our notification system during the national Eagle Horizon Communication Test, focusing on our ability to communicate with our membership and our FEB back-up offices.

The FEB managed a group of trained mediators to offer a "Shared Neutrals" program. We were called upon to mediate 9 cases from various agencies in FY 2011. Settlements were reached in 4 of these cases, which resulted in a savings to the Government of \$230,391.

The FEB invited OPM to provide hiring reform classes to FEB member agencies. The following classes were attended by 143 Human Resource professionals: Job Analysis; Streamlining JOA's and Describing Minimum Qualifications; Occupational Questionnaires; Category Rating and OPM Registers; Structured Interviews; and Designing an Assessment Strategy.

The FEB offered training on the Thrift Savings Plan (TSP), conducted by a representative of the Thrift Investment Board. A TSP Overview (4 hours) and Pre-Separation class (2-1/2 hours) were attended by 256 Federal employees that resulted in a savings to the government of about \$46,375 (not including travel cost savings). Our Diversity Council was asked to conduct team building training for member agencies and presented "Communication and Working Styles". Our partnership with Peoples Trust Credit Union and Federal Employee Health Benefit providers continued and enabled Federal employees to take advantage of free lunch-n-learn sessions of various titles.

The FEB promoted participation in National OPM programs and 24 Federal agencies collected just over 15,000 pounds of food which was donated to Gleaners Food Bank over the summer as part of the "Feds Feed Families" program.

In FY 2011 we continued to work closely with our new Principal Combined Fund Organization (PCFO) to oversee the Combined Federal Campaign (CFC) in compliance with OPM regulations. The FEB Executive Director completed the annual "LFCC Report on PCFO Compliance" for the 2009/2010 campaign, on behalf of the LFCC, as required by OPM. Michael Jansen, the FEB Chair, served as the CFC Chair for the 2010/2011 CFC campaign, and \$2,764,415 in pledges were collected.

2011 ADR and Training Cost Avoidance Template

Detroit Federal Executive Board

Combined Federal Campaign (CFC)	
2010 Total Contributions	\$2,764,415

<u>Awards and Recognition</u> (name of event)	# of Attendees	# of Awards Presented
FEB Full Board Meeting (2)	57	1 to outgoing Chair
Employee Recognition Luncheon	388	161
Totals:	445	161

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	2	1	\$17,371.08	\$ 17,371
Pre-EEO Complaint:	5	3	\$71,006.64	\$213,020
EEO Complaint (after entering formal process):	2	0	\$67,794.02	\$
Totals:	9	4		\$230,391

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance(Cost Savings x # of Attendees)
TSP Overview	\$225	\$5.00	\$220	139	\$30,580
TSP Pre-Separation Review	\$140	\$5.00	\$135	117	\$15,795
OPM Job Analysis	\$167.50	None	\$167.50	32	\$5,360
OPM Streamlining JOA's and Describing Minimum Qualifications	\$62	None	\$62	22	\$1,364
OPM Occupational Questionnaires	\$305.50	None	\$305.50	22	\$6,721
OPM Category Rating and OPM Registers	\$188.50	None	\$188.50	26	\$4,901
OPM Structured Interviews	\$298	None	\$298	18	\$5,364
OPM Designing an Assessment Strategy	\$574	None	\$574	23	\$13,202
FEMA L548 Continuity Program Manager Train-the Trainer	\$1,295	None	\$1,295	19	\$24,605
Team Building	\$199	None	\$199	12	\$2,388
Self Defense for Women	\$50	None	\$50	75	\$3,750
Women & Investing	\$50	None	\$50	31	\$1,550
Estate Planning	\$50	None	\$50	31	\$1,550
Why we Buy – the Psychology of Spending	\$50	None	\$50	30	\$1,500
Managing Your Mortgage	\$50	None	\$50	30	\$1,500
Retirement Planning	\$50	None	\$50	35	\$1,750
IRS Tax Planning	\$50	None	\$50	27	\$1,350
Elder Care Law	\$50	None	\$50	24	\$1,200
Investment Fundamentals	\$50	None	\$50	25	\$1,250
Identity Theft	\$50	None	\$50	30	\$1,500
SSA Benefits & Retirement	\$50	None	\$50	22	\$1,100
Coordination of FEHB and Medicare after Retirement	\$50	None	\$50	41	\$2,050
Totals:				831	\$130,330

Highly Valued Accomplishments in FY 2011

Emergency Preparedness, Security and Employee Safety – Line of Business

— Exercises and Training

The Continuity Working Group conducted the Resilient Accord exercise, a cyber-security TTE, in October, 2010. There were 35 participants with robust conversation about why cyber risks must be considered as part of our Business Impact Analysis (BIA) review and mitigation. We discussed how we can test and evaluate continuity programs against cyber risks, and the concept of what may become the “new normal”. In January, 2011, 18 inter-agency attendees heard presentations from FEMA Region V’s Regional Watch Center representative. We were briefed on the upcoming New Madrid exercise in Southern Illinois, and the upcoming National Eagle Horizon exercise. In July, 2011, 19 inter-agency attendees completed the FEMA L548 Continuity Program Manager Train-the-Trainer course. Those that completed this class should be able to define Continuity of Operations; explain the benefits of developing, and identify the elements of a viable continuity program; identify the processes, resources and tasks necessary to implement and manage a successful Continuity program; and train future continuity program manager trainers.

— Emergency Communications

The Detroit FEB participated in the National Eagle Horizon 11 Communication Test. Emails were sent to 150 FEB Emergency contacts to test the validity of our emergency contact database and updates were done as needed. Communication was tested with FEB Officers and our back-up FEBs (Houston and Miami), using a GETS card, regular phone service, fax and email. The Detroit FEB shared the emergency contacts with GSA and FPS to provide a back up for quick emergency notifications.

— Hazardous Weather Service

The Detroit FEB used our emergency email notification list to request sharing of information about delayed openings, early closures, etc., during inclement weather episodes.

— Security

The Detroit FEB continues to work closely with GSA and DHS, FPS to communicate with Federal building tenants about any potential distractions and security concerns. We issued email notifications regarding power outages and suspicious packages throughout the year. The FEB invited the Federal community to a town hall meeting conducted by FPS HQ and Region V to respond to security breaches at the P. V. McNamara Federal building. We also continue to support the USAccess Shared Service Center in the P. V. McNamara Federal building. The FEB office is listed as a point of contact and the Executive Director assists agencies when asked to obtain their credentials required under HSPD-12.

— Representation

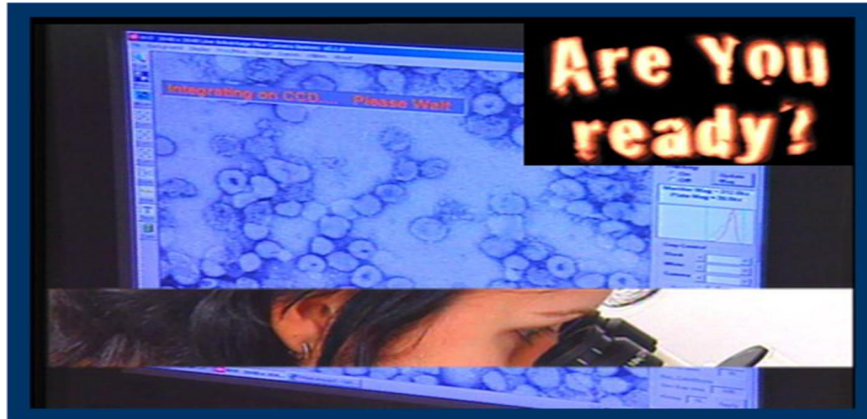
The Executive Director participated on quarterly FEMA Region V conference calls and is a member of the FEB Network’s Emergency Preparedness, Employee Safety & Security Council.

— Feedback

Surveys distributed at the Resilient Accord tabletop exercise collected the following comments:

“Good, well thought out information” – “Very much time-sensitive for today”

“Interesting look at other agencies’ approach”



Human Capital Readiness – Line of Business

— Human Capital Forums

Hiring Reform Initiative

The Detroit FEB invited Mr. Ted Cuneo, OPM Senior Program Analyst, Recruitment and Diversity, to discuss OPM's hiring reform initiative at a full board meeting. The FEB hosted OPM instructors for one week to deliver Hiring Reform workshops in November, 2010. 143 HR professionals attended the weeklong sessions that included Job Analysis; Streamlining JOA's and Describing Minimum Qualification; Occupational Questionnaires; Category Rating and OPM Registers; Structured Interviews; and Designing an Assessment Strategy.

— Recruitment

The FEB forwarded information about recruitment activities hosted by local Colleges and Universities, as well as vacancy announcements from Federal agencies across the nation. Diversity Council members attended the annual Detroit Area Pre-College Engineering Program for middle school students in Detroit Public Schools to promote the Federal Government as a potential employer.

The FEB was asked to help the local Census office by soliciting HR professionals from member agencies to speak to Census employees that will be displaced when the local Census office closes at the end of 2012. Three agencies' HR representatives spoke to Census employees about the types of jobs that are available at their agency, and the skills needed to secure these jobs.

— Reward and Recognition Programs

The FEB hosted our 34th annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. Approximately 400 people attended and we honored 161 employees from 23 agencies. We presented our Seventh Annual Distinguished Federal Service Diversity Award to winners in the Individual and Team categories.

— Key Employee Training Programs

Thrift Savings Plan (TSP) Overview and Pre-separation training was offered to help Federal employees make sound financial choices for their long-term benefit. The Diversity Council presented team building training. We offered classes of various topics at no cost to the Federal employee to improve financial literacy and personal development. We offered Continuity training as referenced above in the Emergency Preparedness section.

— Dispute Resolution

The FEB managed a group of trained mediators to offer a “Shared Neutrals” program. We were called upon to mediate 9 cases from various agencies in FY 2011. Settlements were reached in 4 of these cases, which resulted in a savings to the Government of \$230,391.

— Feedback

Surveys distributed at the Social Security & Retirement and Coordination of FEHP Benefits with Medicare in Retirement classes collected the following comments:

“Very useful information”; “Excellent presentation”

“Well worth the walk down from the Computing Center, very, very informative”

“Excellent handout reference material to enforce the presentation”

Comments received after the Employee Recognition Event:

“Ceremony was very well organized, friendly, and well attended by many government agencies and employees”

“Thank you, for a beautiful event in every way!”



“Let the public service be a proud and lively career. And let every man and woman who works in any area of our national government, in any branch, at any level, be able to say with pride and with honor in future years: ‘I served the United States Government in that hour of our nation’s need.’”

-President John F. Kennedy, 1961

Foundational Function: Intergovernmental and Community Activities

— Interagency Relations

During the year the FEB office received calls and emails from partner Agencies that wanted help to promote their events, announce job vacancies, assist their employees, secure free training room space, etc. Our reputation is solid as a means for Agencies to help each other and share resources. We promoted Passport Day in the USA, DEA's Give Back Unused or Expired Medications Day (for safe disposal), How to Do Business with the US Government Printing Office (GPO), "Take the Next Step": Long Term Care, and Diversity Day.

The FEB coordinated a Health Fair during Open Season so that the Federal Employee Health Care Benefit providers could provide information to employees. The Visiting Nurse Association accepted our invitation to provide blood pressure screenings and body fat analysis at the Health Fair. The American Red Cross also set up a table to solicit bone marrow volunteers.

— Combined Federal Campaign (CFC)

The FEB recruited new members for the LFCC and the number of local charity applications continued to grow as the economy remained stagnant. Michael Jansen, the FEB Chair, served as the CFC Chair for the 2010/2011 CFC campaign, and \$2,764,415 in pledges were collected.

The LFCC Chair and FEB Executive Director are working closely with our new PCFO to administer this year's campaign in compliance with OPM regulations. The FEB Executive Director completed the annual "LFCC Report on PCFO Compliance" for the 2009/2010 campaign, on behalf of the LFCC, as required by OPM. We hosted a CFC Kick-Off and Victory Celebration, and numerous Agency Fairs inviting charitable organizations to display the work of their charity for Federal employees to review.

— Community Involvement

The FEB Diversity Council sponsored a Holiday Market Day with 24 vendors representing various cultures. We also celebrated the cultural richness we share in the Federal Community, when the FEB Diversity Council sponsored our annual Diversity Luncheon, bringing together 100 Federal employees from various agencies. The guest speaker was the Executive Director of South Eastern Michigan Indians, Inc. The proceeds from both events will be used to purchase training materials that support the work of our FEB Diversity Council.

The FEB coordinated four blood drives in the Federal building where we are housed, collecting 146 pints of blood which has the potential to save 408 lives. Each drive recruited some new donors. The Executive Director serves on the American Red Cross Board of Directors: Blood Services Division to help promote blood drives within the community.

The FEB encouraged participation among Federal agencies in the "Feds Feed Families" Food Drive during the summer months and is delighted to report our Federal community delivered just over 15,000 pounds of food to Gleaners Food Bank.