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To: Paula Brigham, Director, FEB Operations, U.S. Office of Personnel Management
Subj: Honolulu-Pacific Federal Executive Board's FY-18 Operating Plan

As required by 5 CFR 960.106(d), the FY-18 Operating Plan for the Honolulu-Pacific Federal Executive Board follows:

1. EMERGENCY PREPAREDNESS, SECURITY AND EMPLOYEE SAFETY:

The HPFEB evaluates and distributes relevant information pertaining to this line of business for use by all FEB members. The HPFEB produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency readiness and recovery, and to educate our Federal workforce on issues in emergency situations. FEMA and other principals act in an advisory capacity in the area of FEB involvement in emergency readiness and response.

The HPFEB will:

- A. Research and advise the board on potential improvements and standardized methods to enhance communications across agencies.
- B. Continue to maintain a FEB backup system at the local and cross-network levels, to include line of succession to the FEB Executive Director, and provide standardized requirements for information sharing.
- C. Continue to sponsor an Emergency Planning/Intergovernmental Working group with FEB member agencies and strategic partners. Liaise with GSA and FEMA regional principles or their designees. Participate in FEMA quarterly Regional Interagency Steering Committee (RISC) meetings, Hawaii Emergency Preparedness Executive Consortium (HEPEC) Meetings and other forums regarding emergency management and response.
- D. Revise and update the 2017 "All Hazards Emergency Notification and Advisory Plan for Agency Directors" as needed:
 - 1) Complete transition of local database to the Everbridge web-based system for 24/7 multi-device notifications and alerts.
 - 2) Maintain social networks (e.g. Twitter, Facebook, LinkedIn) to update emergency advisories and situation reports. Leverage upgraded HPFEB website to build a portal for maintaining situational awareness amongst agency/facilities/employees' status in emergency situations.
- E. Finish development of updated HPFEB Continuity of Operations (COOP) plan to incorporate new USN IT architecture in the PJKK Federal Building.
- F. Assess need for continued COOP training to agencies and develop FY-18 training and exercises to support. Develop a best practices/checklist to assist agencies with basic COOP preparedness.

- G. Continue to rebuild the effectiveness of and broaden participation in the Hawaii Federal Field Safety and Health Council.
- H. In partnership with the State of Hawaii Department of Health, complete review and approval of the draft plan for developing a Closed POD for the PJKK Federal Building Complex/Urban Honolulu.
- I. Work with the designated official and the federal security council on the planning for the Active Shooter Full Scale Exercise (FSE) for the PJKK Federal Building and Courthouse Complex.
- J. Build outreach, in partnership with the State of Hawaii, Department of Emergency Management to educate Hawaii federal agencies and their employees on preparation response to current threats, including the Oahu catastrophic hurricane scenario, tsunami and the intercontinental nuclear ballistic missile (ICBM) threat. Engage with the stakeholders on the post disaster port re-construction plan of critical importance to the State of Hawaii.
- K. Disseminate information to/from Headquarters establishments within a timely manner.
- L. Provide advice and assistance to members as requested.
- M. Liaise with federal, state and local government officials on workforce planning issues for emergency preparedness.

2. WORKFORCE DEVELOPMENT AND SUPPORT:

The HPFEB facilitates interagency communication, shares best practices and workforce education. The goal is to provide accurate, timely and useful information throughout the FEB membership.

The HPFEB will:

- A. Maintain the cost-avoidance spreadsheet to capture the variety of activities sponsored by the HPFEB.
- B. Identify and share best practices for recruitment, retention, and outplacement programs.
- C. Sponsor at least two Workforce Development Best Practice Forums in FY-2018. Recommended forums include:
 - 1) Employee Recognition Initiatives, Excellence in Federal Government Awards Program (Friday April 27, 2017)
 - 2) Performance Management Practices.
 - 3) Leadership Development Models.
 - 4) Succession Planning Strategies.
 - 5) Successful Employee Recruitment Strategies, including sharing information on new Office of Personnel Management (OPM) sponsored initiatives for best practices in federal hiring:
 - a) Distribute job announcements to FEB Members.
 - b) Promote and distribute Job Fair information.
 - 6) Equal Employment Opportunity/Diversity.
 - a) Conduct a LEAD (Leading with Excellence Alignment and Diversity) Conference.
 - b) Sponsor the HPFEB Diversity Working Group. The goal is that the Council will sponsor at least two (2) diversity outreach or educational/training forums in FY-2018.
- D. Assist federal agencies and employees with the transition to a new presidential administration and serve as an information conduit for new programs, policies and initiatives that may have broad impacts on the federal workforce.

E. Sponsor a minimum of two Education/Training Programs based on local needs in FY-2018. Recommended forums include:

1) Leadership Development:

- a) Pacific Leadership Academy
- b) Six Core Competencies of Leadership
- c) Establish a Training Committee, led by Executive Committee members or their designates, to assess the training needs of local federal agencies not currently being met by the Pacific Leadership Academy or non-resident training. Include potential options for providing “Leadership for Non-Supervisors”, project management, environmental planning/sustainability, or similar training programs in the future. Look for one or two day seminars that can be held locally at reasonable cost to help agencies with limited training funds invest in employee development. Consider partnering with the University of Hawaii at Manoa Outreach College for these types of training.

2) Records Management Training:

- a) Certified Course in Knowledge Management Professional.
- b) National Archives Records Administration (NARA) Records Management Knowledge Areas 1-6.

3) Pre-Retirement Planning Seminars, for both Civilian Service Retirement System (CSRS) and Federal Employee Retirement System (FERS) covered employees, as well as quality financial planning seminars. It is assumed that the need for pre-retirement training will continue to increase in FY-18 as more of the Federal Workforce approaches retirement. Goal is to meet or exceed the throughput achieved in FY-17 for pre-retirement seminars and workshops, as needs dictate. As the Thrift Savings Plan (TSP) is becoming increasingly important in supporting FERS employees during their retirements, explore opportunities to provide training for local employees by the Federal Retirement Thrift Investment Board. Schedule at least two local training sessions of “What’s in Your Retirement Wallet” which brings OPM, Social Security/Medicare, Securities and Exchange Commission and Thrift Savings Investment Board subject matter experts.

4) Re-enforce the opportunity and highlight the process for federal agencies to use the results of the Employee Engagement Index of the Federal Employee Viewpoint Survey (FEVS) to better lead and manage their workforces.

5) Respond to member agencies’ needs for recruitment and retention assistance:

- a) Coordinate with local agencies and/or academic institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences.
- b) Distribute job vacancy announcements to FEB member agencies.
- c) Link individual FEB website to USAJOBS, USA.GOV and local agency services.

6) Conduct annual “Excellence in Federal Government Awards Program” and EXPO in a cost efficient and cost-effective manner; while retaining value in recognizing superior performance. The 2018 event is scheduled for April 27, 2018, prior to the start of Public Employees Recognition Week. Continue to assess options to enhance the prestige and continued broad participation in this keynote event given expected pressures on federal agencies and their ability to reward employee performance.

7) Continue to support and execute the Pacific Leadership Academy. In keeping with the existing partnering agreement with OPM (Western Region), fully execute the FY-18 Senior and Emerging Leader tracks. Working closely with OPM (Western Region), continue the comprehensive review of the program curriculum, agency needs, and costs to maintain the future viability of the Pacific Leadership Academy.

- 8) Continue to monitor COLA/Locality Pay transition for the Hawaii federal workforce; ensure clear communications between agencies/workforce and policy makers on any changes. Working closely with OPM and other federal partners, monitor closely other issues regarding pay, benefits and policies of interest to federal agencies and their workforce in Hawaii, and serve as an information conduit regarding these issues. Survey the FEB member agencies for any similar, “cross cutting” workforce issues including potential pressure on workforce from government initiatives to reduce the federal debt.
- 9) Monitor and evaluate the local, informal Alternative Dispute Resolution (ADR) program. The goal for FY-18 is to continue efforts to strengthen this important, more structured program.

3. STRATEGIC PARTNERSHIPS:

The HPFEB advances local and national initiatives through intergovernmental collaboration and community outreach. Identify approaches and tools that can be used by the membership to promote collaboration among government entities at the federal, state, and local levels as well as outreach to local communities. Communicate with federal, state, and local entities to identify resources in the form of support, assistance, and partnerships.

The HPFEB will:

- A. Develop and maintain informational welcome packets for new agency leaders.
- B. Maintain productive relationships with:
 - 1) Federal agencies
 - 2) State, County, and City Government agencies, including State of Hawaii departments and legislative committees relevant to HPFEB lines of business.
 - 3) Build closer ties with the State of Hawaii Department of Health and other stakeholders dealing with social ills such as methamphetamine abuse and opioid abuse in Hawaii.
 - 4) Public/Private Organizations, including building a networking relationship with the Hawaii Chamber of Commerce.
 - 5) Local Congressional Offices
- C. Support community outreach programs such as:
 - 1) Fed Feed Families
 - 2) Health and Wellness Fairs
 - 3) White House initiatives
 - 4) Local initiatives and volunteer opportunities
- D. Provide program support for the local Combined Federal Campaign (CFC). Serve as the Local Federal Coordinating Committee (LFCC), recruiting CFC leadership team members, CFC specialists, coordinators and/or key workers, and responding to inquiries from local charities. Continue to monitor the OPM led transition plan to the new CFC organization effective with the fall 2017 solicitation period. Refine locally developed Campaign Chair Standard Operating Procedures (SOP) to reflect new policies and procedures under the statutory mandated new organization and procedures. Develop a thorough After Action Report to leverage the many lessons learned from the 2017 campaign, the first under the new construct, share with OPM and local campaign chairs. Build a better campaign for 2018.
- E. Update and publish the “Congressional Handbook” to the HPFEB membership, after the presidential transition is complete and the new cabinet and agency appointees are in place.

F. Explore the possibility of sponsoring annual “listening sessions” with Hawaii congressional delegation for FEB agency leaders. Re-enforce relationships with local staffs regarding legislative issues of interest to the federal workforce.

4. FEB NETWORK PROGRAM SUPPORT:

This objective builds the capacity of the FEB network and improves the network’s administrative functions through continuous assessment of FEB processes and best practices. The HPFEB will provide the FEB Performance Improvement Group information to identify, evaluate, and distribute information on processes and systems to improve FEB operations.

The HPFEB will, in compliance with OPM program initiatives to build the capacity of and improve the FEB network.

- A. Provide the (OPM sponsored) FEB Performance Improvement Group with organizational structures, recruitment and retention techniques.
- B. Provide methods used to measure how engaged membership is.
- C. Provide highlighted efforts to reduce costs while continuing to provide programs and services.
- D. Executive Director will serve as Chair of the Strategic Partnerships Committee to further efforts to build stronger partnerships across the 28 FEB network.
- E. Consider processes recommended by the Performance Improvement Group. Continue to develop a federal agency and contact database which can be fully synchronized with e-mail distribution lists, emergency notification systems and FEB directories; share this across the FEB network.

5. The local work plan to improve the administration of the HPFEB specifically is to:

- A. Comply with OPM guidance and requirements for developing and executing this annual operating plan, submitting monthly and annual reports and developing and maintaining an appropriately linked website which includes enhanced use of social media to further HPFEB initiatives.
- B. Develop long-term budget and operating strategy to ensure goals/objectives and mandated programs are carried out effectively. Increase the use of “service-in-kind” resource support from member agencies whenever possible. Work closely with host agency on appropriated fund budget support for internal operations costs when service in kind support is not available.
- C. Develop and maintain a set of local HPFEB Operating Procedures based on new management and budget construct for host agency approval.
- D. Fully leverage the recent upgrade of the HPFEB IT construct at the PJKK Federal Building, including the current contract to rebuild the HPFEB website (a primary business driver) on a modernized, secure platform with more user friendly portals for information and training registration.

Respectfully,



Christopher J. Conklin
Executive Director
Honolulu-Pacific Federal Executive Board