



Honolulu-Pacific Federal Executive Board

300 Ala Moana Boulevard

Room 4-123

Honolulu, Hawaii 96850

<https://honolulu-pacific.feb.gov>

FY 2019 Annual Report

Chair

STACEY FRANKLIN

Area Manager, Asia Pacific

U.S. General Services Administration

Vice-Chair

SCOTT EBELL

Chief of Staff

Defense POW/MIA Accounting Agency

Submitted by:

CHRISTOPHER CONKLIN

Executive Director

TABLE OF CONTENTS

Background.....	2
Executive Summary.....	4
Demographics.....	5
Executive Committee.....	6
Councils and Working Groups.....	7
Organizational Chart.....	8
Acknowledgements.....	9
Line of Business Results 2019	
1. Emergency Preparedness, Security and Employee Safety.....	10
2. Workforce Development and Support.....	11
3. Strategic Partnerships.....	14
CFC, Awards, ADR Shared Neutrals and Cost Avoidance Report - 2019.....	15

BACKGROUND ON FEDERAL EXECUTIVE BOARDS

Federal Executive Boards (FEBs) are catalysts for communication, coordination and collaboration among Federal agencies across the country. FEBs comprise a vibrant network to advance Federal initiatives and programs outside Washington, D.C. Our outreach extends to state and local levels of government to increase opportunities for cooperation beyond the Federal community. There are only 28 FEBs---we identify strategic partners within our metropolitan area, bring them together, and facilitate collaboration to achieve common goals.

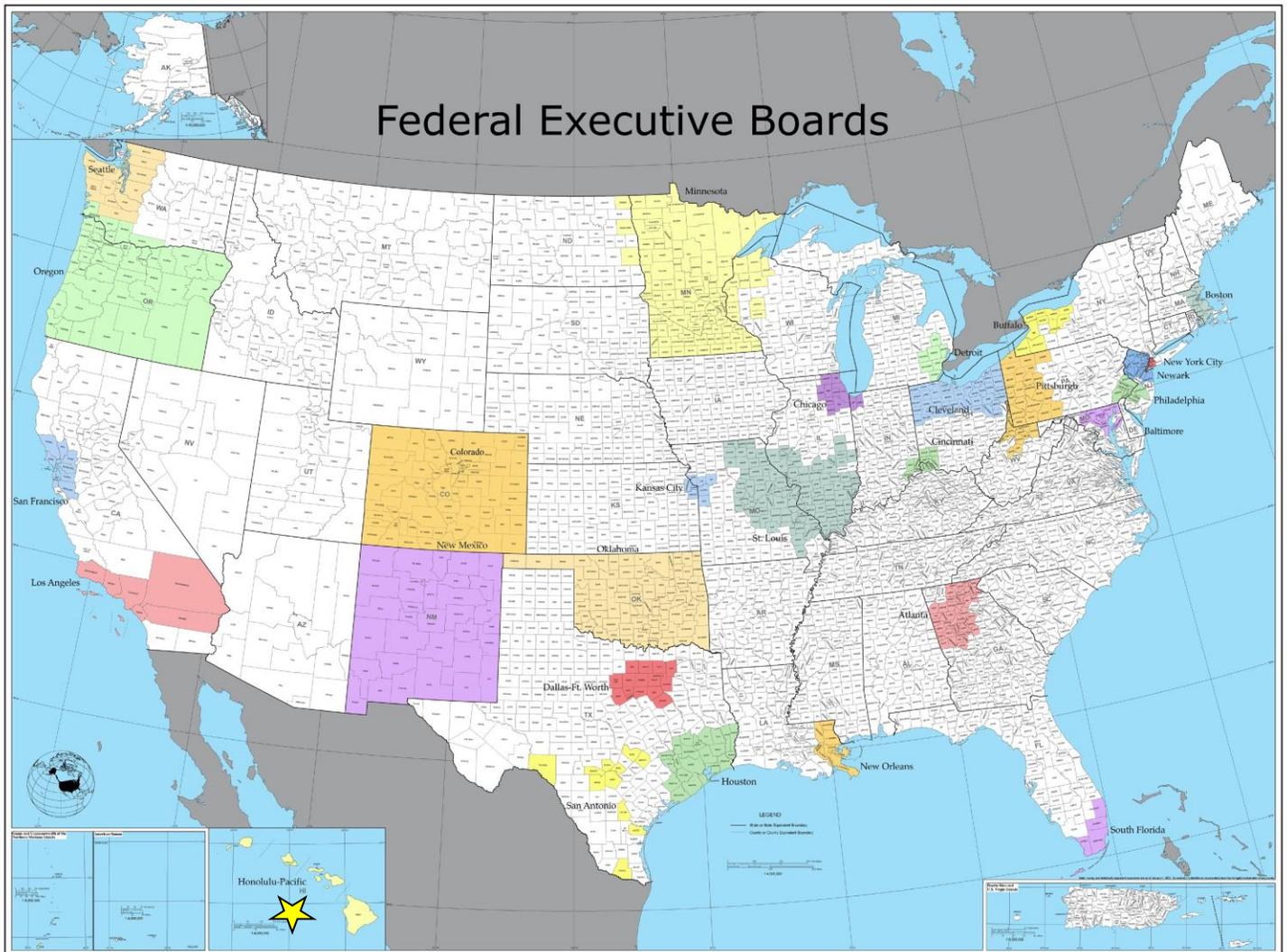


By Presidential Directive in 1961, President John F. Kennedy established FEBs to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. Prior to its establishment in 1966, the Honolulu-Pacific Federal Executive Board operated as a Federal Executive Association since 1956. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of the FEBs.

Today, the Boards are more relevant than at any other time in history. In continuing times of personnel reductions, budget cutbacks and reorganizations, interagency collaboration is critical to achieving results. As the local Federal ambassador, the FEB identifies opportunities for partnerships with intergovernmental and community organizations. Interagency collaboration is no longer just a wise choice; it is the platform for meeting agency mission goals.

The FEBs are models for partnership-based government. The Boards serve a vital role in intergovernmental coordination identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for and respond to local and national emergencies. While promoting issues related to Administration initiatives, they provide targeted training programs, employee development, shared resources, and local community outreach and participation. The Board's role as a conduit of information and a meeting point for a variety of agencies--each with a different mission--is critical to a more effective government. FEBs promote awareness of the Federal Government's involvement in, and contribution to, communities across the country.

28 FEDERAL EXECUTIVE BOARDS ACROSS THE NATION





EXECUTIVE SUMMARY

Despite continued challenges of budget and resource constraints, and operating as a one-person office for the majority of the year, the Honolulu-Pacific Federal Executive Board (HPFEB) remained fully engaged in Fiscal Year 2019. By leveraging strong local partnerships, innovating and optimizing scarce resources, the HPFEB was able again to provide the menu of traditional programs. The HPFEB continued to enhance and leverage the newly developed, interactive website to “digitize” processes and greatly improve efficiency in providing the required support under the lines of business in the OPM FEB Strategic and Operational Plan. Overall, significant strides were made in delivering all three FEB lines of business in FY-2019.

The link to the HPFEB website is here: <https://honolulu-pacific.feb.gov/>

The HPFEB provides a valuable return on the investment made by our funding agencies. Estimated cost avoidance to the Federal Government through leveraged collaboration in training/educational programs and mediation resolutions exceeded **\$1,028,853 in FY-2019**.

DEMOGRAPHICS

The U.S. government is the largest employer in the state of Hawaii. The HPFEB is comprised of approximately 117 senior official-agencies located throughout Hawaii and Guam. The approximate Federal population includes:

- 24,616 Civilian Federal Employees, this includes Excepted Federal Civil Service. (source: OPM May 2018)
 - ✓ 20,026 Department of Defense Civilians
 - ✓ 4,090 non-DoD Civilians(There are approximately 2,548 civilian federal employees in Guam, who are also supported through the Guam Federal Executive Association).
- 66,000 Active Duty Military (Hawaii only (source: DoD-DMOC)
- 13,600 Reserve Component Military (source: DoD-DMOC)
- 5,200 Air and Army Active Guard and Reserve (source: Air and Army National Guard Active Guard & Reserve HQs)
- 2,311 United State Postal Workers (source: USPS)
- More than 108,000 Military Veterans live and/or work in Hawaii, and over 60,000 are working age veterans. (source: veterans data.info 2019).
Over 10% of Hawaii's adult population are veterans of the U.S. Military.

THE 2019 HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD EXECUTIVE COMMITTEE

CHAIR

Mr. Stacey Franklin
Area Manager, Asia Pacific
General Services Administration

VICE CHAIR

Mr. Scott Ebell
Chief of Staff, Defense POW/MIA Accounting Agency

STANDING MEMBERS

CAPT Greg Burton, USN
Commander, Pearl Harbor Naval Shipyard and
Intermediate Maintenance Facility, Department of
Defense

RADM Kevin Lunday, USCG
Commander, Fourteenth Coast Guard District
United States Coast Guard, Department of Homeland
Security

Ms. Colby Stanton
Director, Pacific Area Office, Federal Emergency
Management Agency, Department of Homeland Defense

Mr. Ray Tanabe, Regional Director
NOAA, National Weather Service, Pacific Region
Department of Commerce

MEMBERS

BG (R) James T. Hirai, Deputy Director
Daniel K. Inouye Asia-Pacific Center for Security Studies,
Department of Defense

Mr. Todd Schafer, Executive Director
Commander, Pacific Fleet
U.S. Navy

Ms. Debbie Saito
District Manager, Hawaii-Pacific District
Federal Aviation Administration, Department of
Transportation

Mr. Travis Thomason
National Resources Conservation Services
U.S. Department of Agriculture

Mr. Ralph Rizzo
Division Administrator, Federal Highway Administration

Dr. Christine Altendorf
Region Director
U.S. Army Installation Management Command, Pacific

Mr. Mike Tosatto (ex-Officio Member)
Regional Administrator
NOAA/NMFS Pacific Islands Regional Office

Mr. David Gulick
District Director, U.S. Citizenship and Immigration Services,
Department of Homeland Security

Mr. Ryan Okahara
Director, Honolulu Field Office, Department of Housing
and Urban Development

COL Joseph Delaney, USMC
Commander, Defense Information Systems Agency Pacific,
Department of Defense

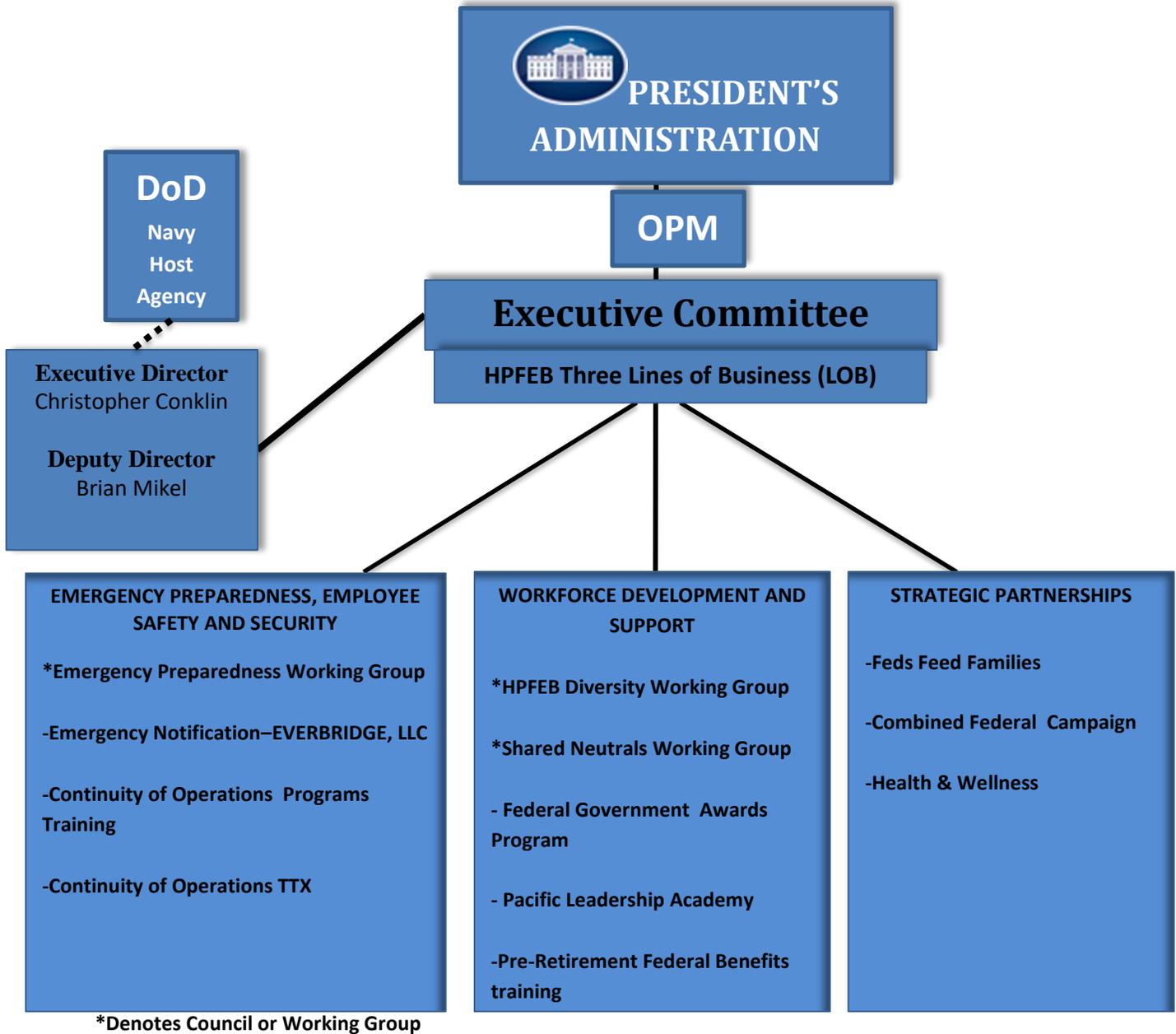
CAPT Kristin Acquavella
Commander, Defense Logistics Agency Pacific,
Department of Defense

COL Clay Mason,
US INDOPACIFIC Command, Deputy J9

2019 HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD COUNCILS AND WORKING GROUPS

LINE OF BUSINESS	COUNCIL OR WORKING GROUP	KEY AGENCY SUPPORTER
EMERGENCY PREPAREDNESS	Emergency Preparedness Working Group	Advocate: Ms. Colby Stanton, Director, Pacific Area Office, Federal Emergency Management Agency Chair: Mr. Gen Tamura, Federal Emergency Management Agency
WORKFORCE DEVELOPMENT AND SUPPORT	2019 Excellence in Federal Government Awards Ceremony and EXPO	Co-Chairs: Mr. Stacey Franklin, Region Director, Asia Pacific, GSA Mr. Chris Conklin, Executive Director, HPFEB Vice Chair: Mr. Brian Mikel, Deputy Director, HPFEB
	Pacific Leadership Academy	Advocate: BG (Ret) James T. Hirai, Deputy Director, Daniel K. Inouye Asia-Pacific Center for Security Studies Partner: OPM Western Regional Management Development Center
	HPFEB Diversity Working Group	Chair: Mr. Duane Keys, Pacific Air Forces, JBPHH Vice Chair: Ms. Kay Wakabayashi, Commander, US Navy Pacific Fleet
	HPFEB Shared Neutrals Working Group	Advocate: Mr. Brian Mikel, Deputy Director, HPFEB Chair: VACANT
STRATEGIC PARTNERSHIPS	Combined Federal Campaign	Chair: ADM Philip Davidson, U.S. Navy, Commander United States INDO-PACIFIC Command Local Federal Coordinating Committee Advisor: Ms. Diane Chong, USCG Sector Honolulu
	Feds Feed Families	Advocate: Mr. Brian Mikel, Deputy Director, HPFEB

HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD ORGANIZATIONAL CHART



ACKNOWLEDGMENTS

The Honolulu-Pacific Federal Executive Board extends its deepest appreciation to our Executive Committee, Council and Committee Chairs, board members and other partners for both leading and supporting us during another successful year. Special thanks to:

- Mr. Stacey Franklin, Area Manager, Asia Pacific, GSA, for serving notably as the Executive Committee Chair for FY18 and FY19, and for outstanding leadership and support to the HPFEB.
- Mr. Scott Ebell, Chief of Staff, DPAA, for serving as the Executive Committee Vice-Chair for FY19, and for consistent support to the Honolulu-Pacific Federal Executive Board and stepping into the Chair role for FY20.
- Ms. Diane Chong of Coast Guard Sector Honolulu for diligent service as the Local Federal Campaign Coordinator (LFCC) advisor to the HPFEB, in support of the Hawaii-Pacific Area Combined Federal Campaign, for the 2019 campaign.
- The HPFEB working group Chairs: Mr. Duane Keys, PACAF, Diversity Working Group. Gen Tamura, FEMA, Emergency Preparedness Working Group.
- BG (Ret) James Hirai – Advocate, the Pacific Leadership Academy.
- The many federal agency volunteers who so graciously stepped up to help make all of our events a success: we couldn't have done it without you.
- The GSA at the PJKK Federal Building, particularly Ms. Elaine Sheather and Ms. Andrea Kalahiki, for their consistent support to the HPFEB.
- Captain Greg Burton, USN and Mr. Alex Desroches of the Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility, and their support staffs for the excellent host agency support during the past year.
- The following Executive Committee Members, who completed their terms in FY19: Colonel Joseph Delaney, USMC who detached PCS from command of Defense Information Systems Agency, Pacific, Dr. Christine Altendorf, departing from U.S. Army Installation Management Command, Hawaii for another senior executive position with the Army in Washington, DC. and Mr. Steven Stanford, Special Agent in Charge, U.S. Secret Service, Honolulu who is also transferring to Washington, DC.
- The Honolulu Chapter of Young Government Leaders, led by President Blake Kawakami, for their partnership and outreach efforts on behalf of the federal work force.
- Mr. Brian Mikel, who quickly assumed the reins of HPFEB Deputy Executive Director after a long gap with the incumbent.
- The other FEB Executive Directors and the OPM staff who help build a synergistic network and share best practices.

- The HPFEB Emergency Preparedness Working Group (EPWG) continued to improve emergency readiness throughout the Honolulu federal community.
- While to date, the 2018 Central Pacific Hurricane season has not generated storms which have directly threatened Hawaii, with the historically high seawater and air temperatures being experienced in the islands, state emergency management officials and the HPFEB remain vigilant as hurricane season has over a month remaining.
- In November 2018 the HPFEB EPWG conducted a catastrophic hurricane table top exercise to leverage lessons learned from the 2018 Central Pacific hurricane season. Most participants reported that they found the discussions helpful and focused. Agencies represented included FAA, USDHS/FEMA and USDHS/CBP, HPFEB, GSA, USDA/FSA and USDA/NRCS, EEOC, and MCBH Kaneohe Bay. The assessment of the Pacific Disaster Center brief regarding the potential catastrophic damage from major Hurricane Lane, had that system made the forecasted landfall on Oahu, was briefed in detail. The EPWG advocate distributed a letter to the Hawaii federal agency leadership with the results of the exercise and the need for agencies and personnel to develop resiliency and the need for strong COOP plans and their frequent exercise, and the need for agencies to participate in COOP training.
- The HPFEB distributed via email and our website information about the lapse in appropriations in early 2019 affecting thousands of FEB member employees. HPFEB continually updated website and distribution emails with news and developments.
- The HPFEB EPWG, in partnership with the FEMA Pacific Area Office, presented the L0550: Continuity Planners Course in Honolulu, during National Preparedness Month (September 2019). This course provides the skills and knowledge to improve the overall quality and workability of COOP Plans for federal agencies.
- At the annual HPFEB full board meeting on August 28, 2019, the following EP related programs and initiatives were provided to the membership:
 - INFRAGARD partnership with the FBI and local infrastructure stakeholders.
 - Hawaii State Fusion Center for intelligence, anti-terrorism and law enforcement information sharing among federal, state and local partners in Hawaii.
- The Executive Director and Deputy continued the HPFEB involvement with various federal, state and local groups on readiness and security, including the quarterly Hawaii Emergency Preparedness Executive Consortium, Quarterly FEMA Region IX Regional Interagency Steering Committee (RISC) meetings and the PJKK Federal Building's building security committee.

Line of Business 2: Workforce Development and Support

- The Pacific Leadership Academy continued to be a highly sought course by Federal agencies in the Pacific. While not an SES candidate development program per se, the Academy's curriculum is based on the OPM Leadership Competencies required for Senior Executive Service certification. It is brought to the Pacific by a partnership between the HPFEB and the Office of Personnel Management (OPM) Western Management Development Center (going forward, this partnership will be with the Federal Consulting Group, under the auspices of the Department of Interior). The use of an on-line portal to manage the registration, initial assessment, and academic program, with hands on development from our two new program directors, continued to prove a very effective and efficient way to manage the program. There were 40 Fellows who completed the Emerging Leaders track and 39 Fellows who completed the Senior Leaders track in the FY-19 session of the PLA. A high quality joint graduation

ceremony and alumni reception were held at The Hickam AFB Officers Club on July 12, 2019. The keynote speaker was Mr. Craig Whelden, Major General (retired), USA, Executive Director (SES), U.S. Marine Forces, Pacific. Mr. Whelden shared leadership stories from a distinguished career with service in a variety of positions and detailed in his leadership book.

- Agency selections for FY-2020 have been made, and again there are waiting lists for both tracks.

1. Emerging Leaders (GS-9 to GS-12): This track includes two one-week sessions; core curriculum includes a) Personal Leadership, b) Understanding and Leading Others and c) Accelerating your Impact.

2. Senior Leaders (GS-13 to GS-15). This track includes three one-week sessions. Core curriculum includes a) Leading People, b) Leading Organizations and c) Leading for Results.



PLA Fellows thank their mentors in a group ceremony at the 2019 Pacific Leadership Academy Graduation



MG (Ret) Craig Whelden, Executive Director US Marine Forces Pacific provided the keynote address to the PLA graduates

- Other short term training opportunities were offered on a collaborative basis during FY-2019. These included:

In July, Mr. Jerry Strom presented the OPM-ECQ-based leadership training program, a three day developmental experience teaching the essentials of successful leadership. In August, Mr. Strom taught “Six Core Competencies of Leadership” to 11 personnel. He also presented “Lead into Leadership” in June 2019 to 14 satisfied attendees.

In August, the HPFEB sponsored “Dealing with Performance and Conduct Issues – A Two Day Seminar for Supervisors, Managers and Union Officials”, 16 federal leaders attended.

- Federal agencies and employees continue to express concerns over pay and benefits issues, including the COLA/Locality Pay transition, retirement planning, and health care. The HPFEB continues to closely monitor these issues, including regular interaction with primary stakeholders. A quarterly “Workforce Update” is now published on an informal basis to help keep agencies and their employees informed on these issues of high interest. Throughout the year, we meet with agency officials and representatives to discuss challenges they face.
- With the demographics of the Federal Workforce projected to drive a large exit of senior members to retirement in the next few years, retirement and training workshops have been in increasing demand. In 2019, the HPFEB provided pre-retirement planning training and services to over 1,500 federal employees, including sessions on CSRS/FERS, TSP, Social Security/Medicare and avoiding post-retirement investment fraud. It is anticipated that

demand for this training will only increase as the federal workforce continues to age and retirement security continued to become an issue of high importance.

- The 63rd Annual Excellence in Federal Government Awards Program and EXPO were held on Friday May 9, 2019, at the Hickam AFB Officer's Club. With estimated 652 personnel in attendance, over 135 employee awards (including individual team member certificates) awards were recognized on stage. The HPFEB and volunteers from various agencies were very successful again in executing a "no cost" ceremony and program. Numerous high performing employees from a wide spectrum of federal agencies were recognized in a two-hour ceremony. Before the formal program, a small reception was held with the support of FEHB providers and other federal benefit partners. All of the benefit partners along with 10 federal agencies participated in the EXPO. The event represented highly deserved recognition for the highest performers in federal agencies.



An awardee is recognized at the 2019 "Excellence in Federal Government Awards" program in May 2019

- FEB Diversity Working Group held its 2018 Leading with Excellence and Diversity (LEAD) Forum focusing on National Disability Employment Awareness Month in an effort to share best practices successfully recruiting and employing individuals with disabilities in their federal workforces. The event featured several subject matter experts: Pearl Harbor Fleet Logistics Center's Command Workforce Manager presented an informative story about meeting employment goals. The US Pacific Fleet Disability Program Manager's presentation focused on the legal requirements surrounding accommodation and related issues. Then a private construction contractor shared an inspiring personal story and then information about building out accessible spaces. The Forum ended with representatives from the University of Hawaii Center on Disability Studies and the Honolulu American Job Center who are employment specialists that work directly with job seekers and can be a resource for the Federal Managers/HR Professionals in the audience. The event was well attended with approximately 50 attendees.
- Since 2018 HPFEB has enjoyed a partnership with the University of Hawai'i at Mānoa Outreach College, so that federal employees can have the opportunity to participate in professional development offerings from the college in project and business management, environmental compliance and "green" building design, HR competencies, etc. This has proven very productive and many federal employees from various agencies have taken courses that otherwise might be unavailable to them.
- In July 2019, the HPFEB hosted the popular "What's In Your Retirement Portfolio" seminar at the NOAA IRC on Ford Island. This seminar included presentations on the TSP from the Thrift Investment Board, Post-Retirement Investing by the Securities and Exchange Commission, and Social Security 101 by the local Social Security Administration. A total of 454 federal employees and spouses attended this very valuable training.

Line of Business 3: Strategic Partnerships

- The Executive Director continued outreach to new federal/military leaders on HPFEB missions, roles, services and challenges.
- Promoted the 2019 “Feds Feed Families” campaign. Federal employees donated over 500 pounds of food to the local food banks (this is the amount not reported through individual agency higher headquarters).



- The 2018 Hawaii-Pacific Combined Federal Campaign, under the leadership of INDO-PACIFIC Command, provided total pledges of approximately \$1.82 million to support international, national and locally based charitable organizations. Managing this campaign, and the multitude of issues associated with the second year of a new, centralized CFC model proved to be a continued challenge and imposed a burden on the short-staffed HPFEB. However, contributions appeared to have stabilized after years of contraction. Lessons continued to be learned and these were shared with OPM-CFC and other CFC stakeholders. The Executive Director was awarded the national CFC Leadership Award for contributions to CFC both locally and nationally in 2018. There is optimism that the 2019 campaign will be an improvement both from a donor experience and a management perspective. The CFC remains an “at risk” program, as all work to reduce administrative overhead cost of the new model against charity donations and continue to incentivize local charity participation. Commander, US Army Pacific will chair the 2019 CFC Campaign.

CFC, AWARDS RECOGNITION, ADR/SHARED NEUTRALS PROGRAM AND COST AVOIDANCE-2019

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2018 Contributions:	\$ 1,821,877
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
63rd Annual Excellence In Federal Government Awards Ceremony	652	135 (team awards are counted as one)
Totals:	652	135

ADR/SHARED NEUTRALS PROGRAM

Workplace Dispute: An issue not covered under an Equal Employment Opportunities (EEO) law that impacts the workforce or an individual in the workplace.

Pre-EEO: A potential EEO case that is in the pre-complaint stage at the agency (it has not been forwarded to EEOC or any other negotiated process).

Resolution Rate: Cases that are resolved during the mediation/facilitation process (withdrawing the case or cases that proceed to filing are not counted).

	Cases Accepted	Cases Resolved	Cost Avoidance per Resolution	Cost Avoidance Realized	Resolution Rate
Workplace Dispute	1*	0	\$19,266.16	0	N/A
Pre-EEO Complaint	0	0	\$78,753.02	0	N/A
EEO Complaint (after entering formal process)			\$75,189.93	\$0.00	N/A
Totals:	0	0		0	

*one case accepted and assigned to mediator but resolved prior to completing mediation

SURVEY QUESTION #1: Overall, how satisfied were you with the ADR process? N/A

	Very Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Very Dissatisfied (1)
# of Responses received:	N/A	N/A	N/A	N/A	N/A

SURVEY QUESTION #2: Was it helpful to have a mediator from another federal agency? N/A

	Yes	No
# of Responses received:	N/A	N/A

FEB-SPONSORED TRAINING OPPORTUNITIES (does not include FEMA exercises, workshops, or emergency trainings)

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
"What's In Your Retirement Portfolio" SEC/TSP/SSA	\$296.00	\$0.00	\$296.00	454	\$134,384.00
Lead-in to Leadership - Leadership Training	\$1,827.51	\$795.00	\$1,032.51	14	\$14,455.14
Pacific Leadership Academy - Senior Leaders	\$18,250.05	\$6,750.00	\$11,500.05	40	\$460,002.00
Pacific Leadership Academy - Emerging Leaders	\$12,200.04	\$4,900.00	\$7,300.04	40	\$292,001.60
Six Core Competencies of Leadership	\$1,827.51	\$795.00	\$1,032.51	11	\$11,357.61
Dealing with Performance and Conduct Issues	\$698.00	\$350.00	\$348.00	16	\$5,568.00
FERS Retirement Training - 4 Three Hour Sessions	\$148.00	\$0.00	\$148.00	68	\$10,064.00
CSRS/FERS/LEO Retirement Training - Day Long Sessions (9 sessions)	\$296.00	\$66.00	\$230.00	52	\$11,960.00
LEAD (Diversity) Seminar, Disability Employment Awareness	\$504.00	\$0.00	\$504.00	146	\$73,584.00
Retirement Benefits Training One-Day (2 dates)	\$296.00	\$95.00	\$201.00	77	\$15,477.00
TOTALS:				918	\$1,028,853.35

FEB-SPONSORED EMERGENCY PREPAREDNESS TRAINING OPPORTUNITIES (includes all FEMA exercises, workshops, or emergency trainings)

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
FPS Active Shooter Awareness	\$0.00		\$0.00		\$0.00
ISC Risk Management Process & FSC Training	\$0.00	\$0.00	\$0.00		\$0.00
L-262 Instructional Delivery for SMEs	\$0.00		\$0.00		\$0.00
L-548 Continuity of Operations Program Manager	\$0.00		\$0.00		\$0.00
L-549 Reconstitution Planning Workshop	\$0.00		\$0.00		\$0.00
L-550 Continuity of Operations Planner's Workshop	\$0.00		\$0.00	20	\$0.00
L-551 Devolution Planning Workshop TTT	\$0.00		\$0.00		\$0.00
L-552 Continuity of Operations for Tribal Govt	\$0.00		\$0.00		\$0.00
L-553 Resilient Accord/Cyber Security Planning Workshop	\$0.00		\$0.00		\$0.00
L-554 Determined Accord Continuity Pandemic Preparedness Workshop	\$0.00		\$0.00		\$0.00
L-556 Guardian Accord/Terrorism-Based Planning Workshop	\$0.00		\$0.00		\$0.00
L-557 Mission Essential Functions Workshop	\$0.00		\$0.00		\$0.00
L-605 Instructional Delivery	\$0.00		\$0.00		\$0.00
TOTALS:				20	\$0.00

The Honolulu-Pacific Federal Executive Board continues to provide a valuable return on investment for our Federal community. The HPFEB's collaboration with agencies and vendors generated an estimated cost avoidance of over \$ 1.03 million, which directly supports Executive Order 13589, "Promoting Efficient Spending," and Presidential Memorandum M-12-12, "Promoting Efficient Spending to Support Agency Operations."

Submitted/Date: October 24, 2019

Approved/Date: October 31, 2019



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



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Area Manager, Asia Pacific
General Services Administration
Chair
Honolulu-Pacific Federal Executive Board