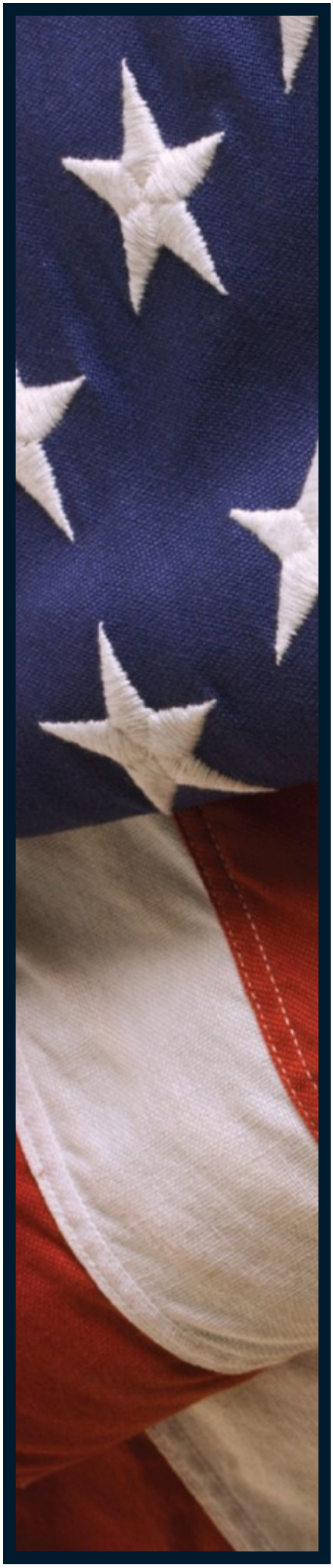

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Updated: 17 Nov 2019

DIRECTORY CONTENTS

FEB Officers/Executive Committee/Staff/Office 5

Agency Listing

Department of Agriculture (USDA)

- Animal and Plant Health Inspection Service Plant Protection and Quarantine (APHAWAIIS) 6
- Farm Service Agency, Hawaii State and Pacific Basin (FSA) 6
- Food Safety Inspection Service Compliance Program 6
- Food and Nutrition Service (FNS) 6
- Pacific Southwest Research Station, Institute of Pacific Islands Forestry 6
- Natural Agricultural Statistics Service 6
- Natural Resources Conservation Service (NRCS) 7
- Rural Development 7

Department of Commerce (DOC)

- NOAA, Inouye Regional Center 7
- NOAA, National Marine Fisheries Service, Pacific Islands Fisheries Science Center (PIFSC) 7
- NOAA, National Marine Fisheries Service, Pacific Islands Regional Office (PIRO) 7
- NOAA, National Weather Service, Pacific Region (NWS) 8
- Honolulu Export Assistance Center, U.S. Commercial Service 8
- Economic Development Administration 8

Corporation for National and Community Service 8

Department of Defense (DoD)

U.S. Air Force (USAF)

- Pacific Air Forces (PACAF) 8
- 15th Wing 9

U.S. Army (USA)

- U.S. Army, Pacific (USARPAC) 9
- 311th Signal Command (Theater) 9
- 413th U.S. Army Contracting Support Brigade 9
- 500th Military Intelligence Brigade-Theater 9
- 599th Transportation Brigade 10
- U.S. Army Installation Management Command, Pacific 10
- Regional Health Command-Pacific 10
- U.S. Army Corps of Engineers, Pacific Ocean Division (COE POD) 10

U.S. Marine Corps (USMC)

- Marine Corps Forces, Pacific (MFP) 10
- Marine Corps Base Hawaii (MCBH) 11

U.S. Navy (USN)

- U.S. Pacific Fleet (COMPACFLT) 11
- Navy Region Hawaii 11
- Joint Base Pearl Harbor Hickam
- Naval Supply Fleet Logistic Center, Pearl Harbor 11
- Navy Computer and Telecommunications Area Master Stations, Pacific 12
- Naval Criminal Investigative Service Field Office Hawaii 12
- Naval Facilities Engineering Command, Hawaii 12
- Naval Facilities Engineering Command, Pacific 12
- Naval Health Clinic of Hawaii 12
- Navy Munitions Command, East Asia Division 12
- Pearl Harbor Naval Shipyard and IMF (PHNSY) 13
- Naval Information Warfare Center Pacific (NIWC Pacific) 13

Joint Commands

- U.S. Indo-Pacific Command 13
- Army and Air Force Exchange Service 13
- Daniel K. Inouye Asia-Pacific Center for Security Studies 13
- Defense Contract Audit Agency, Hawaii Sub Office 14
- Defense Commissary Agency (DeCA) West 14
- Defense Criminal Investigative Service 14
- Defense Information Systems Agency Pacific (DISA PAC) 14
- Defense Logistics Agency Indo-Pacific 14
- Defense Logistics Agency, Disposition Services Pacific 15
- Defense Logistics Agency, Distribution 15
- Defense Logistics Agency Energy Pacific 15
- Defense Logistics Agency Information Operations (J6) Indo-Pacific 15
- Defense Logistics Agency, Land and Maritime 15
- Defense Logistics Agency, Troop Support Pacific 15
- Defense POW/MIA Accounting Agency West 16
- Joint Typhoon Warning Center 16
- Military Entrance Procession Station, Honolulu 16

NSA Hawaii/NCPAC 16
State of Hawaii, Department of Defense 16
Equal Employment Opportunity Commission (EEOC) 17
Federal Mediation and Conciliation Service (FMCS) 17
General Services Administration
Asia –Pacific Region 17
Federal Acquisitions Service 17
Public Building Service 17
U.S. Department of Health and Human Services
Centers for Medicare and Medicaid Services 18
Centers for Disease Control and Prevention Office of State, Tribal, Local, & Territorial Support 18
Centers for Disease Control Division of Global Migration and Quarantine Daniel K. Inouye International Airport 18
Food and Drug Administration 18
Office of the Inspector General 18
U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services 19
U.S. Customs and Border Protection 19
Federal Emergency Management Agency, Pacific Area Office (FEMA) 19
Federal Protective Service 19
Fourteenth Coast Guard District 20
Immigration and Customs Enforcement, Homeland Security Investigations 20
Immigration and Customs Enforcement, Office of Chief Counsel Honolulu 20
Immigration and Customs Enforcement and Removal Operations 20
Office of Infrastructure Protection, Protective Security Coordination Division, Field Ops Branch 20
Secret Service 20
Transportation Security Administration, Daniel K. Inouye International Airport 21
Federal Air Marshal Services 21
Global Operations, Asia Pacific 21
U.S. Department of Housing and Urban Development 21
U.S. Department of The Interior
U.S. Fish and Wildlife Service, Office of Law Enforcement 21
U.S. Fish and Wildlife Service, Pacific Islands Refuge and Monuments 22
U.S. Fish and Wildlife Service, Ecological Services 22
U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program 22
U.S. Geological Survey, Pacific Islands Water Science Center 22
U.S. Geological Survey, Pacific Island Ecosystems Research Center 22
National Park Service, Pacific West Region Honolulu 23
U.S. Department of Justice
U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives 23
U.S. Drug Enforcement Administration 23
Executive Office for Immigration Review, Immigration Court 23
Federal Bureau of Investigation 23
Federal Bureau of Prisons 24
U.S. Attorney's Office, District of Hawaii 24
U.S. Marshals Service 24
U.S. Department of Labor
Occupational Safety and Health Administration 24
Office of Federal Contract Compliance Programs, Hawaii Area Office 24
Office of Labor Management Standards 25
Veterans' Employment and Training Service 25
Wage and Hour Division 25
National Labor Relations Board, Sub-Region 37 25
Office of Personnel Management, National Background Investigations Bureau 25
Small Business Administration 26
Social Security Administration
Honolulu District Office 26
Teleservice Center 26
Kapolei District Office 26
U.S. Department of State
Diplomatic Security Service 26
Honolulu Passport Agency 27
U.S. Department of Transportation
Federal Aviation Administration 27
Federal Highway Administration 27
Federal Motor Carrier Safety Administration 27

U.S. Department of Treasury
Internal Revenue Service 28
U.S. Department of Veterans Affairs
Veterans Health Administration, Pacific Islands Health Care System 28
Veterans Benefits Administration 28
National Cemetery Administration 28
U.S. Environmental Protection Agency 29
U.S. Postal Service 29
U.S. Selective Service System 29

Associate Members (not covered under Title 5 U.S. Code)
High Intensity Drug Trafficking Area 29
U.S. District Court of Hawaii 29
U.S. Probation Office 30
U.S. Bankruptcy Court, District of Hawaii 30

Federal Executive Associations
Anchorage, Alaska 31
Juneau, Alaska 31
Ketchikan, Alaska 31
Guam 31

U.S. Congressional Offices, Hawaii 32
Honolulu Pacific Executive Board, Committees, Councils, and Working Groups 33
Past Honolulu Pacific Federal Executive Board Chairs 34
Honolulu-Pacific Federal Executive Board By-Laws 35
Honolulu-Pacific Federal Executive Board Mission 43

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HPFEB SPONSORED COUNCILS, WORKING GROUPS, AND COMMITTEES

Emergency Preparedness Working Group

Torrey Cunningham (Chair)
FEMA
gen.tamura@fema.dhs.gov

Advocate:
Colby Stanton
Director, FEMA, Region IX, PAO

Focuses on continuity planning, all-hazards preparedness, training and exercise development and evaluation.

Alternative Dispute Resolution (ADR) Working Group

Chair: VACANT

Advocate:
Brian Mikel, HPFEB

Vice Chair: VACANT

Focuses on best practices for ADR and Conflict Resolution, shared neutrals, and resources.

Diversity Working Group

Kay Wakabayashi (Chair)

COMPACFLT

kay.wakabayashi@navy.mil

VACANT (Vice Chair)

Noriko Shoji (Recorder)

NOAA

Noriko.shoji@noaa.gov

Promotes a diverse Federal work environment that encourages and supports programs and policies to

further dignity, trust, and respect.

HPFEB SPONSORED COUNCILS, WORKING GROUPS, AND COMMITTEES

Excellence in Federal Government Awards Committee

Christopher Conklin (Chair)

Honolulu-Pacific Federal Executive Board

Brian Mikel (Vice Chair)

Honolulu-Pacific Federal Executive Board

Focuses on the recognition of the dedication and service of federal military and civilian personnel.

Outstanding achievements by federal employees are recognized at an annual awards ceremony.

Event also highlights the activities of the government and helps to foster understanding among federal

agencies and the community-at-large.

2019 Hawaii-Pacific Area Combined Federal Campaign (CFC)

General Robert B. Brown

Commanding General, U.S. Army Pacific (USARPAC)

LFCC: HPFEB Executive Committee

MAJOR Kimberly M. Culver, Project Officer

The only annual on-the-job fund raising campaign authorized in the federal workplace that gives federal employees an opportunity to contribute to a variety of health and human care agencies.

PAST FEDERAL EXECUTIVE BOARD CHAIRS

FY	Name	Agency
1967	Phillip M. Swatek	Federal Aviation Administration
1968	Evan S. Lloyd	Internal Revenue Service
1969	RADM Benjamin F. Engel, USCG	Fourteenth Coast Guard District
1970	William C. Oshiro	Veterans Administration
1971	H. Tucker Gratz	Department of Commerce
1972	RADM Thomas B. Hayward, USN	Fourteenth Naval District
	Hon Chung Chee	U.S. Postal Service
1973	Robert M. Cutts	Internal Revenue Service
1974	Colonel G. Procter, Jr., USA	U.S. Army Support Command, Hawaii
1975	Jack G. Webb	Federal Aviation Administration
1976	Colonel Wilmot E. Y. Paxton, USAF	15th Air Base Wing
	Colonel Richard L. Thompson, USAF	15th Air Base Wing
1977-78	RADM James W. Moreau, USCG	Fourteenth Coast Guard District
1979	Robert L. Barrel	National Park Service
1980	Colonel Sharman R. Stevenson, USAF	15th Air Base Wing
1981	Robert O. Ziegler	Federal Aviation Administration
1982	Dale T. Coggeshall	Fish and Wildlife Service
1983	MG Edward J. Huycke, MC, USA	Tripler Army Medical Center
	Colonel Lewis M. Edwards, MC, USA	Tripler Army Medical Center
1984	Harold M. Browning	Internal Revenue Service
1985	BG Robert M. Bunker, USA	U.S. Army Engineer Division, Pacific Ocean
1986	Bruce W. McCullough	Social Security Administration
1987	Captain Roger C. Erickson, SC, USN	Naval Supply Center, Pearl Harbor
1988	Richard N. Duncan	Soil Conservation Service
1989	RADM William P. Kozlovsky, USCG	Fourteenth Coast Guard District
1990	Jo Ann C. Kocher	Bureau of Alcohol, Tobacco and Firearms
1991	Colonel Ronald R. Critser, USMC	Marine Corps Air Station, Kaneohe Bay
1992	Billy J. Brown	Internal Revenue Service
1993	Captain E. A. Fessler, JAGC, USN	Naval Criminal Investigative Service
1994	Gordan Y. Furutani	Department of Housing and Urban Development
1995	Colonel John B. McDougle, USA	516th Signal Brigade (U.S. Army)
1996	Edward J. Broglio	U. S. Postal Service
1997-98	Captain John E. Tufts, SC, USN	Defense Finance and Accounting Service
1999	A. B. Nonan	General Services Administration
2000	Captain Gigette P. Caldwell, SC, USN	Fleet and Industrial Supply Center
2001	Nat H. Aycox	U.S. Customs Service
2002	MG Edward L. Correa, Jr., HIARNG	State of Hawaii, Department of Defense
2003	Irene Kishita	Social Security Administration
2004	CAPT Brad A. Bellis, SC, USN	Defense Energy Support Center Pacific
	CAPT Will Short, SC, USN	Defense Finance and Accounting Service Pacific
2005	CAPT Brad A. Bellis, SC, USN	Defense Energy Support Center Pacific
2006-08	Edward H. Kubo, Jr.	Judge, 1st Circuit Court
2009	COL Kirk E. Bruno, USMC	Defense Information Systems Agency Pacific
2010	Daryl Ishizaki	United States Postal Service
2011	MG Joseph J. Chaves	United States Army Pacific
2012-13	RADM Charles W. Ray	Fourteenth Coast Guard District
2014	Colby Stanton	FEMA, Pacific Area Office
2015	Steve Mullen	US Passports, Honolulu Office
2016-2017	Michael Tosatto	NOAA , NMFS, Pacific Island Regional Office
2018-2019	Stacey Franklin	Region Director, Asia-Pacific, General Services Admin

HONOLULU PACIFIC FEDERAL EXECUTIVE BOARD

BYLAWS

Amended December 6, 2012

Article I
N A M E

The name of this organization shall be the Honolulu Pacific Federal Executive Board, hereinafter referred to as the HPFEB.

Article II

AUTHORITY AND PURPOSE

SECTION 1 AUTHORITY

a) The President of the United States established the Federal Executive Boards in a memorandum to the heads of departments and agencies dated November 10,

1961; in the Federal Register on August 28, 1984; and in the Code of Federal

Regulations, Title 5, Volume 2, Part 960 Office of Personnel Management

(OPM) regulations effective September 28, 1984. Currently, 28 Federal Executive Boards are located nationwide in areas with a significant federal population, and are comprised of local, senior-level federal agency officials.

b) Activities of Federal employees working within the scope of the HPFEB Bylaws are considered to be conducting official business for the United States Government.

SECTION 2 PURPOSE

a) The purpose of the HPFEB is to strengthen the management and administration of Executive Branch activities and to create value to the public by fostering communication, coordination, and collaboration between Federal, State, and Local government agencies.

b) The U.S. Office of Personnel Management, Office of the Director, provides direction and oversight of the HPFEB as part of the nationwide network of Federal Executive Boards. This direction and oversight is related to the mission and purpose of Federal Executive Boards, consistent with law and directives from the President, '

c) Under the guidance of the Director for the Office of Personnel Management, the Board shall direct its cooperative activity to three lines of business: Emergency Preparedness, Security and Employee Safety; Workforce Development and Support; and Intergovernmental and Interagency Collaboration and Community Outreach. In addition, the HPFEB will support the Federal Executive Board Network in capacity building and improving commonalities within the network's administrative functions.

Article III

HPFEB MEMBERSHIP

SECTION 1 PRESIDENTIAL DIRECTIVE

a) The President has directed the head of every Executive Branch Agency to arrange for the leading official of their field office to personally participate on the Federal Executive Board.

b) The Principal Members of the HPFEB shall consist of the principal regional officer with respect to an Executive Agency, which includes those agencies located in the State of Honolulu and that part of the Pacific under jurisdiction of a member agency as designated by the head of the department or agency.

SECTION 2 MEMBERS

a) The principal regional officer of every Executive Branch Agency located within the state of Hawaii and that part of the Pacific under jurisdiction of a member agency as designated by the head of the department or agency shall represent their agency on the HPFEB.

b) There are no membership fees or applications.

c) Principal regional officers of member agencies will designate officials and employees to participate in activities undertaken by the HPFEB or work of committees, councils, or working groups under the direction of the Executive Committee. Such assignments will not constitute membership in the HPFEB; however, such assignments may constitute membership on the respective committee, council, or working group.

SECTION 3 ALTERNATE MEMBERS

a) Each HPFEB member agency may designate alternate members to attend HPFEB meetings and serve in the absence of the member. Alternate members may be the deputy, principal assistant to the member, or another senior official of the member's organization.

Article IV

EXECUTIVE COMMITTEE

SECTION 1 EXECUTIVE COMMITTEE

a) The Executive Committee is charged with the formulation and guidance of HPFEB programs and services.

b) The HPFEB shall have up to seventeen (17) members on its Executive Committee, consisting of five (5) Standing (non-elected) members and not less than seven (7) or more than twelve (12) At-Large (elected) members.

c) Standing Executive Committee members shall be the:

1) Immediate past Chair of the Executive Committee

2) Head of the HPFEB Host Agency

3) The Principle Officer within Hawaii of the General Services Administration

4) The Principal Officer within Hawaii of the Federal Emergency Management Agency (FEMA)

5) The Principal Officer within Hawaii of the Fourteenth Coast Guard District (the designated senior official for the PJKK Federal Building in Honolulu)

d) Standing Executive Committee members have the same rights and privileges as At-Large (elected) Executive Committee members and may hold officer positions. In the event a Standing Executive Committee member is elected Chair or Vice-Chair, his or her position on the HPFEB is vacated.

e) Each member of the Executive Committee may designate an alternate to participate in Committee meetings when the principal is unable to attend. The alternate member shall be the deputy or principal assistant to the member or another senior official of the member's organization.

SECTION 2 OFFICERS

Officers of the HPFEB Executive Committee shall be:

§ Chair

§ Vice-Chair

SECTION 3 DUTIES OF OFFICERS

a) The Chair shall preside over meetings of the HPFEB and the Executive Committee, call special meetings as required, approve all standing and special committees, and be the spokes person for the HPFEB. The Chair is authorized to conduct the regular business of the Executive Committee and act on substantive matters that require immediate action when it is not feasible to convene the full membership of the Executive Committee.

b) The Vice Chair shall preside over meetings in the absence of the Chair and perform all of the duties of the Chair in the Chair's absence.

c) The Chair or Vice Chair shall appoint an acting Chair in the event that both the Chair and Vice Chair are temporarily unable to perform the functions of the Chair.

SECTION 4 TERM OF OFFICE

a) Each Executive Committee member shall hold office for a period of two (2) years from October 1 through September 30. Members are not term limited and may run for an additional term if so desired.

b) Officers – The term of office for the Chair and Vice Chair shall be one year from October 1 through September 30.

c) Annually on October 1, the Vice Chair assumes the position of Chair.

SECTION 5 VACANCIES

a) Officer Vacancies on the Executive Committee shall be filled as follows:

§ A vacancy in the office of the Chair shall be filled by the Vice Chair

§ A vacancy in the office of the Vice Chair shall be filled by appointment of a member of the Executive Committee by majority vote.

b) Elected member vacancy on the Executive Committee shall be filled as follows:

§ The Chair will appoint a HPFEB member to serve the unexpired elective term.

SECTION 6 QUORUM FOR MEETINGS

a) A quorum shall consist of a majority of the members of the Executive

b) Actions of the Executive Committee shall be taken only with the approval of a majority of the members thereof.

SECTION 7 VOTING

a) All members of the Executive Committee shall have one (1) vote.

b) Voting privileges at Executive Committee meetings shall be restricted to the members or their alternates.

c) All motions require an affirmative vote of a simple majority to be effective.

SECTION 8 ELECTIONS

a) Elections shall be held annually no later than August 30th. Officers and Executive Committee members will assume their duties the first day of October following the election.

b) Announcements will be issued to the members of the Board one month prior to the nominating committee being appointed indicating that nominations are being accepted for vacancies on the Executive Committee. These nominations shall be given due consideration by the nominating committee.

c) The Chair shall appoint a nominating committee consisting of a Chair and at least two (2) other members who shall place in nomination one or more names for each elected position. The Executive Committee shall issue a notice in the third quarter of the fiscal year announcing the members of the nominating committee to all HPFEB members.

d) In the nomination, election, and appointment of elected positions due regard shall be given to the need for representation from the various organizational elements of the participating Federal departments and agencies. To ensure diversity, the nominating committee shall solicit nominations from the members of the HPFEB and consider geographic, programmatic, social, and ethnic backgrounds, and length of Federal service. To the degree practicable, the term expirations for the Executive Committee members shall be balanced such that half will expire on odd years and half on even years.

e) The nominating committee shall submit the proposed slate to the Executive Committee for concurrence.

f) Once approved, the election slate will be transmitted to the full Board for voting by ballot. The slate will be delivered electronically, and include space for write-in candidates, and two weeks shall be allowed for return of the electronic ballot. Should the slate not be approved, the matter shall be returned to the Executive Committee and the nominating process repeated.

g) In all instances, the candidate receiving the greatest number of votes for a position shall be declared elected to that office. If there is only one candidate for an office, the ballot may be dispensed with by unanimous consent. The Chair shall cast the deciding vote in the event of a tie.

ARTICLE V
MEETINGS

SECTION 1 EXECUTIVE COMMITTEE

The Executive Committee shall meet a minimum of four (4) times annually. The Chair may call special meetings as deemed necessary to accomplish the activities of the organization. Written minutes from these meetings shall be prepared and, subject to the approval of the Chair, shall be transmitted to the HPFEB board membership in a timely manner.

SECTION 2 HPFEB

The HPFEB membership shall meet at least two (2) times annually. The annual federal employees awards event fulfill one of the full meeting requirements, if so desired. The Executive Committee may call additional meetings as deemed necessary to accomplish the activities of the organization.

ARTICLE VI
ORGANIZATION

SECTION 1 BYLAWS

The HPFEB shall adopt Bylaws for internal governance that are consistent with the Presidential Directives and Title 5, Volume 2, 5 CFR Part 960 of OPM regulations.

SECTION 2 STAFF

a) The HPFEB shall have an Executive Director and a Deputy Executive Director, both of whom shall be Federal Government employees selected in accordance with HPFEB Host Agency and OPM rules and regulations.

b) The Executive Director shall conduct the routine correspondence of the HPFEB, and keep such records as may be required. The Executive Director shall manage and disburse funds for programs and activities of the HPFEB in accordance with the instructions of the Executive Committee, and perform such other functions as the Chair may assign.

c) As the Executive Committee deems necessary, personnel from member agencies may be loaned to the HPFEB to assist in carrying out the activities of the organization.

SECTION 3 COUNCILS AND COMMITTEES

a) The Executive Committee shall designate councils, committees, and working groups to assist in carrying out the functions of the three HPFEB business lines.

b) Councils, committees, and working groups may be established by and with approval of the Executive Committee for investigation and study of matters relating to the accomplishment of the general purpose, business and objectives of the HPFEB.

c) Each Council will develop a Charter for approval by the Executive Committee. The life of a Council shall continue until terminated by Executive Committee.

d) Committees and working groups may be established by and with the approval of the Executive Committee to perform a clearly defined function. The life of any of these entities shall continue until the mission or function has been completed or until terminated by the Executive Committee.

e) Federal Government employees may be appointed to lead councils, committees, and working groups on a collateral basis and at the discretion of their agency head and the HPFEB Executive Committee.

f) Council, committee, and working group chairs will serve as the principal advisor to the Executive Committee for matters relating to the group's mission, and are responsible for providing resources from their respective agency to support activities.

ARTICLE VII
ANNUAL PLANS AND REPORTS

SECTION 1 ANNUAL PLAN

a) As required by the Office of Personnel Management, the Executive Committee, with the assistance of the Executive Director, shall prepare an annual operating plan and performance goals for each fiscal year.

b) All Councils, committees, and working groups shall submit a work plan of activities, projects, programs, and budget to the Executive Committee.

SECTION 2 ANNUAL REPORT

a) As required by the Office of Personnel Management, the Executive Director, with the assistance of the Executive Committee, shall prepare an annual report, over the signature of the Chair, describing the significant progress and activities of the previous fiscal year.

b) All councils, committees, and working groups are required to submit an annual report of activities, accomplishments and progress for inclusion in the HPFEB annual report.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Where applicable, the current edition of *Robert's Rules of Order, Newly Revised*, will govern the proceedings of the HPFEB and its Executive Committee.

ARTICLE IX
AMENDMENTS

These Bylaws may be amended, after approval by the Executive Committee, by a majority vote of the HPFEB members present and voting at any annual, regular, or special meeting. Written notice of the proposed amendments shall be provided to members a minimum of ten (10) days in advance of the meeting.

ARTICLE X
RATIFICATION

These Bylaws were approved by the Executive Committee on December 6, 2012 and ratified by the members of the HPFEB on December 20, 2012.

//////////Original Signed////////// Date: 12/20/2012

Rear Admiral Charles W. Ray

Chair

//////////Original Signed////////// Date: 12/20/2012

Christopher J Conklin

Executive Director

APPENDIX A
NORMATIVE

These Bylaws were revised to bring them into compliance with the Code of Federal Regulations, Title 5, Volume 2, Part 960 of Office of Personnel Management (OPM) regulations effective on September 28, 1984, and to clarify some terms and provisions. Although most changes were minor clarifications, the Executive Committee is documenting their reasoning for the following sections:

ARTICLE I
NAME

To clarify that the Honolulu Pacific Executive Board will be referred to herein as the HPFEB, and correct the previous guiding documents from Constitution to Bylaws.

ARTICLE II
AUTHORITY AND PURPOSE

SECTION 2 PURPOSE

c) To clarify the current three lines of business for each Federal Executive Board, as promulgated by the Office of Personnel Management, Office of the Director.

ARTICLE IV
EXECUTIVE COMMITTEE

To avoid confusion with the name of the Honolulu Pacific Federal Executive Board, sometimes referred to as *The Board*, the Board of Directors shall be called the *Executive Committee*.

Section 1 EXECUTIVE COMMITTEE

To clarify the number of members on the Executive Committee which includes standing committee members and at-large (elected) committee members, and to clarify which organizations will provide members of the standing committee. Also to eliminate the term "ex-officio members" which was potentially confusing, as well as to eliminate the discretion to designate honorary, special and/or associate members without vote, which is not authorized by statute.

ARTICLE VI
ORGANIZATION

Section 3 COUNCILS AND COMMITTEES

To provide for flexibility in responding to future needs for councils, committees, or work groups, and changes in directed business lines for the HPFEB, the names of councils, committees and work groups are no longer specified.

FEDERAL EXECUTIVE BOARD MISSION

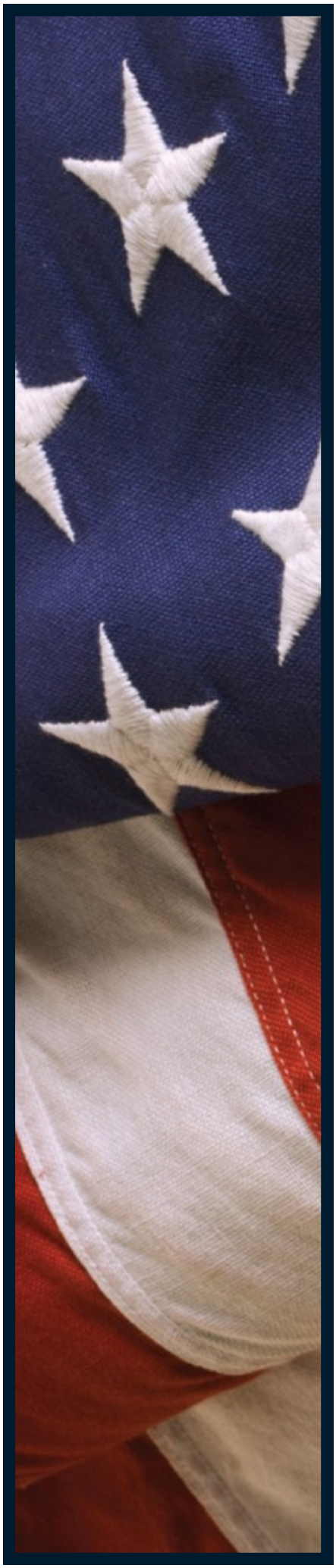
Federal Executive Boards (FEBs) were established in 1961 by President John F. Kennedy to improve coordination among federal activities and programs outside Washington, D.C. FEBs serve as the catalyst for developing partnerships to coordinate intergovernmental cooperation to advance local and national initiatives. FEBs have a long history of establishing and maintaining valuable communication links and have been providing a balanced perspective for more than 50 years.

The FEB's three major areas of responsibility are emergency preparedness, security and employee safety, workforce development and support, and third intergovernmental and interagency collaboration and community outreach.

In support of the emergency preparedness, security and employee safety initiative, the FEB maintains a COOP work group; maintains a 24/7 database of federal contacts for emergencies; maintains a web based emergency communications system; offers emergency management training, education programs and conducts tabletop exercises; provides assistance and referral regarding emergency preparedness; fosters relationships with multiple levels of government regarding emergency issues; maintains an All Hazards Emergency Notification Plan, and distributes communications and policies from higher authorities prior to and following an emergency.

To further workforce development and support, the FEB sponsors training to develop agency talent and bridge skill gaps; promotes and shares local agency best practices; maintains and promotes alternative dispute resolution program; and provides information on recruitment and retention services.

The FEB works diligently on intergovernmental and interagency collaboration to assist with meeting the needs of the agencies. Our community outreach expands every year, the Federal Workforce has exceeded the Feds Feed Families national food drive from the previous year and ranks 6th in the nation with CFC pledges.



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