



FY 2017 ANNUAL PLAN

COLORADO FEDERAL EXECUTIVE BOARD (CFEB)

Emergency Preparedness, Security, and Employee Safety

Objective 1: Serve as an Interagency and Intergovernmental Liaison

1. Facilitate the CFEB Emergency Preparedness Council with Federal agencies & strategic partners
 - ♦ Host monthly meetings for governmental & private sector partners
2. Maintain the CFEB Emergency Notification Plan: A protocol for emergency actions: A 24/7 database of contacts for agencies updated at least once annually; A 24/7 communications system tested at least once annually
 - ♦ Review, maintain and test the CFEB Emergency Notification Plan
 - ♦ Maintain 24/7 agency contact database
 - ♦ Maintain Communicator NXT & CFEB Emergency Notification Systems – test annually
3. Liaise with Federal, Tribal, State, and Local government officials on emergency preparedness issues
 - ♦ Sit on the CO Emergency Preparedness Coalition and the CO Planning Advisory Committee
 - ♦ Regularly conduct outreach to Tribal, Federal, State & Local government partners and other organizations to encourage participation on the CFEB Emergency Preparedness Council, attendance at exercises, workshops and training

Objective 2: Host Emergency Exercises and Training

1. Host an interagency emergency planning event and/or one educational training program
 - ♦ Host Mile High DICE, an annual training and tabletop exercise
2. Provide guidance and assistance to members, as appropriate
 - ♦ Assist FEMA with online registration, marketing RISC meetings & training
 - ♦ Provided agency employees with leadership & networking opportunities through the Emergency Preparedness Council

Objective 3: Communicate Emergency Information

1. Disseminate information to/from Headquarters in a timely manner
 - ♦ Copy OPM FEB office on weather advisories or emergency notifications to agency directors as directed by the CFEB Executive Committee
 - ♦ Distribute pertinent information from The White House, OPM, & other HQ entities to CFEB members and employees



Workforce Development and Support

Objective 1: Host Workforce Development and Support Training Sessions

1. Host at least 2 Workforce Development Best Practice Forums
 - ♦ Annual Rocky Mountain Eagle & United We Serve Awards Ceremony in May during PSRW
 - ♦ WOW (Wonderful Outstanding Worker) awards presented quarterly
2. Host at least 2 Education/Training Programs
 - ♦ Host training on topics including, but not limited to leadership, succession planning, employee engagement, customer service, & supervisory techniques

Objective 2: Support Local Workforce Recruitment Initiatives

1. Respond to member agencies' needs for recruitment and retention assistance
 - ♦ Distribute job vacancies in CFEB announcements
 - ♦ Maintain links to OPM, USA Jobs, White House, veterans resources, etc. on CFEB website
 - ♦ Collaborate with the STEM Program at UCD to promote STEM disciplines and encourage students to join the program

Objective 3: Promote and Manage Alternative Dispute Resolution Program

1. Monitor and evaluate CFEB Alternative Dispute Resolution (ADR) Program
 - ♦ Manage mediation requests, assign mediators, liaise between agency POCs & mediators, conduct program evaluations
 - ♦ Review and revise mediation program policies, procedures, & materials annually
 - ♦ Maintain program records and produce annual report
 - ♦ Coordinate quarterly mediator meetings & training
 - ♦ Conduct outreach to agencies to encourage participation and recruit mediators

Intergovernmental Collaboration and Community Outreach

Objective 1: Maintain Productive Relationships

1. Develop and maintain productive relationships with Federal Agencies; City, County, State and Tribal Government Agencies; Public/Private Organizations; Local Congressional Offices
 - ♦ Meet with agency directors & partners to determine areas for potential collaboration
 - ♦ Conduct outreach to Local & State government leaders & organizations (i.e., Mayors, CO Counties, CO Municipal Leagues, etc.) to brief them on the CFEB, determine collaborative opportunities, and encourage their participation in CFEB events as appropriate.



2. Support Intergovernmental and Interagency collaboration and community outreach
 - ♦ Provide CFEB resources at no charge to Federal agencies and intergovernmental partners, i.e., Website | Online Registration System | Board Room | Training Room
 - ♦ Oversee Denver Federal Wellness Center to encourage fitness of Federal employees, retirees, contractors, & their families
 - ♦ Promote Employee Engagement, Charitable Giving & Volunteerism

Objective 2: Support Combined Federal Campaign

1. Support Combined Federal Campaign (CFC) as directed by the CFEB Executive Committee

FEB Network Program Support

Objective 1: Administration and Management

1. Develop and submit a Local annual Operating Plan
2. Operate and maintain CFEB website
3. Support FEB Network
4. Submit CFEB Annual Report
5. Develop, manage CFEB Budget
6. Develop and maintain CFEB operating policies & procedures
7. Member Communication

Objective 2: Best Practices / Partnerships

1. Contribute to improve operations of the Network, e.g. Council Member, Performance Improvement Group Member
2. Implement processes recommended by the Performance Improvement Group to ensure consistency throughout the Network