

The Atlanta Federal Executive Board
2001 ANNUAL WORKPLAN

GOAL 1: To Communicate Effectively

Objectives:	Strategic Activities:	Target Date:	Anticipated Outcome:
<ul style="list-style-type: none"> • Continued improvement of the FEB newsletter, "The Right Focus". • Obtain Webmaster for FEB Web page for ongoing maintenance. • Public Updated FEB Directory. • Establish Lunch and Learn series. • Improve Quarterly Full Board Meetings. • Publicize agency initiatives. • Establish relationship with Atlanta Media. • Increase visibility of FEB. • Continue to build relationship with FEAs in our area. • During Public Service Recognition Week establish a display board to feature Unsung Heroes/Heroines (public employees who work in that building). • Circulate Annual Report. 	<ul style="list-style-type: none"> • Utilize Public Affairs Officers for newsworthy agency information. • Post all FEB information on website. • Establish Speakers Bureau. • Add speakers to Quarterly meetings. • Reactivate Public Affairs Subcommittee. • Host Media Awareness Day. • Provide in-service training to /Public Affairs employees. • Do Monthly calendar of events. • Plan possible joint events with FEAs. • Design more FEB publications. • Create Power Point presentation on FEB. • Continue package for New Agency Heads. Include visits. • Put Annual Report on Website also circulate hard copy. 	<p>Ongoing</p> <p>Begin 04/01/01</p> <p>05/01/01</p> <p>03/20/01</p> <p>02/07/01</p> <p>09/30/01</p> <p>09/30/01</p> <p>04/30/01</p> <p>ongoing</p> <p>05/15/01</p> <p>ongoing</p> <p>04/30/01</p>	<p>Anticipated Outcome:</p> <ul style="list-style-type: none"> • Increased Understanding of the Feb and its role. • Improved involved in FEB initiatives. • More sharing of information. • Sharing of information of interest to the Federal community. • Improved public awareness of the impact of the Federal government in the Atlanta community. • Better media coverage of Federal events.

Goal 2: To Reduce Costs and Improve Efficiency

<u>Objectives:</u>	<u>Strategic Activities:</u>	<u>Target Date:</u>	<u>Anticipated Outcome:</u>
<ul style="list-style-type: none"> • Improve operations of CFC campaign. • Improve/Streamline FEB Committee Structure for more involvement in FEB initiatives. • Participate with GSA in the Premier Lodging Program. • Improve technology exchange between agencies. • Become more entrepreneurial in FEB projects to generate funds for FEB administrative costs. 	<ul style="list-style-type: none"> • Revise/Update CFC Operational Manual. • Provide training for the LFCC for CFC application review. • Establish a CFC Strategic Plan with CFC Director. • Hold CFC Information sessions outside campaign period to increase awareness of and commitment to CFC. • Clearly define Committee Roles. • Assist GSA with review of Hotel costs. • Ask IT Subcommittee to develop an "IT Best Practices" document. • Look at programs offered by FEB and consider adding on administrative costs to helping with funding. 	<ul style="list-style-type: none"> 06/15/01 05/01/01 04/01/01 08/30/01 03/30/01 09/30/01 08/30/01 ongoing 	<ul style="list-style-type: none"> • Meeting financial goals for CFC timely. • Increase volunteerism. • Ease in administration of CFC campaign. • Increased participation in FEB committees and thereby, FEB initiatives. • Better coordination of interagency efforts. • Better use of travel dollars for housing costs. • Lessen financial burden to agencies and providing operating funds for FEB costs.

Goal 3: To Facilitate Service Delivery

<u>Objectives:</u>	<u>Strategic Activities:</u>	<u>Target Date:</u>	<u>Anticipated Outcome:</u>
<ul style="list-style-type: none"> ● Evaluation of the effectiveness of the U. S. General Store and whether it should continue as a FEB initiative. ● Establish FEB Associate Position (s) ● Stabilize FEB Office Staffing ● Generate new ideas from internal customers on improving government service delivery. ● Assess where the FEB is in terms of its service delivery and what agencies want from the FEB. ● Find new ways to reach persons eligible for services through faith-based communities. 	<ul style="list-style-type: none"> ● Obtain feedback from agencies on “value-added” effect of the U. S. General Store and whether they will provide funding. ● Announce FEB Associate Position. ● Finalize staffing for Executive Director and Staff Assistant positions. ● Publicize FEB projects/initiatives needing staffing for possible “Ad Hoc” short-term assistance that would provide a meaningful development opportunity. ● Host Town Hall Meeting with cross section of employees to discuss ideas for improvements without increasing costs. ● Conduct FEB Customer Service Survey. ● Consider the feasibility of a faith-based initiative. 	<p>03/15/01</p> <p>06/01/01</p> <p>04/30/01</p> <p>ongoing</p> <p>09/30/01</p> <p>08/01/01</p> <p>08/30/01</p>	<ul style="list-style-type: none"> ● Determination if value of the U. S. General Store is worth the expense required. ● Increased exposure to intergovernmental activities by agency employees. ● Ability to plan and carry out activities with regular full-time staffing of the FEB office. ● Additional staffing assistance for the FEB office. ● Find new solutions that will enhance service delivery. ● For faith-based initiative: Alignment with President Bush’s national initiative and bring together the different individual faith based initiatives agencies currently use.

Goal 4: To Partner With Community Groups

<u>Objectives:</u>	<u>Strategic Activities:</u>	<u>Target Date:</u>	<u>Anticipated Outcome:</u>
<ul style="list-style-type: none"> • Increase ability to partner with community groups and the state/local public sector. • Strengthen existing school partnerships and encourage additional partnerships with elementary, middle and high schools. • Strengthen/build partnerships with Colleges and Universities having a public administration or public policy program. • Increase opportunities for federal employees to voluntarily participate with community groups. • Strengthen the "Computers in the-Schools" program. 	<ul style="list-style-type: none"> • Host Partnership Breakfast. • Work with Central Atlanta Progress. • Renew activities with local Chambers of Commerce. • Work with Atlanta Magnet School for Gov. • Participate with schools' Career Day /Read-Ins. • Publish directory of School Initiatives. • Provide mentoring opportunities. • Provide info. on volunteers opp. • Build rel. with college Public Adm. Societies. • Sponsor Federal Volunteers Day of Caring. • Share Civics lesson plan. • Build on relationship with Governor's Office. • Develop format to share computers. • Establish "Federal Ambassador Force" . • Publicize OPM Guidelines on Leave for volunteer activities. 	<ul style="list-style-type: none"> 05/30/01 06/01/01 07/01/01 08/30/01 ongoing 09/30/01 ongoing ongoing ongoing 09/01/01 09/30/01 06/15/01 07/01/01 07/15/01 07/01/01 	<ul style="list-style-type: none"> • Improved pride in working for the government. • Establishment of pool of talent to fill future government jobs. • Better understanding of what the federal government contributes to the community. • Enhanced public image. • Expertise from the academic community to help address governmental issues. • Assistance to schools in providing resources. • More federal employees giving back to the community. • Making computers available where they are needed. • Being a better citizens of the community in which we work. • Increased number of federal volunteers.

Goal 5: To Coordinate Emergency Services

<u>Objectives:</u>	<u>Strategic Activities:</u>	<u>Target Date:</u>	<u>Anticipated Outcome:</u>
<ul style="list-style-type: none"> • Improve the Uniform Weather Plan. • Promote Disaster Preparedness Training. • Increase Employee Awareness of Security Measures. 	<ul style="list-style-type: none"> • Establish Weather Hotline for agency heads. • Put Weather Plan on FEB Web page. • Develop FAQs about Weather Plan. • Encourage agencies to develop internal telephone cascade. • Encourage agencies to develop COOP plan. • Increase downtown employee awareness of the Ambassador Force and Police presence. 	<ul style="list-style-type: none"> • 03/15/01 • 04/30/01 • 09/30/01 • 07/01/01 • 07/01/01 • 06/30/01 	<ul style="list-style-type: none"> • Increased control over employee notification of adverse weather and working schedule. • Reduction in labor-management grievances due to weather related issues. • Increased awareness of what to do in an emergency situation. • Established alternate worksites to reduce government down time. • Providing safe and secure workplace.

Goal 6: To Enhance Human Resource Development

<u>Objectives:</u>	<u>Strategic Activities:</u>	<u>Target Date:</u>	<u>Anticipated Outcome:</u>
<ul style="list-style-type: none"> • Sponsor or Co-sponsor 1-2 day seminars to address societal and work place issues of concern to employees. • Utilize services of USDA Graduate School and GSU. • Continue to stress needs and concerns of a diverse workforce. • Increase knowledge of ADR/Shared Neutrals. • Provide seminar on Leadership for 21st Century. • Reminder of ethical conduct for federal employees. 	<ul style="list-style-type: none"> • Hold workshop on Violence in Workplace, (or other topic(s) based on interest). • Host at least 2 Retirement Seminars. • Host 2nd Annual Diversity Day Conference. • Ask EEO/Diversity Subcommittee to consider establishing sub-councils geared to the diverse populations. • Ask ADR group to conduct at least 2 training sessions with 1 specifically geared to EEO personnel. • Develop format to correctly capture savings based on ADR. • Benchmark with other FEBs to see what they are doing in this area. • Co-sponsor with OPM Leadership Assessment Seminar. • Provide ethics training. 	<ul style="list-style-type: none"> • 09/15/01 • 09/30/01 • 09/25/01 • 07/01/01 • 06/01/01 • 07/15/01 • 05/15/01 • 09/30/01 • 05/30/01 	<ul style="list-style-type: none"> • Establishing a trained workforce for the future. • A workforce that feels good about where they work and their ability to do their jobs more effectively. • Employees who know that you care about them and want them to be successful. • Increased understanding of our differences as well as our commonality. • Savings of dollars through use of alternate dispute resolution techniques. • A more ethical workforce.