Federal Executive Board

Atlanta

Leadership Associate Development Opportunity

"Although each executive agency and its field organization have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities."

President John F. Kennedy
1961

Title:	Leadership Associate
Assignment location:	Federal Executive Board (FEB), Russell Federal Building, 75 Spring Street, Suite 1142, ***Atlanta*, GA** 30303
Contact:	Gwenne Campbell, Executive Director
Phone:	404.331.4400
EMAIL:	gwenne.campbell@gsa.gov

History:

Federal Executive Boards (FEB) were established by President Kennedy on November 10, 1961, to improve internal Federal management practices and to provide a central focus for Federal participation in civic affairs in major metropolitan areas.

Federal Executive Boards are composed of the heads of all Federal departmental and agency field offices, both civilian and military, located in major metropolitan areas. A Chair and other officers are elected annually from among the membership to provide leadership to the Board's operation. An Executive Director and Secretary serve in support to the Board. Committees and Councils carry out interagency projects consistent with the Board's missions. The Boards receive overall policy direction from the Office of Personnel Management (OPM).

Federal Executive Boards serve as prime means for disseminating information within the Federal government, for interagency training and for promoting discussion of Federal policies and activities of importance to all Federal executives in the field. The Boards also serve as channels of communication to Washington, D.C., on governmentwide management issues requiring special attention.

Federal Executive Boards have been designated by Presidential action for 28 metropolitan areas. These are: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dallas-Ft. Worth, Denver, Detroit, Honolulu-Pacific, Houston, Kansas City, Los Angeles, Miami, Newark, New Orleans, New York, Oklahoma City, Philadelphia, Pittsburgh, Portland, St. Louis, San Antonio, San Francisco, Seattle, and the Twin Cities.

The ***Atlanta FEB*** has over 120 members representing more than 41,000 Federal employees in the Atlanta area.

FEB Mission:

- **Communicate** - FEBs inform member agencies of each other's initiatives and successes, and inform the local community of national policies and priorities.
- **Reduce Costs and Improve Efficiency** - FEBs bring together agencies with common goals so that their efforts are complementary.
- **Facilitate Service Delivery** - FEBs draw together agencies with common clients so that government services are convenient for the customers.
- **Partner with Community Groups** - FEBs partner with community groups to solve problems.
- **Coordinate Emergency Services** - FEBs stand ready to marshal resources of the entire federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.
- **Enhance human resource development** - FEBs see Federal employees as a valuable asset to fulfill agency missions and will implement initiatives to further professional development and improve the quality of worklife for Federal employees.

FEB (Atlanta) Structure:

POLICY AND STEERING COMMITTEE

- Meets monthly to direct the operations of the Board.
- The Chair, Vice-Chair, Treasurer, former Chair, and an OPM representative are permanent members.
- Other members appointed by the Chair.
- Strategic Planning

PROGRAM COMMITTEES

- Selected to carry out the mission goal of the FEB.
- Serves as Champion for that particular goal.
- Responsible for meeting with Subcommittees to be sure Goal and functions are developed and carried out.
- May select/appoint staff to support goal..
- Plans activities, with the Executive Director, to support goal.
- Evaluate performance and reports to FEB on activities related to that goal.
- Serves as clearing house for activities related to the goal.

Program Committees

- Communication (Champion Agency: FNS)
- Cordinate Emergency Services (Champion Agency: FEMA)
- Facilitate Customer Service (Champion Agency: EPA)
- Partner With Community Groups (Champion Agency: SSA)
- Reduce Costs and Improve Efficiency (Champion Agency: GSA)
- Human Resources Development

Assignment Duties[1]:

Assist the FEB Executive Director with:

- Exchange of information between Washington and the regional Federal Agencies about programs, management strategies, and administrative challenges;
- Coordination of the development and operation of Federal programs having common characteristics;
- Facilitation of communication between Washington and regional Federal Agencies to strengthen field understanding and support of management initiatives and concerns; and
- Representing the Federal Government and regional Federal Agencies with community involvement.

FEB example activities are:

- Presidential initiatives on customer service, career transition, and reinventing government;
- Sharing of technical knowledge and resources in procurement, personnel management, information technology, and similar commonly beneficial activities;
- Implementation of the local Combined Federal Campaign;
- Pooling of resources to provide, as efficiently as possible, and at the least possible cost to the taxpayers, common services such as training courses, employee assistance programs, child care centers, blood donor programs, and savings bond drives
- Encouragement of employee initiative and better performance through special recognition and other incentive programs;
- Emergency operations, such as under hazardous weather conditions; responding to blood donation needs; and communicating related leave policies; and
- Recognition of the service of American veterans and dissemination of information relating to programs and benefits available for veterans in the Federal service.

---

[1] Specific duties to be negotiated according to Associate's developmental needs & FEB program needs

Required Qualifications: The Leadership Associate candidate must be capable of assuming a significant degree of independent responsibility, and be a respectable representative of the United States Government. He/she must be reliable, outgoing, energetic, organized and a team player. Exercising sound judgement and a willingness to accept new and challenging assignments with a positive attitude are required candidate characteristics.

Additionally, the candidate must satisfy the following criteria:

1. Full time (PFT) Federal Employee
2. GS 9 - 12[2]
3. Ability to communicate clearly and effectively
4. Dedication to Federal Service and self improvement/advancement
5. Computer savvy (MS Word, PowerPoint, Access, Excel, EMAIL, etc.)
6. Creative and progressive thinker
7. Ability to render defendable subjective opinion on creative projects
8. Ability to provide critical review on applications and other solicitation documents
9. Ability to coordinate meetings and other strategic planning and program sessions

Conditions/duration of Assignment:

1. Employing Agency supported (travel & salary)
2. Minimum 60 calendar days up to 4 months[3]
3. Public transportation available/fee parking available
4. Workday/week schedule flexible

The following information is required[4]:

1. Current resume
2. Description of desired assignment
3. Description of leadership development needs
4. Statement of availability
5. Assignment contract proposal
6. Description of benefits[5]
7. Statement of knowledge, skills & abilities (KSA) addressing above qualifications
8. Copy of Individual Development Plan (IDP)

---

[2] Below GS 9 considered subject to submittal of evidence of demonstrated ability and/or education (BS, BA, MBA, etc.)
[3] Calendar days include holidays and weekends; working days exclude holidays and weekends; sick leave and annual leave are negotiable; shorter duration assignments are considered if adequately justified
[4] Call to discuss
[5] FEB and Associate must both benefit