



MARCH 2020

# HOUSTON FEDERAL EXECUTIVE BOARD

Emergency Preparedness

Workforce Development and Recognition

Strategic Partnerships

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<https://www.feb.gov/locations/houston/>

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## CORONAVIRUS COMMUNICATION PLAN

by Executive Director, Robert Musgrove

As information is flowing frequently regarding coronavirus – Federal Executive Boards (FEBs) are sharing with their local Agency contacts as necessary. However, to avoid confusion – we are limiting our communications to those approved by OPM, OMB and GSA.

Please see below talking points:

- As the nation's largest employer, the health and safety of our workforce is critically important.
- In addition, we are committed to ensuring that our agencies can continue to support the important missions and functions that all Americans rely on.
- As such, Continuity of Operations Plans (COOP plans) that balance these health, safety and mission considerations will be activated as appropriate, based on the relevant risks involved.



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# WORKFORCE

# DEVELOPMENT

Greetings Federal Partners,

I want to take a few minutes to share a few updates regarding career development for our #1 asset - our employees.



Your Houston Federal Executive Board (HFEB) has been aggressively looking at opportunities to ensure we have tools in place, locally, to provide to our workforces. You should have seen a recent opportunity to participate in a Leadership Development Program with the HFEB Leadership Academy, and we are looking forward to hosting the next group of professionals from the Houston area. The **Leadership Academy Program is modeled for the target audience of GS-13 to GS-15.**

Another opportunity in development is the **Emerging Leaders Program for GS-09 to GS-12.** This new program will open the doors for America's future leaders. The proposed curriculum for Emerging Leaders is in the final touches, and we hope to have an announcement out for consideration by all Houston Federal partners. We understand each component has their own development programs, but having an additional, complementary program, sponsored by the HFEB, will also benefit the Houston community, by strengthening our bench strengths. We hope your organization is able to take advantage of this program.

Today, America faces a worldwide pandemic and it's a crisis with many unknowns and



high level of uncertainty. The media continues to cover what is happening across our country and as leaders, we must continue to lead our teams through this crisis. With the uncertainty, everyone is looking for reassurance. So, as we engage with our teams, be mindful of the mirror neurons, and how actions will impact the entire workforce.

Let's demonstrate high levels of confidence, and the teams will remain calm during these challenging times. Showing signs of uncertainty, or lack of confidence, will induce an operation full of fear and hysteria. Employees are looking to their senior leadership, and want assurance that their personal health

and safety is also being considered a priority. As we lead through these challenging times, it's critical that we foster a high level of engagement within our teams. Frequent communications will reduce the amount of rumors that may be circulating throughout your workplaces.

Please encourage your teams to participate in these great leadership development opportunities.

Please contact Julius Keys at [Julius.i.keys.civ@mail.mil](mailto:Julius.i.keys.civ@mail.mil) for more information

Juan Sanchez  
Workforce Development Committee Lead

# COMMUNICATION PLAN

(continued from cover)



- Most specific employee-level information will come from an employee's agency – employees and supervisors should communicate and direct questions to CHCOs and agency leaders.
- OPM guidance – which is available to all at this link:  
<https://www.opm.gov/policy-data-oversight/covid-19/>
- We are aware that many pay and leave questions may arise in the event of school closings and other community mitigation strategies. Much of this is covered in the OPM guidance.

At this time, in order to reduce confusion regarding Federal operations and personnel policies, express sign off by OPM, GSA and OMB is required before sending any communications to FEB member agencies or employees. Please see the links below for the most up-to-date information:

- OMB Updated Telework Guidance  
<https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-13.pdf>
- Center for Disease Control Situation Report,  
<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>
- The Centers for Disease Control new website,  
[www.coronavirus.gov](http://www.coronavirus.gov)

Robert Musgrove | Federal Executive Board | Executive Director

## PUBLIC SERVICE RECOGNITION AWARDS



Postponed  
until  
August  
2020

### SPONSORSHIP CALL

The Houston FEB received 37 outstanding nominations for 2020 Public Service Awards. Judging for these awards is moving forward with judges evaluating nominations virtually. The Awards Ceremony originally scheduled for May will likely be rescheduled for July or August, 2020.

The 9 awards categories are listed as follows: (CFC Volunteer added this year to our other 8 categories – Administrative Excellence; Community Service; Customer Service; Interagency Collaboration; Leadership Excellence; Legal/Law Enforcement; Supervisor/Team Lead and Team Excellence) If interested in sponsoring the awards ceremony, please contact Valerie Coleman at: [valerie.coleman@sba.gov](mailto:valerie.coleman@sba.gov)

# 2020 Leadership Academy

The Federal Executive Board's 2020 Leadership Academy is designed specifically for executives, senior managers, and aspiring leaders within the federal sector at GS13 - GS15 level. This program is unique in that it is designed for federal participants and will showcase federal agencies and their leaders.

The Leadership Academy will consist of eight forums that will showcase different government agencies. The forums will be conducted monthly beginning in April 2020 and conclude in November 2020. Each forum will include a management briefing and tour of an agency. Leadership Reading: Five of the eight scheduled forums will include a Leadership Book discussion. These sessions are additional professional development mini-sessions integrated into the overall design of the program. Below is a tentative schedule based on last year's session. Some sessions are subject to change.

April 2020	NOAA, National Weather Service, National Marine Fisheries Service & Flower Garden Banks Marine Sanctuary
May 2020	Small Business Administration, Department of Labor, Wage & Hour and OSHA Department of State, Foreign Missions
June 2020	Federal Detention Center Treasury Inspector General for Tax Administration
July 2020	Transportation Security Administration Federal Bureau of Investigation
August 2020	Presidential Library & NARA USDA Ag Research
September 2020	NASA Johnson Space Center
October 2020	Diplomatic Security Service & Federal Protective Service
November 2020	Social Security Administration & Environmental Protection Agency

The 2020 Leadership Academy is accepting **applications until April 15th, 2020.** Please contact Julius Keys at [julius.i.keys.civ@mail.mil](mailto:julius.i.keys.civ@mail.mil) for more information.



# WHAT'S COMING?

Plan to attend these upcoming events



## UPCOMING EVENTS

**June 22 & 23, 2020**

### **L548 COOP (Program Managers)**

Fire Administration Building  
2703 Veterans Drive Pearland, TX 77584  
8:30 AM - 4:30 PM

**June 29 & 30, 2020**

### **L548 COOP (Program Managers)**

Houston TranStar  
6922 Katy Road Houston, Houston, TX 77024  
Conference Room 120A & 120B  
8:30 AM - 4:30 PM

**June 24 & 25, 2020**

### **L550 CONTINUITY PLANNERS WORKSHOP**

Fire Administration Building  
2703 Veterans Drive, Pearland, TX 77584  
8:30 AM - 4:30 PM

**July 1 & 2, 2020**

### **L550 CONTINUITY PLANNERS WORKSHOP**

Houston TranStar  
6922 Katy Road Houston, Houston, TX 77024  
Conference Room 120A & 120B  
8:30 AM - 4:30 PM

#### **Registration steps:**

1. Go to <https://cdp.dhs.gov/FEMASID> to get FEMA SID Number. for class. (Need FEMA SID Number to register)
2. Register at [www.preparingtexas.org](http://www.preparingtexas.org) using course code L550 and L548.

## L548 CONTINUITY OF OPERATIONS PLANNING PROGRAM MANAGER'S

This 2-day L548 (Mon-Tues) course is for Continuity Managers or agency leadership that manage continuity planning for essential functions and anyone responsible for training departmental or agency employees on COOP. It is set up as a COOP overview to help you explain COOP terms and considerations for enhancing department or agency continuity of operations. It is also a recommended prerequisite for the L550 Continuity Planner's Workshop.

## L550 CONTINUITY PLANNERS WORKSHOP

The 2-day course is for COOP Planners or anyone responsible for writing the departmental or agency COOP Plans. This course provides a step-by-step approach to completing elements within continuity plans. There are also wonderful stories shared about planning considerations and lessons learned between participants that can help you during your own planning, training, and/or plan writing approach.

LEARN  
HOW  
TO

# PLAN AHEAD



## SPRING WEBINARS...



Spring webinars are available! Learn more about the Federal Long Term Care Insurance Program (FLTCIP) and other federal benefits, plus explore related long term care issues such as making the most of your benefits, financing long term care, and the advantages of planning for retirement.

- *Continuing Life Insurance into Retirement. April 28, 2020*
- *Life Events: Managing Your Benefits Through Change. April 29, 2020*
- *Financial Planning: A Family Affair. May 5, 2020*
- *The Caregiving Journey, May 14, 2020*
- *What's Your Long Term Care IQ? May 19, 2020*
- *Timing Your Retirement: What's the Best Date? May 27, 2020*
- *Managing Cash Flow in Retirement, June 2, 2020*
- *How Your Federal Benefits Work Together, June 4, 2020*
- *FLTCIP 3.0: A Closer Look, June 11, 2020*

Sign up for a free webinar today at [LTCFEDS.com/webinar](https://LTCFEDS.com/webinar).

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*helping you maximize*

# RETIREMENT

Your Federal Retirement Wallet Strategies  
Training  
September 1-3, 2020 Houston

Ellington Field

Registration details coming soon!

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## FEDERAL EXECUTIVE BOARD MEMBERS

Ben Banipal  
Gloria Gibson White  
Gregory Motl  
Juan Sanchez  
Robin Mallett  
Rayford Irvin  
Timothy Jeffcoat  
Nyamusi Igambi  
Ed Pringle  
Mark Winchester (Chair)  
James Thibeaux  
Vacant  
Vacant  
Vacant (Vice -Chair)

Environmental Protection Agency  
Internal Revenue Service  
Federal Aviation Administration  
Transportation Security Administration  
Department of Labor  
Equal Employment Opportunity Commission  
Small Business Administration  
U.S Department of Commerce  
Housing and Urban Development  
Small Business Administration  
U.S. Department of Homeland Security

Robert Musgrove (Executive Director)      NASA-Johnson Space Center  
Julius Keys (Assistant Executive Director)      Defense Contract Management Agency  
Tausha Rainey (Executive Assistant)      Federal Executive Board

## FEB Leadership Team



Left to right:  
Julius, Natalie (retired), Tausha, Bob,  
Mark (not pictured)

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