



SUMMER 2020

HOUSTON FEDERAL EXECUTIVE BOARD

Emergency Preparedness

Workforce Development and Recognition

Strategic Partnerships

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

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A MESSAGE FROM THE BOARD'S CHAIR

by Chair, Mark Winchester

Greetings to the Houston Federal Executive Board, I know that each and every one of you has been impacted both personally and at an agency level because of COVID-19. As the Houston FEB Chair I would like to highlight the great work the Houston Federal Executive Board Team is conducting to meet not only the mission of the Houston Federal Executive Board but also provide timely resources in response to COVID-19.

- New HFEB website,
- Virtual Awards Ceremony,
- Rescheduled Virtual Continuity training,
- Updates on Leadership Academy,
- Promote Emerging Leaders registration,
- Face Coverings,
- Upcoming OPM lunch & learn series and reconstitution webinars.



Please take a moment to examine these prominent and forward leaning activities that can benefit you, your staff and your agency.

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PUBLIC SERVICE RECOGNITION AWARDS

WINNERS SELECTED!

The Houston FEB received 37 outstanding nominations for 2020 Public Service Awards. Judging for these awards has been completed and the winners has been selected. 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)

The Awards Ceremony will be held virtually where all of the winners will be announced. The awards ceremony will be on **August 5th, 2020.**

For more information for the awards ceremony, please contact Valerie Coleman at: valerie.coleman@sba.gov

CONSIDERATIONS FOR WEARING CLOTH FACE COVERINGS



- CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.
- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others.
- Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.
- Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

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 June 2020. Each forum will include a management briefing and tour of an agency. Below is a tentative schedule based changes made due to COVID 19. Some sessions are subject to change and / or be carried out virtually via Microsoft Teams.

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

Please contact Julius Keys at julius.i.keys.civ@mail.mil for more information.



EMERGING LEADERS TRAINING PROGRAM

AUG 2020 - MAY 2021



PROGRAM HIGHLIGHTS:

- Aug 2020 – Mar 2021
Monthly half day Leadership Sessions
- GS 9-12 Level Employees
Career development for mid-level federal professionals
- Program Price
An investment of \$400 will benefit participants throughout their federal careers
- Expert Facilitators
Each class will be led by an executive level federal career expert.

The Houston Federal Executive Board Presents: The Emerging Leaders Training Program

This new program will open the doors for America's future leaders. The proposed curriculum for Emerging Leaders will include: Leadership Concepts, Workstyle Indicators, Emotional Intelligence, Organizational Methods, Developing/Leading Teams and many more topics facilitated by experienced and knowledgeable executive federal leaders.

The Emerging Leader program will benefit the Houston community, by strengthening our federal agency partnerships and developing career talent for future leaders. We hope your organization is able to take advantage of this program.

Program Outline listed below:

- Leadership Exploration
- Understanding Yourself & Others
- Emotional Intelligence
- How to do more
- Persuasion and Presentations
- Developing and Leading Teams
- Putting it all together

Register at the below Link:

<https://www.eventbrite.com/o/30005069458> or by contacting

Julius Keys at
julius.i.keys.civ@mail.mil

LEARN
HOW
TO

PLAN AHEAD



WEBINARS



Webinars are available! Learn more about Writing Federal Resumes, How to Navigate USA JOBS, and Interviewing Techniques from the EXPERTS at OPM.

- *Writing a Federal Resume, TUE, JUL 7 3PM, JUL 23 7PM, TUE, SEP 15 11AM, WED SEP 30 1PM.*
- *Navigating USAJOBS, WED, AUG 26 2PM*
- *Interviewing Techniques, MON JUL 27 2PM, THU, THU AUG 6 1 PM, WED SEP 30 1 PM.*

Sign up for a free webinar today at <https://www.eventbrite.com/d/online/opm/?q=opm&mode=search>

Federal employees are a critical part of the future Federal workforce so understanding how to find and apply for Federal jobs is critical to future career success. The U.S. Office of Personnel Management (OPM) presents the Federal Executive Board, Lunch and Learn Series that is open to all Federal employees.

- *Interviewing Techniques, THUR, JUL 9, 2020 at 12:30 PM to 2:00 PM (Eastern). Register at the <https://interview-july-9.eventbrite.com>*
- *Navigating USAJOBS, July 16, 2020 at 12:30 PM to 2:00 PM (Eastern) Register at <https://usaj-july-16.eventbrite.com>*
- *Resume Writing, July 23, 2020 at 12:30 PM to 2:00 PM (Eastern. Register at <https://resumejuly-23.eventbrite.com>*

New Website

[HTTPS://HOUSTON.FEB.GOV/](https://houston.feb.gov/)

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

FEB Leadership Team

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