

**FEDERAL EXECUTIVE BOARD**  
**EXECUTIVE DEVELOPMENT PROGRAM**



Executive Development and  
Rotational Assignment Application

**Strategic Goal #1 - Emergency Preparedness, Security and Employee  
Safety Manager**

1. **Participant's Information (Detailee)**

Name:

Permanent Position Title:

Position Grade:

Organization Work

Location (Address):

City, State, Zip:

Work Phone:

Mobile Phone:

Email:

2. **Assignment Location: Atlanta Federal Executive Board (Atlanta, GA)**

**AGENCY:** Atlanta Federal Executive Board

**ADDRESS:** 75 Ted Turner Drive SW, Ste #1142, Atlanta, GA 30303

**HOST SUPERVISOR:** Executive Director, Atlanta FEB

**TELEPHONE:** (404) 331-4400 Office (404) 331-4270 Fax

**EMAIL:** [atlantafeb@gsa.gov](mailto:atlantafeb@gsa.gov)

3. **Assignment Period: 360 days (or no less than 180 days)**

**POSITION:** *Emergency Preparedness and Resources Manager*

**START DATE:** To Be Determined

**END DATE:** To Be Determined

**VACATION PERIOD:** All pre-approved leave is granted (and leave as requested).

**TRAVEL:** No Travel Requirements  
(Participant's Agency responsible for all travel costs).

**SHADOWING  
ASSIGNMENT:**

Up to 2 weeks total throughout the detail period.

**4. Overview of Host Organization:**

Since their inception by Presidential Directive in 1961, Federal Executive Boards (FEBs) have served as models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination by identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for, and respond to, local and national emergencies. While promoting issues related to administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The FEB's role as a conduit of information and a meeting point for a variety of agencies – each with a different mission – is critical to provide a more effective government.

**The FEB's Mission:** To increase the effectiveness of Federal Government by strengthening coordination of Government activities.

**5. Assignment Objectives:****Objective 1: Serve as an Interagency and Intergovernmental Liaison**

- Facilitate the Atlanta Federal Executive Board's Emergency Preparedness Working Group with FEB member agencies and strategic partners.
- Assist in developing and operating an All-Hazards Emergency Notification and Advisory Plan: A protocol for emergency actions; A 24/7 database of contacts for agencies updated annually; A 24/7 communications system tested quarterly.
- Assist the Board to liaise with Federal, Tribal, State, and Local government officials on emergency preparedness issues.

**Objective 2: Host Emergency Exercises and Training**

- Support the Federal Executive Board's initiative to host interagency emergency planning events and educational training programs.
- Support the Board to provide guidance and assistance to members, as appropriate.

**Objective 3: Communicate Emergency Information**

- Facilitate the dissemination of information to/from Headquarters establishments within a timely manner

**6. Overview of Participant's Assignment and Duties:**

The participant will be asked to provide leadership on several distinct Emergency Preparedness projects during the assignment tenure, but will also provide leadership and guidance on other FEB projects to include:

- Working with the Executive Director in the Atlanta Federal Executive Board's Strategic Goal #1 – *Emergency Preparedness, Employee Safety and Security*.
- Provide assistance to the Atlanta Federal Executive Board as a liaison to the Emergency Preparedness and Employee Safety Council of interagency emergency preparedness and COOP professionals.
- Attend FEMA RISC Meetings, NOAA/NWS Webinars, Federal Building Security Meetings, COOP Trainings, Fulton County Office of Emergency Preparedness meetings, and report to the Executive Director.
- Assist in communication/logistics of Emergency Preparedness and Employee Safety Best Practice Forums based on local need or as outlined in the FEB Operating Plan including; Large Scale Planning Initiatives, Role of Community Relations in Emergency Situations, Active Shooter Awareness and Prevention Models, Participation in Eagle Horizon National Preparedness Exercise. Active devolution/reconstitution table top exercises.
- Promote National Continuity Training Schedule for Emergency Preparedness Exercises. Assist and promote effective collaboration on emergency response and readiness, and to educate the Atlanta metro area Federal workforce on health and safety issues in emergency situations.
- Assist with creating an informative FEB website. This task will include keeping the site current by eliminating dated material, adding new information, grouping similar materials and promoting events via the website; work with FEB Social Websites such as Facebook and Twitter and Linked-In to promote common issues around the preparedness community.
- Keep the FEB Membership Directory current using Excel software.
- Maintain FEB intranet/inter office computer network system.
- Maintain Communicator NXT! Emergency Preparedness Notification system, and maintain current database of all Federal Executive Board Contacts.

**6. How will the assignment expose the participant to leadership experiences and other activities that would further address the competency areas as identified by the detail program/experience?**

This assignment is designed to increase the participant's exposure to the Atlanta Federal community and to allow the use of creativity and innovation in the delivery of the FEB's Strategic Goal #1 Emergency Preparedness and Employee Safety and Security as outlined in the Federal Executive Board's Strategic Plan.

Through working with the current FEB training programs, the participant will learn how to effectively deliver emergency preparedness and employee safety programs while communicating with Federal agencies in Region IV.

Through working with area Emergency Preparedness Professionals, the participant will have opportunities to problem solve, engage in research, and identify and develop emergency preparedness practices targeting Federal employee safety and emergency management practices. The participant will have opportunities to make presentations before groups of Federal employees, agency executives, and community leaders and stakeholders.

The participant will interact with customers and stakeholders in a way that demonstrates customer concern and awareness while building confidence and trust among Region IV Federal agencies.

The participant will learn to apply organizational development principles by adapting Emergency Preparedness services to the FEB's organizational culture.

The participant will learn to design and implement Emergency Preparedness services that incorporate business system applications. Participant will use Emergency Preparedness principles to coordinate business processes to improve efficiency and effectiveness.

**7. How will the assignment bring value back to the participating agency or organization?**

The assignments are designed to advance the participants analytical, strategic and creative thinking skills. The participant will have an increased knowledge of staff & line roles within Federal agencies, an increased knowledge of Emergency Preparedness and Employee Safety strategies, and development techniques that will be applicable to the participant's agency's Emergency Preparedness strategies and objectives.

The participant will clearly understand how to develop and cultivate employee/agency relationships. The participant will have a demonstrated understanding of agency core values, and the importance of promoting diversity.

The participant will have had exposure to balancing both agency & employees' emergency preparedness and safety needs and resources. During the assignment, the participant will have had exposure to and would have acquired some basic knowledge of emergency preparedness and employee safety practices and policies.

**9. Flexibility Clause:** If evaluation of the participant's progress dictates a change, the assignment objectives may be modified. If the assignment plan does not provide facilities and the opportunity to achieve the participant's objectives, the developmental assignment may be terminated at any time with mutual consent.

**Approval Signatures:**

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**Participant/Detail:** **Date**

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**Permanent Supervisor:** **Date**

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**Developmental Assignment Supervisor:** **Date**  
**Executive Director, Atlanta FEB**