

FEDERAL EXECUTIVE BOARD
EXECUTIVE DEVELOPMENT PROGRAM



Executive Development and
Rotational Assignment Application

Strategic Goal #3 - Strategic Partnerships

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 Dr. SW, Ste #1142, Atlanta, GA 30303

HOST SUPERVISOR: Executive Director, Atlanta FEB

TELEPHONE: (404) 331-4400 Office

EMAIL: atlantafeb@gsa.gov

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

POSITION: *Workforce Development and Support 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: - Include the organization's primary mission and tasks.

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: Federal Strategic Partnerships Initiatives

- Assist in delivering the Atlanta Federal Executive Board's Full Board Meetings, the Policy and Steering Committee Meetings, the Employee of the Year Recognition Program, the Combined Federal Campaign, Feds Feed Families, the Atlanta Federal Open House, Feds Meet Feds, the Strategic Partnerships Council, and The Right Focus – the Atlanta FEB Newsletter.

Objective 2: Support Atlanta FEB Programmatic Initiatives

- Respond to FEB member agency needs for collaborative assistance. Examples include: Coordinate with local agencies and/or community businesses and institutions to sponsor/support Job Fairs, Federal Career Days, Agency Visitations and/or Job Shadowing Experiences, Federal Open Houses, CFC initiatives and other activities that may arise.

Objective 3: Support the Strategic Partnerships Council

- The Atlanta Federal Executive Board's Strategic Partnerships Council's intent is to bring together Federal leadership for outreach on common goals around the needs and priorities targeted groups.
- The Council is dedicated to developing outreach strategies and initiatives, and to solidify steps toward combining agency efforts to address the needs of special communities in the southeast region

who have under-served and underrepresented populations, so they may have access to Federal services.

- The Council provides opportunities to benefit from each agency's experiences, to share outreach strategies and initiatives, and to explore combining efforts to address the needs of these special communities in the southeast region. The group's conviction is to make a greater impact if these unique challenges are approached collaboratively, leveraging available resources.

The Strategic Partnerships Council meets once a month on the second Wednesday of each month.

6. Overview of Participant's Assignment and Duties:

The participant will be asked to provide leadership on several distinct projects during the assignment tenure. They are, but not limited to:

- To work with the Executive Director in the Atlanta Federal Executive Board's Strategic Goal #3 – *Strategic Partnerships*
- Provide assistance to the FEB as a liaison to the Strategic Partnerships Council. The Atlanta Federal Executive Board's Council's intent is to bring together Federal leadership for outreach on common goals around the needs and priorities of targeted groups.
- Assist in communications/logistics of Collaborative Best Practice Forums as outlined in the FEB Strategic Operating Plan - this includes: Sharing of interagency communications, and continue to build and promote the Interagency Shared Resources Initiative.
- Maintain and assist in the delivery of the Federal Executive Board's Quarterly Newsletter "The Right Focus".
- Manage the Atlanta Federal Executive Board's Outreach Calendar and Webpage. The participant will link outreach policies and programs to the organization's mission & service outcomes.
- To work with the Combined Federal Campaign to prepare and to provide support where possible.
- To assist in the development and delivery of the Feds Feed Families National White House initiatives.
- Promote Federal Volunteering Programs. Develop solid student volunteer programs with area colleges and universities.

- Continue to develop Collegiate Relationship with Public Policy and Public Administration Schools/Leadership Programs
 - CAU School of Public Administration
 - GSU School of Public Policy
 - Leadership Program at Morehouse
 - Women's Leadership Program at Spelman University
- Continue to participate with Atlanta Chamber of Commerce and Atlanta Board of Education with the Principal for a Day Program
- Conduct Agency Executive Visitations
- Host Summit for New Agency Leadership
- Support White House and Presidential Initiatives
 - Homelessness Initiatives
 - Asian American Pacific Islander
 - Executive Order #13693 on Sustainability
- Increase Partnership Opportunities with Federal, State, County and Local municipalities

7. 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 #3, Strategic Partnerships, 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 collaborative programs while communicating with Federal agencies in Region IV and the Metro Atlanta community at large.

Through working with area Federal executives, the participant will have opportunities to problem solve, engage in research, and identify and develop competencies targeted to GS level employees and others. 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 to the FEB's organizational culture.

The participant will learn to design and implement collaborative services that incorporate business system applications. That participant uses political savvy and corporate business protocol decorum that coordinate/collaborate business processes to improve efficiency and effectiveness.

8. 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 Strategic Partnerships strategies, and sought after competency development techniques that will be applicable to participating agency’s community outreach and development strategies.

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 & community needs and resources. During the assignment, the participant will have had exposure to and would have acquired some basic knowledge of local community and Federal practices.

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:

Participant/Detail: **Date**

Permanent Supervisor: **Date**

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