

# Creating a Successful FEC Program in your Organization

Team Building, Taking a Baseline and  
Setting Goals

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# Agenda

- Management support of sustainable environmental stewardship
- Getting started
- Gaining momentum
- Sustaining pace
- Achieving your goal
- Success is...

# Management Support of Sustainable Environmental Stewardship

- Senior Management Support
  - Assistant Regional Administrator (ARA) launched FEC Program at a national meeting in October 2004
  - Regional Administrator and Region 4 Management Team was briefed in November 2004
  - Region 4 ARA signed the FEC Pledge Form to accept the challenge in November 2004

# Getting Started

- Goal Setting
  - Review FEC Program Goals \* and EMS Goals
    - Where possible develop FEC Goals that align with your EMS Goals and the FEC Program Goals \*

# Getting Started

- FEC Program Goals:
  - By 2008, 95 percent of computer units\* purchased by eligible\*\* FEC Partners are [EPEAT Bronze qualified or higher](#).
  - By 2008, 100 percent of computer units purchased by eligible FEC Partners will have an average life span of at least four years.
  - By 2008, ENERGY STAR® features will be enabled on 100 percent of computer monitors in operation at eligible FEC Partner facilities.
  - By 2008, 100 percent of eligible FEC Partners' non-reusable computer units will be recycled using environmentally sound management, as defined by [EPA's Plug-In To eCycling guidance](#).



\*Computer units include desktops, laptops, and monitors.

\*\*Eligible FEC Partners are Partners that have elected to focus on this phase of the electronics life cycle.

# Getting Started

- Determine work areas you can impact/improve in your organization within a CY
  - R4 Chose Gold Award Level
    - Acquisition & Procurement
    - Operation & Maintenance
    - End-Of-Life Management
  - Mentored Army and AF
    - Silver
- Complete the Baseline Survey of Current Practices
  - Collect data for FEC Baseline Survey: snapshot of current state of organization
  - Benchmark for measuring your progress

# Getting Started

- Creating a Team
  - Choose key players
    - Primary work areas, i.e, IT, Facilities, Purchasing, Budget
  - Empower key players
    - Promote the importance of FEC program to staff and how it ties into your organization's mission
    - Outreach to key player's immediate management the value in attaining this time sensitive task

# Gaining Momentum

- Assign appropriate tasks to appropriate team members
- Ensure accountability and close the loop
- Meet as needed only to discuss what can't be adequately explained through convenience technologies, (phone, email)
- Encourage collaboration within your team



# Gaining Momentum

- Provide regular updates to Senior Management:
  - Monthly updates to DARA of HCRM
- Use Influence of Management to help organization embrace change
  - R4 Stewardship and Responsibility Policy
  - Duplex Printing Practice
  - Energy Star power management practice



# Sustaining Pace

- Address barriers timely
- Frequent communication
- Feasibility Review

Failure is not an Option!

# Achieving Your Goal

- Ensure your interpretation of Program Activities
  - Program permits flexibility so Seek feedback from your organization's FEC point of contact, your FEC Champion or the FEC Committee on your interpretation of Activities
- Meet program deadlines
  - Baseline Survey of Current Events
  - Goals Identification Form
  - Award Application
  - Annual Reporting Form
- Celebrate accomplishments!

# Success Is...

- Management's demonstrated support of the program
- Choosing the "Right" team player
- Obtaining management support and buy-in early on
- Open across-organization communication
- Closing the loop on all tasks
- Raising stumbling-blocks timely
- Soliciting feedback on your interpretation of FEC Activities
- Meeting deadlines
- Celebrate accomplishments
- Success is inevitable!

# Questions?

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