

Building a Team for Your FEC Program

January 2009

FEC Partner Teleconference

Agenda

- Team Building
- Baseline Survey
- Message Development
- Implementation
- Measuring Success
- Achieving Recognition
- Resources and Contact information

Team Building

Develop

- Recruit cross-functional team
- Identify program lead
- Record contact information
- Assign roles and responsibilities

Maintain

- Meet regularly
- Update team as staff change
- Keep contact information up to date
- Review and update roles and responsibilities

Possible Team Members

- Program lead
- Personnel from:
 - Acquisition and procurement, Contracting
 - Information technology
 - Property management
 - Facilities management
 - Environmental, energy management



Expertise helps! Include team members from all life-cycle phases

Baseline Survey

Complete

- Collect data that is available
- No right or wrong answers
- Complete and submit Baseline Survey

Utilize

- Assess your current activities
- Identify strengths and weaknesses
- Identify priorities and help set goals
- Compare against annual reporting data



Show progress! The Baseline Survey provides your starting point

Tips for the Baseline Survey

- Look for a variety of data sources
 - Team members
 - Contracts and leases
 - Property management systems
 - Property disposal forms
 - GSA documentation or reports
 - Policies, procedures and guidance
- Don't sweat the details
 - See what you can find and note what's not available
 - Estimates or round numbers are acceptable



Message Development

Build

- Find the right message
- Examine existing documents
 - Executive Order (E.O.) 13423
 - Agency Electronics Stewardship Plan
 - Environmental Management System (EMS)
 - Baseline Survey

Broadcast

- Share with management and facility
- Host a special event
- Publicize internally and externally
- Provide resources to employees
- Train



Get support! Use your message to gain management buy-in

Tips for Message Development

- Examples:
 - Electronics pose challenging environmental problems that need to be addressed at our facility
 - Responsible electronics management can save money, reduce liability, and help us meet environmental goals
 - We must meet the federal requirements of E.O. 13423 and will be evaluated under the Office of Management and Budget's Environmental Stewardship Scorecard
- Involve everyone
 - Almost all employees use electronics
 - Electronics stewardship is everyone's responsibility

Implementation

Plan

- Review E.O. 13423 goals and Implementing Instructions
- Read your agency's plan
- Consider a facility plan
- Think about facility goals
- Develop a schedule

Do

- Follow agency requirements and guidance
- Utilize FEC resources
- Stay flexible
- Record activities
- Share experiences and results



Stay on track! A schedule and plan can help you achieve your goals

Tips for Implementation

- Focus on E.O. 13423 goals and your agency's goals and requirements
- Implement award checklist activities
- Follow best practices outlined in FEC resources
- Participate in FEC teleconferences and the listserve
- Mentor another federal facility or agency
- Track and report progress

Measuring Success

Calculate

- Use data from Baseline Survey or Annual Reporting Form
- Use the Electronics Environmental Benefits Calculator

Utilize

- Share with management and facility
- Publicize internally and externally
- Consider applying for an award



Do the calculations! You might be surprised by the significant results

Tips for Measurement

- Use existing data and tools
 - Convert results into relatable equivalents (e.g., number of cars taken off the road)
- Share and publicize results
 - Measurable results support continued efforts and provide positive feedback
 - Results may be used for performance measurement

Achieving Recognition

Prepare

- Review the award criteria
- Use checklists to record activities
- Emphasize national recognition


Achieve

- Apply for an award
- Develop internal awards
- Highlight achievements



Award requirements are posted for 2010!

Tips for Recognition

- Plan early! Review the award criteria and contact FEC with any questions
 - Keep track of your activities throughout the year using the checklist
 - Save supporting documentation
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Resources

- 10 Easy Steps for a Successful Federal Electronics Challenge Partnership
<http://www.federalelectronicschallenge.net/forms/10steps5.pdf>
- Electronics Environmental Benefits Calculator
<http://www.federalelectronicschallenge.net/resources/bencalc.htm>
- DEA EPIC's FEC Plan-Do-Check-Act Wheel
<http://www.federalelectronicschallenge.net/resources/docs/wheel.pdf>
- DEA Southeast Laboratory's FEC Triangle
<http://www.federalelectronicschallenge.net/resources/docs/triangle.pdf>
- Other FEC Resources
<http://www.federalelectronicschallenge.net/resources/index.htm>

Contact Information

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Regional Champions

<http://www.federalelectronicschallenge.net/champions.htm>

Federal Electronics Challenge

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