

FEC Team Building and Mentoring

July 2011

FEC Partner Teleconference

Agenda

- Team Building
- Baseline Survey
- Message Development
- Implementation
- Measuring Success
- Achieving Recognition
- Mentoring
- 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

Broadcast

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

Build

- Find the right message
- Examine existing documents
 - > Executive Order (E.O.) 13514
 - > Agency Strategic Sustainability Performance Plan
 - > Environmental Management System (EMS)
 - > Baseline Survey



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. 13514 and will be evaluated in our Agency's Strategic Sustainability Performance Plan

- Involve everyone

- > Almost all employees use electronics
- > Electronics stewardship is everyone's responsibility

Implementation

Plan

- Review E.O. 13514 goals
- 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. 13514 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

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

Help Through Mentoring

Direct Support

- Reach out to any federal agency or facility
- Mentee does not have to be a partner

Other Options

- Case study
- Resource
- Present on partner call

Tips for Mentoring

- The FEC needs case studies!
- Check mentoring requirements
 - > <http://www.epa.gov/fec/resources/mentor.pdf>

Resources

- ⦿ 10 Easy Steps for a Successful Federal Electronics Challenge Partnership
- ⦿ <http://www.epa.gov/fec/resources/10steps.pdf>

- ⦿ Electronics Environmental Benefits Calculator
- ⦿ <http://www.epa.gov/fec/publications.html#calculator>

- ⦿ Other FEC Resources
- ⦿ <http://www.epa.gov/fec/publications.html>

Contact Information

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Regional Champions

<http://www.epa.gov/fec/technical.html>

Federal Electronics Challenge

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