



## Partner Participation Guidance

Updated: 06/28/2010

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### PURPOSE

Any federal agency and their facilities can participate in the Federal Electronics Challenge (FEC). The FEC has two complimentary, non-overlapping partner levels: Agency and Facility. The FEC provides this guidance to help federal organizations determine their appropriate Agency and Facility Partners.

### INTRODUCTION

The FEC helps federal agencies and their facilities to implement environmentally sound and cost-effective electronics management practices. Federal organizations may join the FEC at one of two partnership levels: Agency or Facility.

**Agency Partners** may be any federal agency. The FEC uses the same definition of "agency" as Executive Order 13514: "an executive agency as defined in section 105 of title 5, United States Code, excluding the Government Accountability Office."

**Facility Partners** may be any subcomponent of a federal agency, including but not limited to bureaus, administrations, departments, offices, facilities, laboratories, divisions, field and regional offices.

### PARTNER REQUIREMENTS

**Agency Partners** must:

- Register and sign the Agency Pledge
- Submit a Facility Partner List

**Facility Partners** must:

- Register and sign the Facility Pledge
- Submit the Baseline Survey of Current Practices (within six weeks of registering)
- Submit the Annual Reporting Form (annually)

Facility Partners may optionally apply for annual recognition. Facility Partner Award requirements are outlined at: <http://www.federalelectronicchallenge.net/recognition.htm>.

### FACILITY PARTNER LIST AND PARTICIPATION PLAN

Each Agency Partner is required to develop a Facility Partner List for their agency. This List will specify which subcomponents of their agency may be Facility Partners. Development and adherence to the List is necessary to manage the potentially large number of Facility Partners and avoid duplication in annual reporting and awards.

To assist in creating their Facility Partner List, federal agencies may benefit from developing a plan for FEC participation. Agencies with highly decentralized electronics purchasing, operations, and/or end-of-life management may wish to specify that all their field facilities



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join as Facility Partners. Agencies with centralized electronics management might prefer to have their bureaus, administrations, or offices join as Facility Partners. Many federal agencies are centralized in some areas of electronics management and decentralized in others, and would benefit from a strategy that outlines policies that the Agency Partner will put in place to facilitate the implementation of best practices by all Facility Partners.

For example, the U.S. Environmental Protection Agency (EPA) is relatively decentralized when it comes to electronics management, and has designated each of the regional offices as Facility Partners. However, there are policies and actions that are most efficiently undertaken at the agency level. So EPA has an electronics stewardship plan that calls for a number of agency level actions.

The FEC is available to help agencies tailor participation strategies according to their organizational make-up and needs. After an agency has submitted their Facility Partner List, the FEC will work with that agency's representative and facility points of contact to reconcile the FEC registered Partner List with the agency's Facility Partner List, removing or consolidating Facility Partners as needed.

### **SPECIAL NOTE FOR FACILITIES WITH NON-PARTICIPATING AGENCIES**

Facilities that are subcomponents of non-participating agencies are still eligible to join the FEC as Facility Partners, undertaking the Facility Partners requirements and gaining access to FEC technical resources and annual recognition. These facilities may be subject to removal or consolidation if their agency later joins the FEC as an Agency Partner and does not list them on their Facility Partner List.

### **REFERENCES**

Please see the FEC Web site for more information about joining and specific Partner requirements: [http://www.federalelectronicschallenge.net/join\\_fec.htm](http://www.federalelectronicschallenge.net/join_fec.htm).

### **CONTACT INFORMATION**

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance by sending an email to: [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).

### **FEDERAL ELECTRONICS CHALLENGE**

Web site: <http://www.federalelectronicschallenge.net/>  
E-mail: [info@electronicschallenge.net](mailto:info@electronicschallenge.net)