



## FEC Plan-Do-Check-Act Wheel

Updated: 07/08/2008

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### PURPOSE

This fact sheet includes the Federal Electronics Challenge (FEC) Plan-Do-Check-Act (PDCA) Wheel, developed by the U.S. Drug Enforcement Administration (DEA) El Paso Intelligence Center (EPIC).

### INTRODUCTION

Each FEC Facility Partner can achieve an FEC award by following a series of steps each year:

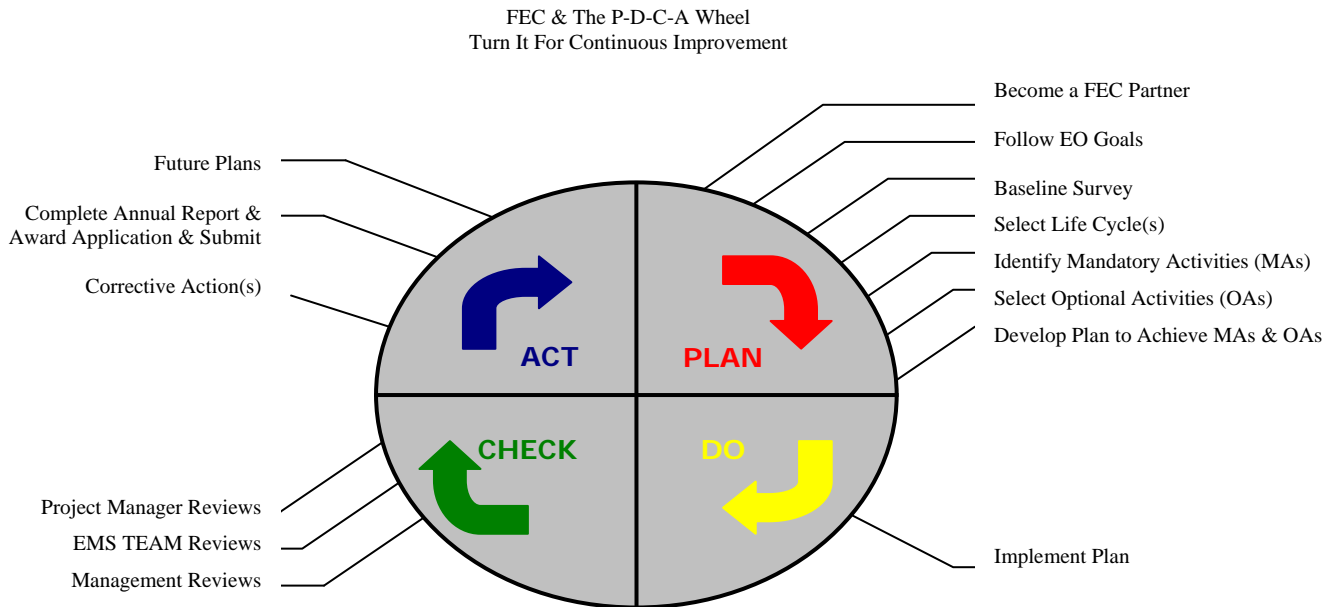
- Selecting an appropriate number of lifecycle phases based on the desired award level, and then completing the necessary mandatory activities for those lifecycle phase(s) as well as the required number of optional activities.
- Completing the Annual Reporting Form and Award Application by January 31.
- Conducting two mentoring activities, if your facility's objective is to go for the FEC Gold Award. The FEC allows Facility Partners to develop a resource useful to FEC participants and submit it to FEC for approval, in lieu of one of the mentoring sessions.

The DEA EPIC Environmental Management System (EMS) Team in El Paso, Texas, developed this handout with the FEC PDCA Wheel and a brief explanation about how it can be used by other FEC Partners.

### THE FEC PDCA WHEEL

One of the most important principles embodied in FEC is continuous improvement. FEC does not have a specific end or set destination, it is a journey of continuous improvement. The Deming Wheel, also known as the Plan-Do-Check-Act Wheel, best describes how continuous improvement is achieved.

The major steps are activities that are shown by each stage (Plan-Do-Check-Act). Once you complete a specific year's goals and activities and submit an award application in January of the next year, the cycle starts all over again. At the beginning of each cycle, there is a selection of life cycle phases, mandatory and optional award activities; new plans developed with new improvements targeted; etc. This tool shows the continuous improvement aspect of the FEC and it is an excellent way to explain this concept to your organization's members who may already be familiar with the Deming Wheel.



## CONCLUSION

This tool was developed by the DEA EPIC EMS Team as a mentoring activity for the FEC Gold Award. DEA EPIC encourages other FEC Partners to use the wheel to help them achieve their own FEC award goals.

## CONTACT INFORMATION

If you would like an electronic copy of this tool, please request via email from: [George.X.Godinez@usdoj.gov](mailto:George.X.Godinez@usdoj.gov), [Mary.G.Martinez@usdoj.gov](mailto:Mary.G.Martinez@usdoj.gov), or [MHowellQMT@aol.com](mailto:MHowellQMT@aol.com).

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.federalectronicchallenge.net/champions.htm>.

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

## FEDERAL ELECTRONICS CHALLENGE

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