

FEDERAL EXECUTIVE BOARDS **2002 COMPOSITE ANNUAL REPORT**

President John F. Kennedy established FEBs by a Presidential Directive to improve coordination among Federal activities and programs outside Washington, D.C. The need for effective coordination among the field activities of Federal departments and agencies was then, and is still, very clear. Approximately 88 percent of all Federal employees work outside the national capital area. Decisions affecting the expenditure of billions of dollars are made in the field. Federal programs have their impact largely through the actions of field representatives of the departments and agencies. In addition, Federal officials outside Washington are the principal contact of the Federal Government with the citizens of this country.

There are currently 28 FEBs located in cities that are major centers of Federal activity. The Boards are identified as follows: Albuquerque-Santa Fe, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dallas-Fort Worth, Denver, Detroit, Honolulu-Pacific, Houston, Kansas City, Los Angeles, Miami (South Florida), Minnesota, New Orleans, New York, Newark, Oklahoma City, Oregon, Philadelphia, Pittsburgh, St. Louis, San Antonio (Alamo), San Francisco, and Seattle. The work of these 28 FEBs relates to three goals:

- I. Create Partnerships
- II. Improve Intergovernmental Partnerships
- III. Advance Local and National Initiatives

Specific activities fall under the following objectives:

- ❖ **Communicate** - FEBs inform member agencies of each other's initiatives and accomplishments and inform the local community of national policies and priorities.
- ❖ **Reduce Costs and Improve Efficiency** - FEBs bring together agencies with common goals so that their efforts are complementary.
- ❖ **Facilitate Service Delivery** - FEBs draw together agencies with common clients so that government services are convenient for the customers.
- ❖ **Partner with Community Groups** - FEBs partner with community groups to solve problems.
- ❖ **Coordinate Emergency Services** - FEBs stand ready to marshal resources of the entire Federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.

Examples of work activities undertaken by the 28 FEBs focused in support of these five objectives are found in this Report. This document is not intended to identify all initiatives or accomplishments performed in 2002, but rather to showcase the accomplishments with the most significant impact.

ITEMS OF INTEREST CONCERNING THE OVERALL BENEFITS OF FEBs

Training (Cost Avoidance/Cost Savings):	\$1,679,000
ADR/Shared Neutral (Cost Avoidance/Cost Savings):	\$7,850,585
Sharing Resources and Coordinating Efforts (Savings)	\$1,925,881
Hotel (Cost Savings):	\$234,477.00
Conference Room Space (Cost Savings):	\$15,000.00
Donations:	
CFC	\$65,868,918 .00 Plus
Day of Caring	Countless Volunteer Hours
Blood	39,139 units
Toys	19,200
Clothing	8,600 pieces
Food	1,985,870 lbs
Gifts	\$106,842
Books	400
Thanksgiving Baskets	27
Eye Glasses	3,280
School Supplies	32,850 Pieces
Computers	2,869

Objective 1: Communicate - FEBs inform member agencies of each other's initiatives and accomplishments, and informs the local community of national policies and priorities.

A variety of mechanisms are used by the FEBs to inform member agencies, and each other, about initiatives and accomplishments. FEB Policy Board meetings, federal agency directories, newsletters, faxes, presentations, electronic mail and Internet homepages are used to facilitate communication between member agencies and to provide information to the federal community.

❖ **Career/Job Fairs** - working hard to increase awareness of careers in Public Service this venue has educated thousands of job seekers of the many opportunities for positions in the Federal Government. In partnership with colleges and universities, as well as high schools, the message is delivered regarding openings for positions, along with information on how to prepare a resume and how to apply for work in the Federal community.

❖ **Management of Human Capital** - recruitment and retention and a number of related topics including succession planning and core competencies have been discussed in forums, seminars, and full day training sessions. How to manage the workforce of the future and address the needs of Federal agencies is covered in this initiative.

❖ **A Call to Serve** - established a partnership with the *Partnership for Public Service* to provide information to member agencies and assist in obtaining speakers for agency events and meetings. The purpose is to promote careers in public service. Materials developed include brochures for students and school counselors and a brochure on finding a job in the Federal Government.

❖ **Briefing with White House Chief of Staff** - an inter-active discussion of the President's proposal for the formation of the new cabinet-level agency, the Department of Homeland Security and the effects of the Department locally. Agencies directly related to the proposed reorganization were in attendance as well as other Board members.

❖ **Recruitment of a Quality Workforce** - 40% of the Federal workforce nationwide is eligible to retire in the next five years. Briefings and seminars were held to discuss strategies for agencies to address this issue. One of the targeted strategies is to establish communication with students.

❖ **40th Anniversary Celebrations of FEBs** - receptions, dinners, luncheons and award ceremonies were held in honor of the birthday of FEBs. These commemorative events highlighted milestones of the many contributions of service by FEBs to the federal community.

❖ **Developing International Relationships** - in an effort to learn and exchange best practices and processes from both the public and private institutions individuals representing the Office of the Prime Minister from Singapore visited the U.S. and were hosted by an FEB. It was an honor to host them in the US and to introduce them to federal agencies with the purpose of identifying and possibly adopting strategies for Singapore Public Service.

❖ **Strategic Planning** - the structure of FEBs is strengthened through strategic planning, realignment of committees and the establishment of a strong vision and mission. Committee structure closely matches the five national goals. A strategic plan allows for increased commitment, and widens the circle of involvement. The plan also increases efficiency and lessens the learning curve for new agency involvement.

❖ **Public Service Recognition** - while programs vary from city to city, the intent is to recognize Federal employees for their outstanding contributions to their agencies and/or their communities. Programs recognize individuals through a selection process followed by an award ceremony (some of which include up to 1300 attendees).

❖ **Congressional Briefings** - a vehicle used to enhance communication and educate Federal managers on what is happening in Congress. These events are usually very well attended and provide a valuable resource for national and local initiatives.

❖ **Federal Information Council** - council meetings are held monthly with speakers from local print and electronic media. The speakers provide informational speeches and tips on how to better communicate with the media.

❖ **Expansion of Locality Pay** - this initiative was targeted to a specific area. A group of employees researched and developed a formal proposal for the Federal Salary Council and the President's Pay Agent. The result was a congressional briefing and lines of communication were opened which provided valuable information to the employees about the process and the chances for success.

❖ **Government on Display** - a Federal and State Government fair to assist the public with easy access to available services. Information booths are staffed by employees, and models of military equipment, robotics, etc. are on display, Congressional staff are in attendance, citizen applicants are naturalized, and local agency heads and congressional liaisons are present. A large number of citizens are provided services at their convenience.

❖ **Workplace Violence and Domestic Abuse** - a topic not often spoken about but affects quite a few people in the workplace. Seminars educate employees on how to recognize the signs of these situations in the workplace. Agency crisis advisory plans are discussed and publications are distributed.

❖ **Radio/TV Broadcast Program** - a method of communicating national policies to the local community and showcase agency programs and projects. Example of topics covered include: tax changes, food safety, boating safety, anti-crime efforts, anti-fraud efforts, job training & opportunities, immigration laws & procedures, organ & tissue donation, women's health issues, veterans' benefits and the changing workplace.

❖ **Neighborhood Network Team** - a community-based initiative developed through private and public partnerships established multi-service community technology centers that bring digital opportunity and lifelong learning to low and moderate-income residents of affordable housing communities. The development of Neighborhood Network Centers is essential to improve the economic future for residents of affordable housing. Residents develop personal skills and self-confidence, leading to higher education and employment.

❖ **Resource Sharing Guide** - a resource document that contains information on auditoriums and halls, conference rooms and classrooms, translation services, audio/video film, tapes video, and audio equipment. The guide is a valuable tool representing resources available at no cost to be used by Federal agencies.

❖ **Portable Library** - a CD-based single-disc library of management information, issued to the top executives of each agency that can be carried and used with a laptop while on travel.

❖ **Building the Membership Network** - one-on-one meeting with new Board members and newly elected officials to define the Board's mission and their role as a member. Used electronic communication channels for timely dissemination of information and facilitated member interaction and encouraged members to take a personal stake in FEB activities.

OBJECTIVE #1: COMMUNICATE TABLE

Federal Executive Board	Communication Networks (see below)	Awards Programs	Media Guide/ Outreach	Public Affairs Committee	Communication with Cong Staff (see below)
Albuquerque	X		X	X	X
Atlanta	X	X	X	X	
Baltimore	X	X			X
Boston	X	X	X		X
Buffalo	X	X			
Chicago	X	X			X
Cincinnati	X	X	X		X
Cleveland	X	X			
Dallas-Ft. Worth	X	X	X	X	X
Denver	X	X	X		X
Detroit	X	X			
Honolulu-Pacific	X	X	X		X
Houston	X	X			X
Kansas City	X	X	X	X	X
Los Angeles	X	X	X	X	X
Miami (South Florida)	X	X			X
Minnesota	X	X	X	X	X
New Orleans	X	X	X		
New York	X	X			
Newark	X	X			X
Oklahoma	X	X	X		X
Philadelphia	X	X	X		
Pittsburgh	X	X			X
Portland	X		X	X	X
St. Louis	X	X	X	X	
San Antonio (Alamo)	X	X	X		X
San Francisco	X	X	X		
Seattle	X	X	X	X	X

Communication Networks: Use of electronic mail, websites, newsletters, broadcast fax systems, on-site visits, policy board meetings, directory of Federal agencies, publications, etc.

Communication with Congressional Staff: Meetings to discuss Federal role, inclusion on mailing lists and directory of Federal agencies.

Objective 2: Reduce Costs and Improve Efficiency- FEBs
bring together agencies with common goals so that their efforts are complementary.

A variety of training seminars, conferences and programs exist where FEBs serve the needs of the clients and offer services at reduced cost thus saving the Federal community thousands of dollars per year. Examples include Retirement Seminars, Leadership Training, Mid-level Management Training, Support Staff Training and Diversity Training. Alternative Dispute Resolution and Shared Neutrals Programs are examples of pooling of resources and providing a valuable service to the community.

❖ **E-Government** - established an information portal for federal, state and city services as a means of helping citizens link to government websites. This is a user friendly web page based on categories of service. The maintenance and continued growth of the sites supports the President's Management Agenda regarding expanded electronic government.

❖ **Public Access Defibrillation Program** - a program designed for federal facilities for installation of automated external defibrillators and for training of employees on the use of the systems. Employees are also trained in CPR. Refresher training and monitoring of equipment is an ongoing process.

❖ **American Sickle Cell Anemia Association** - The ASCAA is the world's oldest sickle cell research, education, and social services organization. Its mission is to provide diagnostic testing, education, counseling, and supportive services to populations at risk via the intent to ensure quality and quantity in the provision of comprehensive services to the individuals with the disease and their families. The ASCAA works in partnership with FEBs to educate communities regarding the high risk of the disease, educational opportunities and to enhance community awareness and quality of life.

❖ **Workforce Shaping Initiative** - facilitation of interagency dialogue, cooperation and mutual problem solving on the critical human capital management issues facing the federal workforce. Topics included Recruitment and Retention, Quality of Work Life, Compensation and Performance Management. The initiative resulted in a five year strategic action plan with issues to be addressed on proposed legislative and regulatory changes.

❖ **Pacific Leadership Academy** - a unique interagency regional partnership for upper level management employees addressing leadership competencies and Senior Executive Series certification. Students will also be eligible for six credit hours toward a Masters in Public Administration.

❖ **Leadership Development Program** - this program provides developmental opportunities for Federal employees to enhance their leadership skills. The program consists of elements that will provide participants with inter-governmental experiences and interactions with Federal executives and managers. The program is for employees in mid-level grade positions or equivalent in military rank or wage grade level. Goals are to assist Federal agencies in the professional development of leaders, to understand and develop community partnerships and to enhance individual leadership skills.

❖ **Shared Neutrals ADR Program** - the program assists agencies in resolving employee disputes by providing trained mediators at little or no cost. From intake coordination to actual mediation, successful resolution is the goal. The cost savings are impressive as is the feedback received from liaisons, mediators and employees. The estimated cost avoidance to the government nationwide is in the millions of dollars with the market value in the hundreds of thousands of dollars nationally.

❖ **Personal Development** - seminars targeted to assist the Federal employee in their personal development. Topics offered were Celebrate Life, Develop a Closer Relationship with Your Teen, Beat Burnout and Tools to Strengthen Relationships through Effective Listening. Courses were designed to create greater balance in business and family life.

❖ **Premier Lodging Program (PLP)** - a joint partnership with the U.S. General Services Administration to contract with properties for a guaranteed number of hotel rooms, at or below the per diem rate, throughout the year. Properties submit proposals to become partners in the PLP program. Site visits are performed to ensure requirements are met as stated in the solicitation process. As a result, per diem rates can be increased and PLP contracts are awarded around the country.

❖ **Career Transition Assistance** - assistance is provided to member agencies and Federal employees in their efforts to locate the right Federal Government employee or position. Agencies are assisted in their efforts to locate qualified employees by distributing their vacancy announcement to member agencies and local community leaders. Employees are assisted in locating positions by distributing their resumes to member agencies quarterly.

❖ **Leadership Competencies** - selected individuals develop or enhance their leadership skills through collateral duties serving as Chair of a committee. The development opportunity is provided at no cost to the respective agency. The participants discuss, plan, and coordinate crosscutting agency initiatives and efforts in which participating Chairs can assist each other to enhance expected results and avoid duplication of efforts.

❖ **Equal Employment Opportunity/Diversity Training and Programs** - Programs are held to educate the community on the cultural differences we benefit from on a day-to-day basis. Monthly themes are celebrated for example, Women's History Month, Hispanic Employment, and Disability Awareness to name a few. Conferences and seminars are hosted with topic areas including mediation, diversity in the workplace, cross-cultural communication, and mentoring.

❖ **Health Care** - Health care programs are held in the Federal workplace to encourage preventive health care for Federal employees. These include comprehensive health fairs, lunch seminars, on-site group exercise and aerobic classes and marketing of community-based activities.

OBJECTIVE #2: REDUCE COSTS AND IMPROVE EFFICIENCY TABLE

Federal Executive Board	Low Cost Training	Special Initiatives (see below)	Recruitment/ Retention	Quality of Life for Fed. Employees (see below)	Diversity Programs
Albuquerque	X	X			X
Atlanta	X	X	X	X	X
Baltimore	X	X			X
Boston	X	X	X	X	X
Buffalo	X	X		X	X
Chicago	X	X	X	X	X
Cincinnati	X	X		X	X
Cleveland	X	X		X	X
Dallas-Ft. Worth	X	X	X	X	X
Denver	X	X	X	X	X
Detroit	X			X	X
Honolulu-Pacific	X			X	X
Houston	X	X		X	X
Kansas City	X	X	X	X	X
Los Angeles	X	X	X	X	X
Miami (South Florida)	X	X	X	X	
Minnesota	X	X		X	X
New Orleans	X	X	X	X	X
New York	X	X	X	X	X
Newark	X	X	X	X	
Oklahoma	X	X	X	X	X
Philadelphia	X	X	X	X	X
Pittsburgh	X	X		X	X
Portland	X	X	X	X	
St. Louis	X	X			X
San Antonio (Alamo)	X	X	X	X	X
San Francisco	X	X		X	X
Seattle	X	X	X	X	X

Special Initiatives: Alternative Dispute Resolution Programs, Shared Neutral Program.

Quality of Life for Federal Employees: Health Plan Events; Retirement/Financial Planning Seminars, Long-Term Care Briefings, Savings Bond Drives, etc.

Objective 3: Facilitate Service Delivery - FEBs draw together agencies with common clients so that Government services are convenient for the customers.

- ❖ **Public Affairs Committee** - this Committee was established in support of FEB activities and to assist federal agencies and the public to be more aware of activities. The Committee serves as a media resource and provides training in how to work with the media. The Committee also serves as a chapter member of the Federal Communicators Network (FCN). The FCN is an organization of public affairs officers based in the Washington DC area representing federal agencies. By becoming a state chapter of the FCN, the FEB has a network of public affairs contacts across the country. This networking on a local and national level serves to enhance the image of the FEB and better communicate its accomplishments.
- ❖ **Scholarship Activities** - volunteers supported the scholarship program for the selection of regional Federal agency scholarship winners. Applications were evaluated with criteria for the scholarships and results were provided to sponsoring organizations (FEEA, GEICO, etc).
- ❖ **Health Fairs** - employees benefit from Health Fairs that provide information in one location from several health carriers regarding the benefits to their plans. Not only are health care providers represented but also numerous community organizations that provide health maintenance services in addition to fitness and wellness agencies.
- ❖ **Computers to Schools** - In addition to computers being donated to schools, software and hardware training is provided to students utilizing the donated equipment.
- ❖ **Recruitment of Future Employees** - partnering with local colleges and universities to sponsor a Federal employee college fair. Counselors from leading colleges and universities are available to meet with individuals interested in earning undergraduate and graduate degrees and careers in Public Service.
- ❖ **Assistance to Our Nation's Veterans** - a monthly community service project with the Veteran's Health Care System. A day a month is targeted "Hassle-Free." Area veterans may visit a one-stop shop set up in the Department of Veteran Affairs medical facility that includes booths manned by representatives of Department of Housing and Urban Development, Center for Medicare/Medicaid Services, Small Business Administration, Social Security Administration, Internal Revenue Service and the Postal Service. Local service agencies from city and county government are also represented to assist veterans.
- ❖ **User-Friendly Source of Government Information** - whether it is to a Federal customer, a congressional office, a member agency, or public citizens, effective and efficient customer service is a goal and our responsibility is to respond to the needs of these constituency groups in a timely manner. FEBs serve as a point of contact for Government information and have developed strong working relationship with Federal agencies.

❖ **Recruitment and Retention Crisis** -The Federal sector is challenged with recruiting and retaining qualified personnel to effectively and efficiently perform agency missions. As research, committees and projects are being formulated nationwide to address the recruitment and retention problems. Goals are to recruit new employees for "hard-to-fill" vacancies while providing training and developmental programs as part of a longer-term employee succession planning for the large number of retirements expected in the next three to five years.

❖ **Diversity Consortium** - the consortium is made up of Federal, business and educational partners who are developing a recruitment and career development model to ensure tomorrow's work force will not only be highly trained but will also reflect the demographics of the community.

❖ **Industry Cluster Groups** - a joint partnership between the Federal community, the Chamber of Commerce and the city to promote new business opportunities. Representatives from oil and gas industry, petrochemical, technical, environmental and arts and entertainment participate. To be added in the future is the maritime and shipbuilding industry.

❖ **Energy Conservation Awareness** - Energy conservation briefings were included in senior Federal executive forums along with energy conservation techniques and resource links being distributed across the FEB network.

❖ **Language Assistance Project** - a resource list of Federal employees who are proficient in foreign languages to provide services to those with limited English proficiency seeking the services of Federal agencies. By partnering with each other, Federal agencies have the opportunity to locate bilingual staff to provide translation assistance.

OBJECTIVE #3: FACILITATE SERVICE DELIVERY TABLE

Federal Executive Board	Regional Planning Partnerships (see below)	Computers To Schools Donations	Premier Lodging Program	Assistance to Veterans
Albuquerque	X			
Atlanta		X	X	
Baltimore		X		
Boston		X	X	
Buffalo				
Chicago	X		X	
Cincinnati	X		X	
Cleveland				
Dallas-Ft. Worth		X		X
Denver			X	
Detroit				
Honolulu-Pacific		X		X
Houston				
Kansas City				X
Los Angeles	X		X	X
Miami (South Florida)			X	
Minnesota				
New Orleans		X		
New York			X	
Newark				
Oklahoma	X	X		X
Philadelphia			X	
Pittsburgh		X		
Portland			X	
St. Louis			X	
San Antonio (Alamo)	X	X	X	X
San Francisco		X	X	
Seattle			X	

Regional Planning Partnerships: Informational sessions on alternative transportation options and/or commuting habit surveys, air emissions workgroup, monitoring of electricity crisis, economic development issues, etc.

Objective 4: Partner with Community Groups - FEBs partner with community groups to solve problems.

- ❖ **Women=s History Month Clothing Drive** - in partnership with Federally Employed Women and fourteen Federal agencies, a clothing drive was sponsored for two organizations dedicated to assisting women making the transition from home to the work place. Over 1,000 articles of clothing including suits, slacks, dresses, blouses, skirts, sweaters, jackets, shoes and other miscellaneous items were donated. A ceremony was held to present the clothing and celebrate women=s contributions to the community.
- ❖ **Pow Wow** - these regional gatherings of American Indians are held yearly and provide a unique outreach opportunity to the community. The American Indian Program Council participation has enabled the local Indian community, and members of regional tribes, to learn about and ask questions of the Federal Government. Federal job opportunities are also publicized.
- ❖ **Community Reading Program** - Federal employees volunteer to read to children in inner-city schools. This nationally acclaimed, award winning program was created as a means to reach out to urban students who may lack an appropriate role model and mentor to encourage them in their academic pursuits.
- ❖ **National Groundhog Job Shadow Day** - this program provides students the opportunity to interact with a workplace mentor as he/she goes through a normal day in the workplace. The experience provides an up close look at the skills and expertise needed to be successful in specific jobs and professions.
- ❖ **Combined Federal Campaign (CFC)** - participation continues to increase and goals were met and surpassed this year. CFC operations were streamlined and improved and top-notch Loaned Executives were recruited. Employees contributed more and continued to be supportive of the Campaign to give to their communities. This is an example of the generosity of Federal employees to ensure those in need within the community are provided for. Campaigns exceeded goals, garnered new resources and agency activities, created new kickoff activities, and built partnerships with civic leaders during the Campaign.
- ❖ **CFC Information Fair** - the purpose of the event is to educate federal employees about the Combined Federal Campaign and to inform them of the many ways their dollars support the communities. The Fair is used as a means to attract new givers, especially young employees, without them feeling pressured to contribute. The charitable groups provided information on their services and educated employees on how the organizations benefit from donations.
- ❖ **Education Support Partnership** - includes student mentoring, guest lectures by Federal employees and military personnel, administrative assistance and a scholarship grant program.
- ❖ **Charitable Programs** - thousands of pounds of food is collected nationally which is donated to local food banks and facilities to feed homeless and disadvantaged individuals. Holiday gift programs coordinate toys, clothing, and gifts for those in need to make their lives better and their holidays brighter.

- ❖ **Blood Drives** - in cooperation with local organizations blood drives are coordinated to increase donations and assist those in need. Statistics show an increase in blood donations and an increase in new minority donations. A goal is to identify donor matches for local children with sickle cell anemia B a disease that particularly affects minority populations. Of the 80,000 Americans with this genetic disease, 90 percent are of African descent. Hispanic patients comprise the remaining 10 percent. The increase in minority donations results with a better supply of blood that affects this high risk community.

- ❖ **Safety and Health Council** - a cooperative effort between federal agencies to develop a framework for the communication of accurate and timely information to agency officials. Councils work directly with agencies to provide on-site training, discussions for employees to deal with the rapidly emerging issues of threats of violence and risks of mail contamination.

- ❖ **Day of Caring** - thousands of volunteers from federal and local government and private industry provide labor to give to their communities in what amounts to hundreds of hours of community service. Projects range in many areas from painting, carpentry, gardening, administrative duties, and food handling. There are many, many projects for the volunteers to choose the type of activity they enjoy performing.

- ❖ **Governor's Task Force** - the task force is chartered by the Governor to address "people" issues (food, shelter, health care, job assistance, childcare, etc) that affect thousands of laid-off employees due to disasters. The unique group consists of businesses; nonprofit, educational, and faith-based organizations; trusts; foundations; state, city and federal sectors. The goal of the group include developing new ways of sharing resources for common needs, providing messages of hope to the community and influencing state and federal financial support through legislative changes.

- ❖ **Business Associations, Chambers of Commerce, Franchise Business Activity (FBA) etc.** - strategic partnerships are formed with local associations in an effort to join efforts to make communities a better place to work and live. The benefit to outside entities is a better understanding of the federal community and to provide a resource for services. FBAs continue to achieve substantial cost savings for member agencies. FEBs serve on the boards of these organizations and are active participants in the decision-making process for programs and resources.

- ❖ **CPR/AED** - federal employees are trained in cardio-pulmonary resuscitation and automated external defibrillators. In the past, contractors were hired for this service. Now, federal agencies are provided the opportunity to train employees on these life-saving techniques.

- ❖ **Federal Resource for Youth and Educational Programs** - partnering with numerous area schools and mentoring coalitions, Federal employees are connected with students in after-school youth programs. Employees serve as mentors, attend youth career fairs, volunteer in the classroom, and make available surplus federal resources to assist schools. For example, donating computers to schools.

❖ **Faith-Based Initiative** - meetings were held with several faith-based community services including those who provide after school programs for youth, homeless shelter, food service, alcohol/drug recovery, transitional housing, medical/dental clinics and counseling services. The process has identified several faith-based organizations that could participate in Administration initiatives.

❖ **Promote Volunteerism** - participation is encouraged in programs that assist inner-city children. A mentorship program, a reading program and Job Shadow Day which provides students an opportunity to shadow Federal employees while they are at work are examples of Federal employees giving back to their communities.

❖ **Fed Kid Help** - 30,000 school supplies, ranging from shoes to lunch boxes, were donated by the Federal community to assist homeless and high-risk children.

❖ **Public Service Academy** - a partnership between the federal community, the city and the public school system. Senior level managers and professional employees are recruited to volunteer their time to mentor high school students with their activities and studies. The students are working to gain skills necessary to obtain employment in their post high school years. The partnership is important in the education process of our young people and is an important tool in educating students on careers in public service.

OBJECTIVE #4: PARTNER WITH COMMUNITY GROUPS

Federal Executive Board	Involvement w/Business Assn; Chamber of Commerce	Student Outreach	CFC	Donations (Food, Toys, Blood, etc.)	Local Volunteerism
Albuquerque	X		X	X	X
Atlanta	X	X	X	X	X
Baltimore		X	X	X	X
Boston	X	X	X	X	
Buffalo		X	X	X	
Chicago	X	X	X	X	X
Cincinnati	X		X	X	X
Cleveland		X	X	X	X
Dallas-Ft. Worth	X	X	X	X	X
Denver			X	X	X
Detroit			X	X	
Honolulu-Pacific	X	X	X	X	X
Houston			X	X	
Kansas City	X		X	X	X
Los Angeles	X	X	X	X	X
Miami (South Florida)	X		X		
Minnesota	X	X	X	X	X
New Orleans	X	X	X	X	X
New York			X	X	
Newark		X	X	X	X
Oklahoma	X	X	X	X	X
Philadelphia		X	X	X	
Pittsburgh	X	X	X	X	X
Portland	X		X	X	X
St. Louis	X		X	X	
San Antonio (Alamo)	X	X	X	X	X
San Francisco		X	X	X	X
Seattle		X	X	X	X

Objective 5: Coordinate Emergency Services - *FEBs stand ready to marshal resources of the entire Federal community, whether to aid a member agency in a crisis, or to assist the citizenry in a public emergency.*

- ❖ **Emergency Planning** - emergency plans continue to be strengthened, realigned and reworked. Continuity of Operation Plans (COOP) have been developed. The result is a stronger more detailed plan between agencies. An example of improved systems include an automated call down plan. This system was instituted that has enough back-ups in place to ensure that agencies are timely notified of emergencies. Systems are tested periodically for operational problems with appropriate action for solving them.
- ❖ **Homeland Security** - establish working relationships with city, county and state governments to provide the continuity of work and safety of citizens necessary in the case of an emergency. Work closely with the U.S. General Services Administration and Federal Emergency Management Agency regional offices to develop and strengthen agency plans and to improve communication and act as a clearinghouse of information. Homeland Security issues have made us realize that all agencies must continue their efforts to service our community, and at the same time be vigilant to ensure the safety of our employees and the public.
- ❖ **Commemorative Events for the Anniversary of September 11, 2001** - Collaboration of events between the federal community, city, county and state governments remembered the tragic events of 2001. Federal employees joined in ceremonies honoring those who had fallen. Fire departments participated along with military honor guards and local dignitaries. Events were held in National Cemeteries, town halls and neighboring communities remembering those who had fallen and the events that have changed our country.
- ❖ **Computerized Communication System** - a system developed to notify the federal workforce in the event of an emergency or impending threat. The system can make up to 1200 contacts an hour in a prioritized cascade. In addition to general notifications the system is also capable of use by individual agencies to activate their cascade call system for agency specific call incidents.
- ❖ **Communication During Weather Related Incidents** - emergency meetings with Board members to assure agencies are uniform in their treatment of employees effected by local weather. FEBs work closely with congressional liaisons and in obtain guidance from Washington, DC in the cases of disaster areas.
- ❖ **Homeland Defense Briefings** - a series of briefings that include topics on building security, the FBI's role, state Civil Defense, airport security, post traumatic stress disorder and its impact in the workplace, combating biological threats, anthrax and the DOD interagency Joint Area Coordination effort. Support groups with mental health care professionals were coordinated to address lingering emotional and psychological problems.

❖ **Emergency Resource Database** - a listing of equipment and communication assets for all of the military, postal and federal agencies was developed and is maintained and kept current by federal agencies working together in a cooperative relationship. This relationship assists with coordinating emergency efforts by federal agencies.

❖ **Emergency Preparedness and Continuity of Operations Plan**- representatives from Federal, state and local governments participate in planning for emergencies to ensure the strengths of all participants are utilized. Team members meet to plan collaborative service priorities and to implement "risk assessment" and "safety procedure" reviews for member organizations. The goal is to produce a document that is current with a plan for immediate implementation if a situation arises.

OBJECTIVE #5: COORDINATE EMERGENCY SERVICES

<u>Federal Executive Board</u>	<u>Emergency Plans</u>	<u>Special Event/Nat=l Disaster Support</u>	<u>Security of Federal Facilities/Training</u>
Albuquerque	X	X	X
Atlanta	X	X	X
Baltimore	X	X	
Boston	X	X	X
Buffalo	X	X	
Chicago	X	X	X
Cincinnati	X		X
Cleveland	X		
Dallas-Ft. Worth	X	X	X
Denver	X	X	X
Detroit	X		
Honolulu-Pacific	X	X	X
Houston	X	X	
Kansas City	X		
Los Angeles	X	X	X
Miami (South Florida)	X	X	
Minnesota	X	X	X
New Orleans	X	X	X
New York	X	X	X
Newark	X	X	X
Oklahoma	X	X	X
Philadelphia	X	X	
Pittsburgh	X	X	X
Portland	X	X	X
St. Louis	X	X	X
San Antonio (Alamo)	X	X	X
San Francisco	X	X	
Seattle	X	X	X