

FEDERAL EXECUTIVE BOARDS 2003 COMPOSITE ANNUAL REPORT

President John F. Kennedy established Federal Executive Boards (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 | ❖ Los Angeles |
| ❖ Atlanta | ❖ Minnesota |
| ❖ Baltimore | ❖ New Orleans |
| ❖ Boston | ❖ New York |
| ❖ Buffalo | ❖ Newark |
| ❖ Chicago | ❖ Oklahoma City |
| ❖ Cincinnati | ❖ Oregon |
| ❖ Cleveland | ❖ Philadelphia |
| ❖ Dallas-Fort Worth | ❖ Pittsburgh |
| ❖ Denver | ❖ St. Louis |
| ❖ Detroit | ❖ San Antonio (Alamo) |
| ❖ Honolulu-Pacific | ❖ San Francisco |
| ❖ Houston | ❖ Seattle |
| ❖ Kansas City | ❖ South Florida |

The work of these 28 FEBs relates to three goals:

- ❖ Advance the Administration's Goals and Initiatives
- ❖ Create and Advance Local Initiatives
- ❖ Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach

ITEMS OF INTEREST CONCERNING THE OVERALL BENEFITS OF FEBs

Training (Cost Avoidance/Cost Savings):	\$ 2,785,292
ADR/Shared Neutral (Cost Avoidance/Cost Savings):	\$11,076,566
Sharing Resources and Coordinating Efforts (Savings)	\$ 13,295
Hotel (Cost Savings):	\$ 107,170
Continuing Education Assistance	\$ 4,500
Donations:	
CFC	\$65,868,918 Plus
Day of Caring	14,832 hours
Blood	37,029 units
Toys	6,700 pieces
Clothing	8,600 pieces
Food	287,566 pounds
Gifts	\$16,394
Books	4,816
Thanksgiving Baskets	27
Cell phones (used)	175
Phone Cards for Troops	6,148
Computers	3,540

Advance the Administration's Goals and Initiatives

- ❖ **Management of Human Capital** - recruitment and retention and a number of related topics including succession planning and core competencies have been hosted 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 support membership 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.
- ❖ **PMA Presentations and Seminars** – guest speakers have included Mr. Tim Clark, Editor and President of Government Executive Magazine and Mr. Clay Johnson, Deputy Director of the Office of Management and Budget. Topics of particular interest include “Competitive Sourcing” and “Expanded Electronic Government.” Seminars of this nature are very informative and assist with increasing participation of FEB activities.
- ❖ **Recruitment of a Quality Workforce** - 40% of the Federal workforce is eligible to retire in the next five years nationwide. 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. “Campaign to Promote Public Service” has been developed in Regions with the effort to specifically connect with high school students to educate them about the variety of careers available in the Federal government.
- ❖ **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, create new designs of 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.

- ❖ **Congressional Briefings** – a vehicle used to enhance communication and educate Federal managers on what is happening in Congress that has effects within the Federal community. These events are usually very well attended and provide a valuable resource for national and local initiatives.
- ❖ **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 includes 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 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 efforts to service our community, and at the same time be vigilant to ensure the safety of our employees and the public.
- ❖ **TopOff2** – a simulated exercise held in two cities which brought together city, county, state and federal governments to act out a disaster in the respective cities. The exercise provided valuable information to Federal Emergency Management Agency and agencies on the preparedness if an actual need arises. The exercise focused on a release of a biological gas and an exercise on shelter-in-place. Debriefings were held around on the community on lessons learned from the exercise.
- ❖ **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 site supports the President's Management Agenda regarding expanded electronic government. Presentations and seminars are held in federal communities in key areas of electronic government such as electronic filing of forms, electronic archival of records and other means of support the egov initiative.
- ❖ **Computerized Communication System** - a system developed to notify the federal workforce in the event of an emergency or impending threat. They 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. FEB's work closely with congressional liaisons and 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.
- ❖ **Computer/Electronic Accommodations Program** – the program established by the Dept of Defense is the federal government’s centrally funded accommodations programs. CAP provides assistive technology and related services, free of charge for individuals with visual, hearing, dexterity and cognitive disabilities.
- ❖ **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.
- ❖ **Building Security/Shelter in Place** – Issues and concerns are shared with building representatives to increase awareness and to maintain security within federally owned buildings. Materials have been developed and shared with employees on a comprehensive plan for shelter in place. The goal is to develop a system that includes building a survey, testing of operating systems, a tabletop exercise and periodic drills.
- ❖ **Budget and Performance Integration** – Federal officials and private industry leaders met to share their experiences, where they are and challenges faced along the way regarding budget and performance integration.
- ❖ **Long-Term Care Briefings** – in conjunction with retirement seminars or as stand-alone briefings, information is presented to federal employees on the benefits of planning for long-term care.

Local FEB Programs

Federal Executive Board	Combined Federal Campaign	Homeland Security Briefings	WMD Seminars	Congressional Briefings
Albuquerque	X	X	X	
Atlanta	X	X		
Baltimore	X	X	X	
Boston	X	X		X
Buffalo	X	X		
Chicago	X	X		X
Cincinnati	X	X		
Cleveland	X	X		X
Dallas-Ft. Worth	X			
Denver	X	X		X
Detroit	X	X		
Honolulu-Pacific	X	X		
Houston	X	X		X
Kansas City	X	X		X
Los Angeles	X	X		
Miami (South Florida)	X			
Minnesota	X	X	X	X
New Orleans	X	X		
New York	X	X	X	
Newark	X	X		
Oklahoma	X	X	X	X
Oregon	X	X		
Philadelphia	X	X		
Pittsburgh	X	X	X	
St. Louis	X	X		
San Antonio (Alamo)		X		
San Francisco	X	X		
Seattle	X	X		X

Create and Advance Local Initiatives

- ❖ **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 being delivered regarding openings for positions along with education of how to prepare and how to apply for work in the federal community.
- ❖ **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 in some cities to large celebrations all inclusive award ceremonies in other cities. The focus and concept is to recognize and thank individuals for the many outstanding acts of work they accomplish in their public sector positions
- ❖ **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 offices. 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.
- ❖ **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.
- ❖ **Government on Display** – a huge Federal and State government fair to assist the public with easy access to services available to them. Employees, who provide valuable information to the public, staff the information booths. Not only is information available but models are on display, Congressional staff attend, citizens are naturalized, and well known Federal employees agency heads and congressional liaisons are present. A record number of citizens attend and are provided services at their convenience.
- ❖ **Workplace Violence and Domestic Abuse** – a topic not often spoken about but effects quite a few people in the workplace. Seminars educate employees on how to recognize the signs and what the effects are when spillover happens in the workplace. Agency crisis advisory plans are discussed and publications are distributed.
- ❖ **Radio Broadcast Program** - a method of communicating national policies to the local community. 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. The goal of the radio/TV broadcast is to showcase agency programs and projects.

- ❖ **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.
- ❖ **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.
- ❖ **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 the 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 well as 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 nationally.
- ❖ **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.
- ❖ **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 with any issues they may have.
- ❖ **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.
- ❖ **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.

Local FEB Programs

Federal Executive Board	Job Fairs	Training Programs	Public Service Recognition	ADR
Albuquerque	X	X	X	X
Atlanta	X	X	X	X
Baltimore		X	X	
Boston		X	X	X
Buffalo	X	X	X	
Chicago		X	X	X
Cincinnati	X	X	X	
Cleveland		X	X	
Dallas-Ft. Worth				
Denver		X	X	X
Detroit		X	X	
Honolulu-Pacific		X	X	
Houston		X	X	X
Kansas City	X	X	X	
Los Angeles	X	X	X	X
Miami (South Florida)				
Minnesota		X	X	X
New Orleans		X	X	
New York	X	X	X	X
Newark		X	X	X
Oklahoma		X	X	X
Oregon		X		X
Philadelphia	X	X	X	X
Pittsburgh	X	X	X	
St. Louis		X	X	
San Antonio (Alamo)	X	X	X	X
San Francisco	X	X	X	X
Seattle	X	X	X	X

**Provide Information, Referrals, and Guidance for
Intergovernmental and Community Outreach**

- ❖ **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.
- ❖ **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 – a disease that effects minority populations. Of the 80,000 Americans with the 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 effects 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, 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. FBA's continue to achieve substantial cost savings for member agencies. FEBs serve on Boards 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 excess 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 at the start of the school year.

- ❖ **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 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
- ❖ **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.
- ❖ **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, educational opportunities and to enhance community awareness and quality of life.

Local FEB Programs

Federal Executive Board	Community Outreach	Diversity Programs	Volunteerism
Albuquerque	X	X	X
Atlanta	X	X	X
Baltimore	X	X	X
Boston	X	X	X
Buffalo	X		
Chicago	X	X	X
Cincinnati	X	X	
Cleveland		X	X
Dallas-Ft. Worth			
Denver	X	X	X
Detroit	X	X	X
Honolulu-Pacific	X	X	X
Houston	X	X	X
Kansas City	X	X	X
Los Angeles	X	X	X
Miami (South Florida)			
Minnesota	X	X	X
New Orleans	X		
New York	X	X	X
Newark	X	X	X
Oklahoma	X	X	X
Oregon	X	X	X
Philadelphia	X	X	X
Pittsburgh	X	X	X
St. Louis	X	X	X
San Antonio (Alamo)	X	X	X
San Francisco	X	X	X
Seattle	X	X	X