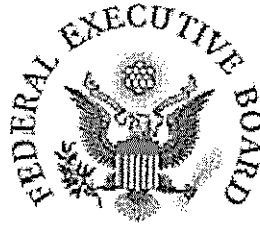


FEDERAL EXECUTIVE BOARDS



2004 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 today still very clear. Currently, approximately 90 percent of all Federal employees work outside the National Capital area, and 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:

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|------------------------|-----------------|
| ❖ 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 |
| ❖ 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

Advance the Administration's Goals and Initiatives

- ❖ **Management of Human Capital** – topics such as recruitment, retention, 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 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 Tim Clark, Editor and President of Government Executive Magazine, and Clay Johnson, Deputy Director for Management, Office of Management and Budget. Topics of particular interest included “Competitive Sourcing” and “Expanded Electronic Government.” Seminars of this nature are very informative and assist with increasing participation in FEB activities.

- ❖ **Recruitment of a Quality Workforce** – it has been estimated that forty percent of the Federal workforce 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. “Campaign to Promote Public Service” has been developed in regions 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 from Federal agencies to work on CFC issues. Federal 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, engaged in agency activities, created new designs of kickoff activities, and built partnerships with civic leaders during the Campaign. Total 2004 CFC Receipts: \$256,919,777. FEBs collectively raised \$74,851,791 towards this total.

- ❖ **CFC Information Fair** – this event educates Federal employees about the CFC and informs them of the many ways their dollars support the communities. The Fair is used as a means to attract new givers, especially recently hired employees, without a feeling of being pressured to contribute. The participating 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 which affects 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 with adequate back-ups in place to ensure that agencies are notified of emergencies in a timely manner. Systems are tested and updated periodically.
- ❖ **Emergency Preparedness Forum** – the forums feature briefings from OPM officials and local agency contacts that have made progress in initiatives like COOP planning, telework, and shelter-in- place.
- ❖ **Homeland Security** - established working relationships with city, county and state governments to provide the continuity of work and safety of citizens necessary in the event of an emergency. FEBs work closely with the General Services Administration (GSA) and the Federal Emergency Management Agency (FEMA) regional offices to develop and strengthen agency emergency plans, improve communications, and act as a clearinghouse of information. In an emergency, Federal agencies must continue to provide services to their communities and, at the same time, ensure the safety of Federal employees and the public.
- ❖ **Community Anti-Terrorism Train the Trainer** – “How to Detect and Report Terrorism: Watching America with Pride, Not Prejudice.” This training was provided by the community Anti-Terrorism Institute which jointly developed this program with the law enforcement officials and the U.S. and Israeli military. The program helps to reduce racial discrimination by educating participants on terrorist indicators, rather than focusing on individual race or religion.
- ❖ **E-Government** - presentations and seminars were held in Federal communities in key areas of electronic government such as electronic filing of forms, electronic archival of records, and other means of supporting the e-government initiative. Also 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.
- ❖ **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 can also be used by individual agencies to activate cascade call systems for agency specific call incidents.
- ❖ **Communication During Weather Related Incidents** – emergency meetings with FEB members to assure that agencies are uniform in their treatment of employees affected by local weather. FEB's worked closely with congressional liaisons and obtained guidance from Washington, DC in the case of a disaster area declaration.
- ❖ **Homeland Defense Briefings** – a series of briefings that included topics on building security, the FBI's role, state and local 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.

- ❖ **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 participated in planning for emergencies to ensure the strengths of all participants are utilized. Team members met 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, conducting a tabletop exercise, and periodic drills.
- ❖ **Budget and Performance Integration** – Federal officials and private industry leaders met to share their experiences, current status, and challenges faced along the way regarding budget and performance integration.
- ❖ **Steadfast Response** – various tabletop exercises were held around the country hosted by FEBs, FEMA and GSA to provide insight and guidance that can be used to develop specific action plans to address actual interruptions in services provided by respective agencies. COOP plans have been tested and strengthened as a result of this valuable exercise.
- ❖ **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.
- ❖ **HSIN – Homeland Security Information Network** - a mechanism to securely share non-classified information to multiple users simultaneously at rapid speeds. This is a project to promote cross-agency, cross-sector, cross-discipline information sharing and alert notification in emergency situations.

Create and Advance Local Initiatives

- ❖ **Career/Job Fairs** - to increase awareness of careers in Public Service, this project has educated thousands of job seekers on the many opportunities in the Federal Government. In partnership with colleges and universities and high schools, the message is being delivered regarding openings for positions along with education of how to prepare for 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 (I took out the number as you have not

identified five specific goals previously in report)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 specific award ceremonies in some cities to larger all inclusive award ceremonies in other cities. The focus and concept is to recognize and thank individuals for the many outstanding accomplishments 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 public sector 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 FEBs have 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 their 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 available services. Employees staff the information booths, providing valuable information to the public. Agencies provide information, equipment models are on display, Congressional staffs attend, new American 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 which affects 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 Federal 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. Electronic communication channels were used 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 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 military ranks or wage grade levels. Goals are to assist Federal agencies in the professional development of leaders, to understand and develop community partnerships, to enhance individual leadership skills and to provide individuals a broad understanding of the role of Federal Government in society and recognize the value of interagency collaboration in accomplishing Federal initiatives.
- ❖ **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 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 announcements to member agencies and local community leaders. Employees are assisted in locating positions by distributing their resumes to member agencies.
- ❖ **Leadership Competencies** – selected individuals develop or enhance their leadership skills through collateral duties serving as Chair of an FEB 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 FEB 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 important cultural differences.. Monthly themes are celebrated. Examples include Women's History Month, Hispanic Employment and Disability Awareness. Conferences and seminars are hosted with topic areas including mediation, diversity in the workplace, cross-cultural communication, and mentoring.
- ❖ **Health Care** – programs are held in the Federal workplace to encourage preventive health care for Federal employees. These include health fairs, lunch seminars, 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 relevant issues.

- ❖ **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 an FEB 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 local FEB 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 will be 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 distributed across the FEB network.
- ❖ **Training Seminars** – smaller agencies and agencies without training programs benefit from the FEB training catalog. Incentives are shared resources and networking opportunities within the federal community. Quality presenters are attracted for a reasonable cost thus reducing the amount of dollars spent individually.
- ❖ **Limited English Brochures** – brochures were designed to assist non-English speaking individuals with understanding their rights. Brochures were distributed to ethnic groups and communities to serve as a guide and assist residents with understanding benefits and services available from government agencies.
- ❖ **Martin Luther King Training Series** – The event hosted Dr. Arun Gandhi who spoke on the power and possibilities of non-violence and social growth with applications in everyday life from greater office harmony to personal growth.
- ❖ **Hurricane Relief Effort** – provided support to the victims of four hurricanes. Coordinated the collection of bath and shower toiletries for shower trailers that were placed in affected areas. Over 1,000 public showers were stocked, supporting 30,000 showers per day.
- ❖ **Administrative Assistant's Conference** – a program that delivered education to over 300 Federal employees in clerical and administrative support positions. The two day conference that hosted relevant workshops was an excellent opportunity for agencies to provide staff with training and information which enhanced their ability to provide the best possible services at a cost savings.

- ❖ **Republican and Democratic National Conventions** – FEBs played an important role in coordinating activities for events during the time of the conventions. Emergency management, training exercises as well as coordination of communication between agencies which included Federal, county, city and state. Participating on planning committees and being a valuable resource of information were extremely useful during the conventions.

**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 ask questions and learn about 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 the students in their academic pursuits.
- ❖ **National Groundhog Job Shadow Day** - this program provides students the opportunity to interact with a workplace mentor as they go 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 this genetic disease, 90 percent are of African descent. Hispanic patients comprise the remaining 10 percent. The increase in minority donations results in a better supply of blood that benefits 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 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 state Governors to address “people” issues (food, shelter, health care, job assistance, childcare, etc) that affect employees laid off from employment due to disasters. The unique group consists of businesses: nonprofit, educational, and faith-based organizations; trusts; foundations; State, City and Federal sectors. The goals 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).** – strategic partnerships are formed with local associations 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 these partnerships as active participants in the decision-making process for programs and resources.
- ❖ **CPR/AED** – Federal employees are trained in cardio-pulmonary resuscitation and use of 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 such as donating computers to schools to assist 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 providing students an opportunity to shadow Federal employees 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 (I would leave out names as it raises questions of who picked them and why them)
- ❖ **Health Fairs** – employees benefit from Health Fairs that provide information in one location from several participating Federal Employee Health Benefits Program (FEHBP) carriers regarding the benefits to their plans. Numerous community organizations that provide health maintenance services in addition to fitness and wellness agencies also participate.
- ❖ **Public Service Academy** – a partnership between the Federal community, local FEB cities, 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 Cardio-Pulmonary Resuscitation (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. The ASCAA ensures 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.
- ❖ **FEEA – Federal Employee Emergency and Education Assistance** – FEEA provides scholarships to Federal employees and their families to further their educations. FEBs are instrumental in providing volunteers to assist with the review of applications and the selection of recipients.
- ❖ **Member Services** – New Member Orientation – Membership transition is clearly a challenge and will continue to be with the pending retirement of many agency executives. The Board's new member lunch and orientation facilitated the introduction of truly new and some historically inactive members to the federal community.