

# Executive Summary

## Pittsburgh Federal Executive Board

### 2013 Annual Report

The Pittsburgh Federal Executive Board (FEB) has chosen to highlight the following examples of Lines of Business accomplishments for Fiscal Year (FY) 2013. Additional accomplishments are provided in detail in the attached annual report.

#### ***Line of Business 1: Emergency Preparedness, Security, and Employee Safety***

*There were several significant accomplishments in the Line of Business for Emergency Preparedness, Security, and Employee Safety. We strengthened our emergency preparedness through training, networking, and exercising, as well as partnering with the National Weather Service to forward Severe Weather Executive Briefings from the Warning Coordination Meteorologist. The Federal Executive Board's Continuity of Operations Working Group met monthly and was the catalyst for many of the activities, including the planning and execution of an Inter-Agency Continuity of Operations (COOP) Active Shooter Workshop/Tabletop Exercise.*

#### **Active Shooter Exercise:**

The FEB hosted an Active Shooter Workshop/Tabletop Exercise and over 100 representatives from 30 Federal agencies, local government, and private companies participated. A Hotwash session was held for agencies to share best practices and lessons learned, and an after action report was prepared.

#### **National Weather Service Hazardous Weather Briefings and Storm Advisories:**

The FEB partnered with the National Weather Service to forward to member agencies Hazardous Weather Briefings and Advisories. During FY 2013, over 100 were sent, (17 in January alone) and two weather conference calls were conducted ahead of major severe weather events.

## ***Line of Business 2: Human Capital Readiness***

*During FY2013, the FEB offered a variety of common needs training opportunities. In total, 25 classes were offered, all at low or no cost. The Leadership training including a program at the Gettysburg National Military Park, formal monthly classroom training on the Theories of Leadership, and cutting edge Stanford University Executive Leadership Workshops. The FEB also provided agency-specific Leadership Training directly to the Internal Revenue. During FY 2013, a total of 816 Federal employees received common needs training from the FEB, with an estimated cost avoidance of \$237,175.*

### **Common Needs Training:**

#### **In the Footsteps of Leaders: Gettysburg Foundation Leadership Program**

The FEB developed, coordinated, and sponsored an Executive Leadership Program entitled, “In the Footsteps of Leaders,” in partnership with the Gettysburg Foundation at the Gettysburg National Military Park. The training was given by the Gettysburg Foundation, which is a private nonprofit educational organization working with the National Park Service to enhance preservation and understanding of the heritage and lasting significance of Gettysburg.

There were 25 participants, and the cost of the training was offered at a fraction of the cost charged by private vendors like the Wharton School of Business.

The leadership problems that the men faced during the historic 3 day battle of Gettysburg offers an excellent resource for the study of leadership, and can teach us a great deal about how to develop the kind of effective leaders that are in such short supply today.

#### **Theories of Leadership/Leadership Development Training**

The FEB developed and sponsored this training class which met on a monthly basis from October to May. There were 20 employees from 11 Federal agencies who participated. The class included reading assignments from three books on leadership, reading articles on leadership, individual assignments, panel presentations by senior government leaders, guest speakers, and field trips.

One field trip entailed a private viewing of the “Lincoln” movie for the Leadership Class as well as 70 other participants from other Federal Agencies. Participants were given a copy of the book “Lincoln on Leadership,” and invited to a Leadership debriefing on the movie during a follow-up class.

# **Stanford University Executive Leadership Workshops**

The FEB sponsored four free Stanford University Leadership Workshops during the year . Topics covered were: “The Art of Leadership, One Touch point at a Time” (2 sessions) with 60 participants, “Leveraging the Spotlight of Leadership” with 40 participants, and “Trust in the Workplace-The One Thing that Changes Everything” 41 participants.

## **Awards and Recognition:**

### **Excellence in Government (EIG) Awards Program**

The FEB hosted the 30<sup>th</sup> Annual EIG Awards Program to honor the outstanding accomplishments of both individual Federal employees as well as teams of Federal employees in 22 Award categories, representing 27 Federal agencies. There were 302 individuals who were recognized. These included 154 individual awardees and 148 Team member awardees. The finalists were chosen by a prestigious Blue Ribbon Panel from the private sector, and told the story of the remarkable work that our Federal employees do each and every day.

### ***Line of Business 3: Intergovernmental Collaboration and Community Outreach***

#### **Combined Federal Campaign**

The FEB helped to coordinate and oversee the Three Rivers/Pennsylvania West Combined Federal Campaign and raised \$1,020,965 with 3,533 donors. The average gift was \$289, an increase from last year’s Campaign.

#### **Naturalization Ceremony**

The FEB Partnered with the United States Immigration and Customs Service to host a Naturalization Ceremony in the Moorhead Federal Building for 21 candidates from 19 countries. The FEB ED served as the keynote speaker for the event, and the FEB Executive Assistant sang the National Anthem.

#### **FBI Citizen’s Academy**

The FEB’s Executive Assistant was selected to participate in the FBI’s prestigious Citizen’s Academy Program further expanding the FEB’s ability to network with community and government leaders.

## **Pittsburgh Federal Executive Board 2013 Annual Report**

The Federal Executive Board's three lines of business are:

- 1. Line of Business 1: Emergency Preparedness, Security, and Employee Safety**
- 2. Line of Business 2: Human Capital Readiness**
- 3. Line of Business 3: Intergovernmental Collaboration and Community Outreach**

Examples of how the Pittsburgh Federal Executive Board focused on these lines of Business in Fiscal Year 2013 appear on the following pages.

# **Line of Business 1: Emergency Preparedness, Security, and Employee Safety**

## **Emergency Preparedness**

### **Occupant Emergency Plan (OEP) Training and Drills**

The FEB partnered and assisted with the following OEP Training and Drills for the Moorhead Federal Building:

- Annual OEP Training for the floor monitor teams
- Full Building Evacuation Drill
- Shelter-in-Place drill
- Code Adam Drill
- Evacuation Chair Training to help evacuate those with disabilities and special needs
- Participated in Building Security Meetings

### ***Continuity of Operations (COOP)***

#### **Continuity of Operations Working Group**

The FEB's COOP Working Group met on a monthly basis with FEMA Region 3 to plan and offer training, exercises, and networking opportunities that allowed Federal agencies to strengthen and test their COOP plans, as well as to expand and strengthen their professional relationships.

In conjunction with the COOP Working Group, the FEB held an educational workshop on Weather Readiness (NWS, Homeland Security, High School Superintendent), a Networking Meeting, Foremost Responder and First Aid Training (90 attendees), and an Active Shooter Workshop/Tabletop Exercise.

#### **Active Shooter Workshop/Tabletop Exercise**

The FEB's COOP Working Group partnered with FEMA to host an Active Shooter Workshop/Tabletop Exercise for over 100 representatives from 30 Federal agencies, local government, and private companies. The workshop detailed lessons learned from recent, local, active shooter events, provided Active Shooter Training to include recognizing Pre-Behavior Indicators of potential Active Shooters, and how to integrate Active Shooter Planning and Response into current COOP plans. Guest speakers included a SGT from the University of

Pittsburgh Police Department, an FBI Behavior Specialist, and Department of Homeland Security expert.

A panel discussion on the role of Social Media in Changing Disaster Response was also included in the workshop, with experts from the FBI, Allegheny County, our own FEB, and FEMA Regional Coordinator. The workshop concluded with an Active Shooter Exercise and Hotwash discussion of lessons learned.

### **Eagle Horizon National COOP Exercise**

The FEB Executive Director and Executive Assistant participated in the Eagle Horizon National COOP Exercise with the U.S. Office of Personnel Management.

### **Pittsburgh Business Coalition (PBC) for Homeland Security Annual Meeting**

The FEB Executive Director and Executive Assistant participated in the PBC for Homeland Security's Annual members meeting that included a presentation by the Director of Homeland Security for Pennsylvania.

### **Weather Readiness Workshop**

The FEB's COOP Group hosted an educational session dealing with Weather Readiness that included presentations by the National Weather Service, Homeland Security, and a High School Superintendent. Our meeting partners included the Three Rivers Contingency Planning Association and the Pittsburgh Regional Business Coalition for Homeland Security. There were 66 attendees.

### ***Emergency Communications***

#### **Communicator NXT**

The FEB maintained, tested, and activated the Communicator! NXT communications system, conducting 13 tests in the course of the fiscal year to over 90 Agency Heads, their deputies, and COOP Working Group members. We were the first FEB to conduct a nation-wide alert in support of OPM when the servers went down. A real-time test of the Communicator! NXT System was incorporated into the Active Shooter Workshop/Tabletop Exercise.

## **National Weather Service Hazardous Weather Briefings and Storm Advisories**

The FEB partnered with the National Weather Service to forward to member agencies Hazardous Weather Briefings and Advisories. During FY 2013, over 100 weather decision support package emails were sent, and two weather conference calls were conducted ahead of major severe weather events.

### ***Education/Networking***

#### **Department of Homeland Security Networking Meeting**

The FEB partnered with DHS, Protective Security Advisor, to host a Networking Meeting for Federal, State, and local government officials, as well as representatives from the private sector, to share information about each organization's programs and initiatives to promote resource sharing and better collaboration.

#### **Understanding Social Media Full Board Meeting**

The FEB hosted a Full Board Meeting on "Understanding Social Media, and How to Use Social Media Strategically in the Federal Government." The meeting included both an educational segment on social media as well as a panel discussion with four Federal Agencies (FBI, VA, DOE, and Army Corps of Engineers), discussing how they are using social media to support their missions, including the use of Social media in emergency situations.

#### **National Weather Service Full Board Meeting**

The FEB coordinated and participated in an annual networking meeting with the National Weather Service in Moon Township, PA. The meeting included briefings from the Chief Meteorologist of the NWS, and the Commissioner of the Federal Mediation and Conciliation Services regarding Conflict Resolution Week Event and free mediation classes. Other agenda items included a discussion of the FEB's Emergency Dismissal Plan and Communicator! NXT system in anticipation of winter weather emergencies, Combined Federal Campaign Update, and

Federal Hiring Trends. The meeting concluded with a tour of the facility and demonstration on the NWS Weather Balloon



## **Line of Business 2: Human Capital Readiness**

### **Recruitment Initiative**

*During FY 2013 the FEB sponsored and participated in career recruitment and educational events that reached over 1,000 students, as well as many professors, advisors, and deans, from more than 20 universities and colleges. They included the following:*

#### **Careers in Government Presentations**

The FEB gave presentations on Careers In Government, highlighting USAJOBS and the application process, as well as individual guidance to students at the University of Pittsburgh, Greensburg Campus, Saint Vincent's College (two), Cleveland Federal Career Day, Penn State Criminal Justice Career Day, Slippery Rock University, and Carnegie Mellon University.

#### **University of Pittsburgh, Golden Key Honor Society Induction Ceremony**

The FEB Executive Director served as the keynote speaker at the University of Pittsburgh's Golden Key Honor Society Induction Ceremony for 120 new members. Golden Key is the world's largest collegiate Honor Society and applies to the top 15% of college and university sophomores, juniors, and seniors, as well as top-performing graduate students in all fields of

study, based solely on their academic achievements. The FEB Executive Director was also inducted into Golden Key as an Honorary member.

### **Saint Vincent's College Networking Dinner**

The FEB Executive Director participated in a Networking Dinner with over 200 students at Saint Vincent's College.

### **Common Needs Training**

*The FEB sponsored 25 Common Needs Training classes that were attended by over 816 Federal employees. These training classes included the following:*

### **In the Footsteps of Leaders: Gettysburg Foundation Leadership Program**

The FEB developed, coordinated, and sponsored an Executive Leadership Program entitled, "In the Footsteps of Leaders," in partnership with the Gettysburg Foundation at the Gettysburg National Military Park. The training was given by the Gettysburg Foundation, which is a private nonprofit educational organization working with the National Park Service to enhance preservation and understanding of the heritage and lasting significance of Gettysburg.

During this FY, one Leadership Program was sponsored October 18 - 19, 2012 and 25 employees participated. The cost of the training was offered at a fraction of the cost charged by private vendors like the Wharton School of Business.

The leadership problems that the men faced during the historic 3 day Battle of Gettysburg offers an excellent resource for the study of leadership, and can teach us a great deal about how to develop the kind of effective leaders that are in such short supply today.



## **Theories of Leadership/Leadership Development Training (8) sessions**

The FEB developed and sponsored this training class which met on a monthly basis from October to May. The class included reading assignments from three books on leadership, reading articles on leadership, individual assignments, panel presentations by senior government leaders, guest speakers, and field trips. Twenty employees from 11 Federal agencies participated.

## **Stanford University Executive Leadership Workshops (4)Sessions**

The FEB sponsored four free Stanford University Leadership Workshops to 141 Federal employees during FY 2013. This leadership series utilized DVD's on leadership briefings given at the Stanford University Faculty Club by high level speakers who shared their research, experiences, and insights. The workshops included: "The Art of Leadership, One Touch point at a Time" (2 sessions) with 60 participants, "Leveraging the Spotlight of Leadership" with 40 participants, and "Trust in the Workplace-The One Thing that Changes Everything" with 41 participants. Following the viewing of the DVD, there was a facilitated discussion of the leadership topics presented.

## **Leadership /Management Workshop**

The FEB Executive Director provided Leadership/Management Training to 40 Managers with the Internal Revenue Service, utilizing a Stanford University Executive Briefing, followed by a facilitated discussion.

In addition, the FEB Executive Director coordinated a session on Crisis Communications, including arranging for a guest speaker.

## **Mediation Training**

The FEB and Federal Mediation and Conciliation Service provided Mediation Training to 32 employees from 15 different agencies.

## **Preretirement Training**

The FEB sponsored 5 Preretirement and Mid Career Training sessions for 233 Federal employees, both CSRS and FERS.

## **EEO/Diversity Workshop(s)**

The FEB sponsored a free Diversity workshop addressing EEO Policies and LGBT Issues for Federal Employees, with 45 participants. The FEB also hosted the diversity and inclusion event: “The Loudest Duck” with 70 participants.

## **Lincoln on Leadership**

The FEB arranged for a private viewing of the award winning movie *Lincoln* for Federal employees, and provided copies of the book, *Lincoln on Leadership* (70 participants). One month after the viewing of the film, the FEB hosted a facilitated discussion on the Leadership Lessons learned both from the viewing of the film and the reading of the book.

## ***Awards, Recognition, and Wellness Programs***

*The FEB sponsored Five Awards programs that recognized 448 Federal employees for special accomplishments and achievements. In addition, the FEB sponsored six wellness events. These programs included the following:*

## **Excellence in Government (EIG) Employee Awards Program**

The FEB hosted the 30<sup>th</sup> Annual EIG Awards Program with over 400 in attendance to honor the outstanding accomplishments of both individual Federal employees as well as teams of Federal employees in 22 Award categories, representing 27 Federal agencies. There were 302 individuals who were recognized. These included 154 individual awardees and 148 Team member awardees. The finalists were chosen by a prestigious Blue Ribbon Panel from the private sector, and told the story of the remarkable work that our Federal employees do each and every day. Ken Zawondny, Jr., Associate Director of OPM Retirement Services, served as the Chairman for the Awards Program.



### **Federal Women of the Year (FWOY) Awards Program**

The 2013 FWOY Awards Program recognized 29 women in four categories, and was attended by 101 people.

### **Hispanic Employee of the Year Awards Program**

Three Federal employees were recognized at the Hispanic Employee of the Year Awards Program, and 50 individuals attended this special event during Hispanic heritage Month.

## **Combined Federal Campaign (CFC) Awards Program**

This Awards Program recognized 120 Federal Agencies for their outstanding support of the 2013 CFC, and was attended by 78 Federal Employees.

## **Feds Get Fit Fitness Walks**

The FEB sponsored three Feds Get Fit Fitness walks to help promote health and wellness. In addition, the FEB participated in the first annual Earth Day Wellness Walk.

## **Federal Employees Health Service Days**

The FEB sponsored one Federal Employee Health Service Day that allowed Federal employees to have problems solved and questions answered directly by a representative from their respective health plan.

## **Federal Employees Health Benefits Open Season Fair**

The FEB coordinated a Federal Employees Health Benefits Open Season Fair that included all of the major health benefit plan providers, and was attended by more than 500 Federal employees.

## **Alternative Dispute Resolution (ADR) Program**

The FEB received 1 request for ADR mediation this year, and the mediation resulted in an agreement being reached.

## ***Diversity/Heritage Programs***

### **Women's Heritage Month: Journey to Normal**

The FEB hosted a workshop with local movie producer JulieHera DeStefano. The workshop included a preview of the documentary "Journey to Normal" that shadowed women soldiers from deployment in Afghanistan to their reintroduction into society, as well as discussion of issues affecting female veterans ( 49 Federal Employees participated in the workshop).

## **Martin Luther King Commemoration Program**

The FEB sponsored a Martin Luther King Commemoration Breakfast for 37 Federal employees and attendees from the community. The breakfast featured a performance by a local actor, Gregory Kenney who performed “A Day in the Life of Martin Luther King.”

## **Lunch and Learn Spanish Classes**

The FEB Hispanic Employment Program Committee taught Spanish lessons once a week throughout the fiscal year.

## **Line of Business 3- Intergovernmental Collaboration and Community Outreach**

### **Exchange of Information Forums**

#### **Office of Personnel Management Retirement Services Full Board Meeting**

The FEB coordinated a Full Board Meeting hosted at the U.S. OPM, Retirement Services, in Boyers, PA. The meeting included briefings by Retirement Services and Federal Investigative Services, as well as a tour of the facilities.

#### **Understanding Social Media Full Board Meeting**

The FEB hosted a Full Board Meeting on “Understanding Social Media, and How to Use Social Media Strategically in the Federal Government.” The meeting included both an educational segment on social media as well as a panel discussion with four Federal Agencies (FBI, VA, DOE, and Army Corps of Engineers), discussing how they are using social media to support their missions, including the use of Social media in emergency situations.

#### **FEB Full Board Meeting**

The FEB hosted a Full Board Meeting where Federal Agencies were able to share how they were affected by sequestration and identified ways to work together to leverage resources. Updates on Communicator! NXT were provided, as well as discussions on proposed changes to the Combined Federal Campaign, status update on the Excellence in Government Awards Program and upcoming Leadership Training.

#### **National Weather Service Full Board Meeting**

The FEB coordinated and participated in an annual networking meeting with the National Weather Service in Moon Township, PA. The meeting included briefings from the Chief Meteorologist of the NWS, and the Commissioner of the Federal Mediation and Conciliation Services regarding a Conflict Resolution Week Event, and free mediation classes. Other agenda items included a discussion of the FEB’s Emergency Dismissal Plan and Communicator! NXT

system, a Combined Federal Campaign Update, and Federal Hiring Trends. The meeting concluded with a tour of the facility and demonstration on the NWS Weather Balloon

### **Immigration Naturalization Ceremony Full Board Meeting**

The FEB partnered with the DHS, Citizenship and Immigration Services to sponsor a Naturalization Ceremony in the Moorhead Federal Building for Agency Heads to observe as a Full Board Meeting.

### **“Green Team” Committee**

The FEB partnered with GSA to form a “Green Team” Committee to encourage and assist with the initiative to go green. The Committee’s focus is on the critical cultural and behavioral changes necessary to accomplish the Government’s commitment to reduce its environmental impact. The FEB participated in several Earth Week Activities including an Earth Day Wellness Walk, and hosted a Green Team Meeting that included a tour of the Pittsburgh Convention Center, one of the “greenest” Convention Centers in the country.

The Committee sponsored a presentation on Sustainability, given by a speaker from Phipps Conservatory, considered one of the greenest buildings in the world. The committee also educated federal agencies on ways to recycle, and to conserve the use of energy and water.

### ***2013 Three Rivers/Western Pennsylvania Combined Federal Campaign (CFC)***

#### **Local Federal Coordinating Committee (LFCC)**

The FEB participated in monthly LFCC meetings to oversee the 2013 CFC. Federal employees raised \$1,020,965 with 3,533 donors. The average gift was \$289, an increase from last year’s Campaign.

#### **CFC Charity Training**

CFC Charity Training was provided in Pittsburgh, PA and Butler, PA for more than 60 charities.

## **CFC Screening Panel**

The FEB formed a CFC Screening Panel of Federal employees and reviewed more than 350 local charity applications.

## **CFC Keyworker Training**

Training for more than 100 Federal agency keyworkers was provided at three locations.

## **CFC “Chili Cook-off” Kickoff**

The LFCC hosted a CFC “Chili Cook-off” to kick off the 2013 CFC. This event featured ten chili cooks, fifty CFC charities, and was attended by over 400 Federal employees.

## **CFC Charity Golf Outing Kickoff Event**

The FEB helped to coordinate all the logistics for the CFC Charity Golf Outing Kickoff that attracted 126 golfers, and helped raise money for CFC Charities.

## **CFC Recognition and Awards Program**

This Awards Program recognized 120 Federal Agencies for their outstanding support of the 2013 CFC, and was attended by 78 Federal Employees.

## **CFC National Heroes Program**

The FEB Executive Director served as the Chairman of a national committee to support the U.S. OPM’s CFC Heroes Program. This included coordinating conference calls and evaluating over 64 nominations that were submitted by CFC campaigns across the country and overseas. Selections were made and forwarded to the U.S. OPM, Office of Combined Federal Campaign.

## *Community Activities*

### **Special Recreation Day**

The FEB partnered with the U.S. Army Corps of Engineers, PA Game Commission, PA Fish Commission, and the Lion's Club to sponsor the 42nd Annual Special Recreation Day at Youghioghney Lake, a Corps of Engineers facility. This event offered many recreational activities, including fishing, hayrides, and boat rides for over 150 physically and mentally challenged individuals.

### **Blood Drives**

The FEB sponsored 10 Blood Drives at the Moorhead Federal Building, and Federal employees were recognized as one of the largest donor groups in the region.

### **Federal Employee Family Picnic Day**

The FEB coordinated discounted ticket sales for the Federal Employee Picnic at Idlewild Park.