

Executive Summary

Pittsburgh Federal Executive Board

2014 Annual Report

The Pittsburgh Federal Executive Board (FEB) has chosen to highlight the following examples of Lines of Business accomplishments for Fiscal Year (FY) 2014. 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 regularly and was the catalyst for many of the activities, including the planning and execution of an Inter-Agency Continuity of Operations (COOP) Cyber-Security Workshop/Tabletop Exercise.

Cyber-Security Workshop/Tabletop Exercise:

The FEB hosted a Cyber-Security Workshop/Tabletop Exercise and over 60 representatives from 29 Federal agencies, local government, and private companies participated. A Hotwash session was held for agencies to share best practices and lessons learned. A panel discussion featured cyber security experts from the Software Engineering Institute (Carnegie Mellon University), the Department of Homeland Security, the National Weather Service, and the FBI.

National Weather Service Hazardous Weather Briefings and Storm Advisories:

The FEB partnered with the National Weather Service to forward Weather Decision Support Packages (WDSP) to member agencies on Hazardous Weather. During FY 2014, over 23 were sent, equipping the FEB and Federal agencies with vital information to support their workforce decisions during hazardous weather.

Line of Business 2: Human Capital Readiness

During FY2014, the FEB offered a variety of common needs training opportunities. In total, 10 classes were offered, all at low or no cost. The Leadership training including a program at the Gettysburg National Military Park, and cutting edge Stanford University Executive Leadership Workshops. The FEB also provided agency-specific Leadership Training directly to the Mine Safety and Health Administration on Exemplary Followership and Generations in the Workplace (Gen Y Decoded). During FY 2014, a total of 387 Federal employees received common needs training from the FEB, with an estimated cost avoidance of \$102,815. More than 112 Federal employees were recognized at the 31st annual Excellence in Government Awards Program.

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 23 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.

Stanford University Executive Leadership Workshops

The FEB sponsored three free Stanford University Leadership Workshops during the year . Topics covered were: “Idea Hunting- Key Principles for Spawning Great Ideas” (one session) with 55 participants, and “Gen Y Decoded (two sessions) with 62 participants.

Awards and Recognition:

Excellence in Government (EIG) Awards Program

The FEB hosted the 31st 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 94 individual awardees that were recognized and 19 team awards. 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.



Color Guard from the United States Army Corps of Engineers Performs at EIG Ceremony



Michele Margittai, Director of Development and Community Relations with Veterans Leadership Program of Western Pennsylvania, George Buck, Director of Pittsburgh FEB, and Tamara Ivošević, Deputy Director of Pittsburgh FEB. Photo courtesy of VA Pittsburgh Healthcare System

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 \$902,126 with 2,859 donors. The average gift was \$316, an increase from last year's Campaign. This included hosting a CFC Chili Cook off, Awards Appreciation Day, Charity Briefings, and a Kickoff Golf Outing.

Naturalization Ceremonies

The FEB partnered with the United States Immigration and Customs Service to participate in 4 Naturalization Ceremonies. The FEB DD served as the keynote speaker for the 2 of the events, and sang the National Anthem at all 4 ceremonies.



Susana Munro, member of Adelante & and OPM Employee, Guest Speaker at (2) Naturalization Ceremonies on September 29th, and Tamara Ivošević, Deputy Director of the Pittsburgh FEB, who sang the National Anthem at the Ceremonies

Blood Drives

The FEB coordinated 10 blood drives throughout the year and Federal employees were recognized as the seventh largest Blood Donor Group in the Region.



Deputy Director Tamara Ivosevic along with Joe Klimchak, Pirates on-field announcer and the Pirogie mascots, accepting the Central Blood Bank Award for Federal Employees who placed 7th out of 1000 organizations in the Region for Donations of Units of Blood

Pittsburgh Federal Executive Board 2014 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 2014 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 regular 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 hosted an educational workshop on the National Preparathon Campaign with 13 agencies participating,

Cyber-Security Workshop/Tabletop Exercise

The FEB's COOP Working Group partnered with FEMA to host a Cyber-Security Workshop/Tabletop Exercise for over 60 representatives from 29 Federal agencies, local government, and private companies. Guest speakers included Bradford Willke, the Cyber-Security Advisor for the Mid-Atlantic Region, Department of Homeland Security; Marty Lindner, Principal Engineer/Information Assurance Manager, Software Engineering Institute, Carnegie Mellon University; and Joshua Vance, FEMA representative, Region III.

A panel discussion on the Cyber Security was also included in the workshop, with experts from the FBI Cyber Intrusion Squad, Homeland Security, Carnegie Mellon University and the National Weather Service. The workshop concluded with a Table Top Exercise and Hotwash discussion of lessons learned.

Pittsburgh Business Coalition (PBC) for Homeland Security Annual Meeting

The FEB Executive Director and Deputy Director participated in the PBC for Homeland Security's Annual members meeting that included presentations by the Special Agent in Charge of the Pittsburgh FBI, the Allegheny County Bomb Squad, and Jack Wagner, former State Auditor General for Pennsylvania.

Emergency Communications

Communicator NXT

The FEB maintained, tested, and activated the Communicator! NXT communications system, conducting over 10 tests in the course of the fiscal year to over 113 Agency Heads, their deputies, and COOP Working Group members. We also activated the Communicator NXT alert system 11 times over the course of the FY for real-world situations, notifying our Agency Heads of inclement weather and events that could impact their daily operations. The most noteworthy of the events was an alert issued before a high profile protest at the Federal Building which eventually involved over 4,000 protestors.

National Weather Service Hazardous Weather Briefings and Storm Advisories

The FEB partnered with the National Weather Service to forward to member agencies Weather Decision Support Packages (WDSP) on Hazardous Weather Briefings and Advisories. During FY 2014, over 23 weather decision support package emails were sent, and two weather conference calls were conducted ahead of major severe weather events.

Education/Networking

Full Board Meeting

The FEB hosted a Full Board Meeting that included a presentation by Director Archuleta, U.S. OPM. Other presentations were given by the National Weather Service on how to better partner with them, particularly during hazardous weather, and Bike Pittsburgh, on how to be a bike-friendly employer to encourage health and wellness in the workplace.

Flight 93 Full Board Meeting

The FEB coordinated and participated in a Full Board Meeting that took place at the Flight 93 Memorial. The meeting included briefings from the FEB Director and Deputy Director, the CFC Campaign Manager, and the Superintendent of Western Pennsylvania National Park Service. The Superintendent's briefing went into detail on the collaboration and cooperation required to build the memorial. A tour of the entire site was given to all present.



Flight 93 Future Visitor's Center taken September 30, 2014



Wall of Names, Flight 93, Two Different Perspectives



Ranger and Donna Glessner, Friends of Flight 93 discuss the last moments of the passengers and crew.

Line of Business 2: Human Capital Readiness

Recruitment Initiative

During FY 2014 the FEB sponsored and participated in career recruitment and educational events that reached over 500 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 Saint Vincent's College (three), Cleveland Federal Career Day, Penn State/IUP Criminal Justice Career Day, Duquesne University, Thiel College, and Carnegie Mellon University.

Saint Vincent's College Networking Dinner

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

Federal Career Event for Criminology Students

The FEB hosted and facilitated an all-day career event for 80 Criminology students from Penn State University and Indiana University of PA at the Moorhead Federal Building. This included a presentation on USAJOBS/Student Pathways, and briefings from 12 Federal agencies from DHS, Department of Justice, OPM (FIS), and the Postal Inspection Service.

West PACS Professional Development Day

The FEB partnered with WestPACS, a consortium of Career Services Staff from 46 colleges and universities in Western PA to offer a Workshop on Student Pathways/USAJOBS. Presentations were given by Kim Holden and Latonia Page, U.S. OPM. There was also a panel discussion with representatives from the Department of Energy, Department of Veterans Affairs, FBI, OPM, and the Peace Corps.

Common Needs Training

The FEB sponsored 10 Common Needs Training classes that were attended by over 387 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 April 3-4, 2014 and 23 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.



**Participants in the Gettysburg “In the Footsteps of Leadership” Walk Picket’s Charge.
Photo Courtesy of the Gettysburg Foundation**



**Group shot of Gettysburg Leadership Students Receiving Instructions From the Battle
Guides. Photo Courtesy of the Gettysburg Foundation**

Stanford University Executive Leadership Workshops (4)Sessions)

The FEB sponsored three free Stanford University Leadership Workshops to 95 Federal employees during FY 2014. 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: “Idea Hunting, Key Principles for

Spawning Great Ideas, with 33 participants, and “Gen Y Decoded (two sessions), with 62 participants. Following the viewing of the DVD, there was a facilitated discussion of the leadership topics presented. Both topics also included expanded materials and media that were researched and developed by FEB staff.

Leadership /Management Workshop

The FEB ED developed and facilitated a Leadership/Management Workshop entitled “Exemplary Followership” for (two sessions) involving 95 participants from Federal agencies, local, government, and the private sector.

Preretirement Training

The FEB sponsored 4 Preretirement Training sessions for 202 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.

Awards, Recognition, and Wellness Programs

The FEB sponsored Four Awards programs that recognized 357 Federal employees for special accomplishments and achievements.

Excellence in Government (EIG) Employee Awards Program

The FEB hosted the 31st 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 21 Award categories, representing 27 Federal agencies. There were 94 individuals and 19 teams who were recognized. 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. Carl Knoblock Associate, Director of the SW Pennsylvania Small Business Administration served as the Chairman for the Awards Program

Federal Women of the Year (FWOY) Awards Program

The 2014 FWOY Awards Program recognized 24 women in four categories.

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 2014 CFC, and was attended by 78 Federal Employees.

Federal Employees Health Service Days

The FEB sponsored two Federal Employee Health Service Days 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 1000 Federal employees.

Diversity/Heritage Programs

Martin Luther King Commemoration Program

The FEB sponsored a Martin Luther King Commemoration Breakfast for 37 Federal employees and attendees from the community.

Lunch and Learn Spanish Classes

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

Native American Heritage Month Program

The FEB hosted a program that featured presentations from a married couple, both of whom are Native Americans, and retired federal employees.

Black History Month Program

The FEB sponsored a Black History Month Program for Federal agencies and the community that included a presentation by an Allegheny County Councilman on the Civil rights Movement.

Going Latino Festival

The FEB's Hispanic Employment Program (HEP) Committee participated in "Festival Latino," an outreach and networking event hosted by the Latin American Cultural union on the campus of the university of Pittsburgh. The Committee educated students on the purpose of the HEP Committee, as well as career opportunities with the Federal Government.

Federal Women's History Month Program

The FEB hosted a Federal Women's Month Program that featured two speakers who work on programs and initiatives that impact women veterans.

Asian-American Heritage Month, Outstanding Student Recognition Program

The FEB honored the outstanding Asian American high school students from Western PA. They were selected based on a written essay, academic achievement, and community service.

Veterans Day Program

The FEB hosted a Lunch & Learn program featuring a female Army Lieutenant Colonel who discussed her difficulties transitioning back to civilian life after two overseas tours.

Line of Business 3- Intergovernmental Collaboration and Community Outreach

Exchange of Information Forums

Legislative Briefing Full Board Meeting

The FEB coordinated and hosted a Full Board Meeting that included presentations from one US Senator who participated via video-conference, and one legislative aid for a US Senator who participated via telephone. Over 20 Agency Directors attended and were briefed on current legislation affecting Federal Employees and the possibility of future furloughs.

Cyber Security Full Board Meeting

The FEB hosted a Full Board Meeting at the Pittsburgh FBI Office, where presentations were given on Cyber Security.

Full Board Meeting with U.S. OPM Director

The FEB hosted a Full Board Meeting that included a presentation by Director Archuleta, U.S. OPM. Other presentations were given by the National Weather Service on how to better partner with them, particularly during hazardous weather, and Bike Pittsburgh, on how to be a bike-friendly employer to encourage health and wellness in the workplace.

Flight 93 National Memorial Full Board Meeting

The FEB coordinated and participated in a Full Board Meeting that took place at the Flight 93 Memorial. The meeting included briefings from the FEB Director and Deputy Director, the CFC Campaign Manager, and the Superintendent of Western Pennsylvania National Park Service. The Superintendent's briefing went into detail on the collaboration and cooperation required to build the memorial. A tour of the entire site was given to all present.

2014 Three Rivers/Western Pennsylvania Combined Federal Campaign (CFC)

Local Federal Coordinating Committee (LFCC)

The FEB participated in monthly LFCC meetings to oversee the 2014 CFC. Federal employees raised \$902,126 with 2,859 donors. The average gift was \$316, 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 363 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 2014 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 112 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 2014 CFC, and was attended by 52 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 40 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 43rd Annual Special Recreation Day at

Youghiogheny 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 the 7th largest donor groups in the region.