

**2008 Annual Report
Pittsburgh Federal
Executive Board**

October 24, 2008

Michael W. Hager, Acting Director
U.S. Office of Personnel Management
1900 E. Street NW
Washington, D.C. 20415

Dear Mr. Hager:

It is my pleasure to present the Pittsburgh Federal Executive Board's Fiscal Year 2008 Annual Report. Significant accomplishments were made in 2008 in both the Federal Executive Board's Lines of Business, as well as our Foundational Function, which are highlighted in an executive summary.

Our FEB is committed to strengthening coordination of Federal activities by supporting and promoting initiatives of the President and his Administration. Thank you for the continued support given from the Office of Personnel Management, particularly your commitment to enhance and expand the role of FEB's.

Sincerely,

Cheryle Campbell
Field Office Director
Department of Housing and Urban Development
Chair, FEB

Table of Contents

Executive Summary.....3-4

**2008 Annual Report
Pittsburgh Federal Executive Board**

**Line of Business 1: Emergency Preparedness, Security and
Employee Safety.....5-9**

**Line of Business 2: Human Capital
Readiness.....10-17**

**Foundational Function: Intergovernmental and Community
Activities.....18-19**

Executive Summary

Pittsburgh Federal Executive Board

2008 Annual Report

The Pittsburgh Federal Executive Board (FEB) has chosen to highlight the following examples of Lines of Business and Foundational Function accomplishments for Fiscal Year 2008. Additional accomplishments are provided in detail in the attached annual report.

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. 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) Functional Exercise entitled "Bridges Out."

"Bridges Out" was developed to test agencies' Shelter-in-Place (SIP) and COOP capabilities. The exercise planning team was composed of numerous and diverse agencies from Federal, State, and Local jurisdictions, as well as the private sector. More than 300 individuals from fifty-one agencies and companies participated in this all-day exercise, including twenty-two subject matter experts.

During "Bridges Out," a mini Media Relations tabletop exercise was conducted concurrently with the main exercise. This hour-long event was facilitated by a FEMA Public Affairs Officer and a local news anchor. Agency representatives were given the opportunity to field media-related questions and to solicit advice on how to interact with the media during an emergency.

During the exercises, the Law Enforcement Online (LEO) National Alert System (NAS) and Virtual Command Center (VCC) were utilized and successfully tested. LEO is a state-of-the-art Internet system that provides valuable communications tools free of charge, and the Pittsburgh FEB has established a Special Interest Group on LEO.

Exercise participants included personnel with various levels of COOP knowledge. 49% percent of the participants indicated they had "none" or "some" knowledge of COOP. Regardless of their COOP experience, 98% of the participants stated that the exercise had a positive effect on their understanding of COOP and their role during a continuity event.

"Bridges Out" brought together agencies and organizations that do not typically interact on a regular basis, but may need to during a community-wide emergency. Hence, the exercise was an excellent networking opportunity and allowed continuity managers to interact and exchange contact information before a disaster occurs. The entire exercise was done at no cost to the participating agencies.

Our **second** area of emphasis during the past year was on **promoting public service** to the universities, colleges, and citizens in our region. Over the past six years, we have developed

strong, educational networks with the top schools in Western PA, as well as vital relationships with the U.S. Office of Personnel Management (OPM) and The Partnership for Public Service. During the past year, we sponsored Federal career events on the campuses of eleven universities and colleges that reached more than 2,400 students and more than 100 faculty and advisers. Here are some examples:

Federal Career Day

The FEB sponsored its sixth annual Federal Career Day on November 14, 2007, at Duquesne University in partnership with the U.S. OPM, The Partnership for Public Service, Duquesne University, Carnegie Mellon University, and the University of Pittsburgh. Seventy-two Federal agencies participated in this event, and more than 500 students attended. There were also four breakout sessions given during the Federal Career Day that educated students on the Federal application process, internships, KSA's, and the Federal résumé. Information sessions with the CIA drew 120 students.

Call to Serve Making the Difference: Advisor Training (Train the Trainer)

The FEB co-sponsored two training sessions with The Partnership for Public Service that targeted university and colleges Career Service Advisors. This in-depth full-day Train the Trainer course was first given at Duquesne University in November 2007, and offered a second time at the University of Pittsburgh in September 2008. Almost 60 advisors from more than 25 colleges and universities received this training at no cost, and they left with the resources, materials, and knowledge to better advise their students on career opportunities with the Federal government.

A **third** significant accomplishment for the year was providing twenty **Common Needs Training** courses for almost 1,000 Federal employees, as well as eleven **EEO/ Diversity** events attended by almost 420 individuals.

Finally, our **Three Rivers CFC** raised a record amount of money for charities, surpassing the \$1 million mark for the second year in a row. One of our Agency CFC Campaign Managers received a "Heroes" Award from the U.S. OPM for the second year in a row.

Pittsburgh Federal Executive Board 2008 Annual Report

The Federal Executive Boards two lines of business and one foundational functional are:

- 1.) Line of Business 1: Emergency Preparedness, Security, and Employee Safety**
- 2.) Line of Business 2: Human Capital Readiness**
- 3.) Foundational Function: Intergovernmental and Community Activities**

Examples of how the Pittsburgh Federal Executive Board focused on these lines of Business in Fiscal Year 2008 are as follows:

1.) Line of Business 1: Emergency Preparedness, Security, and Employee Safety

I.) Homeland Security Training

A.) Law Enforcement Online (LEO) 101 Training

Hosted four hands-on training sessions on May 13, 2008, and November 29, 2007, on LEO 101 to help educate Federal agencies on the emergency communications capabilities of LEO, particularly the National Alert System (NAS) feature. The training was given at no cost by the FBI's Criminal Justice Informational Services, and each trainee was able to register up to eight communication devices for the NAS. The Pittsburgh FEB has their own Special Interest Group (SIG) on LEO, and the NAS feature was tested on a monthly basis.

B.) LEO Virtual Command Center Training

Hosted one hands-on training session for Federal agencies on the Virtual Command Center (VCC) on May 13, 2008. The training was given by the FBI's Criminal Justice Informational Services at no cost. The VCC is an internet-based real time tool that allows a LEO member to monitor the many moving parts of a complex event in a secure environment.

C.) LEO Moderators Training Conference

The FEB Executive Director attended a LEO Moderator Training Conference from March 10-13, 2008. The training included updates on enhancements, use of the Virtual Command Center and National Alert System, and hands-on training.

D.) Knowledge Center Training

Provided 35 Federal Agency Continuity of Operations (COOP) team members and emergency personnel training on Region 13's (includes City of Pittsburgh and the 13 surrounding counties) Knowledge Center in February, 2008. The Knowledge Center provides emergency managers with tools for decision support, information management, analysis, and communications by integrating resources at the Federal, State, County, and Local levels through a "virtual collaboration environment."

E.) Mail Center Security Training

Hosted Mail Center Security Training with the U.S. Postal Inspection Service and the Federal Protective Service on February 12, 2008. This training was coordinated by the FEB after an agency in the Moorhead Federal Building received a suspicious package and requested assistance on training for safe mailroom and mail handling procedures.

F.) 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 on June 18, 2008.
- **Full Building Evacuation Drill** in July, 2008.
- **Evacuation Chair Training** to help evacuate those with disabilities and special needs was given in May, 2008.

G.) Emergency Badging for Federal Employees

Partnered with the City of Pittsburgh's Emergency Management Agency and Pennsylvania Region 13 (Emergency Response Group comprised of the 13 counties in Southwestern PA and the City of Pittsburgh) to provide Federal employees with Region 13 badges. Over 145 Federal employees

(Agency Heads, COOP Team Members, and Emergency Personnel) received emergency badging on January 31, 2008, April 14, and April 18, 2008. This badging system allows for fast, universal identification and allows for cross disciplinary retrieval of information. It incorporates technology to consolidate and standardize identification and access control through the City of Pittsburgh and the surrounding area.

II.) Functional Tabletop Exercise

A.) “Bridges Out” Continuity of Operations (COOP) Tabletop Functional Exercise

Partnered with FEMA to sponsor “Bridges Out”, a COOP Tabletop Functional Exercise, on May 21, 2008. More than 320 individuals from fifty-one Federal, State, and Local agencies, as well as corporations, participated in this all-day event. This exercise provided the opportunity to:

- Test evacuation and shelter-in-place procedures
- Test the Law Enforcement Online (LEO) notification system and virtual command center
- Test and assess continuity plans and procedures
- Collaborate with other agencies, businesses, and organizations in the Pittsburgh area, including twenty-two subject matter experts
- Explore interdependencies between Pittsburgh Federal, State, and Local agencies, as well as local businesses

Exercise participants included personnel with various levels of COOP knowledge. Forty-nine percent of the participants indicated that they had “none” or “some” knowledge of COOP. Regardless of their COOP experience, ninety-eight percent of the participants stated that the exercise had a positive affect on their understanding of COOP and their role during a continuity event.

During the “Bridges Out” Exercise, there was a “mini” Media Relations Tabletop Exercise which was geared toward agency Public Affairs Officers And Spokespersons. This session was designed to train these individuals on what to expect from the media during an emergency and how to respond and work with the media. This session was facilitated by FEMA’s Public Affairs Officer and Andrew Stockey, Morning Co-Anchor, Channel 4 News, and was attended by thirty agency Public Affairs Officers and Spokespersons.

“Bridges Out” brought together agencies and organizations that do not typically interact on a regular basis, but may need to during a community-

wide emergency. Hence, the exercise was an excellent networking opportunity and allowed continuity managers to interact and exchange contact information before a disaster occurs. The entire exercise was given at no cost to the participating agencies.

Keynote presentations were given by Erik Kretz, Deputy Division Director of the National Continuity of Operations Division with FEMA, and Robert Full, Chief of the Allegheny County Department of Emergency Services. The Allegheny County Mobile Command Center was onsite and was available to tour.

The Exercise was covered by two television stations, one radio station, and one newspaper.

III.) Executive Education and Briefings

A.) Full Board Meeting on Preparing for a Pandemic Influenza

Hosted a Full Board Meeting on Preparing for a Pandemic Influenza on December 12, 2007. The presentation included an overview of the Pandemic Influenza, as well as an update on worldwide activities and events. A County Health Official discussed the county's plans for responding to a pandemic influenza, including the county health department's plan to prioritize and distribute medications and vaccine. Finally, a psychologist from the Department of Veteran's Affairs provided an in-depth presentation on the psychological and social impacts of a pandemic influenza based on studies done on Hurricane Katrina, the Tsunamis, and other major catastrophes.

B.) Center for National Preparedness (CNP) - University of Pittsburgh

Hosted a briefing with the Director of the Center for the National Preparedness at the University of Pittsburgh on December 10, 2007. The CNP brings together experts in medicine, technology, public policy, and law to study the issues of preparedness, including prevention of possible catastrophes, protection of population, timely and effective response, and returning to normal life. The CNP joined our COOP Working Group and assisted in planning for and executing our "Bridges Out" Functional Tabletop Exercise.

C.) Collaboration in Times of Crisis Forum

Attended the Collaboration in Times of Crisis Forum sponsored by the Partnership for the Public Service on November 7, 2007. This session considered cases in which Federal, State, and Local entities have worked together to serve citizens affected by emergency situations and the practices and competencies necessary for success. The featured speaker was Arlington County Fire Chief James Schwartz, who presided over the response to the attack on the Pentagon on 9/11. There was a follow-up telephone call with the Partnership on November 27, 2007, during which time we discussed more specifically the role that FEB's can play in collaboration.

D.) Identity Theft Seminar

Sponsored an Identity Theft Seminar in partnership with the PA State Police on August 26, 2008.

E.) Pittsburgh Central Business District Evacuation Plan Meetings

Participated in meetings with the City of Pittsburgh's Emergency Management Agency and other stakeholders on January 9 and June 25, 2008, to help formulate a plan for the evacuation of Pittsburgh's central business district during an emergency.

IV.) Continuity of Operations (COOP) Working Group

The FEB's COOP Working Group met on a monthly basis with FEMA Region 3 to plan and offer trainings and exercises that allow Federal agencies to strengthen and test their COOP plans.

2.) *Line of Business 2: Human Capital Readiness*

I.) Common Needs Training

The FEB provided **20 Common Needs Training classes** that were attended by almost **1,000** Federal employees. **This was an increase of almost 20% over FY 2007.** The training classes included the following:

A.) Leadership Training

The FEB sponsored training for 36 Federal employees on the Six Core Competencies of Leadership from May 12-14, 2008. This training is programmed to meet the developmental needs of managers, supervisors, and executives in six key areas. They include charting personal growth, taking action, sharing a vision, motivating/ developing others, building character, and communication skills.

B.) Humans Resources Training

1.) Project Management Training

Sponsored Project Management Training on June 25, 2008, for 30 Federal employees at no cost.

2.) Blackberry Boot Camp Training

Hosted Blackberry Boot Camp Training for 16 Federal employees on June 26, 2008, to help them become more familiar with the features of a Blackberry with the goal of becoming more productive.

3.) Increasing Your Personal and Professional Productivity Training

Sponsored Increasing Your Personal and Professional Productivity Training for 22 Federal employees on June 26, 2008.

4.) “How to Read People” Professional Development Training

Hosted a training seminar for forty Federal employees on “How to Read People” on March 5, 2008. This seminar focused on enhancing work

relationships and outcomes by giving the participants an understanding of how people with different characteristics relate to each other.

5.) “The Art of Detecting Deception” – Communication Analysis Training

Hosted a full day training session on “Communication Analysis- The Art of Detecting Deception” on December 4, 2007. This training was given by a Senior Intelligence Analyst Trainer with the Department of Justice, and a national expert on handwriting identification, personality profiling, and threat analysis. More than eighty Federal employees received this training, all at no cost.

6.) Thrift Savings Plan (TSP) – Agency Representative Training

Coordinated TSP- Agency Representative Training with the Department of Energy on August 26-27, 2008.

C.) Pre-Retirement Training

Sponsored ten **Pre-Retirement Training** sessions for the CSRS and the FERS and trained almost 600 Federal employees. Two of the training sessions were held in Fairmont, WV, to meet the training needs of Federal employees in that area.

Hosted two sessions of Pre-Retirement Training entitled *Meeting Retirement Challenges and Building a Life Pan* on October 4, 2007. This training focused on the psychological social issues related to retirement and was attended by almost 70 employees from 24 agencies, all at no cost.

D.) CPR / AED Heart Saver Class

Sponsored two CPR / AED Heart Saver Classes on October 18, 2007. Forty-four Federal employees were trained and received certification in CPR and AED, all at no cost.

E.) Federal Labor and Relations Forum

Partnered with the Department of Energy to host a free Federal Labor and Employee Relations Forum on June 10-11, 2008. The session included “Strategic Management of Human Resources by Managers and Supervisors,” “How to Conduct Administrative Investigations of Employee Misconduct,” and “Critical Employee Relations Issues for Employees.”

II.) Federal Recruitment Initiatives

During the past year, the FEB sponsored and participated in career recruitment and educational events on the campuses of eleven universities and colleges. **These events reached more than 2,400 students and more than 100 professors, advisors, and deans.** They include the following:

A.) Pittsburgh Federal Career Day 2007

We sponsored our sixth annual Federal Career Day on November 14, 2007, at Duquesne University in partnership with the U.S. Office of Personnel Management, the Partnership for Public Service, Duquesne University, Carnegie Mellon University, and the University of Pittsburgh. **Seventy-two Federal agencies participated in this event, and more than 500 students attended.**

A keynote address was given by Kathy Dillaman, Associate Director, of OPM's Federal Investigative Services Division (FISD). There were also four breakout sessions given during the Federal Career Day that educated students on the Federal application process, KSA's, the Federal résumé, and internships. Information sessions with the CIA drew 120 students.

B.) Ohio State University Federal Career Day

Represented OPM at the Ohio State University Federal Career Day on April 2, 2008. More than 500 students and forty-five Federal agencies participated. Two breakout sessions were given on the "Find and Apply" process for Federal employment.

C.) Careers in Government Job Fair, Westmoreland County Community College

Seventeen agencies participated in a Careers in Government Job Fair on March 28, 2008, at Westmoreland County Community College. Approximately 300 students attended the event, and almost eighty students attended two breakout sessions on the "Find and Apply" process for Federal employment.

**D.) Call to Serve Making a Difference: Advisor Training
(Train the Trainer)**

The FEB co-sponsored two training sessions with The Partnership for Public Service that targeted university and colleges Career Service Advisors. This in-depth full-day Train the Trainer course was first given at Duquesne University in November 2007, and was offered a second time at the University of Pittsburgh in September 2008. Almost sixty advisors from more than twenty-five colleges and universities received this training at no cost, and they left with the resources, materials, and knowledge to better advise their students on career opportunities with the Federal government.

E.) Slippery Rock University Career Fair

Participated in a Career Fair at Slippery Rock University on October 4, 2007, and had the opportunity to promote public service to more than 300 students.

F.) Criminal Justice Day at Edinboro University

Participated in Criminal Justice Day at Edinboro University on April 15, 2008, with thirty employers, including ten Federal agencies. Gave a presentation to students and faculty on the “Find and Apply” process for Federal employment.

**G.) Criminology and Government Career Fair, Indiana
University of PA (IUP)**

Participated in the IUP Criminology and Government Career Fair on March 26, 2008.

H.) Penn State University (Fayette Campus) Career Fair

Participated in the Penn State University (Fayette Campus) Career Fair on April 23rd, 2008, and gave a presentation on the “Find and Apply” process for Federal employment. More than 250 students and fifty employers participated.

**I.) “Find and Apply” Presentation at California University of
PA**

Gave a “Find and Apply” presentation to fifty students at California University of PA, on September 30, 2008. In addition, visited three classes and talked to over 100 students about career opportunities with the Federal government.

J.) Community College of Allegheny County (CCAC) “Find and Apply” Presentation

Gave a “Find and Apply” presentation to thirty graduate and undergraduate students from the region participating in a Local Government Academy Municipal Internship Program at CCAC.

K.) University of Pittsburgh, Graduate School of Public and International Affairs (GSPIA) “Find and Apply” Presentation

Gave a “Find and Apply” for jobs with the Federal Government presentation to twenty graduate students and three Career Services Staff at the University of Pittsburgh’s GSPIA on February 27, 2008.

L.) Partnership for Public Service Call to Serve Grant Program

The FEB director served as a panelist on January 28, 2008, at training for the five new Call to Serve Grant Program Schools (Brown University, California State University, Washington University, Western Michigan University, and the University of Albany) to help them build a campaign for Federal service on their campuses. Two of these universities, Brown University (Boston) and Washington University (St. Louis) are located in FEB cities. The director shared how FEB’s can play an important role in this effort.

M.) Partnership for Public Service (PPS) Conference Call, “Activities That Work to Engage Students”

Participated in a conference call with the PPS and colleges and universities across the country on December 4, 2007, to discuss outreach activities that have been effective in reaching and educating students on Federal career opportunities.

N.) Partnership for Public Conference Call, “Keys to Success II: Building Effective Agency Relationships”

Participated in a conference call with the Partnership for Public Service and colleges and universities from across the country to discuss best practices and ideas on how to build effective relationships with Federal agencies, and how to promote Federal employment to students.

III.) Employee Recognition, Wellness, and Development

A.) Excellence in Government (EIG) Employee Awards Program

The FEB recognized more than 300 Federal employees in twenty-two different award categories at the 25th annual EIG Employee Awards Program on May 30, 2008. 483 were in attendance.

B.) Federal Women of the Year (FWOY) Awards Program

Sponsored a 2008 FWOY Awards Program on August 21, 2008, and recognized twenty-two women from four award categories (Professional, Technical, Staff Support, and Trades and Crafts).

C.) Federal Employees Health Benefits Open Season Fair

Coordinated a Federal Employees Health Benefits Open Season Fair on November 1, 2007. All of the major health benefit plan providers were represented, and more than 500 Federal employees attended.

IV.) Alternative Dispute Resolution (ADR) Consortium

The ADR Consortium received four requests for mediation this year. Three of the requests were for Pre-EEO complaints, and one was a workplace dispute. Of the four, two of the Pre-EEO complaints were settled, and the estimated cost avoidance was almost \$100,000.

V.) EEO/ Diversity Programs

A.) Hispanic Employee Recognition Program

Hosted a Hispanic Employee of the Year Recognition Program on October 12, 2007, during Hispanic Heritage Month to honor our outstanding Federal Hispanic employees.

B.) Native American Heritage Month Education Seminar

Hosted a Native American Heritage Month Education Seminar on November 19, 2007, that featured a presentation on former Assistant Secretary of the Interior Kevin Gover, who offered a historic apology for the agency's policies and action throughout its 175-year history, particularly for its devastating impact on American Indian nations.

C.) Native American Heritage Month Art Exhibition

Sponsored an educational Native American Heritage Month Art Exhibition during the month of November that was displayed at the Carnegie Mellon University Art Gallery.

D.) Martin Luther King Commemoration Breakfast

Hosted a Martin Luther King Commemoration Breakfast and diversity program on January 11, 2008.

E.) Black History Month Kickoff Program

Hosted a Black History Month Kickoff Program on February 4, 2008, that featured a special presentation on “the Miseducation of the Negro,” as well as entertainment.

F.) African American Heritage Month Art and Essay Luncheon

Sponsored an African American Heritage Month Art and Essay Program for middle school students on February 29, 2008. Middle school students from the Pittsburgh area submitted art projects and essays that represented a theme for African American Heritage Month and were evaluated by members of the FEB’s African American Heritage Month Committee. The top winners of this program were recognized at the luncheon.

G.) Federal Women’s Professional Development / Networking Program

Hosted a Federal Women’s Professional Development/Networking Program on March 13, 2008, in conjunction with Women’s History Month. Thirty-five Federal employees attended, and the presentation was given by a professor from the University of Pittsburgh.

H.) Asian American Heritage Month Student Recognition Program

The FEB’s Asian American Heritage Month Committee partnered with local Asian American organizations and high schools to sponsor an annual Student Recognition Program. Outstanding Asian American students were evaluated on their scholastic achievements, extra curricular activities, community service activities, and a written essay. On May 2, 2008, seventeen outstanding Asian American high school students were recognized at an awards luncheon where they received U.S. Savings Bonds totaling \$2,400, as well as plaques.

I.) Asian American Heritage Day

The FEB's Asian American Heritage Month Committee sponsored an Asian American Heritage Day at the Senator John Heinz Regional History Center on May 3, 2008. The Heritage Day featured many cultural programs including music, folk dancing, paintings, martial arts, and flower arranging.

J.) Diversity Career and Education Arcade

The FEB's Hispanic Employment Program Committee, in partnership with the Hispanic Center, participated in the Diversity Career and Education Arcade on May 21, 2008. Federal agencies which participated included the Office of Surface Mining, Department of Energy, U.S. Corps of Engineers, and the Office of Personnel Management.

K.) EEO / Diversity Training

Hosted EEO/Diversity Training on June 3, 2008, that addressed the topic on "Getting to Know the Vocational Rehabilitation and Employment Programs of the Department of Veterans Affairs."

3.) Foundational Function: Intergovernmental and Community Activities

A.) 2008 Three Rivers Combined Federal Campaign (CFC)

1.) Local Federal Coordinating Committee (LFCC)

Hosted monthly LFCC meetings to oversee the 2008 CFC.

2.) CFC Charity Training

Training for fifty local charities was provided on March 7, 2008.

3.) CFC Screening Panel

Formed a screening panel of Federal employees and reviewed more than 200 local charity applications on April 22, 2008.

4.) CFC “Chili Cookoff”

Hosted a CFC “Chili Cookoff” on September 25, 2008, to kick off the 2009 CFC. This event included ten Federal chili cooks, fifty CFC charities, and was attended by over 400 Federal employees.

5.) CFC Golf Outing

Coordinated a CFC Golf Outing on September 19, 2008, to help kick off the 2009 CFC and create greater awareness of the CFC. There were 114 golfers who participated, and a CFC charity gave a presentation at the conclusion of the event.

6.) CFC Key Worker Training

Provided training for seventy CFC Key Workers on September 25, 2008.

7.) CFC Recognition and Awards Program

Hosted a CFC Recognition and Awards Program for more than 120 Federal employees on January 10, 2008, to celebrate our largest and most successful CFC.

8.) CFC Heroes Program

The FEB Executive Director served on a national committee to support OPM's CFC Heroes Program. During April 2008, he participated in conference calls and read and evaluated sixty nominations that were submitted by CFC campaigns across the country.

B.) Special Recreation Day

The FEB co-sponsored a Special Recreation Day with the U.S. Army Corps of Engineers, Lion's Club, PA Fish Commission, and PA Game Commission on May 8, 2008, at Youghiogheny Lake. This event included many recreational activities, including fishing and boat rides for over 150 physically and mentally-challenged individuals.

C.) Blood Drive

Hosted six blood drives during the year, and Federal employees were recognized as the *third largest blood donor group in the region*.

D.) Small Business Administration (SBA) Awards Program

The FEB Executive Director served as an evaluator for the SBA Awards Program and reviewed twenty-seven nominations.

E.) Federal Employee Family Picnic Day

Coordinated discount ticket sales for the Federal Employee Picnic at Idlewild Park on May 26, 2008.