



PITTSBURGH FEDERAL EXECUTIVE BOARD

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October 19, 2012

Mr. John Berry, Director
U.S. Office of Personnel Management
Washington, D.C. 20415

Dear Mr. Berry:

It is my pleasure to present the Pittsburgh Federal Executive Board's Fiscal Year 2012 Annual Report. Significant accomplishments were made in 2012 in the Federal Executive Board's Lines of Business, and 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,

Kathy Dillaman
Senior Policy Advisor
U.S. Office of Personnel Management
Chair, FEB

Executive Summary

Pittsburgh Federal Executive Board

2012 Annual Report

The Pittsburgh Federal Executive Board (FEB) has chosen to highlight the following examples of Lines of Business accomplishments for Fiscal Year (FY) 2012. 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) Exercise entitled "Steel Resolve 2012."

Steel Resolve 2012 Pandemic/Closed Points of Distribution (POD) Workshop and Tabletop Exercise:

The FEB hosted a Pandemic/Closed Points of Distribution (POD) Workshop and Exercise and 80 representatives from 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 Integrated Warning Team Workshop:

The FEB partnered with the National Weather Service to forward to member agencies Hazardous Weather Briefings and Advisories. During FY 2012, 112 weather emails were sent, and two weather conference calls were conducted ahead of major severe weather events.

Line of Business 2: Human Capital Readiness

During FY2012, the FEB offered a variety of training opportunities for Leadership including an experiential program at the Gettysburg National Military Park, formal 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 Service and the U.S. Office of Personnel Management, Federal Investigative Services. During

FY 2012, a total of 770 Federal employees received common needs training from the FEB, with an estimated cost avoidance of \$418,160.

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.

During this FY, three Leadership Programs were sponsored and 72 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 FEB facilitated one of these programs for a Federal agency (Medicaid) from Baltimore, MD.

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. 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. Thirty-six employees from 11 Federal agencies participated.

Stanford University Executive Leadership Workshops

The FEB sponsored two free Stanford University Leadership Workshops during the year on the topic of “The Values-Based Leader, Delivering Results by Doing the Right Thing.”

Awards and Recognition:

Excellence in Government (EIG) Awards Program

The FEB hosted the 29th 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. The finalists were chosen from almost 200 nominations 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 \$1,130,178 with 4,171 donors. The average gift was \$267.15, an increase from last year's Campaign.

Notably, we facilitated the merging of the Laurel Highlands Combined Federal Campaign with the Three Rivers/Pennsylvania West Combined Federal Campaign, creating greater efficiency and lowering administrative costs, resulting in more money going to the charities.

Pittsburgh Federal Executive Board 2012 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 2012 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

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.

Steel Resolve 2012 Pandemic/Closed POD Workshop and Tabletop Exercise

The FEB's COOP Working Group partnered with FEMA to host a Pandemic/Closed POD Workshop and Tabletop Exercise for 80 representatives from Federal agencies, local government, and private companies. The exercise familiarized the participants with the unique operating environment that accompanies a pandemic event, and they were able to evaluate the effectiveness of their plans to maintain operations of essential functions in a pandemic event. The participants had the opportunity to review the ten elements of a viable continuity plan capability, and assess how the elements currently apply to their agency's continuity plan. In addition the concept of a Closed POD was discussed along with the process and benefits of establishing one. A Hotwash session was held for agencies to share best practices and lessons learned, and an after action report was prepared and shared with all of the participants.

Eagle Horizon National COOP Exercise

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

Emergency Communications

Communicator NXT

The USP3 Alert Notification System was lost during FY 2012 due to lack of funding, and all of the FEB's were given the opportunity by the U.S. Office of Personnel Management to utilize their alert notification system, Communicator NXT. The Executive Director and Assistant were both trained on Communicator NXT, and began registering contact information into the system, hoping to be fully operational in FY 2013.

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 2012, 112 weather emails were sent, and two weather conference calls were conducted ahead of major severe weather events.

Education/Networking

National Weather Service Integrated Warning Team Workshop

The FEB participated in and promoted the National Weather Service's Integrated Warning Team Workshop. The theme was "Building a Weather Ready Region", and the attendees included Federal agencies, news media, academia, transportation officials, and emergency management professionals.

Winter Weather Awareness Full Board Meeting

The FEB hosted a Full Board Meeting featuring a special presentation by the Warning Coordination Meteorologist with the National Weather Service on "Winter Weather Awareness". The presentation included the many ways that the National Weather Service is now "getting the

word out” with timely life-saving information that enables all of us to make better work related and personal decisions impacted by the weather.

Federal Protective Service Full Board Meeting

The FEB hosted a Full Board Meeting that focused on the mission of the Federal Protective Service (FPS), including the Federal Facility Threat Picture (FFTP), which is one of the recent information-sharing initiatives that FPS has implemented to assist in the protection of facilities and their occupants. Produced quarterly, the FFTP focuses on the threats posed by a variety of actors who may seek to attack or exploit elements of the government facilities sector. The FPS also introduced an Active Shooter Awareness Training that will be given at a later time.

Department of Homeland Security Networking Meeting

The FEB participated in and coordinated an annual networking meeting with the Department of Homeland Security Protective Security Advisor that brings together representatives from Federal, State, and Local governments, as well as the private sector, to share information on their programs and initiatives that pertain to emergency preparedness and homeland security. It is a time for networking and becoming more aware of common interests and opportunities to partner.

University of Pittsburgh Center for National Preparedness Seminar

The FEB participated in and promoted the University of Pittsburgh Center for National Preparedness Seminar on “The Role of Intelligence in Counter Terror Strategy”, featuring Admiral Joseph Sestak, Jr., former Deputy Chief of Naval Operations and former Head, U.S. Navy “Deep Blue” counter terror program.

Line of Business 2: Human Capital Readiness

Recruitment Initiative

During FY 2012 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 40 universities and colleges. They included the following:

Pittsburgh Federal Career Day 2011

The FEB hosted its 10th annual Federal Career Day with the University of Pittsburgh (this year's host school), Duquesne University, and Carnegie Mellon University. More than 30 Federal agencies participated, and over 500 students from over 30 universities and colleges attended. The event included a networking breakfast, sessions on Federal careers and the application process, and interview sessions.

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, Graduate School of Public Health, University of Pittsburgh, Greensburg Campus, Seton Hill College, Grove City College, and Saint Vincent's College (2 presentations).**

Saint Vincent's College Networking Dinner

The FEB Executive Director participated in a Networking Dinner with over 200 students at Saint Vincent's College to educate them on Federal career opportunities.

Federal Career Panel Discussion at Grove City College

The FEB coordinated and participated in a panel discussion for students at Grove City College on Federal career opportunities. In addition to the Federal Executive Board, the panel included the U.S. Department of Energy and the U.S. Office of Personnel Management.

Jewish Community Career Development Center Networking Event

The FEB participated in a networking event for a group of unemployed and underemployed adults, and provided information on career opportunities with the Federal Government.

Common Needs Training

The FEB sponsored 18 Common Needs Training classes that were attended by over 770 Federal employees. These training classes included the following:

In the Footsteps of Leaders: Gettysburg Foundation Leadership Program (2 Sessions)

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, two Leadership Programs were sponsored (October 13-14 and April 26-27) and 47 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.

The FEB also facilitated this training experience for a group of 25 Federal employees with Medicaid, Baltimore, MD.

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. Thirty-six employees from 11 Federal agencies participated.

Stanford University Executive Leadership Workshops (2 Sessions)

The FEB sponsored two free Stanford University Leadership Workshops to 60 Federal employees during FY 2012. (November 29 and September 25). 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. Following the viewing of the DVD, there was a facilitated discussion of the leadership topics presented.

Leadership Panel Discussion

The FEB formed a panel of three experienced Federal agency heads who shared their life experiences and insights on leadership to an audience of emerging Federal leaders.

Leadership /Management Workshops (3)

The FEB Executive Director provided Leadership/Management Training to 75 Managers with the Internal Revenue Service at their annual conferences (October 18-19, 2011 and September 27, 2012).

Leadership/Conflict Resolution Training

The FEB and Federal Mediation and Conciliation Service provided Leadership/Conflict Resolution Training to 35 employees with the U.S. Office of Personnel Management, FIS.

Preretirement Training

The FEB sponsored 7 Preretirement Training sessions for 312 Federal employees.

Bullying in the Workplace Workshop

The FEB hosted a free Workshop on "Bullying in The Workplace" for 55 Federal employees.

EEO/Diversity Workshop

The FEB sponsored a free Diversity workshop addressing EEO Policies, LGBT Issues, and Title VII, featuring Chai Feldblum, Commissioner, EEOC

Federal Labor Relations Authority (FLRA) Statutory Training

The FEB partnered with the National Labor Relations Board to sponsor free FLRA Statutory Training for 25 Federal employees.

CPR/AED Training (2 sessions)

The FEB partnered with the Department of Veterans Affairs to host 2 free CPR/AED training classes for 36 Federal employees.

Awards, and Recognition, and Wellness Programs

The FEB sponsored four Awards programs that recognized 843 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 recognized Federal employees and teams in twenty-two award categories at the 29th annual EIG Employee Awards Program. There were 518 in attendance, and 142 were presented with individual awards, and 224 received awards as a member of a team.

Federal Women of the Year (FWOY) Awards Program

The 2012 FWOY Awards Program recognized 20 women in four categories, and was attended by 106 people.

Hispanic Employee of the Year Awards Program

Three Federal employees were recognized at the Hispanic Employee of the Year Awards Program, and 58 individuals attended this special event.

Combined Federal Campaign (CFC) Awards Program

This Awards Program recognized 46 Federal agencies and 7 individuals for their outstanding support of the 2011 CFC, and was attended by 100 Federal Employees.

Feds Get Fit Fitness Walks

The FEB sponsored two Feds Get Fit Fitness walks to help promote health and wellness.

Federal Employees Health Service Days (2 Sessions)

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 500 Federal employees.

Pittsburgh Outdoors

The FEB hosted an event that featured 10 outdoors organizations in the Region that offer opportunities for outdoor recreation. The purpose was to help Federal employees to become aware of ways to enjoy the great outdoors and to help promote a healthy lifestyle.

Alternative Dispute Resolution (ADR) Program

The FEB received 4 requests for ADR mediation this year, and two of the mediations resulted in agreements being reached.

Diversity/Heritage Programs

Native American Heritage Month Seminar

The FEB hosted a Native American Heritage Month Seminar entitled “The Wisdom of Lakota Elders, Leadership Lessons for us Today”. Leadership lessons from the culture of the Lakota elders were shared with the group of 52 attendees from 15 Federal agencies and 3 private organizations.

The speaker was a professor from West Virginia University who grew up deeply embedded in one of the last Lakota communities on the Rosebud Lakota Reservation, and is one of about only 6,000 speakers of the Lakota language still alive today.

Martin Luther King Commemoration Program

The FEB sponsored a Martin Luther King Commemoration Breakfast for 50 Federal employees and attendees from the community.

Black History Month Middle School Student Art and Essay Competition

The FEB hosted the 30th annual Middle School Student Art and Essay Competition Awards Program. Students submitted 76 pieces of art and 57 essays that were reviewed by Federal employees, and 8 student awardees were recognized.

Lunch and Learn Spanish Classes

The FEB began offering weekly Spanish language classes in September, 2012.

Asian American Heritage Month

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 high school students were evaluated on their scholastic achievements, extracurricular activities, community service activities, and a written essay. Thirteen students were recognized at an Awards Luncheon where they received savings bonds, as well as plaques.

Federal Women's History Month Educational and Networking Program

The FEB's Federal Women's Program sponsored a special Women's History Month Program entitled, "Women's Education, Women's Empowerment."

Line of Business 3- Intergovernmental Collaboration and Community Outreach

Exchange of Information Forums

"Green Team" Meeting

The FEB partnered with GSA to form a "Green Team" Committee to encourage and assist with the initiative to go green. The Committee will focus on the critical cultural and behavioral changes necessary to accomplish the Government's commitment to reduce its environmental impact.

2012 Three Rivers/Western Pennsylvania Combined Federal Campaign (CFC)

Local Federal Coordinating Committee (LFCC)

The FEB hosted monthly LFCC meetings to oversee the 2012 CFC. Federal employees raised \$1,130,178 with 4171 donors. The average gift was 267.15, an increase from last year's campaign.

Notably, we facilitated the merging of the Laurel Highlands Combined Federal Campaign with the Three Rivers/Pennsylvania West Combined Federal Campaign, creating greater efficiency and lowering administrative costs, resulting in more money going to the charities.

CFC Charity Training

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

CFC Screening Panel

The FEB formed a CFC Screening Panel of Federal employees and reviewed more than 300 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 kickoff the 2013 CFC. This event featured ten chili cooks, fifty CFC charities, and was attended by over 400 Federal employees.

CFC Recognition and Awards Program

A CFC Recognition and Awards Program was hosted to recognize individuals, teams, and agencies for their outstanding support of the CFC, raising \$1,130,178. Forty-six agencies and seven individuals received awards, and 100 attended.

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 80 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 40th 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 9 Blood Drives at the Moorhead Federal Building, and Federal employees were recognized as the 6th largest blood donor group in the region.

Federal Employee Family Picnic Day

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