

**2006 Annual Report
Pittsburgh Federal
Executive Board**

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Pittsburgh Federal Executive Board**

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Executive Summary
Pittsburgh Federal Executive Board
2006 Annual Report

The Pittsburgh Federal Executive Board (FEB) has chosen to highlight the following examples of mission-related accomplishments for 2006. Other mission-related accomplishments are provided in detail in the attached annual report.

One major area of emphasis during the past year was on Emergency Preparedness and Continuity of Operations. We strengthened our emergency planning and preparedness through training, executive education, and tabletop exercises. The FEB's Continuity of Operations Working Group was the catalyst for many of these activities, as well as a strong partnership with the Federal Emergency Management Agency. All but one of the events were given at no cost to the Federal agencies and local governments.

These sessions were attended by representatives from city, county, and state governments and provided opportunities to build relationships, as well as improve lines of communication.

The training and executive education offered included the following:

- COOP Manager's Train the Trainer Course
- Community Anti-Terrorism Training
- Disaster Preparedness and Response Training (National Archives and Records Administration)
- Crisis Communications and Media Response for Today's Leaders
- Pandemic Influenza Preparedness Planning

We hosted our first tabletop exercise in partnership with FEMA and GSA. This exercise allowed participating agencies to test and validate their Continuity of Operations plans as well as learn from the other agencies that participated. Plans were also laid for a second tabletop exercise to address the Pandemic Influenza.

Our second area of emphasis during the past year was on promoting public service to the universities, colleges, and citizens in our region. We recognize that good

government requires good people and believe it is our responsibility to educate students and others about the opportunities and rewards of public service.

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Over the past four years, we have developed strong educational networks with dynamic schools in our region, as well as vital relationships with the Partnership for Public Service (PPS) and the Office of Personnel Management.

We hosted our fourth annual Federal Career Day in partnership with the University of Pittsburgh, Duquesne University, Carnegie Mellon University, the PPS, and OPM. More than sixty federal agencies from Western Pennsylvania, Ohio, West Virginia, Maryland, and Washington D.C. participated. The University of Pittsburgh was the host school this year and over 1,000 students from more than seventy schools attended. Five breakout sessions on various topics related to the federal application and hiring process were given during the event.

In addition to the Federal Career Days, we participated in job fairs, provided job shadowing opportunities, sponsored workshops, and gave presentations to college organizations. The fruits of these labors cannot be fully evaluated at this time, but increasing numbers of agencies have reported hiring students they met at these outreach events, and even more have told us they were able to successfully recruit interns.

Finally, we take pride in having strong and active Diversity Committees which sponsor meaningful programs each year, demonstrating that we value and are committed to diversity and equal employment opportunity. Many of these programs involved outreaches to students and the local community.

**PITTSBURGH FEDERAL EXECUTIVE BOARD
2006 ANNUAL REPORT**

The Federal Executive Board's Three Mission Goals are to:

- 1.) Advance the Administration's Goals and Initiatives**
- 2.) Create and Advance Local Initiatives**
- 3.) Provide Information, Referrals, and Guidance for Intergovernmental Outreach**

Examples of how the Pittsburgh Federal Executive Board (FEB) focused on these Mission Goals in Fiscal Year 2006 are as follows:

Mission Goal 1: Advance the Administration's Goals and Initiatives

I.) Homeland Security Training:

A.) FEMA Training, G-548 COOP Managers Train-the-Trainer Course

The FEB partnered with FEMA to offer a three day COOP Managers Train-the-Trainer Course from February 7-9, 2006, all at no cost. In addition to representatives from Federal agencies, there were participants from the Pennsylvania Emergency Management Agency, Ohio Emergency Management Agency, and the West Virginia Emergency Management Agency. The training included an executive briefing by the Emergency Management Coordinator of Allegheny County (PA).

B.) Community Anti-Terrorism Training

The FEB sponsored a Community Anti-Terrorism training program on February 28, 2006, entitled, "How to Detect and Report Terrorism; Watching America with Pride and not Prejudice." This training was given by the Patient Care Coordinator of the City of Pittsburgh's Emergency Medical Services to 52 representatives from Federal agencies, all at no cost. This course helps to reduce racial discrimination by educating on terrorist indicators, not someone's race or religion.

The training covered three main points:

- Overview of terrorism
- What specifically to look for (activities and tools of support cells, operational cells, and intelligence cells)
- How to properly report findings

C.) Disaster Preparedness and Response Training (National Archives and Records Administration)

The FEB sponsored this two day workshop (July 26-27) with the National Archives and Records Administration to prepare agencies to participate fully in their COOP planning program. Records managers and vital records programs have a critical role to play in disaster preparedness to ensure the records agencies need remain available under the worst of circumstances. The workshop provided practical advice on developing a workable recovery plan and a “mini-disaster” was staged on the second day to give participants hands-on recovery experience.

D.) Training: Crisis Communications and Media Response for Today’s Leaders

Hosted a full day training session on September 13th on “Crisis Communications and Media Response for Today’s Leaders” with Dick Brundage, one of the most sought-after speakers today in media and public response communications. The training was offered to help agencies prepare communication plans for emergencies, including a possible Pandemic Influenza.

E.) Pandemic Influenza Conference, “Risky Business: Planning for Pandemic Flu”

The FEB promoted and participated in this Conference sponsored by the University of Pittsburgh Medical Center (UPMC) Disaster Management Center, Center for Biosecurity of UPMC, and the University of Pittsburgh Center for Public Health and Preparedness on June 21, 2006. Twenty-one senior leaders from Federal agencies attended this all day

Conference, along with more than 200 leaders from the private sector. All participants received comprehensive Avian Flu and Pandemic Preparedness Guides for Staff prepared by UPMC.

F.) Pandemic Influenza Preparedness Planning Summit 2006

The FEB promoted and participated in a Pandemic Influenza Planning Summit with the Commonwealth of PA on May 19, 2006. Representatives from Federal agencies received an overview on Pandemic Influenza and also participated in breakout sessions on various topics including Workforce Planning, Incident Coordination, and Public Communications Planning.

G.) Department of Homeland Security (DHS) Soft Target Awareness Training

The FEB assisted DHS in promoting Soft Target Awareness Training from May 16-19. This 4 hour training class was tailored to various groups including schools, religious organization, businesses, and special events facilities. The FEB was particularly effective in getting the word out to its network of hotels in the region.

H.) U.S. Department of Transportation (DOT) Hazardous Material Transportation Workshop

The FEB partnered with the DOT to promote a Hazardous Materials Transportation Workshop in Pittsburgh, PA on June 6, 2006.

Executive Education:

A.) Full Board Meeting at the Allegheny County Emergency Operations Center (EOC)

The FEB hosted a Full Board Meeting at the Allegheny County Emergency Operations Center (EOC) on May 3, 2006. This included a briefing by the chief of the Allegheny County Emergency Services as well as time to share ideas and best practices. Twenty-nine representatives from twenty three agencies participated and were also given a tour of the EOC and the 911 Call Center.

B.) Full Board Meeting on the Pandemic Influenza

The FEB hosted a Full Board Meeting on the topic of the Pandemic Influenza on June 28, 2006. Thirty-five senior leaders from Federal agencies received a briefing on the Pandemic Influenza from Dr. Robert Muder, an Epidemiologist with the Department of Veterans Affairs, Pittsburgh Healthcare System. Each attendee was given an Avian Flu and Pandemic Preparedness Guide for Staff, a flyer from Federal Occupational Health on “What Federal Agencies Can Do About Avian Flu,” a CD with COOP Planning Resources, and OPM Guides on Hiring and Leave Flexibilities.

This Full Board Meeting also included a Security Briefing by the Bureau of Alcohol, Tobacco, and Firearms on the Major League Baseball All Star Game hosted in Pittsburgh on July 11, 2006 and how it would affect Federal agencies located in downtown Pittsburgh.

Tabletop Exercises:

A.) Steadfast Response Continuity of Operations (COOP) Tabletop Exercises:

The FEB partnered with FEMA and GSA to sponsor a Steadfast Response COOP Tabletop Exercise on April 27, 2006 that allowed 23 Federal agencies the opportunity to test and validate their COOP plans as well as learn from the other agencies that participated.

B.) Forward Challenge 2006 Tabletop Exercise

The FEB Executive Director participated in the Forward Challenge 2006 Exercise at Boyers, PA from June 21-22, 2006.

C.) Pandemic Influenza Tabletop Exercise

Participated in a Tabletop Exercise for the Pandemic Influenza with the Philadelphia Federal Executive Board on September 14th.

D.) Determined Accord Tabletop Exercise (Pandemic Influenza)

Participated in the Determined Accord Tabletop Exercise with FEMA, Office of National Security Coordination, on September 19th in Washington D.C. One of the objectives of this exercise was to increase the awareness of federal, state, and local government agencies of the requirement to incorporate pandemic influenza procedures into COOP planning.

Occupant Emergency Plan (OEP) Meetings, Training and Evacuation Drill:

The FEB helped to coordinate quarterly OEP and Building Security Committee meetings to update and improve the OEP and building security for the Moorhead Federal Building. A full evacuation drill was held on June 29, 2006. The evacuation drill received a positive evaluation from the City of Pittsburgh Fire Department and also resulted in several refinements to the OEP.

Continuity of Operations (COOP) Working Group

The COOP Working Group met quarterly and planned and coordinated two tabletop exercises. The first tabletop exercise, Steadfast Response, was held on April 27, 2006, and the second, Determined Accord, was planned for December 6, 2006. One of the quarterly meetings addressed alternative work sites and included a site visit to an agency that offered its facilities as a possible alternative work site.

Agency Emergency Contact Information

Emergency contact information for Federal agencies was updated in July 2006, and the FEB is studying the possibilities for an automatic notification system.

II.) Human Capital

Statistics tell us that more than 50% of the total Federal workforce is eligible for regular or early retirement in the next several years. We, as an FEB, recognize that good government requires good people. We also know that we need to win the war for talent in order to win the war on terrorism. According to the Partnership for Public Service's opinion research, most college-educated Americans know very little about the work of their government, and this lack

of knowledge is the single greatest barrier to inspiring a new generation to public service. The Partnership's research also reveals that young people are more open-minded about working in their government when they are presented with information about the many ways civil servants contribute to their nation's well being.

Our FEB is concerned with these issues and has formed partnerships with local colleges and universities, as well as the Partnership for Public Service and OPM, in order to attract and retain the best and brightest to work for the Federal government. The educational networks that we are building and the resources we provide can help a new generation make the important connection that working in the Federal government can make a difference in the lives of every American.

A.) Federal Career Day

The FEB hosted their fourth annual Federal Career Day on November 16, 2005 on the campus of the University of Pittsburgh. This event featured a job fair with 64 federal agencies, a keynote speaker from the Office of Personnel Management, educational breakout sessions, and agency information sessions. More than 1,000 students from over 70 universities and colleges attended.

The breakout sessions included:

- Understanding the Federal Employment Application Process
- Understanding the Knowledge, Skills, and Abilities (KSAs) of the Federal Application Process
- Mission Critical Occupations (Engineering & Information Technology)
- Writing a Resume and Interviewing for Success
- Securing Internships with the Federal Government

The event was organized and sponsored by the **Federal Executive Board, Office of Personnel Management, the Partnership for Public Service, University of Pittsburgh** Graduate School of Public and International Affairs, Joseph M. Katz Graduate School of Business, the School of Law, and Office of Career Services; **Carnegie Mellon University** H. John Heinz III School of Public Policy and Management, Tepper School of Business, and University

Career Center; **Duquesne University** Career Services Center; and **Carlow University** Career Services.

B.) Federal Job Fair

The FEB and OPM (Boyers, PA) participated in a Federal Job Fair at Lincoln West High School in Cleveland, OH on Saturday, October 22, 2005. Representatives from forty-seven Federal agencies met with more than 500 students and citizens from the community. This high school is located in an Hispanic neighborhood and a large percentage of the attendees were Hispanic.

C.) Job Search 101 at Slippery Rock University

The FEB participated in Job Search 101 (Job Fair) at Slippery Rock University on October 6, 2005 along with 36 other employers. More than 300 students attended.

D.) Hispanic Federal Job Fair

The FEB's Hispanic Employment Program Committee sponsored their first Federal Job Fair targeted for Hispanics. The event was hosted on Saturday, May 20, 2006 at an Hispanic religious organization in partnership with several Hispanic organizations. Almost 100 students and citizens from the community met with representatives from 15 Federal agencies.

E.) Veterans Job Expo

The FEB and 9 other Federal agencies participated in a Veterans Job Expo at Soldiers and Sailors Hall in Pittsburgh on February 15, 2006, along with more than 60 private employers. Several hundred veterans attended and met with representatives from Federal agencies and private companies.

F.) Working for America Seminar

The FEB sponsored a seminar for Federal employees that focused on how to find a job with the Federal Government as well as current human

resource trends in the Federal Government.

G.) Federal Career Day Conference Call with the Partnership for Public Service

The FEB participated in a conference call with the Partnership for Public Service and 11 colleges and universities from across the country to share best practices on hosting Federal Career Days to promote public service.

H.) Job Shadowing Day

On February 17, 2006, the FEB hosted a Job Shadowing Day for forty middle school students. Their day included a briefing on the FEB, meeting with a Federal judge, observing a Naturalization ceremony, as well as several presentations by Federal agencies.

I.) College and University Briefings, Networking Events, and Career Fairs

The FEB Executive Director gave presentations on career opportunities with the Federal Government to various colleges, universities, and professional organizations. They included the following:

- Pittsburgh Job Corps Center
- Westmoreland County Job Fair and Career Expo (hosted by seven colleges and universities in Westmoreland County)
- University of Pittsburgh
- University of Pittsburgh, Graduate School of Public and International Affairs
- Slippery Rock University
- Pennsylvania Professional Employment Network
- Community College of Allegheny County, Local Government Academy

III.) Combined Federal Campaign (CFC)

The FEB coordinated year-long events in support of the CFC, including monthly meetings of the Local Federal Coordinating Committee (LFCC). A new PCFO was selected this year, and an adjacent CFC merged with our CFC

to help streamline CFC Operations and administrative costs.

A.) CFC Leadership Launch

We hosted our first Leadership Launch for Federal agency heads on August 30, 2006. This included both a formal briefing as well as a networking social time at a local restaurant and was designed to bring greater awareness and commitment to the CFC.

B.) CFC Charity Briefing and Speaker's Bureau Briefing

We hosted our first CFC Charity Briefing and Speaker's Bureau Briefing on August 30, 2006. These briefings provided charities with a detailed orientation to the CFC and its requirements, and also trained charities to be able to participate in the CFC Speaker's Bureau.

C.) CFC Keyworker Training

CFC Keyworker Training was given on September 25, 26, 27, and 29 at multiple locations.

D.) CFC Awareness Golf Outing

More than 100 Federal employees participated in our second annual CFC Awareness Golf Outing on September 15, 2006.

E.) CFC Recognition Luncheon

The FEB sponsored a CFC Recognition Luncheon on March 31, 2006 where best practices were shared and outstanding agency campaigns were recognized.

F.) CFC Application Eligibility Screening

The FEB reviewed more than 350 applications for the 2006 CFC on April 19, 2006

G.) CFC Heroes Program

The FEB Executive Director served on a national panel to read and

review 48 awards nominations submitted to OPM's CFC Operations for the CFC Heroes Program.

H.) CFC National Awards Ceremony

The FEB Executive Director and representatives from the CFC Local Federal Coordinating Committee attended the CFC National Awards Ceremony on June 9, 2006 at the Old Executive Office Building, Washington D.C. One of our loaned executives received a National CFC Hero Award in recognition of her significant contributions to our local campaign.

IV.) Thrift Saving Plan

The FEB sponsored a seminar to educate Federal employees on the Lifecycle Funds on January 25, 2006.

Mission Goal 2: Create and Advance Local Initiatives

I.) Excellence in Government Awards Program

The Pittsburgh FEB recognized 168 employees in twenty different award categories at the annual Excellence in Government Awards Program, attended by more than 500 on May 26, 2006. Twenty-one teams of Federal employees were honored for their accomplishments in reducing costs and improving efficiency and effectiveness. The Heroic Act Award was given to twenty-six Federal employees. A distinguished Blue Ribbon Panel selected the finalists.

II.) Common Needs Training

A.) Leadership Training

The FEB sponsored a six part series on the Six Core Competencies of Leadership as an essential training series for Federal managers and supervisors, in response to the President's Management Agenda to improve government performance. This series included the following sessions:

- Session 1 - Leadership Begins By Charting Your Course for Personal Growth
- Session 2 – Learning That Leaders Are the Ones Who Take Action
- Session 3 – Leadership is About Seeing the Future and Sharing the Vision
- Session 4 – Leadership Means Investing Your Time and Energy Into People
- Session 5 – Your Character Says More About Your Ability to Lead Than Any Other Attribute
- Session 6– Communication Keeps Leaders and Followers Together

B.) Human Resources/EEO Training

- Pre-Retirement Training (CSRS)-October 25, 2005 and April 17, 2006
- Pre-Retirement Training (FERS)-October 26, 2005 and April 21, 2006
- Federal Employees Benefits Orientation Training-October 27, 2005
- Simply Grammar-May 22-23, 2006
- Writing 2 the Point-May 24-25, 2006
- Financial Planning Seminar-June 2, 2006
- Welcoming Diversity-June 7, 2006
- Basic Records Operations Training (NARA)-July 25, 2006

III.) EEO/Diversity Events

The FEB has active and vital EEO and Diversity Committees. Many of the programs sponsored by these committees include partnerships with local schools. This year, middle school students participated in an Art and Essay Contest sponsored by the African American Heritage Month Program and

winning entries were awarded \$2600 in savings bonds at an awards luncheon on February 24, 2006.

The Asian American Heritage Month Committee partnered with local high schools and Asian American organizations to sponsor an annual essay contest in celebration of Asian American Heritage Month. The committee includes representatives from 10 Asian nationality groups in Western Pennsylvania. Applications to participate in the essay contest were sent to over 150 high schools in the five counties surrounding Pittsburgh. Winners from each nationality group received savings bonds totaling \$2700, as well as plaques, at a special awards luncheon on May 5, 2006. The keynote speaker for this event was the Ambassador of Bangladesh to the United States, Shamsheer M. Chowdhury. Since the awards were started in 1987, 354 Asian students have been presented with \$49,450 in face value of U.S. Savings Bonds.

The FEB also co-sponsored an Asian American Heritage Day at the Senator John Heinz Pittsburgh Regional History Center on May 6, 2006. This history center is one of only fifteen history museum affiliates of the Smithsonian Institution nationwide. The Heritage Day included table displays highlighting the art, culture, crafts, and history of Bangladesh, China, India, Indonesia, Japan, Korea, the Philippines, Thailand, and Vietnam. The day featured many cultural programs including folk dancing, paintings, music, and flower arranging. There were approximately 600 visitors.

The Native American Heritage Month Committee Celebration included their fifteenth annual juried art exhibition. This educational project is designed to create a greater understanding and awareness of the American Indian culture through sensual and visual integration of the arts. Each year, the art is displayed at one of our local colleges, universities, or art galleries. This year, the art was displayed at Duquesne University, Pittsburgh, PA, from November 1-30, 2005.

EEO/Diversity Programs:

- Native American Heritage Month Art Exhibition.....
November 1-30, 2005
- Native American Heritage Month Seminar.....November 24, 2005

- Martin Luther King, Jr. Day Celebration.....January 13, 2006

- Black History Month Kickoff.....February 1, 2006
- African American Heritage Month 25th Annual Student Art/Essay Awards.....February 24, 2006
- Women’s History Month.....March 23, 2006
- Asian American Heritage Month Student Awards Program.....May 5, 2006
- Asian American Heritage Festival at Heinz Regional History Center.....May 6, 2006
- Federal Women of the Year Awards Program, Women’s Equality Day Celebration.....August 24, 2006

IV.) Alternative Dispute Resolution (ADR) Consortium

Seven requests were made this year for the use of mediators from the FEB’s ADR Consortium. The FEB was able to provide a mediator at no cost for each of the seven requests and five of the seven cases resulted in settlement agreements.

V.) Federal Employees Health and Safety

A.) Federal Employees Health Benefits Open Season Fair

The FEB sponsored a Federal Employees Health Benefits Open Season Fair on October 28, 2006. All of the major health benefits providers participated, and approximately 700 federal employees attended.

B.) Fitness and Exercise Programs

The FEB sponsored year-round onsite group exercise and aerobic classes, as well as individual personal fitness training sessions. These included strength training, cardiovascular training, aerobics, and circuits.

VI.) Community Outreach Programs

A.) Blood Drives

The FEB sponsored eight blood drives, and Federal employees donated **2,040** units of blood, ranking them as the **3rd** largest blood donor group in Western PA. The lives of more than **6,120** area patients were saved or improved from that generosity.

B.) Special Recreation Day

The FEB co-sponsored a Special Recreation Day with the U.S. Army Corps of Engineers on May 11, 2006 that benefited more than 140 physically and mentally challenged individuals. This event was hosted at Youghiogheny Lake, a Corps of Engineers facility. The entire day was free and included fishing, boat rides, carriage rides, t-shirts, and lunch.

C.) National Association of Retired Federal Employees (NARFE)

The FEB co-sponsored monthly NARFE meetings in the Moorhead Federal Building.

D.) Scouting for Food Drive

The FEB sponsored and supported the Scouting for Food Drive in the Moorhead Federal Building during the month of April 2006.

Mission Goal 3: Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach

Referrals, Guidance, and Program Assistance to Federal Agencies

Society of Government Meeting Planners

The FEB worked with the local hotel and tourism industry to begin forming a local Society of Government Meeting Planners Chapter and coordinated four meetings.

Referrals for Speakers and Program Assistance

The FEB made referrals for speakers and program assistance to the following agencies throughout the Year.

Department of Housing and Urban Development - Agency Training Program
Department of Veterans Affairs, Erie, Pa
Department of Veterans Affairs, Pittsburgh Healthcare System - Diversity Program
Department of Veterans Affairs, Regional Office - Diversity Program
Federal Emergency Management Agency - Training
Internal Revenue Service-Diversity Program
National Archives and Records Administration - Training
Office of Personnel Management, Boyers, PA - Training
Small Business Administration-Agency Special Event
U.S. Corps of Engineers - Charity Event
U.S. Postal Service - Diversity Program

Assistance to Universities, Colleges, and Community

The FEB has developed many close relationships with colleges and universities in Southwestern PA, particularly through the partnership to sponsor Federal Career Days. This has resulted in many requests throughout the year from both faculty and students for information and guidance on Federal employment opportunities, internships, and the Federal application process. The Career services Offices of many colleges and universities refer their students to the FEB for assistance, and regular e-mails are received.

Job Vacancy Announcements/Excess Government Furniture

Agency job vacancy announcements are shared with the FEB agencies on the average of a few times per month through the broadcast fax and e-mail. In addition, these announcements are placed on the FEB website. Lists of excess government furniture are shared with Federal agencies whenever needed, averaging six-eight times a year. This information is provided through the broadcast fax, e-mail, and the website.

Directory of Federal Agencies

The Directory of Federal Agencies was updated throughout the year and made available on the FEB website.