

**2007 Annual Report
Pittsburgh Federal
Executive Board**

October 30, 2007

Ms. Linda Springer
Director
U.S. Office of Personnel Management
1900 E Street NW
Washington, D.C. 20415

Dear Ms. Springer:

It is my pleasure to present the Pittsburgh Federal Executive Board's Fiscal Year 2007 Annual Report. Significant accomplishments were made in 2007 in both of the Federal Executive Board's Lines of Business as well as our Foundational Function, 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,

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

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

- 1.) Line of Business: Emergency Preparedness, Security, and Employee Safety**
- 2.) Line of Business: 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 2007 are as follows:

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

I.) Homeland Security Training

A.) Continuity of Operations (COOP) Exercise Design Course

Partnered with FEMA to host a COOP Exercise Design Course From May 22-24 for federal and local government agencies. The Participants were introduced to the fundamentals of exercise design and were given the opportunity to work in teams to create their own COOP exercise. In addition, some of the trainees are members of the Pittsburgh FEB COOP Working Group and are assisting with the design of an intergovernmental functional tabletop exercise for May 2008.

B.) Community Anti-Terrorism Training

Partnered with the Community Anti-Terrorism Institute (CATI) to offer Community Anti-Terrorism Training to students and faculty at Carnegie Mellon University on February 2, 2007. The CATI has received additional

DHS grant money to continue to train Pittsburgh citizens on how to detect and respond to terrorism, and feedback was solicited from the attendees on how to best implement this throughout Pittsburgh. The plan is to train an additional 5,000 citizens as well as develop a template for a National program.

C.) Community Anti-Terrorism (CAT) E-Mail Tips

Every week, CAT Tips are e-mailed to all federal agencies to highlight various aspects of the CAT Program and to update agencies on current events and survival methods. In addition, the latest Homeland Security threat level and explanation is given and historical dates of terrorism close to that week are provided.

D.) Emergency Preparedness Training

Partnered with the FBI to offer Emergency Preparedness Training at the Allegheny County Emergency Operations Center (EOC) and a tour of the 911 Call Center on February 22, 2007.

E.) Law Enforcement Online (LEO) Training

Hosted four training sessions on LEO from June 18th-20th to help educate federal agencies on the capabilities of LEO, particularly the National Alert System feature. The training was given in a computer lab by three FBI representatives from the FBI's Criminal Justice Information Services (CJIS) and provided trainees with "hands on" experience. In addition to receiving an orientation on LEO, each trainee was able to register up to eight communication devices for the National Alert System (NAS).

The Pittsburgh FEB formed their own **Special Interest Group (SIG)** on LEO and currently has more than 60 federal agency members. The **NAS** feature is being **tested on a monthly basis** for the Pittsburgh FEB SIG.

Training for LEO moderators, who have additional responsibilities and privileges on LEO, including the ability to initiate a NAS, was given on August 15th.

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:

- 1.) **Annual OEP Training** for the floor monitor teams on May 16th.
- 2.) **Sheltering-in-place Drill** on August 9th.
- 3.) **Execution of Sheltering-in-place** due to hazardous weather in August 9th.
- 4.) **Full Building Evacuation Drill** on August 15th.
- 5.) **Code Adam Alert (Missing Child or Person) Drill** on September 7th.
- 6.) **Evacuation Chair Training** to help evacuate those with disabilities was given on September 25th.

II.) Tabletop Exercise

A.) Pandemic Flu Tabletop Exercise

The FEB partnered with FEMA to host a Pandemic Flu Tabletop Exercise on December 6th. Seventy representatives from over 30 federal, state, and local governments participated. Non federal participants included the Pennsylvania Emergency Management Agency, Pennsylvania Department of Agriculture, Allegheny County Health Department, Allegheny County Emergency Services, Port Authority of Allegheny County, City of Pittsburgh Office of Emergency

Management and Homeland Security, City of Pittsburgh Emergency Medical Services, and the University of Pittsburgh Medical Center.

Following the tabletop exercise during the morning, there was a Panel Discussion on the Pandemic Flu during the afternoon. Panelists included:

- Senior Scientist with CDC
- Patient Care Coordinator, City of Pittsburgh, Emergency Management Services
- Director, City of Pittsburgh, Office of Emergency Management and Homeland Security
- Systems Safety Specialist, Port Authority Transit of Allegheny County
- Psychologist, VA Pittsburgh Healthcare System
- Emergency Preparedness and Response Manager, Allegheny County Health Department
- Physician and Assistant Professor, University of Pittsburgh Medical Center, Department of Emergency Medicine

III.) Executive Education and Briefings:

A.) Full Board Meeting, National Weather Service Briefing

Hosted a Full Board Meeting on October 25th to review the Emergency Dismissal Policy. The meeting included an Executive Briefing by a Warning Coordination Meteorologist with the National Weather Service. Topics of discussion included using the NOAA Weather Radio as a warning tool, the Emergency Alert System, severe weather climatology for our local region, and Hazcollect, a new detection program with NOAA, FEMA and DHS.

B.) Full Board Meeting, Homeland Security Briefing

Hosted a Full Board Meeting on November 28th that featured an Executive Briefing on Homeland Security by Colonel Randall Larsen, Founder and Director of The Institute for Homeland Security. For more than a decade Colonel Larsen has been on the leading edge of homeland security studies. Federal agency heads, managers, security specialists, and military personnel attended and were provided a compelling perspective required to better understand the challenges and opportunities of homeland security.

C.) Full Board Meeting, Law Enforcement Online (LEO) Briefing

The FBI's Criminal Justice Information Services provided an Executive Briefing on Law Enforcement Online on April 18th. Federal agencies were invited to become members of LEO, a state-of-the-art internet system that includes a National Alert System and Virtual Command Center.

IV.) Continuity of Operations (COOP) Working Group

The FEB's COOP Working Group, which is made up of federal agency and local government representatives, met monthly to plan for a functional tabletop exercise in May 2008.

2.) Line of Business 2: Human Capital Readiness

I.) Common Needs Training

A.) Leadership Training

The FEB sponsored training on the "Six Core Competencies of Leadership" from May 15th-17th. This training is programmed to meet the developmental needs of managers, supervisors, and executives in 6 key areas. They include charting personal growth, taking action,

sharing a vision, motivating/developing others, building character, and communication skills.

B.) Human Resources Training

1.) Effective Documentation/Management's Win-Win

Hosted a comprehensive one day seminar on October 11th geared to every level of management and those responsible for investigation and oversight of the management process.

2.) Essentials of Human Resources

Hosted this comprehensive two day training course from March 6th -7th. This training focused on the importance of communication and explored the critical role supervisors play in dealing with multiple workplace issues.

C.) Pre-Retirement Training

Sponsored eleven Pre-Retirement Training sessions for the CSRS and the FERS and trained 630 federal employees. Two of the training sessions were held in Fairmont, WV to meet the training needs of federal employees in that area.

D.) New Congress Seminar

Hosted the New Congress Seminar given by the Government Affairs Institute of Georgetown University on March 22nd. The program included discussion and analysis of key legislative issues that are most significant to federal agencies, important regional issues, and agency specific issues.

**E.) U.S. Office of Personnel Management (OPM)
National Benefits Officers Training Conference**

Formed a panel of local retired federal employees to participate in a session at the OPM National Training Conference on May 23rd in Pittsburgh.

F.) Alternative Dispute Resolution (ADR) Training

Hosted a full day of ADR training for 30 representatives from federal agencies on April 19th. The training covered the mediation process, the steps of mediation, mediation techniques, mediation ethics, and an ADR simulation. The Federal Mediation and Conciliation Service conducted the training at no cost to federal employees.

G.) Federal Labor and Employee Training Forum

Partnered with the Department of Energy to sponsor a Federal Labor and Employee Relations Training Forum on June 7th. The agenda included nationally known speakers on some of today's hottest Labor and Employee Relations topics, including the role of performance in collaborative labor management relations, sexual harassment and reasonable accommodation, and current issues in MSPB law and practice.

II.) Workforce Outreach Initiatives

A.) Federal Career Day

The FEB sponsored its fifth annual Federal Career Day on November 15th on the campus of Carnegie Mellon University. This was a partnership with the U.S. Office of Personnel Management, Carnegie Mellon University, Duquesne University, the University of Pittsburgh, and the Partnership for Public Service.

Eighty-four agencies participated and nearly 1,000 students from over 70 universities and colleges attended the Career Fair, breakout sessions, and agency information sessions. The breakout sessions included "The Federal Application Process," "The Federal

Internship,” and mission critical occupation sessions on Law Careers, Technology Careers, and Health Careers.

B.) Careers in Government Day

The FEB sponsored a Careers in Government Day at Slippery Rock University on April 12th in partnership with six universities and colleges. Forty-four agencies participated in the event, and 300 students from twenty-one universities and colleges attended. Our keynote speaker was Kathy Dillaman, Associate Director, with OPM’s Federal Investigative Services Division.

Three educational breakout sessions were given, including “Finding and Applying for Jobs with the Federal Government” and “Opportunities for Minorities with the Federal Government.”

C.) Hispanic Job Fairs

Partnered and participated in Hispanic Job Fairs on October 8th at a community religious organization and on September 22nd at Carnegie Mellon University. Several hundred job seekers attended, and more than 30 federal and private employers participated.

D.) Federal Career Day Best Practices Conference Call

Participated in a conference call with the Partnership for Public Service and universities and colleges across the country to discuss best practices for Federal Career Days. In addition, we assisted the Partnership with the development of an online toolkit for Federal Career Days.

E.) Orientation Visit to U.S. OPM, Boyers, PA by College and University Career Services Staff

Assisted with the coordination of an Orientation Visit to U.S. OPM, Boyers, PA by more than 30 career services representatives from colleges and universities in Western

PA. Briefings were given on the Federal Employment Application process and Background Investigation process.

There was also an open dialogue on issues and obstacles that schools and their students are facing when considering employment with the federal government. Tours of the Federal Investigative Services Division and Retirement Operations Center were given.

F.) Working for America Seminar

Gave a presentation on Federal Career Opportunities to graduate students at the University of Pittsburgh Graduate School of Public and International Affairs on February 7th.

G.) Careers in National Security Seminar

Participated in a Careers in National Security Seminar at Allegheny College on September 22nd with the CIA, FBI, OPM, and the National Geospatial-Intelligence Agency. The FEB conducted two breakout sessions on “Navigating the Federal Application Process.” More than 50 students plus faculty and Career Services staff attended.

H.) Slippery Rock University Career Event

Participated in a Career Fair at Slippery Rock University on October 5th to promote public service. More than 300 students attended.

I.) Carnegie Mellon University Career/Internship Event

Participated in an Internship Fair and Networking Event for graduate students at Carnegie Mellon University, Heinz School of Urban and Public Affairs on February 2nd.

III.) Employee Recognition, Wellness, and Development

A.) Excellence In Government Awards Program

The FEB recognized more than 200 federal employees in 22 award categories at the 24th annual Excellence in Government Awards Program on May 11th.

B.) Disabled Veterans Hiring Initiative

A presentation on the Disabled Veterans Hiring Initiative (DVHI) was given at a Full Board Meeting on April 18th. The DVHI is a Department of Labor advocacy initiative designed to provide information to federal agencies that will be useful in recruiting and hiring veterans with disabilities in support of Executive Orders 13078 and 13163.

C.) Health Benefits Open Season Fair

The FEB hosted a Health Benefits Open Season Fair, including FEDVIPS, on November 2nd in the Moorhead Federal Building. Representatives from most of the major health plans were available to meet with the more than 600 federal employees who attended.

D.) Health and Stress Check Day

Hosted a presentation in October on the causes of stress and how to manage it, as well as screenings for blood pressure, blood glucose, body fat, and posture.

E.) Financial Planning Seminar

Hosted two Financial Planning Seminars, including the Thrift Savings Plan, on September 26th.

F.) Society of Government Meeting Professionals (SGMP)

Hosted three SGMP meetings, and we are in the process of forming a Pittsburgh Chapter.

IV.) Alternative Dispute Resolution (ADR) Consortium

The ADR Consortium received three requests for mediation this year. Two of the requests were for Pre-EEO complaints, and one request was a workplace dispute. Of the three, two were settled, and the estimated cost avoidance is \$61,378.22.

V.) EEO/Diversity Events:

A.) Hispanic Employee Recognition Program

Hosted an Hispanic Employee of the Year Recognition Luncheon on October 12th during Hispanic Heritage Month to honor our outstanding Federal Hispanic employees.

B.) Native American Heritage Month Art Exhibition

The Native American Heritage Month Committee sponsored their 16th annual juried art exhibition at the Monongalia Arts Center in Morgantown, West Virginia in conjunction with the West Virginia University Native American Studies Program from November 1st – 30th. 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.

C.) Martin Luther King Breakfast/Black History Month Kickoff

Hosted a Martin Luther King Breakfast on January 12th and a Black History Month educational program on February 1st.

D.) Black History Month Student Art and Essay Recognition Program

Hosted a Black History Month Student Art and Essay Recognition Program on February 23rd that formally recognized middle school students who competed in an Art and Essay Contest sponsored by the FEB's African American Heritage Month Committee. The winning entries were awarded **\$1350** in savings bonds.

F.) Federal Women's History Month Program

Sponsored a Women's History Month Program on March 22nd that included a keynote presentation by the FBI's Special Agent in Charge.

G.) Asian American Heritage Month Student Recognition Program

The FEB's Asian American Heritage Month Committee partnered with local high schools and Asian American Organizations to sponsor an annual essay and outstanding Asian Student Recognition Program. On May 4th, 17 outstanding Asian American high school students were recognized at an awards luncheon where they received savings bonds totaling **\$2700**, as well as plaques.

H.) Asian American Heritage Day

The FEB's Asian American Heritage Month Committee sponsored an Asian American Heritage Day at the Senator John Heinz Pittsburgh Regional History Center on May 5th. The Heritage Day featured many cultural programs including folk dancing, paintings, music, and flower arranging.

I.) Federal Women of the Year Recognition Program

On August 23rd twenty-nine women employed with federal agencies in our region were recognized in four award categories for their work performance, character,

and contributions to women in the workplace. The keynote speaker was Sharon Gilmore, Chief of Claims II Group, U.S. Office of Personnel Management, Retirements Operations Center.

J.) Hispanic Employment Program Committee Networking Meeting

Hosted a networking meeting on August 9th for federal agencies and Hispanic organizations from the community to better foster employment opportunities for Hispanics.

3.) Foundational Function: Intergovernmental and Community Outreach

A.) Full Board Meeting on Homelessness

Hosted a Full Board Meeting on February 21st to receive a briefing on Allegheny County's Ten Year Plan to End Homelessness and to understand the role of federal agencies in the plan.

B.) Combined Federal Campaign (CFC)

1.) CFC Charity Fairs

Hosted CFC charity Fairs on October 4, 11, and 18 at the Moorhead Federal Building with 37 charities participating, and on October 3, 10, and 11 at the Center for Disease Control with 26 charities participating.

2.) Three Rivers CFC 2006 Awards Luncheon

Held our Three Rivers CFC Awards Luncheon on February 2nd where we recognized 49 federal employees and agencies who played a key role in the success of this year's Campaign. For the first time ever, our Campaign surpassed the \$1 million mark and was recognized by OPM for having one

of the top three increases for Campaigns over \$1 million.

3.) CFC Regional Workshop

The FEB Executive Director gave a presentation entitled “CFC 101”, that included an overview of the CFC, at the Regional Workshop in New Orleans on April 10th.

4.) CFC Heroes Program

The FEB Executive Director served on a national committee for OPM’s CFC Heroes Program which is designed to recognize federal employees across the country for their outstanding support of the CFC program. During April, the Executive Director read and ranked 54 nominations and participated in conference calls to make the final selections.

5.) Eligibility Screening Panel

The FEB formed an eligibility screening panel that met on April 24th to review the applications of more than 300 local charities.

6.) OPM’s CFC Heroes Awards Program

Our Three Rivers CFC received two awards at OPM’s CFC Heroes Awards Program held at the Eisenhower Executive Office Building on July 26th. An individual Heroes Award was given to an agency campaign manager, and the Three Rivers CFC won an award for having the third largest campaign increase for campaigns over one million dollars.

7.) Charity Training and Speakers Bureau Training

Hosted Charity Training and Speakers Bureau Training on August 29th for more than 75 representatives from charities participating in the CFC.

8.) CFC Golf Outing

Sponsored a CFC Golf Outing on September 14th that attracted 98 golfers.

9.) CFC Key worker Training

Conducted key worker training on September 26, 27, and 28 for more than 220 federal employees.

10.) CFC Kickoff Event

Held a CFC Kickoff Event on September 27th that highlighted 46 local charities and featured a chili cook off between 10 federal agencies. More than 350 federal employees attended.

B.) Blood Drives

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

C.) Special Recreation Day

The FEB co-sponsored a Special Recreation Day with the U.S. Army Corps of Engineers on May 3rd that benefited more than 150 physically and mentally challenged individuals.