



PITTSBURGH FEDERAL EXECUTIVE BOARD

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November 4, 2009

Mr. John Berry, Director
U.S. Office of Personnel Management
1900 E. Street NW
Washington, D.C. 20415

Dear Mr. Berry:

It is my pleasure to present the Pittsburgh Federal Executive Board's Fiscal Year 2009 Annual Report. Significant accomplishments were made in 2009 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,

Terri Gerigk Wolf
Director
VA Pittsburgh Healthcare System
Chair, FEB

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Pittsburgh Federal Executive Board**

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Executive Summary

Pittsburgh Federal Executive Board

2009 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 2009. 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 "Steel Resolve 2009."

"Steel Resolve 2009"

"Steel Resolve 2009" was a functional continuity exercise designed by the Continuity of Operations (COOP) Working Group with the goal of establishing a collaborative learning environment for Federal agency players to test their COOP plans during a simulated terrorist event. The COOP Working Group selected objectives that focused primarily on Continuity Site Activation, Continuity Plan Validation, Continuation of Essential Functions, and Interagency Communications. Preceding the exercise, a Continuity Planners Workshop (Train the Trainer) was held, as well as a Training Seminar on Inject writing for COOP exercises.

Participants in "Steel Resolve" included Federal agencies, the Pennsylvania Emergency Management Agency, Allegheny County Department of Emergency Services, and the City of Pittsburgh Emergency Management Services. The Federal agencies participating represented more than 90% of the Federal population in the Pittsburgh area. Following the exercise, a "hotwash" was held with participating agencies and organizations to share best practices and lessons learned, and an after-action report was subsequently issued.

The after action report indicated that "Steel Resolve" provided an excellent opportunity for agencies to test their COOP plans from outside of their primary

work facility at continuity sites and telework locations, and most agencies had clearly defined essential functions, as well as sustainable and effective COOP plans. Participants felt their plans were sufficiently challenged and expressed a strong interest for future exercises and training opportunities of this magnitude.

In addition to “Steel Resolve”, the FEB hosted the following events to strengthen emergency preparedness:

Pandemic Influenza Preparedness Seminar/Tabletop Exercise

The FEB coordinated and hosted a Pandemic Influenza Seminar in partnership with the City of Pittsburgh Emergency Medical Services, Allegheny County Health Department, and the University of Pittsburgh Medical Center. Individuals from Federal and local government participated in this seminar which included sessions on Workforce Protection Planning, Options for Dispensing the Vaccine (Including the Closed Point of Dispensing Option), and a facilitated tabletop exercise on the Pandemic Influenza.

H1N1 Initiatives

The FEB hosted an Executive Briefing on H1N1 for all Federal agencies by the Center for Disease Control Career Epidemiology Field Officer assigned to the Allegheny County Health Department, and the presentation was distributed electronically to all Federal agencies. In addition, the FEB coordinated a briefing with the Department of Veterans Affairs on their government wide support to Federal agencies with H1N1 vaccination campaigns.

G20 Summit

Pittsburgh was the host city for the G20 Summit in September 2009, and the FEB hosted 2 Executive Briefings for Federal agencies to help them prepare for the impact of this event on the Federal workforce in downtown Pittsburgh. The FEB utilized the USP3 alert system to communicate with agencies before, during, and after the Summit. In addition, the FEB prepared a report on the status of the Federal workforce to the U.S. OPM. The majority of agencies were able to execute their COOP plan during this event.

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 seven 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 2,000 students, as well as many faculty and advisers. Here are some examples:

Federal Career Day

Pittsburgh Federal Career Day 2008

The FEB partnered with the University of Pittsburgh, Carnegie Mellon University, Duquesne University, the U.S. Office of Personnel Management, and the Partnership for Public Service to sponsor its seventh annual Federal Career Day, with the host school being the University of Pittsburgh. A networking reception was held the evening before and 75 Federal agency representatives, Professors, and Deans had the opportunity to build and strengthen relationships.

More than 80 agencies participated in the Federal Career Day, and almost 1100 students from over 50 universities and colleges attended. Two breakout sessions were given on the Federal application process, and over 120 students were educated.

Presentations on Federal Careers and the Application Process

In addition to Federal Career Day, 12 presentations on Federal Careers and the application process were given to over 400 students at colleges and universities, as well as organizations assisting the unemployed. Five student advisement days were also given at colleges and universities, where individual advisement was given to more than 50 students.

A third significant accomplishment for the year was providing sixteen common Needs Training courses for Federal employees, three Awards Programs, and 7 EEO/Diversity events.

Pittsburgh Federal Executive Board 2009 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 and Foundational Functional in Fiscal Year 2009 appear on the following pages.

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

Emergency Preparedness

Pandemic Influenza Preparedness Seminar

The FEB coordinated and hosted a Pandemic Influenza Seminar in partnership with the City of Pittsburgh Emergency Medical Services, Allegheny County Health Department, and the University of Pittsburgh Medical Center. Forty individuals from Federal and local government participated in this free three hour seminar which consisted of sessions on Workforce Protection Planning, Options for Dispensing the Vaccine (Including Closed Point of Dispensing Option), and a facilitated tabletop discussion on the Pandemic Influenza. The presentations were also forwarded by email to all members of the COOP Working Group Committee.

H1N1 Outreach

The FEB hosted an Executive Briefing for all Federal agencies on the H1N1 in partnership with the Centers for Disease Control. This presentation was also distributed electronically to all member agencies. A follow-up Executive briefing was sponsored by the FEB in partnership with the Department of Veterans Affairs (VA) on the VA's government-wide role in supporting Federal agencies in H1N1 vaccination campaigns.

Closed Point of Distribution (POD) Initiative

An informational briefing on the procedures to sponsor the establishment of a Closed POD, including soliciting volunteers to staff its operations, was given to federal agencies in partnership with the Centers for Disease Control (CDC) and the Allegheny County Health Department. A follow-up meeting with the Allegheny County Health Department was held to initiate the process of developing a Closed POD for the Moorhead Federal Building.

National Weather Service Executive Briefing

The FEB sponsored an Executive Briefing for Federal Agencies by the National Weather Service (NWS) on their role in both meteorological and non-meteorological emergencies. The NWS also clarified their role in supporting the FEBs "All Hazards" Emergency Plan.

Networking Meetings with FEMA and Local Governments

The FEB partnered with the University of Pittsburgh Center for National Preparedness (CNP) in sponsoring a Networking Meeting with individuals from Federal (including FEMA Region 3 Regional Director), State, and Local Governments who have leadership roles in our region for emergency preparedness. The purpose of this networking meeting was to learn more about each

agency and organization, as well as to build and strengthen these relationships to develop better partnerships and collaboration.

A second meeting included a presentation by the FEMA Region 3 Regional Director to emergency managers and officials from Federal, State, and Local governments, as well as private companies and corporations.

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

G20 Summit Executive Briefing

Pittsburgh was the host city for the G20 Summit in September 2009, and the FEB hosted 2 Executive Briefings for Federal agencies to help them prepare for the impact of this event on the Federal workforce in downtown Pittsburgh. The FEB utilized the USP3 alert system to communicate with agencies before, during, and after the Summit. In addition, the FEB prepared a report on the status of the Federal Workforce to the U.S. OPM. The majority of agencies were able to execute their COOP plan during the G20.

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 trainings and exercises that allowed Federal agencies to strengthen and test their COOP plans.

“Steel Resolve” Functional COOP Exercise

The FEB’s COOP Working Group planned and hosted a Functional Exercise entitled “Steel Resolve.” The purpose of this Exercise was to test Agency continuity plans and capabilities after an Improvised Explosive Device (IED) detonation in the Pittsburgh Metropolitan Area.

The COOP Working Group selected objectives that focused primarily on Continuity Site Activation, Continuity Plan Validation, the Continuation of Essential Functions, and Interagency Communications.

Participants in “Steel Resolve” included Federal Agencies, the PA Emergency Management Agency, Allegheny County Department of Emergency Services, and the City of Pittsburgh Emergency Management Services. The Federal Agencies participating represented more than 90% of the Federal population in the Pittsburgh area.

The day following the Exercise a “Hotwash” was held with participating agencies and organizations who shared best practices and lessons learned. An After-Action Report (AAR) was prepared and shared at a subsequent meeting. The AAR was also distributed to all FEB member agencies, along with multiple COOP resources and guides.

Continuity Planners Workshop (Train the Trainer)

The FEB hosted a free three day Continuity Planner Workshop that was attended by planners from the Federal and local governments, as well as the private sector.

Exercise Inject Writing Seminar

The FEB hosted a free one day Exercise Inject Writing Seminar to teach COOP planners how to write effective and purposeful injects to test and challenge their respective COOP plans. Participants included representatives from Federal and local governments as well as the private sector.

Emergency Communications

USP3 Communication and Alert System

During this year, the USP3 Communication and Alert System was fully implemented, and the data base was expanded. USP3 was tested on a monthly basis and was activated during a severe winter storm as well as the G20 Summit. In addition, USP3 was tested during the “Steel Resolve” Functional Exercise.

Law Enforcement Online (LEO)

The National Alert System of LEO was tested on a monthly basis and was also utilized during a severe winter storm and the G20 Summit.

Line of Business 2: Human Capital Readiness

Recruitment Initiative

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 2,000 students, as well as many professors, advisors, and deans. They included the following:

Pittsburgh Federal Career Day 2008

The FEB in partnership with the University of Pittsburgh, Carnegie Mellon University, Duquesne University, the U.S. Office of Personnel Management, and the Partnership for Public Service, sponsored its seventh annual Federal Career Day. This year's event was hosted on the campus of the University of Pittsburgh. For the first time ever, we hosted a Networking Reception on the evening before Federal Career Day for the Federal agency representatives and the Deans and Professors of the sponsoring Universities, with the goal of building and strengthening these relationships. More than 75 attended this reception.

More than 80 agencies participated in the Federal Career Day, and almost 1100 students from over 50 universities and colleges attended. Two breakout sessions on the "Find and Apply" application process were given, and over 120 students attended.

Criminology and Government Career Fair, Indiana University of Pennsylvania (IUP)

The FEB partnered with IUP to sponsor this event, which included 24 agencies, as well as several hundred students.

Slippery Rock University Career Fair

The FEB participated in a Career Fair at Slippery Rock University along with the U.S. OPM, Federal Investigative Services Division. Approximately 200 students attended and were provided with information and guidance on Federal Career opportunities. Resumes were collected for open vacancy announcements for OPM Investigators in the Washington D.C. area.

"Unique Careers in Education" Expo at Grove City College

The FEB participated in a "Unique Careers in Education" Expo at Grove City College and provided over 100 students information on career opportunities for education majors.

Hispanic Youth Career Event

The FEB hosted an Hispanic Youth Career Event at an Hispanic religious organization to promote Federal career opportunities and featured a panel discussion with Hispanic professionals, including the Special Agent in Charge of the Pittsburgh FBI Office.

“Find and Apply” Presentations at Lock Haven University

The FEB Executive Director gave “Find and Apply” presentations on Federal career opportunities to three classes at Lock Haven University, as well as a campus wide presentation, meeting with over 120 students.

“Find and Apply” Presentation at Grove City College

The FEB Executive Director partnered with the FBI to provide information on Federal career opportunities to over 50 students at Grove City College.

“Find and Apply” Presentation at Baldwin Wallace College

The FEB Executive Director gave two classroom presentations to over 70 students, and also provided individual advisement sessions.

“Find and Apply” Presentation at Penn State University

The FEB Executive Directory gave a campus wide presentation on the Federal application process to students attending the Shenango Campus of Penn State University.

“Find and Apply” Presentation at Slippery Rock University

The FEB Executive Director gave a presentation on Federal career opportunities to 30 students at Slippery Rock University, and also provided individual advisement sessions to 24 students.

“Find and Apply” Presentation at Allegheny College

The FEB Executive Director and the FBI partnered to provide a presentation on Federal career opportunities to 40 students at Allegheny College.

“Find and Apply” Presentation at Saint Vincent’s College

The FEB Executive Director gave a presentation on the Federal application process to over 50 students at Saint Vincent’s College, and also provided individual advisement sessions to over 20 students.

“Find and Apply” Presentation at Right Management

The FEB Executive Director gave a presentation on Federal career opportunities to over 50 unemployed individuals at Right Management, a manpower company.

Common Needs Training

The FEB provided fifteen Common Needs Training classes that were attended by almost 500 employees.

Essentials of Human Resources II Training

The FEB sponsored Essentials of Human Resources II Training for 24 Federal Human Resource Specialists and Managers. This comprehensive two day class focused on the importance of communication and explored the critical role that supervisors play in dealing with multiple workplace issues.

Five Core Competencies of Leadership

This three day class was hosted by the FEB to meet the developmental needs of managers, supervisors, and executives in six key areas. They included charting personal growth, taking action, sharing a vision, motivating/developing others, building character, and communication skills.

Benefits Orientation Training

Two sessions of Benefits Orientation Training were given to 76 Federal employees. The training was geared toward recently hired employees and provided them with comprehensive coverage of their benefit package.

Pre-Retirement Training

The FEB sponsored seven Pre-Retirement Training sessions for the CSRS and FERS and trained over 230 Federal employees. In addition to classes being offered at the Moorhead Federal Building in downtown Pittsburgh, two of the sessions were held in Fairmont, WV, and one was given at the U.S. OPM, Boyers, PA.

EEO Educational Seminar

An educational seminar on the “New American with Disability Act” was given by the Director of the Pittsburgh EEOC to 46 Federal employees from 14 agencies.

Financial Planning Seminars

The FEB hosted three Financial Planning Seminars for Federal employees that included presentations on the TSP, as well as retirement choices and strategies

Native American Education/Awareness Program

A professor from Bloomsburg University conducted an educational and awareness program on Native Americans, highlighting “Native Americans in Pennsylvania Today.”

Awards, and Recognition, and Wellness Programs

The FEB sponsored four Awards programs that recognized over 200 Federal employees for special accomplishments and achievements. In addition, the FEB supported a National Awards Program, and sponsored two wellness events. These programs included the following:

Excellence in Government (EIG) Employee Awards Program

The FEB recognized over 150 individual Federal employees and teams in twenty-two award categories at the 26th annual EIG Employee Awards Program. Almost 500 were in attendance.

Federal Women of the Year (FWOY) Awards Program

The 2008 FWOY Awards Program recognized 27 women in four categories and was attended by 80 people.

Hispanic Employee of the Year Awards Program

Four Federal employees were recognized at the Hispanic Employee of the Year Awards Program, and 60 individuals attended this special event.

Combined Federal Campaign (CFC) Awards Program

This Awards Program recognized 23 individuals and agencies for their outstanding support of the 2008 CFC, and was attended by 90 Federal employees.

Service to America Medals Program

The FEB promoted and solicited nominations for the Partnership for Public Service’s Service to America Medals Program.

Service to America Medals Reception

The FEB assisted with the coordination of a Service to America Medals Reception for a Pittsburgh FEB member employed with the Department of Veterans Affairs Pittsburgh Healthcare System, who was the winner of the Service to America Medal in Citizen Services.

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 800 Federal employees.

Federal Employee Health Fair

The FEB partnered to host a Health Fair for Federal employees that included massage therapy, bone density screenings, blood pressure screenings, posture analysis, body fat analysis, smoking cessation, and other educational opportunities.

Alternative Dispute Resolution (ADR) Program

The FEB received four requests for ADR mediation this year. Of the three complaints, two were settled.

Diversity/Heritage Programs

Native American Heritage Month Art Exhibition

The FEB's Native American Heritage Month Committee sponsored an educational Art Exhibition to celebrate Native American Heritage Month. This Exhibition was displayed in an art gallery on the campus of Slippery Rock University through the month of November.

Martin Luther King Commemoration Breakfast

The FEB's African American Heritage Month Committee sponsored a Martin Luther King Commemoration Breakfast and Diversity Program, with 51 in attendance.

Black History Month Kickoff Program

A Black History Month Kickoff Program was hosted by the African American Heritage Month Committee and featured a presentation by an historian on the "Quest for Black Citizenship in the Americas."

African American Heritage Month Art and Essay Awards Program

The FEB's African American Heritage Month Committee sponsored an African American Heritage Month Art and Essay Program for middle school students in the Pittsburgh area. These middle school students submitted art projects and essays that represented a theme for African American Heritage Month, and they were reviewed by the Committee. Eleven students were recognized and received savings bonds totaling \$2,050. Eighty were in attendance.

Federal Women's History Month Educational and Networking Program

The FEB's Federal Women's Program sponsored a Federal Women's History Month Educational and Networking Program that featured a presentation on "Women Taking the Lead to Save Our Planet," that focused on preserving natural resources and improving the quality of life. Fifty-eight were in attendance.

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 high school students were evaluated on their scholastic achievements, extra curricular activities, community service activities, and a written essay. Fourteen students were recognized at an Awards Luncheon where they received savings bonds totaling \$1,800, as well as plaques.

Foundational Function: Intergovernmental and Community Activities

2009 Three Rivers Combined Federal Campaign (CFC)

Local Federal Coordinating Committee (LFCC)

The FEB hosted monthly LFCC meetings to oversee the 2009 CFC, including the merging of the PA West CFC with the Three Rivers CFC.

CFC Charity Training

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

CFC Screening Panel

The FEB formed a CFC Screening Panel of Federal employees and reviewed more than 200 local charity applications.

CFC Keyworker Training

Training for more than 70 Federal agency keyworkers was provided.

CFC “Chili Cookoff” Kickoff

The LFCC hosted a CFC “Chili Cookoff” to kickoff the 2009 CFC. This event featured ten Federal chili cooks, fifty CFC charities, and was attended by over 600 Federal employees.

CFC Golf Outing

A CFC Golf Outing was sponsored to help kickoff the 2009 CFC and to create greater awareness of the CFC. There were 139 golfers who participated, and a CFC charity representative gave a presentation at the conclusion of the event.

CFC Recognition and Awards Program

A CFC Recognition and Awards Program was hosted to recognize twenty-three individuals and agencies for their outstanding support of the CFC. Ninety Federal employees attended and participated in the celebration of a successful CFC that raised nearly a million dollars.

CFC National Heroes Program

The FEB Executive Director served on a national committee to support the U.S. OPM's CFC Heroes Program. This included participating in conference calls and evaluating 80 nominations that were submitted by CFC campaigns across the country and overseas. The Executive Director also participated in the Awards Program in Washington D.C.

Community Activities

“Ability Pittsburgh” Outreach Program

The FEB partnered with the Heinz Regional History Center and the Smithsonian Institution to host “Ability Pittsburgh,” an outreach program benefiting youth with disabilities. This event provided students with disabilities the opportunity to participate in four distinct interactive activity modules, including a module on employment and careers.

The event was a huge success with more than 350 students from four counties attending. Fifty community partner organizations and Federal agencies participated.

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 a Special Recreation Day at Youghioghney Lake, a Corps of Engineers facility. This event offered many recreational activities, including fishing and boat rides for over 150 physically and mentally challenged individuals.

Three Rivers Contingency Planning Association (TRCPA)

The FEB Executive Director gave a presentation to the TRCPA at the Allegheny County Emergency Operations Center on COOP Training as well as a Functional Exercise sponsored by the FEB. Several organizations registered to participate in the COOP training and exercise.

Feds Feed Families Food Drive

The FEB promoted the Feds Feed Families Food Drive and sponsored two drives during the summer of 2009 in the Moorhead Federal Building.

Blood Drives

The FEB sponsored eight Blood Drives at the Moorhead Federal Building, and Federal employees were recognized as the third 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.