



Fiscal Year 2007 Annual Report

Greater Boston Federal Executive Board

Thomas P. O'Neill, Jr.
Federal Building
10 Causeway Street, Suite 178
Boston, MA 02222
(617) 565-6769
www.boston.feb.gov

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Executive Summary

The Greater Boston Federal Executive Board (GBFEB) fosters communication, coordination and collaboration among Federal offices across New England. We produce new ideas and approaches to advance Federal initiatives and programs in the field. We identify strategic partners, bring them together, and inspire them to work towards common goals.

In FY 2007, the US Office of Personnel Management unveiled two new lines of business for the FEB Network. The GBFEB successfully met the mandates under each line of business in this first year.

1. Emergency Preparedness, Employee Safety and Security
2. Human Capital Readiness

- ▶ The GBFEB coordinated **Homeland Security and Emergency Preparedness** activities through our Homeland Security Standing Committee. Our *Liaison to the Law Enforcement Community* and interagency *Continuity of Operations (COOP) Working Group* helped develop and strengthen planning by coordinating an array of training and exercise opportunities, including forums focusing on a pandemic and workplace violence.
- ▶ The GBFEB focused on local and national **Human Capital Readiness** goals by sponsoring leadership development training, forming partnerships with local high schools, colleges / universities, and veterans organizations to market career opportunities with the United States Government, and by recognizing the achievement of the local Federal workforce.
- ▶ The GBFEB continued to facilitate its **Foundational Activities**, including outreach to veterans and promoting and supporting white house initiatives.
- ▶ The GBFEB continued to provide strong leadership, oversight and accountability for the Eastern Massachusetts **Combined Federal Campaign**. Over \$2 million was raised in Greater Boston this year.

The GBFEB achieved valuable results during a year of leaner budgets and tighter resources. We provided a variety of cost-effective programs and activities, in response to the needs and expectations of our member agencies.

We are grateful for the support of our member agencies to assist us in achieving our goals.

BACKGROUND

By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEBs) to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the US Office of Personnel Management (OPM), which today maintains oversight of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (2) coordination of local approaches to national programs as approved by the Director, OPM; (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected officers (Chair and Vice Chair) Councils and Committees specific to FEB programs. The FEB staff manages the daily operations of the board.

Thank you to EPA New England for funding for the GBFEB staff position & to GSA New England for their support of the GBFEB office and equipment this year.

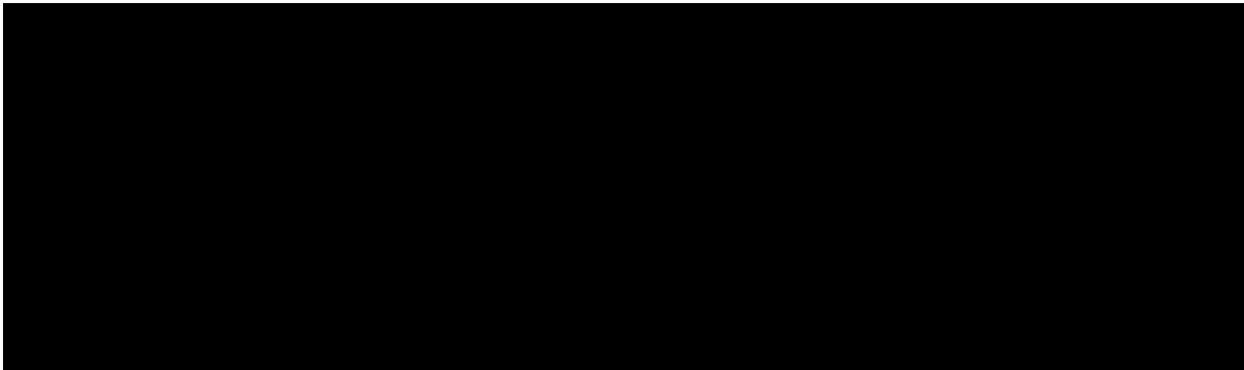
DEMOGRAPHICS: Greater Boston Federal Workforce by the Numbers*

- ▶ There are approximately 78,000 civilian Federal employees (includes full and part time) who work in duty stations across Massachusetts;
- ▶ More than 3,000 active duty members of the armed forces and 13 military installations in Massachusetts;
- ▶ Upwards of 17,000 postal employees;
- ▶ More than 43,000 Federal retirees reside here;
- ▶ More than 450,000 veterans live and work in Massachusetts;

MASS FACTS*

- ▶ Approximately 180 Federal agencies maintain a presence in Massachusetts;
- ▶ Boston is the regional city for the New England Region;
- ▶ Massachusetts has 10 Congressional Districts;
- ▶ There are Federal Executive Associations in each New England state, including Maine, New Hampshire, Vermont, Rhode Island, Connecticut and Western Massachusetts;

Visit www.boston.feb.gov to learn more



*Sources: US Census Bureau; US Office of Personnel Management; Department of Defense

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

Activity Category: Training, Exercises and Educational Forums

1. Coordinated and sponsored trainings and tabletop exercises for agency heads and emergency coordinators including:
 - ▶ BE READY Train-the Trainer 54 Federal agencies represented
 - ▶ Crisis Communications Training 80 Federal agencies represented
 - ▶ Seminar on Pandemic Influenza 61 Federal agencies represented
 - ▶ Pandemic Tabletop Exercise 72 Federal agencies represented
 - ▶ How to Make TeleWORK Briefing 36 Federal agencies represented
 - ▶ Workplace Violence Workshop 75 Federal agencies represented

Activity Category: Communication and Information-Sharing

2. Shared 2004 After Action Report entitled “*Federal Workforce Planning for the Democratic National Convention: A National Special Security Event*” with FEB counterparts in Minneapolis and Denver, hosts of the 2008 National political conventions, respectively;
 - ▶ Convened conference call with Denver FEB principals to share lessons learned and best practices from our year-long planning efforts;

The GBFEB prides itself on its information-sharing and communication abilities. We strive to ensure that agency decision-makers have accurate, up-to-date and consistent information, particularly during emergency situations, in order to make informed decisions relative to the Federal workforce.

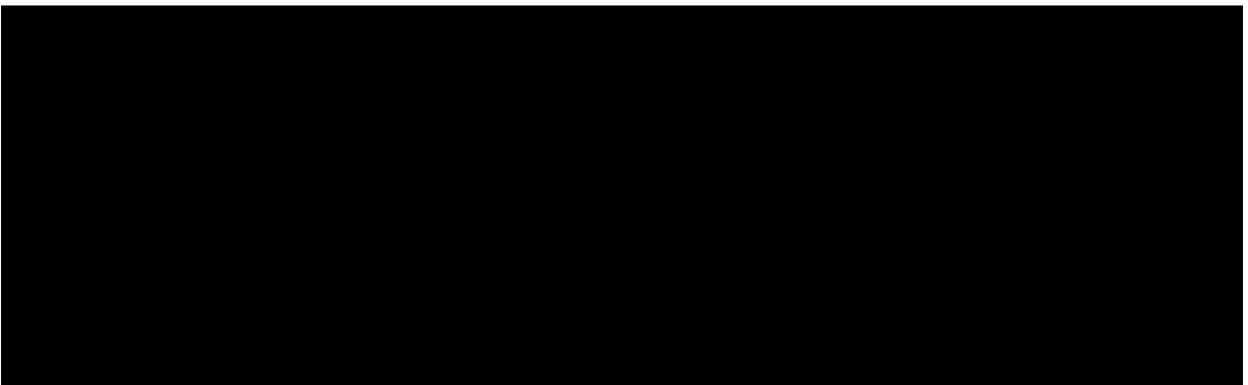
3. Collected 24 / 7 contact information for local Federal agency decision-makers. A certified letter was sent to the 180 Federal agency heads with more than 95% compliance;
 - ▶ Maintained a secure internet web portal, courtesy of the DHS / Federal Protective Service, that enabled us to communicate via email and host real-time chats, when necessary;
 - ▶ Distributed key GBFEB data via a secure zip drive, to GBFEB leadership, enabling them to access key documents and materials during a COOP event. Materials included contact and distribution lists, directories and GBFEB policy documents;
 - ▶ Maintained an active Emergency Decision and Notification Committee consisting of subject-matter experts to help collect and distribute information and make recommendations during extreme weather events and other emergencies;

Activity Category: Building and Maintaining Relationships

4. Strengthened working relationships with Federal, state and local emergency management, public safety and law enforcement officials in an effort develop strategies for coordinated planning and response during an emergency;
 - ▶ Briefed the New England Special Agent in Charge Association at their annual conference on the FEB lines of business and our vision for the future;
 - ▶ Regularly participated in various educational forums and briefings sponsored by the Massachusetts Emergency Management Agency;
 - ▶ Actively distributed guidance and policy documents relative to homeland security from the US Office of Personnel Management, FEMA, GSA and other Administration officials;
 - ▶ Collaborated with the Governor's Office when making recommendations regarding the status of the Federal workforce during extreme weather events;

Other Significant Contributions:

- ▶ Executive Director chaired the national FEB Emergency Preparedness, Employee Safety and Security Council hosted by OPM to discuss issues and provide guidance to the FEB network relative to this line of business;
- ▶ Executive Director was one of three to testify before the US Senate Subcommittee on Government Management and the Federal Workforce on September 28, 2007 during a hearing entitled "*The Role of Federal Executive Boards in Pandemic Preparedness.*" The hearing was called as a follow up to a General Accountability Report on the same subject published in May 2007;



II. Line of Business: Human Capital Readiness

Human Capital Readiness Council Chair FY 2007:
Ms. Suzanne M. Biermann, Regional Administrator
USDA / Food and Nutrition Service

The GBFEB Human Capital Readiness Council acts in an advisory capacity in the area of human capital readiness for the purpose of: (1) prioritizing annual activities based on needs assessment and OPM directives; (2) pooling resources and experience to support and advance the capacity of the Greater Boston federal workforce; and (3) fostering partnerships with professional and community groups to raise awareness and promote public service as a career.

Activity Category: Human Capital Best Practices Forums:

Awards and Recognition: Hosted two low-cost government-wide forums in 2007 to recognize achievements and the distinguished public service;

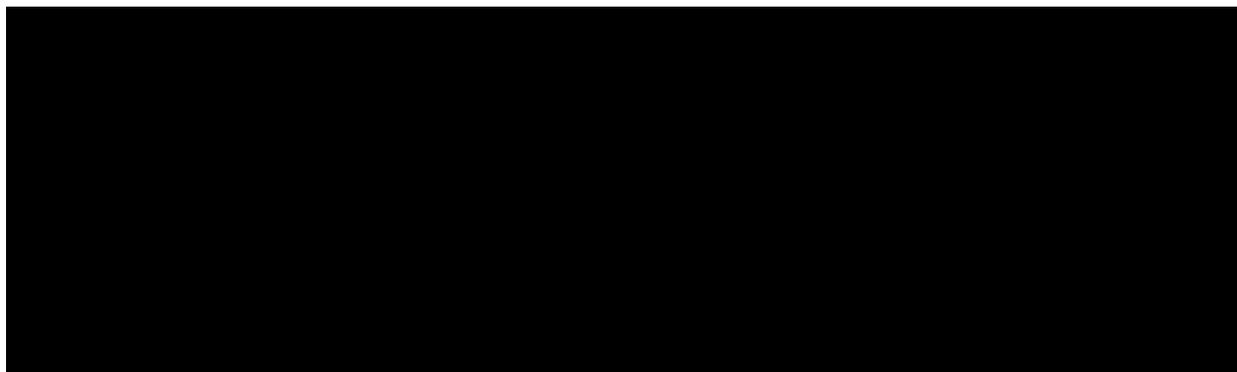
- ▶ *Support Personnel Awards:* recognizes outstanding performance and achievement of Federal support personnel;

- ▶ *Excellence in Government Awards:* recognizes the “best of the best” among the local Federal workforce in competitive categories;

Actively supported *Public Service Recognition Week* activities in May 2007 that included the presentation of three Memorial Awards:

- ▶ Speaker Thomas P. O’Neill, Jr. Award For Exemplary Public Service
- ▶ Senator Paul E. Tsongas Award for Exemplary Community Service
- ▶ Congressman John Joseph Moakley Award for Exemplary Public Service

3.) *Succession Planning*: Campaign to Promote Public Service targeted high school students and guidance counselors to educate them about careers with the Federal government. Colleges/ Universities and veterans organizations were also included;



Activity Category: Human Capital Training based on local needs

Course	# attendees	Estimated Market Price	FEB price	Cost Avoidance
Lead First Manage Second	SOLD OUT @ 50	\$199 / person (plus travel)	\$125 / person	Est. \$3700+
Motivating People during Times of Continuous Change	65	\$ 199 / person (plus travel)	\$75 / person	Est. \$8060+
Pre Retirement Training—One Day CSRS / FERS	SOLD OUT @ 370	\$225 / person	\$45 / person	Est. \$66600+
Crisis Communications Training*	SOLD OUT @ 80	\$800 / person (plus travel)	\$99 / person	Est. \$56080
Diversity Training	SOLD OUT @ 336	\$250+ / person	\$60 / person	Est. \$63840

4. Our interagency *Diversity Standing Committee* promotes and supports the furtherance of diversity in the Federal workplace.

- ▶ 23 member committee met monthly to articulate issues and challenges facing the Federal workforce in this regard;
- ▶ Facilitated a series of Diversity Dialogue Groups throughout the year for members to learn and openly discuss hot topics in diversity;
- ▶ Hosted a one-day training for the Federal community that included a keynote speaker and two panels addressing the important issues and challenges;

5. The *Shared Neutrals Program* maintained a presence in 2007 and provided assistance in 5 Federal agency cases resulting in a significant cost-saving.

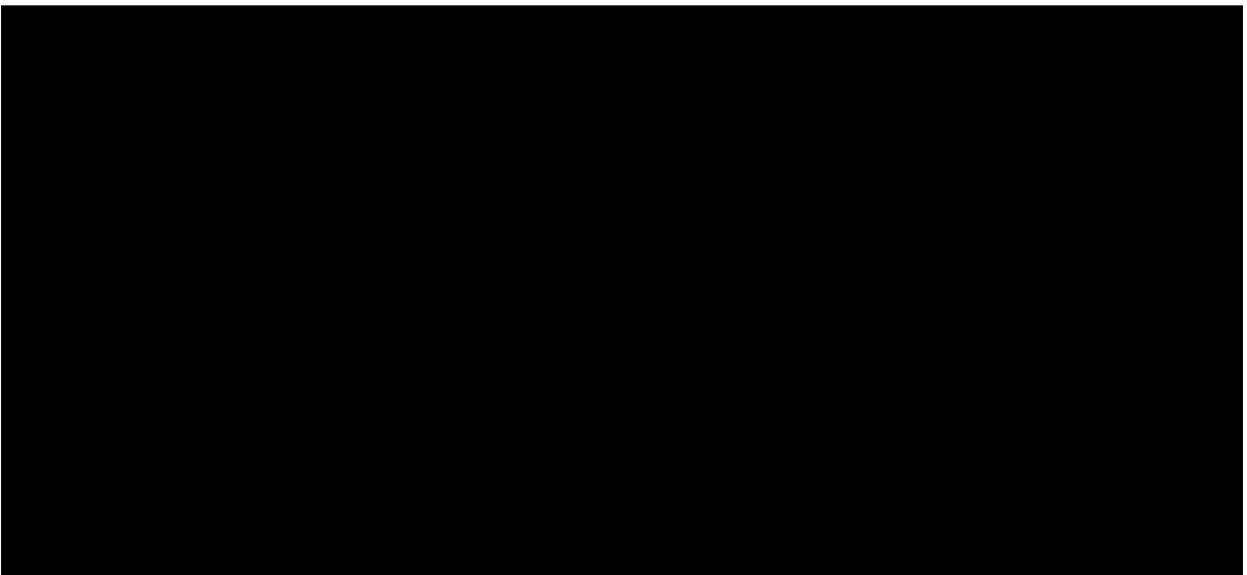
- ▶ Plans for 2007 include revitalizing and expanding the program;

6. *Base Realignment and Closure (BRAC)*: Three military installations in Massachusetts are to be significantly impacted over the next two years.

- ▶ Provided keynote speech for a career forum for 40 employees of the Puget Sound Naval Shipyard—Detachment Boston on the landscape of hiring in the New England Region;
- ▶ Discussed FEB's role in promoting availability of candidates via ICTAP to other local Federal agencies with 3 installations;

Other Public Service Outreach:

- ▶ *Congressional Outreach:* Provided a briefing on the Federal government's recruitment and hiring process to the full staff of Congressman Michael Capuano;



III. Foundational Activities:

Activity Category: Combined Federal Campaign (CFC)

1. The Eastern Massachusetts CFC covered approximately 46,000 Federal employees in six Massachusetts Counties and raised more than \$2.1 million for local, national and international charities.
 - ▶ Local Federal Coordinating Committee provided strong leadership, accountability and oversight for the Campaign;
 - ▶ CFC Chair troubleshooted problems, provided increased visibility and demonstrated strong leadership support of the CFC;
 - ▶ Responded to the needs and expectations of our donors by being one of the first in the Country to launch an active e-pledge mechanism;

Activity Category: Outreach to Veterans

2. Continued to support and participate in programs to honor our Nation's veterans;
 - ▶ Actively participated in a briefing for Massachusetts' Veterans Service Officers hosted by the National Archives and Records Administration to provide the latest information relative to careers with the Federal government, changes to veterans preference, etc.;
 - ▶ Represented Federal agencies by answering questions and promoting careers with the Federal Government at a Veterans Day Open House sponsored by the National Archives and Records Administration;
 - ▶ Provided keynote speech for a Veterans Career Forum hosted by the Commonwealth of Massachusetts' Department of Employment and Training;

Activity Category: Community Outreach

3. *Scholarship Program:* Two \$1000 scholarships were awarded in memory of two local Federal employees whom we lost in 2006;
(Ms. Donna Gindes, US Department of Energy & Mr. Robert Marsetta, IRS)
4. *Toys for Kids:* In cooperation with the Boston Police Department, and with leadership from the US Secret Service, facilitated major Federal contributions to this meaningful program benefited hundred of needy families in Massachusetts;

Greater Boston Federal Executive Board Organizational Chart

