

# ANNUAL REPORT

## Fiscal Year 2009



**GREATER BOSTON**

**FEDERAL EXECUTIVE BOARD\***

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### 2009 Officers

Chair

First Vice Chair  
 Manuel J. Vaz, Regional Commissioner  
 Mark Falk, Regional Administrator  
*Social Security Administration*  
*US Department of Labor / OASAM*

Second Vice Chair

Past Executive Chair  
 Kathleen N. Ludgate, Regional Director  
 Steven Ricciardi, Special Agent in  
 Charge  
*US Census Bureau*  
*US Secret Service*

#### **Additional agencies represented on our Board of Directors**

*IRS; National Park Service; US Coast Guard; National Archives and Records Administration; Hanscom Air Force Base; USDA Food and Nutrition Service; US Department of Labor; FAA; Postal Service; Defense Contract Management Agency; US Army Corps of Engineers; EPA; US Army Natick Soldiers Systems Center; HUD; EEOC; Volpe National Transportation Systems Center; GSA; Federal Protective Service; FEMA; National Weather Service;*

## **EXECUTIVE SUMMARY**

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

In 2009, the US Office of Personnel Management (OPM) continued to refine and define the Federal Executive Board (FEB) network's goals and objectives. The Greater Boston FEB, thanks to its' leadership and support of its' Councils and Committees, successfully met the mandates under each line of business set forth in the FEB National Strategic Plan.

### LINES OF BUSINESS

- I. Emergency Preparedness, Employee Safety & Security
- II. Human Capital Readiness
- III. Foundational Activities

## **NOTABLE BOSTON ACCOMPLISHMENTS IN 2009**

- ✓ A new GBFEB workgroup was formed in 2009 entitled the *Preparedness, Response and Emergency Partnership* to help Federal, state and local public affairs contacts bridge the gap between preparedness, response and ESF 15 activities;
- ✓ The New England Stimulus Workgroup guided more than 30 Federal agencies to effectively collaborate relative to the implementation and oversight of the Act in our region;
- ✓ We actively sponsored a variety of recruitment & retention programs, including Federal Career Advisors Training for College Career Counselors, Diversity Training for Managers and Veterans outreach;
- ✓ The Eastern Massachusetts Combined Federal Campaign raised more than \$2.2 million for local, national and international charities;

## **THE FEB'S SUCCESS IS DUE TO IT MEMBERS!**

The Boston FEB 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 and commitment of agency leaders in helping us achieve our goals. Thank you!

## ABOUT THE FEDERAL EXECUTIVE BOARD NETWORK

President John F. Kennedy established Federal Executive Boards (FEBs) by Presidential Directive in 1961 to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment. Approximately 86% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and district offices of Federal departments and agencies as they 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. The Director, US Office of Personnel Management (OPM), maintains oversight of the FEB Network.

Today, there are 28 FEBs located in areas with a significant Federal population. FEBs are comprised of the highest ranking local officials from each Federal agency in the geographic area. Boston's leadership team consists of a Board of Directors with a Chair, First Vice Chair, Second Vice Chair and Past Executive Chair as well as councils and committees specific to FEB programs. An Executive Director manages the board's daily operations.

## DID YOU KNOW?

- ✓ The Boston FEB received national recognition for forming the first-of-its-kind *New England Stimulus Workgroup* in 2009. Consisting of regional agencies with major roles in the American Reinvestment and Recovery Act (ARRA,) this group provides a forum for the exchange of ideas, lessons learned and best practices.
- ✓ US Office of Personnel Management Director (OPM) John Berry named Executive Director Kim Ainsworth as the *FEB Executive Director of the Year* at the FEB National Conference in July 2009. This is only the second time this award has been presented.
- ✓ "*The FEB Authorization Act of 2009*" was formerly marked-up in Committee in July 2009 and was sent to the full Senate for debate. The Act would provide a steady funding stream for the 28-member FEB Network. Boston was 1 of 2 FEB's to formally represent the Network during the pre-mark-up session.
- ✓ Boston is represented on several National Committees, including the National CFC Committee and the FEB Emergency Preparedness, Employee Safety and Security Council.

## NEW ENGLAND DEMOGRAPHICS 2008/2009

### THE FEDERAL WORKFORCE BY THE NUMBERS\* - MASSACHUSETTS

- ✓ The US Government is the area's largest employer among public and private employers.
- ✓ There are approximately 78,000 civilian Federal employees (includes full and part time) in more than 300 work sites.
- ✓ There are more than 3,000 active duty members of the armed forces and 13 military installations in Massachusetts.
- ✓ There are upwards of 12,000 postal employees in Massachusetts.
- ✓ More than 43,000 Federal retirees reside here.
- ✓ More than 450,000 veterans live and work here.
- ✓ Approximately 190 Federal agencies maintain a presence here.

### MASS / NEW ENGLAND FACTS

- ✓ There are more than
- ✓ Boston is the regional city for the New England Region.
- ✓ New England has 22 Congressional Districts.  
(CT – 5; ME – 2; MA – 10; NH – 2; RI – 2; VT – 1;)
- ✓ There are 6 Federal Executive Associations in New England.
- ✓ CT; ME; NH; RI; VT; and Western MA;)
- ✓ Massachusetts draws more than 100,000 Federal travelers annually on US Government business. (Numbers do not include contractors.)

### BOSTON'S BOARD

- ✓ The "senior-most" person at each Federal agency with a presence in the region is a member of the full board by virtue of the position. (5 CFR Part 960)
- ✓ 190 Federal agency heads comprise our full board.
- ✓ The FEB's Board of Directors consists of 21 elected members plus 5 ex officio.  
(ex officio = OPM; GSA; FPS; Coast Guard, FEMA, NWS)
- ✓ The Board of Directors strives to be a representative group representing Federal civilian, military, postal, political and law enforcement leadership.

### **GBFEB engagement: GET INFORMED. BE ACTIVE. GET RESULTS**

The new fiscal year provides the perfect time to discover the best ways for you to get the most out of YOUR FEB. Contact us to learn about how to best become engaged with the FEB in FY2010. The FEB team can put together a customized plan for you that identifies how you can "get active" in ways that are meaningful, beneficial and that accommodate your busy schedule. Boston has had many successes over the past year and we look forward to building on them and serving your agency needs this year

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

(A) Chair: Russ Webster, Federal Preparedness Coordinator, FEMA Region 1

This Council acts in an Advisory capacity in the areas of emergency readiness and response for the purpose of (1) ensuring interagency communication and collaboration in times of emergency; (2) pooling resources to support the safety and protection of the Federal workforce; and (3) educating the Federal workforce on health and safety issues;

**Activity Category: Training, Exercises and Educational Forums**

- ✓ Served as a presenter for the National Weather Service’s annual meteorology conference to discuss “Decision Making during Extreme Weather” and, in particular, lessons learned from the December 13, 2008 winter storm;
- ✓ Led inclusion and trained two regional InfraGard chapters (CT and RI) on use of the USP3 platform for emergency communications;

**Activity Category: Communication & Information-Sharing**

*The Boston FEB prides itself on its information-sharing and communications 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.*

- ✓ Created and maintained a first-ever External Affairs / Public Affairs Workgroup for Federal, state, local and other partners to bridge the gap between preparedness, response, recovery and ESF 15 activities;
- ✓ Fully engaged with FEMA, HHS and the Principal Federal Official / Regional Coordination Team for Region A during the initial H1N1 outbreak; (Ongoing;)
- ✓ Maintained our active 24/7/365 database of contacts for regional Federal agency leaders; Tested regularly and frequently updated;
- ✓ Actively utilized the United States Public & Private Partnership (usp3.org) during several extreme weather events in winter 2008/09 and other local emergencies;
- ✓ Actively hosted a COOP Working Group to provide a forum for the exchange of ideas, lessons learned, best practices at both the worker and executive levels;
- ✓ Actively maintained a unified Emergency Decision and Notification Plan, led by the US Coast Guard and supported by their 24-hour command center; This center enabled top FEB officials to collaborate with subject-matter experts, and others, during emergencies;
- ✓ Communicated Administration priorities in timely manner to regional leaders on a variety of topics, including H1N1, and other events of national significance;

**Activity Category: Building & Maintaining Relationships**

*The Boston FEB strives to develop, maintain and strengthen meaningful working relationships with Federal, state, local and tribal emergency management, public safety and law enforcement officials in an effort to develop strategies for coordinated planning and response.*

- ✓ Became fully engaged with FEMA Region 1 staff and activities, particularly within the National Preparedness Directorate. Actively supported and participated in FEMA

- ✓ Fully engaged with InfraGard – Boston Chapter, as well as CT and RI. InfraGard is a professional organization hosted by the FBI that fosters public / private partnerships to enhance preparedness; Attended quarterly meetings and established working relationships with a variety of private sector principals;

#### **Additional Contributions**

- ✓ Director Ainsworth again chaired the National FEB Emergency Preparedness, Employee Safety & Security Council in 2009. This Council discusses issues and provides guidance to the FEB network relative to this line of business and liaises with OPM, FEMA and other Administration officials;

#### **Priorities for 2010**

- ✓ Host an interagency “decision-making” TTX for regional executives;
- ✓ Participate in H1N1 Regional Coordination Team training;
- ✓ Chair the FEB National Emergency Preparedness Council;

#### **QUOTABLE**

“I wanted to give you an update on one of the wonderful speakers that you helped me connect with for the Massachusetts Maritime Academy Emergency Management Lecture Series. The former First District officer from the Office of Counterterrorism and Defense Operations is now the Director, Maritime Security Policy and International Border Programs for the White House Homeland Security Council. He has generously offered to explore the potential for top cadets to visit DC and tour USCG HQ and the White House. Our Department is thrilled to say the least! Thank so much for your help!” *Instructor, Massachusetts Maritime Academy*

“Thank you for the information. You always have the best information, keep me ahead of the curve and keep me successful!” *Staff, US Army Wounded Warrior Program*

“I wanted to let you know that we conducted your Lifeboat TTX today with our Board. It was very well-received and generated a lot of discussion. Thanks much!” *Director, Seattle FEB*

“Thank you for sharing this information as you get it. I have referred several of your communications up the organizational chain.” *Director, VA Benefits Administration*

## II. HUMAN CAPITAL READINESS

*Chair: Brigadier General Terrence Feehan, Vice Commander, Hanscom Air Force Base/ ESC*

This Council acts in an advisory capacity in the area of human capital readiness for the purpose of: (1.) prioritizing annual activities based on the needs assessment of the local Federal community and OPM directives; (2.) pooling resources and experiences to support and advance the capacity of the Federal workforce; and (3.) fostering partnership with professional and community groups to raise awareness and promote public service;

### **Activity Category: Human Capital Best Practices Forums**

- ✓ Sponsored a human capital briefing for regional Federal human resources professionals featuring Hanscom Air Force Bases' success with the 30-day hiring roadmap;
- ✓ Hosted an interagency Diversity committee, consisting of representatives of 20 Federal agencies, to address issues impacting the furtherance of Diversity in the Federal workplace;
- ✓ More than 200 hiring managers participated in our Schedule A training forum entitled "2% by 2010" featuring EEOC Acting Vice Chair Christine Griffin and CAP Director Dinah Cohen in April 2009;
- ✓ Reformed Shared Neutrals Committee to create infrastructure for an effective program;

### **Activity Category: Human Capital Training\***

- ✓ Hosted 2 half day Web 2.0 training forums where more than 74 agencies learned about use of social media and gained practical skills for the workplace;
- ✓ Hosted 2 one-day course entitled "Planning and Conducting Effective Meetings," in support of Obama Administration's efficiency project;
- ✓ Sponsored pre-retirement seminars for both CSRS and FERS employees;
- ✓ Sponsored one week labor relations and advanced labor relations courses for human resources professionals and hiring managers in 2009;
- ✓ Sponsored free one day Administrative and Support Training in conjunction with Administrative Professionals Day;
- ✓ Sponsored leadership training entitled: "Motivating Employees in an Environment of Continuous Change" – a priority area based on our 2009 needs assessment;
- ✓ Hosted Diversity Training featuring a wide-range of speakers and addressing significant topics impacting the furtherance of diversity in the Federal workplace;
- ✓ Hosted 2 OPM Focus Groups re: the Federal Benefits Program. Groups were 1 of 6 in the Country that will have a significant impact in how OPM administers these programs;
- ✓ Supported OPM / the Graduate School partnership by hosting a telework workshop specifically designed for FEBS;

### **Activity Category: Recruitment & Retention / Public Service Outreach\***

- ✓ Federal Government jobs was a priority agenda items for each and every monthly Board of Directors and all Council meetings throughout 2009; This provided agencies with the opportunity to promote availability of positions within their organizations or ask for assistance with placement due to Reductions in Force;

- ✓ Co-hosted, with the Partnership for Public Service, and actively participated in Federal Career Advisors Training for approximately 75 colleges and universities in August 2009;
- ✓ Continued to provide briefings entitled “Trends in Federal Hiring” to a variety of constituency groups, including Yale University, Amherst College and several additional colleges and universities; Young Government Leaders Boston Chapter;
- ✓ Conducted briefing entitled “Landscape of the Local Federal Workforce” for 2 postal installations impacted by a reduction in force in 2009; More than 3000 employees were impacted; Similar briefing conducted for the National Park Service Regional Office which is in the process of consolidating functions with its Philadelphia counterpart;
- ✓ Ongoing placement assistance for IRS Andover Campus during the last Reduction in Force stages;
- ✓ With key resources provided by the National Passport Center in Manchester, NH, sponsored the 34<sup>th</sup> annual Excellence in Government Awards ceremony to recognize the accomplishments and excellence among the local Federal workforce;
- ✓ Actively supported and participated in Public Service Recognition Week activities across the region in May 2009;

#### **Additional Contributions**

- ✓ Served as an instructor for Presidential Classroom, a public service program geared towards high school students, domestic and international;
- ✓ Coordinated Constitution Day observations throughout September;
- ✓ Continually provided 1-1 guidance for job seekers;

#### **Priority Areas for 2010**

- ✓ Facilitate priority placement via ICTAP for several hundred employees who will be impacted by reductions in force via entity closure and base realignment and closure;
- ✓ Provide training opportunities on priority topics of interest to Federal community;

\*See attached chart for cost saving estimate.

#### **QUOTABLE**

“Thank you for always sharing articles of interest.” *Clerk of Courts, US District Court VT*

“We would like to thank you for inviting and allowing us to attend the Administrative and Support Professionals Day. We thoroughly enjoyed the program. It was a very stress-free day. Every speaker was informative. Thanks again.” *Administrative Staff, IRS Andover Campus*

“Thank you for speaking at our Public Service Recognition Week program today. Your presentation was excellent. It is clear that you love your job and are dedicated to the Government! Your enthusiasm is infectious! Thank you for taking the time to share your experiences.” *Staff, Federal Aviation Administration*

### **III. FOUNDATIONAL ACTIVITIES**

*Chair: Diane P. LeBlanc, Regional Administrator, National Archives & Records Administration*

This Council acts in an advisory capacity for the purposes of developing and implementing local coordinated approaches for programs and cooperative activities as outlined in CFR Part 960.107 and set forth in our annual work place.

#### **Activity Category: Outreach to Veterans**

- ✓ Presented “Trends in Federal Hiring” training for four Veterans Service Officers and individual veterans groups;
- ✓ Provided placement assistance for the US Army Workplace Warriors Program to identify meaningful, short-term work assignments within local agencies for injured veterans;
- ✓ Facilitated multi-Federal Agency (approximately 25) participation in Veterans Career Event sponsored by Congressman John Tierney;
- ✓ Co-hosted, alongside GSA, a Small Business Conference for Service Disabled and Veteran / Veterans Owned Businesses on September 11, 2008;
- ✓ Supported various Veterans commemoration ceremonies;

#### **Activity Category: Community Outreach**

- ✓ Engaged with each of the 6 New England Federal Executive Associations regularly;
- ✓ Hosted scholarship program focusing on public service outreach and awarded four one-time scholarships of \$1000 each in memory of local Federal employees we lost in 2009;
- ✓ Facilitated the Congressman John Joseph Moakley Award for Exemplary Public Service to honor the accomplishments of staff of the New England Congressional delegation;
- ✓ Served as a clearinghouse for information on the first-ever National Day of Service and Remembrance; Hosted remembrance event with GSA featuring Mal Coles, Corporation for National Service, as keynote;

#### **Activity Category: White House and Congressional Priorities**

- ✓ Created first-of-its-kind New England Stimulus Workgroup to provide a forum for the exchange of ideas, lessons learned and best practices relative to the Recovery Act;
- ✓ Throughout summer 2009, led and provide marketing and logistical support for the Fed's Feed Families Food Drive in New England consistent with the First Lady's priorities;

#### **Activity Category: Additional Contributions**

- ✓ Hosted monthly Board of Directors meetings;
- ✓ Created and distributed a comprehensive Directory of Federal Agencies for use by various constituency groups, including congressional staff;
- ✓ During declining economic times, increasingly provided 1-1 guidance to a wide variety of job-seekers and vendors interested in the Federal Government market;
- ✓ Provided briefings for industry representatives interested in the Government market;
- ✓ Served on CFC National Committee;

### **Priority Areas for 2010**

- ✓ Participate in the National CFC Committee;
- ✓ Expanded outreach to Veterans and other Vocational Rehabilitation Programs to facilitate placement within local Federal agencies;
- ✓ Promote Schedule A hiring and provide education on reasonable accommodation to facilitate placement within local Federal agencies;

### **QUOTABLE**

“Thank you for continuing to distribute pertinent Recovery Act information. It is extremely helpful!” *Staff, Congressman Stephen F. Lynch (MA)*

“The Stimulus Workgroup is AWESOME thinking by the GBFEB. We will jump in!”  
*Regional Director, Fish and Wildlife Service*

### **ACKNOWLEDGEMENTS**

*The Greater Boston Federal Executive Board extends its deepest appreciation to our Board of Directors, Council and Committee Chairs, Committee members and other partners for leading and supporting us during another successful year.*

Chair Manuel J. Vaz extends special thanks to:

- ✓ GSA Region 1 for providing our full service office space and other in-kind contributions and FEMA Region 1 for providing our operational budget;
- ✓ US Department of Homeland Security Office of the Chief Human Capital Officer for funding our one full-time staff position;
- ✓ EPA for their leadership of the first-of-its-kind New England Stimulus Workgroup;
- ✓ FEMA Region 1 for their vision for the newly formed Preparedness, Response and Emergency Partnership (PREP) Workgroup for Government External Affairs Officers;
- ✓ National Passport Center in Manchester, NH for providing resources to coordinate and facilitate our comprehensive Awards program in 2009;
- ✓ The Regional Coordination Team, comprised of principals from DHS and HHS, for actively engaging the Boston FEB with the H1N1 response plan;
- ✓ To all the agencies to provide Loaned Executives for the 2008 CFC;  
*(Postal Service; DOL; SSA; EPA; IRS Andover; IRS Boston; USCG)*

## Cost Avoidance

<b>Eastern MA Combined Federal Campaign</b>	\$2.2 million total pledges in 2008/2009
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Awards & Recognition	# of Attendees	# Awards Presented	Other
Excellence in Government Awards	325 representing more than 30 Federal agencies  May 2009	14	Competitive categories designed to reflect the current Federal workforce
Speaker Thomas P. O'Neill, Jr. Award for Exemplary Public Service	N/A  May 2009	1	
Senator Paul E. Tsongas Award for Exemplary Public Service	N/A	2	2009 recipients nominated by Congresswoman Niki Tsongas.
Congressman John Joseph Moakley Award for Exemplary Public Service	N/A	1 plus 4 finalists	Awarded to staff of the New England Congressional delegation and nominated by a Members of Congress;
6 <sup>th</sup> annual scholarships: presented in memory of Federal employees were lost unexpectedly this year	N/A	In memory of: -US District Court Judge Reginald Lindsay, Boston  -CDR Keith Willis, US Coast Guard  -Pauline Abate, Ann Egan, Cindy Nordengren, & Ronald Greenwood, IRS Andover Campus  -Peter A. Manning, Volpe National Transportation Systems Center	\$1000 in value  Full and part time Federal employees and their dependent children eligible to apply;
Combined Federal Campaign Awards	N/A		Presented throughout

**Cost Avoidance (cont.)**

<b>FEB Sponsored Training</b>	<b>Market Price</b>	<b>FEB Price</b>	<b># attendees</b>	<b>Cost savings</b>	<b>Estimated Cost Avoidance</b>
Planning and Conducting Effective Meetings	\$3000 per day of instruction for 30 people	\$99 / person	64	Exponential as open enrollment enabled agencies to send 1-2 people only;	\$3000 x 30 agencies = \$90,000
CSRS Retirement Training	\$595 per person per two day training	\$60 for one full day	200	\$237 per person	\$47,500
FERS Retirement Training	\$595 per person per two day training	\$60 for one full day	250	\$237 per person	\$59,250
Labor Relations Training	\$895 per person per week plus travel	\$895 per person for full week; no travel	40	Est \$1000 per person in travel expenses	\$40,000
Advanced Labor Relations Training for Managers	\$895 per person per week plus travel	\$895 per person for full week; no travel	40	Est \$1000 per person in travel expenses	\$40,000
Diversity Training	\$395 per day per person	\$65 per person for full day	250	\$335 per person	\$98,750
EEO refresher	\$395 per day	Free for half day	40	\$6000	\$6000
Federal Career Advisors Training	\$125 per day	Same	75 college and university career counselors	N/A	N/A
Motivating Employees during Times of Continuous Change	\$395 per person per day	\$125 per person per day	60	\$270 per person	\$16,200
<b>Total</b>					<b>Est \$397,700</b>

# Greater Boston Federal Executive Board

