

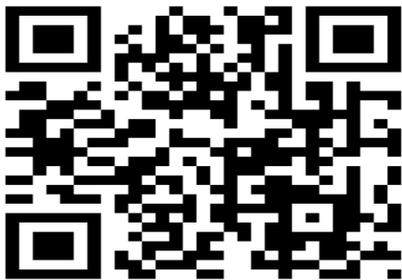
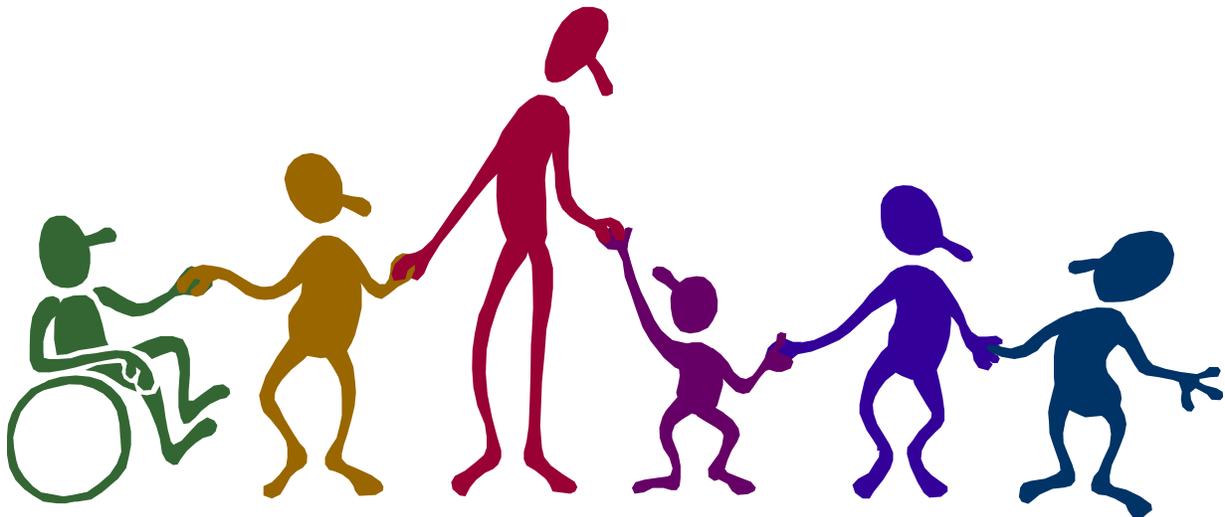
Greater Boston Federal Executive Board (GBFEB)



Fiscal Year (FY) 2014*

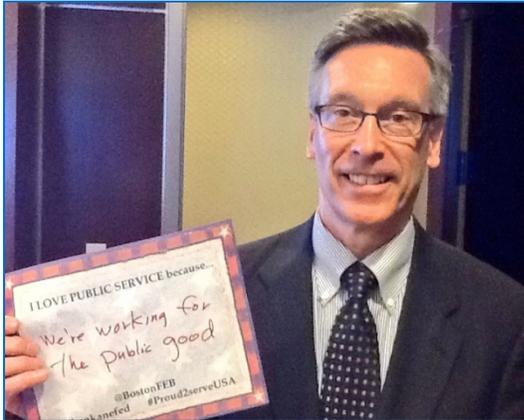
ANNUAL REPORT

*Bringing Federal agencies together to
Communicate, Coordinate, & Collaborate
for more than 50 years*



**Greater Boston Federal Executive Board
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Suite 350
Boston, MA 02222
(617) 565-6769**

From the 2014 Chair: Robert C. Johns



"President Obama's management agenda outlines plans to make "a smarter, more innovative government for the American people." Our FEB programs directly support this objective. I am proud to facilitate executive-level dialogues in our community where we exchange information, share best practices, and discuss and resolve common challenges. Transitioning from academia, my participation has also provided me with an invaluable networking opportunity and

helped me to assimilate to New England."

Meet the Staff: Executive Director Kim Ainsworth



"I am honored to serve this wonderful organization and its' diverse membership. FY2014 had a rough start with many of us impacted by a 17-day lapse in appropriations & subsequent furlough. As always, Federal employees stood tall and ensured that the essential services of government continued. FEBs have proved to be all the more valuable this year as we foster greater collaboration, cooperation and

coordination among agencies in our region, creating efficiencies and cost savings, by providing meaningful platforms for executive dialogue around critical issues. I am proud of our accomplishments and look forward to greater success in the next year!"

In Memoriam

Dedicated to the memory of longtime Board of Director Mark Falk, Regional Administrator for the US Department of Labor / OSHA who passed away suddenly in March 2014. Mr. Falk chaired our Board in 2010 and led a number of key initiatives through the years. He was also active with the New York FEB. For the men & women who have lost their lives fighting for our freedom, including former member, Major General Harold Greene, former Commander, US Army Natick Soldier Systems Center;

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Executive Listening Sessions

In FY 2014, the Boston FEB conducted a series of leadership dialogues & site visits across New England in an effort to gain a wider understanding of your needs & expectations of YOUR Federal Executive Board. We’ve developed our Work Plan accordingly and hope to continue to learn from you during the next year (and contact us if we can visit you!)

Now is the perfect time to discover the best way for your agency to get the most out of engagement. The FEB team will customize a plan that identifies how you can be active in ways that are meaningful & that accommodate your schedules & locations.



www.boston.feb.gov

Connect with us on Facebook, Twitter & Instagram

@BostonFEB



FEBS: A Catalyst for Better Government

President John F. Kennedy established FEBs by Presidential Memorandum in 1961 to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. Boston is one of the original 10 and continues to steadfastly work to advance initiatives that impact the Federal community at-large in the New England Region.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment.

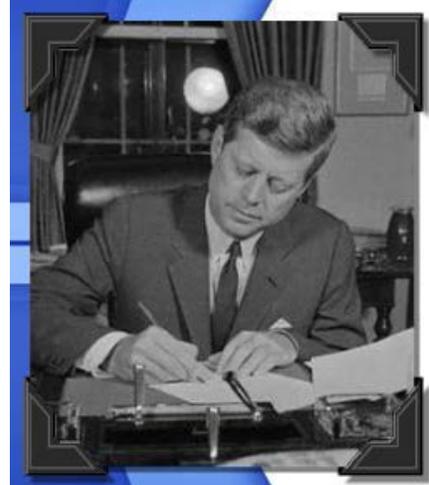
Although each executive agency and its field organizations have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities."

President John F. Kennedy

Approximately 85% of all Federal employees work outside of the National Capital area and many Federal programs are

implemented through regional and field offices and their employees are the Federal government's principal representatives to the vast majority of citizens.

Today, there are 28 FEBs located in areas with a significant Federal population. FEB membership is comprised of the highest ranking local officials from each Federal agency in our geographic area. The Greater Boston leadership team consists of a Board of Directors, led by a Chair, 1st Vice Chair, and 2nd Vice Chair; respectively, alongside 21-elected and ex officio members. We host several working councils and committees that help facilitate and deliver our programs and an Executive Director manages the daily operations. The Director, US Office of Personnel Management (OPM), maintains oversight.



Massachusetts by the Numbers

- ✓ The US Government collectively is among the state's largest employers;
- ✓ Approximately 190 Federal agencies maintain a presence here;
- ✓ There are approximately 28,000 full-time civilian executive branch Federal employees in more than 300 work sites across Massachusetts;
- ✓ There are 17,000 Postal employees here;
- ✓ There are 4 active military bases, many military-affiliated tenant organizations & subordinate commands across our state;
- ✓ There are more than 3,200 active duty members of our Armed Forces stationed here & 24,000 Reservists & National Guard members;
- ✓ Upwards of 40,000 Federal retirees/annuitants reside here;
- ✓ Massachusetts is home to more than 450,000 veterans;



The New England Region

- ✓ Boston is the regional city for the 6-state region (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island & Vermont;)
- ✓ There are an additional 37,000 full time civilian Federal employees in field locations across New England;
- ✓ New England has 20 Congressional Districts;
- ✓ There are 6 Federal Executive Associations in New England;
- ✓ Maine, New Hampshire, & Vermont border Canada and maintain multiple active ports of entry;

Impacting the Economy

★★★★★★
“**New England
Federal Employees
not only serve the
community, they
ARE the
community.**”

★★★★★★
schedule annually;

✓ New England Federal employees pledged more than \$3 million to charity in 2014 via the Combined Federal Campaign (CFC,) the only authorized solicitation permitted in the federal workplace;

✓ Feds participate in, and sponsor, a range of in-kind drives annually, including toy, food & blood drives to benefit their communities;

✓ New England Federal agencies purchase more than \$3.5 billion in goods and services via the GSA

About us



Area of Responsibility

Our formal coverage area, as prescribed by the Code of Federal Regulations, includes locations from Worcester to the borders of New Hampshire and within Interstate 495. However, as Boston is the regional city for the 6-state New England Region, we strive to also serve and support the needs of all agencies across the region.

FEBs in the Northeast

While Greater Boston is the only FEB in New England, the Northeast is home to FEBs in Buffalo, Newark, New York City, Philadelphia &

Pittsburg respectively. Many member agencies affiliate with more than one as areas of responsibility expand.

Federal Executive Association (FEA) Outreach

We formally engage and support 6 New England FEA's, in Connecticut, Maine, New Hampshire, Rhode Island, Vermont and Western Massachusetts.

Leadership

Our FEB Officers include a Chair, 1st Vice Chair, 2nd Vice Chair & Past Executive Chair leading a 21-member Board of Directors. These positions are held by agency leaders from local Federal agencies who are elected for 3-year terms.

Membership

As outlined in the Code of Federal Regulations, the "senior-most" official of each Federal agency in our service area is a member by virtue of the position. In Boston, many are members of the senior executive service or military command staff with regional or national responsibilities.

Funding

The US Department of Homeland Security's Office of the Chief Human Capital Officer (OCHCO) funds 1 full time staff position. GSA Region 1 provides our full service office suite and much in-kind voluntary support is provided by member agencies. The FEB does not receive appropriated funds. We are proud that we consistently generate more cost savings for the government than we spend.

Staff

A full time Executive Director manages our daily operations.

2014 Highlights



Senior Leadership Engagement

Boston shared *lessons learned & best practices re: local communications* among Federal agencies during the Boston Marathon bombing with Federal Protective Service Director Eric Patterson & regional leaders. We also represented the FEB network by formally providing feedback for their comprehensive Customer Study, conducted by a consultant in March.

Pathways: The First Year in Review

We invited agency hiring managers and HR staff to an executive forum to candidly discuss their experiences with Pathways since its' implementation. The forum helped us understand that there is inconsistency in terms of guidance. As a next step, we hosted a session featuring a Q & A with OPM's Student Program Office Team (via telepresence.) 14 agencies / 43 people, including HQ components, participated. We are proud that the forum is now serving as a national model.

Critical Furlough Guidance

We facilitated the flow of critical guidance in order to ensure that our agencies transitioned back to normal operations quickly and easily following a 17-day lapse in appropriations, and widespread furlough, in October 2013.

Emergency Communications

We activated *117 communications* in FY 2014 to provide situational awareness & workforce planning guidance during 12 extreme winter weather events, Tropical Storm Arthur, the National Level Exercise & 2 national security events;

Promoting Public Service

Provided Federal speakers for *25 career forums* in our region

Expanded cable TV series

By taping *7 new episodes* for widespread distribution in 100+ communities;

Supporting Charitable Giving

Raised upwards of *\$3 million* to benefit 2000+ local, national & international charities via our workplace campaign.

Maintaining Shared Neutrals

Provided mediation services for *17 workplace disputes* in support of the Administration's alternate dispute priorities and in an effort to to facilitate early resolution;

Emergency Preparedness, Employee Safety & Security Council

Chair: William R. Webster, Federal Preparedness Coordinator, FEMA R1

As outlined in *Part 960 of Title 5 of the Code of Federal Regulations*. "Federal Executive Boards shall be responsible for... emergency operations, such as under hazardous weather conditions, responding to blood donations needs, and communicating related leave policies." (Reference: 5 CFR Part 960.107.)

Our primary partner in offering emergency preparedness exercises and educational programs is the Federal Emergency Management Agency (FEMA), but many other agencies such as the Federal Protective Service play an integral role in these initiatives as well.

✓ **Maintaining an All Hazards Emergency Decision & Notification Plan**

When an emergency exists, Federal agencies need to react responsibly and in unison to protect the well being of the Federal workforce and its' customers. Our Plan outlines our procedures, identifies responsibilities and provides interagency communications strategies for use by Greater Boston Federal Agency leadership for *workforce planning purposes*. We continually update the Plan to ensure that it is consistent with national protocols and philosophy.

AFTER ACTION

The National Weather Service hosted our summer meeting. Approximately 18 agencies participated in the interactive discussion entitled "Weather's Impact on Decision-Making" and a tour. Our goal was to manage expectations while also learning more about the evolving needs and expectations of our member agencies relative to our "All Hazards" plan.

We are fortunate to have subject-matter experts available to us to ensure that our decision-support is effective not only during extreme weather but for special events and other activities.



The Boston FEB maintains an active directory of 24/7 contact information for local agency leaders and has the capability of contacting them various ways quickly in the event of an emergency.

Generally, extreme weather, particularly in winter, is predicted in advance and therefore provides more preparedness time. The FEB utilizes the opportunity to remind agencies about the workforce flexibilities available to them and to urge agencies, and employees, to prepare for disruptions that storms may cause. We also encourage leaders to test their succession. (I.e. who is empowered to make a decision relating to workforce status?) To that end, we provide real-time, and credible, long and short range weather forecasts directly from local subject-matter experts, so that informed decision can be made. Our top priority is always the safety of our employees and customers while ensuring that the essential business of government continues. It has been our experience that agency leaders value this function, particularly given expanding areas of responsibility where decision-makers may reside somewhere else.



✓ **Promoting Continuity of Operations**

With FEMA Region 1's leadership, we hosted an active Continuity Working Group led by Continuity Manager Nathan Spada, to facilitate forums for sharing of lessons learned and best practices, and to provide technical training and mentoring in this important area. We also helped agencies to exercise their plans and pool resources for more effective planning.

Priorities for 2015

✓ **Advancing Telework as a Business Imperative**

Based on recent experiences, advancing telework in a meaningful way has again surfaced as a priority. While many have embraced it, a variety of recent experiences have taught us that there is still widespread resistance in field locations. We'll provide forums to address challenges candidly and to emphasize its' usefulness not only from a continuity perspective but also as a morale-booster, to support sustainability and to facilitate cost-savings.

✓ **Communicating during Localized Emergencies**

We are challenged to serve as a credible resource during smaller emergencies (i.e. incidents that impact a single area or building.) This year, we'll work closely with GSA and the Federal Protective Service in an effort to design strategies to keep our community better informed in real time;

Workforce Development & Support Council

Chair: Mark Falk, Regional Administrator, US Department of Labor

In this business line, the FEB brings together professionals in human resources, equal employment opportunity, diversity & inclusion, , alternative dispute resolution, health and wellness, and training to develop a wide variety of programs and services including, but not limited to free and low cost training, leadership development opportunities, health & wellness initiatives, and free mediation services for federal agencies.

✓ **Educating re: Retirement Readiness & Financial Wellness**

The FEB offers low-cost training in these key areas. Each features reputable, qualified consultants who do not have the ability of offer supplemental financial services but rather focus on ensuring that employees understand their retirement system in order to make informed decisions.



✓ **Recognizing & Rewarding Talent**

We hosted our annual Excellence in Government Awards, the highlight of a series of Public Service Recognition Week activities, to celebrate and formally recognize achievement among our local workforce. The program helps agencies recognize talent in a low-cost, interagency forum in 18 competitive categories.

✓ **Promoting Opportunities for the Next Generation of Workers**

We presented at numerous seminars geared towards veterans, students, current Federal interns and career counselors, respectively, entitled “*Working for America: Trends in Federal Hiring.*” Each is customized and topics included demographics of the Federal workforce, an overview of the Pathways Program, and more. We’ve also facilitated dozens of informational interviews and mentored candidates through the application process.

Future Leaders in American Government (FLAG)

In 2014, we established a working partnership with the local Blacks in Government Chapter to implement this program that utilizes the talents and skills of government workers in our region to introduce youth to the many career opportunities with the government. With the leadership and coordination of Diversity Committee member Kathy Best, students were exposed to a range of presentations, demonstrations, site visits and more.

Priorities for 2015

✓ **Pilot the Leadership Exchange (LEAD EX) Concept**

Department of Homeland Security regional entities will pilot the concept that provides an avenue for leadership development at zero financial cost and minimal time investment. The FEB will facilitate placements where participants will spend an estimated 1-day with a counterpart from another in the greater Boston area. Participants will shadow the host agency, observing and discussing programs and practices that are in place with the intent of identifying best practices for potential implementation at the participant's agency.

✓ **Implement the Principals of the Fedstrives Program**

Partner with the US Department of Health and Human Services to developing a Regional Wellness Coalition tasked with creating with health promotions to build engagement among the employee population in the areas of health, safety & wellness.

✓ **Facilitate Federal Engagement with “Promising Pals”**

For more than 25 years, the Timilty School has hosted this unique writing program where community and business partners commit to the educational advancement of youth through letter writing, The program bridges generations by matching Timilty middle school children with an adult pen pal who exchange letters during the school year. We have committed to providing a minimum of 20 Federal employee pen pals for the 2014/15 school year.



These GSA Co-Workers, & Dedham High School alumni, represented the FEB at Dedham's High School Career Fair in March 2014

Ensuring Competitive Pay

The Boston FEB co-hosted, with the VA, the Greater Boston Wage Survey, conducted from August 18-29, 2014 for 4 local counties. We identified employees to participate in the comprehensive 2-week effort. All agencies in the area pay their trade and labor employees according to the schedules developed by the survey so it was important that all agencies and occupations were accurately represented.

Intergovernmental Collaboration & Community Outreach Council

Chair: Diane LeBlanc, Special Assistant, Nat'l Archives & Records Adm.

This business line encompasses everything the FEBs are about – advancing local & national initiatives through intergovernmental partnerships and connecting federal agencies and employees with our local communities.



✓ **Highlighting Good Government**

This grassroots initiative is intended to better educate a variety of audiences, including students, the general public and our own workforce about the essential government services delivered in our region. We also strive to demonstrate the social and economic impact of the Federal workforce in our region. We have done this in a variety of ways including maintaining our cable TV series, accessing community newspapers and embracing social media outlets to tell our story. (**New: #thankanefed**)

✓ **Engaging Field Leaders**

We convene principals from the 6 New England Federal Executive Associations quarterly to discuss challenges and outcomes in field locations.

✓ **Outreach to the New England Delegation**

In addition to supplying key materials like the Directory of Federal Agencies, we sponsored the 11th Congressman John Joseph Moakley Award for Exemplary Public Service in order to recognize the accomplishments of key staff.

✓ **Promoting Economies of Scale**

We successfully engaged GSA's national travel policy leaders to elevate significant feedback from our Federal community about the City Pairs contract for the Boston to DC route, via Jet Blue, now in its 2nd year. We solicited additional quantitative data from agencies across our area and drafted a formal proposal. We hosted a briefing with GSA's Director of Travel Policy who addressed questions and concerns directly. While we were not successful in driving change, according to one agency executive, "it mattered to the travelling staff that someone cared enough to try to improve the situation and listened."

Department of Homeland Security (DHS) Regional Executive Committee

In FY2014, we convened, for the first time, all of the regional senior DHS leaders (22) in our region. Absent a Regional Director, there continues to be widespread interest in convening the group in order to meet one another, to identify and discuss areas of interest & collaboration specific to the Department.



Priorities for 2015



- ✓ **Expand our social media portfolio and actively work to increase our following;**
- ✓ **Host an inter-region / northeast FEB meeting (via telepresence) to address common issue among FEB communities.**
- ✓ **Maintain our Cable TV series by taping a minimum of 6 new shows this year;**

A Success Story.... One of Many

Following a recent presidentially-declared disaster in Vermont, FEMA recently leveraged their inter-agency relationships, created by their FEB engagement, to identify excess federal space to utilize as a temporary Disaster Field Office, saving the government time & money!

Recruiting & Retaining Talent

We feel strongly that it is not only our responsibility o support talent retention across Federal agencies. We've begun to more and more serve as a resource for candidates seeking relocation opportunities in New England due to hardships and otherwise, as well as a clearinghouse for promoting availability of individuals eligible for direct hire authority in various areas, including Pathways conversion, Schedule A, Veterans Recruitment Authority and Veterans Employment Opportunity Act. We've made many winning matches during the year and are considered a credible resource to meet ongoing agency needs.

Thank you to our 2014 Board of Directors

LEADERSHIP TEAM

Robert Johns, Chair
Director & Associate Administrator
Volpe National Transportations Systems
Center

W. Russell Webster, 1st Vice Chair
Federal Preparedness Coordinator
FEMA Region 1

Diane P. LeBlanc, 2nd Vice Chair
Special Assistant
National Archives & Records Administration

Robert Zarnetske, Past Executive Chair
Regional Administrator
GSA



BOARD OF DIRECTORS

Art Ayotte, Field Director, IRS Andover Campus

Michael Bertrand, Regional Commissioner, Social Security Administration

BG William E. Cole, Commander, U.S. Army Soldier Systems Center

Amy Lind Corbett, Regional Administrator, FAA

Mark Falk, Regional Administrator, US Department of Labor / OASAM

Tom Fredericks, Deputy Group Commander, Hanscom Air Force Base

Christie Hager, Regional Director, US Department of Health & Human Services

James Holland, Postmaster-Boston, U.S. Postal Service

Kurt Messner, (A) Regional Administrator, USDA Food and Nutrition Service

Tyrone Shelton, Regional Director, Passport Agency

EX OFFICIO

RADM Linda Fagan, District Commander, 1st Coast Guard District

Timothy Bane, Regional Director, Federal Protective Service

Paul Ford, (A) Regional Administrator, FEMA

Robert Thompson, Meteorologist-in-Charge, National Weather Service

STAFF: Kim Ainsworth, Executive Director

Boston FEB Organizational Chart

The White House

U.S. Office of Personnel Management

FEB Program Office

Greater Boston Federal Executive Board

Board of Directors

Chair

1st Vice Chair

2nd Vice Chair

Past Executive Chair

Executive Director

Lines of Business

Emergency Preparedness, Employee Safety & Security Council

Regional Continuity Committee

Emergency Decision & Notification Committee

Public Affairs & Communication Committee

Workforce Development & Support Council

Diversity & Inclusion Committee

Local Federal Coordinating Committee & Combined Federal Campaign

Shared Neutrals Committee

Intergovernmental Collaboration & Community Outreach Council

“Your Federal Government Cable TV Series”

White House Initiatives

Congressional Outreach