

# ANNUAL REPORT

## Fiscal Year 2010



**GREATER BOSTON**

**FEDERAL EXECUTIVE BOARD**

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## TABLE OF CONTENTS

Executive Summary.....	03
About the FEB .....	04
Massachusetts Federal Workforce Demographics .....	04
Fiscal Year 2010 Results	
I.    Emergency Preparedness, Employee Safety & Security .....	06-07
II.   Human Capital Readiness .....	08-09
III.  Foundational Activities .....	10-11
Priority Areas for 2011 .....	07-11
Agencies Represented on 2010 Board of Directors .....	04
Cost Avoidance Template for FEB Activities .....	12-13
Organizational Chart .....	14

## 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. Special thanks to:*

- ✓ GSA Region 1 for providing our full service office space and other in-kind contributions;
- ✓ FEMA Region 1 for providing our operational budget;
- ✓ US Department of Homeland Security Office of the Chief Human Capital Officer for funding our full-time staff position;

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

The new fiscal year provides the perfect time to discover the best way for you to get the most out of YOUR FEB. Contact us to learn about how to best become engaged with the FEB in FY 2011. The FEB team can put together a customized plan for you that identifies how you, and your agency, 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.

## 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.

Thanks to our leadership, and support of our Councils and Committees, we successfully met each mandate set forth in the FEB National Strategic Plan despite declining resources. (To view the Plan, visit [www.feb.gov](http://www.feb.gov))

Boston also played an active role in promoting the FEB Network and in advancing its' ideals at the National level, including educating local Members of Congress about S806, *the FEB Authorization Bill of 2009*, and working with FEMA, and other principals, to further articulate FEBs emergency management, preparedness and response role nationwide.

### LINES OF BUSINESS

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

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## NOTABLE BOSTON ACCOMPLISHMENTS IN 2010

- ✓ Distributed up-to-date, accurate and consistent information from Administration officials and subject-matter experts to Federal agency decision-makers, during a variety of extreme weather events, including Hurricanes Earl and Igor, and provided guidance during several Federally declared disasters across New England this year;
- ✓ In support of the Administration's priorities, hosted a first-of-its kind "Connections Fair," a networking and educational program, that brought together 30 career counselors and service organization representatives who work directly with local veterans and the disabled, respectively, with more than 60 Federal human resources professionals and hiring managers across New England; (see more in HC report;)
- ✓ Sponsored and participated in a variety of recruitment & retention programs, including providing a keynote address entitled "Trends in Federal Hiring," that outlined such things as workforce demographics, occupations, and tips for a successful job search; Delivered to audiences in more than 30 colleges, 3 statewide College Career Counselors Associations and disability and veterans organizations across New England this year;
- ✓ In cooperation with the DHS / Citizenship and Immigration Service, sponsored and staffed a HAITIAN RELIEF INFORMATION CENTER for 60-days, for employees and visitors alike to learn about relief efforts, travel advisories, citizenship and international policy and other disaster-related items;

## ABOUT THE FEDERAL EXECUTIVE BOARD NETWORK

[www.feb.gov](http://www.feb.gov)

President John F. Kennedy established 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 85% 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 citizens.

The Boards function in 4 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 (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. Per regulation, 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.

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### 2010 Officers

#### Chair

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

#### First Vice Chair

Kathleen N. Ludgate, Regional Director  
*US Census Bureau*

#### Second Vice Chair

Diane P. LeBlanc  
*National Archives and Records Administration*

#### Past Executive Chair

Manuel J. Vaz, Regional Commissioner  
*Social Security Administration*

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

*US Secret Service; IRS; National Park Service; US Coast Guard; Boston VA Healthcare System; US Department of Health and Human Services; USDA Food and Nutrition Service; 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;*

## FEDERAL WORKFORCE DEMOGRAPHICS IN NEW ENGLAND

### THE FEDERAL WORKFORCE BY THE NUMBERS\*

- ✓ The US Government is the area's largest employer among public and private employers;
- ✓ There are approximately 29,000 full-time civilian executive branch Federal employees in more than 300 work sites; in Massachusetts; (64,000 across New England;)
- ✓ There are more than 3,000 active duty and reserve members of the armed forces and 13 military installations in New England;
- ✓ More than 43,000 Federal retirees reside in Massachusetts; (96,000 in the region;)
- ✓ More than 450,000 veterans live and work here;
- ✓ Approximately 190 Federal agencies maintain a presence here;

### MORE FACTS ABOUT OUR REGION

- ✓ Boston is the regional city for the 6-state 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;)
- ✓ Greater Boston draws more than 100,000 Federal travelers annually on US Government business making it the 20<sup>th</sup> most traveled city for Federal business;  
(Source: [www.fedrooms.com](http://www.fedrooms.com))

### ABOUT OUR FEB (Visit us now at: [www.boston.feb.gov](http://www.boston.feb.gov))

- ✓ 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 is a representative group of Federal civilian, military, postal, political and law enforcement leaders;

\*Sources: [www.census.gov](http://www.census.gov); [www.fedscope.opm.gov](http://www.fedscope.opm.gov); [www.militaryonesource.com](http://www.militaryonesource.com)

## DID YOU KNOW?

- ✓ New England traditionally hosts about 22 – presidentially appointed positions (under Schedule C; ) The Boston FEB hosted a networking forum for current Obama appointees to meet and learn from one another in July 2010; Further, Boston contributed to a report, prepared by the Partnership for Public Service, and released in 2010, entitled “Improving the Presidential Transition Process;”
- ✓ Boston is represented on several national committees, including the National Combined Federal Campaign (CFC) Foundation, and the FEB National Emergency Preparedness, Employee Safety and Security Council;

## **I. EMERGENCY PREPAREDNESS, EMPLOYEE SAFETY & SECURITY**

Acts in an advisory capacity in the areas of emergency readiness and response for the purposes of (1) ensuring interagency communication & collaboration in times of emergency; (2) pooling resources to support safety and protection; and (3) providing education on health & safety issues;

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

- ✓ Provided a comprehensive briefing on the FEB program for the New England Special Agent in Charge Association's annual meeting in April 2010;
- ✓ Participated in the 6-week FBI Citizens Academy to learn more about Federal law enforcement and network with local community and business leaders;
- ✓ Served as a panelist for the US Courts annual Continuity Conference, in cooperation with FEMA and GSA region 1, to brief on the FEB's roll in workforce preparedness;
- ✓ Following the tragedy at Fort Hood and several other incidents impacting the safety of Federal employees, hosted a briefing by Federal Protective Service focusing on how to respond to a workplace violence incident and include in continuity planning;
- ✓ Hosted ESF-15 training for Federal Agency External Affairs Officers;

### **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.*

- ✓ Regularly participated in monthly regional Department of Homeland Security principals conference calls, coordinated by FEMA region 1, and including state emergency management representatives, to address and discuss cross-cutting issues,
- ✓ Maintained and tested our 24/7/365 database of regional Federal agency leaders; Utilized during several extreme weather events and during the May 2010 National Level Exercise;
- ✓ Enacted our unified Emergency Decision and Notification Plan, supported by the US Coast Guard 24-hour command center; Enabled top officials to collaborate with subject-matter experts, and State and local officials, including during Hurricanes Earl and Igor;
- ✓ Actively hosted COOP and External Affairs Work Groups to provide forums for the exchange of ideas, lessons learned, best practices at both the worker and executive levels;
- ✓ Worked alongside the US Department of Health and Human Services to keep the workforce informed about the H1N1 virus; Facilitated flu shot clinics; GBFEB was identified as a key component of the Regional Coordination Team, led by the pre-designate Principal Federal Official, to be deployed in the event of a widespread outbreak;

### **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

Regional Interagency Steering Committee (RISC) and Regional Advisory Council (RAC) meetings; These provided an opportunity to network and learn from key Federal, state, local and tribal leaders;

- ✓ Fully engaged with InfraGard – Boston Chapter, a professional organization hosted by the FBI that fosters public / private partnerships to enhance preparedness;

#### **Additional Contributions – National**

- ✓ Director Ainsworth chaired the National FEB Emergency Preparedness, Employee Safety & Security Council for the 3rd consecutive year This Council provides guidance to the network and serves as a liaison with OPM, FEMA and other key Administration officials;
- ✓ Alongside FEB peers nationwide, participated as a major partner in FEMA’s second annual National Continuity Workshop in March 2010;
- ✓ Represented the FEB Network at FEMA’s National Continuity Strategic Planning Conference in July 2010;
- ✓ Represented the FEB Network at a National Weather Service Workshop entitled “Decision Support for Emergency Managers along the Northeast Corridor; Served as a presenter;

#### **Priorities for 2011**

- ✓ Host an interagency cyber tabletop exercise for regional executives;
- ✓ Revitalize both the COOP / Continuity and External Affairs Workgroups;
- ✓ Maintain an equal balance re: messaging during emergencies, particularly during extreme weather events, to ensure that our members don’t suffer from information-overload;

#### **QUOTABLE / CUSTOMER FEEDBACK**

“Thank you for participating in our COOP Workshop. It was extremely valuable for attendees to understand the FEB’s role and interagency communication efforts implemented during emergencies.” *Deputy Circuit Executive, US Courts for the First Circuit*

“Thank you for participating in the Massachusetts Maritime Academy’s Emergency Management Advisory Council. The Council provides professional support to our established undergraduate and graduate emergency management programs as we prepare for the future in the field.” *Dean and Vice President of Academic Affairs, Massachusetts Maritime Academy*

“Kim continues to provide effective leadership for the FEB Network Emergency Preparedness Council by assisting with the USP3 communications system, sharing issues and planning calls. This effort and above and beyond her normal duties and we are grateful.” *OPM FEB National Program Office*

“Thank you for sharing the Drill Down for Safety information. It fits naturally well with our drill philosophy. You make us all look good!” *Continuity Manager, NASA*

“I just wanted to let you that you have the most awesome material. I absolutely appreciate everything that you send out—you make the new girl look good because I always forward all of your great stuff. Keep up the good work!” *FEB Director /colleague*

## II. HUMAN CAPITAL READINESS

Acts in an advisory capacity for the purposes of: (1.) planning annual activities based on the needs of the local Federal community & OPM directives; (2.) pooling resources & experiences to support & advance the capacity of the Federal workforce; (3.) fostering partnerships with professional & community groups to raise awareness & promote public service;

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

- ✓ Hosted an active interagency Diversity committee, consisting of representatives of 20 Federal agencies, to discuss and address issues impacting the furtherance of diversity in the Federal workplace;
- ✓ Hosted a full-day Diversity Training Workshop in September 2010 to address and brief on key issues, including “Bullying in the Workplace;”

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

(\*See attached chart for cost-savings estimate)

- ✓ Sponsored multiple low-cost pre-retirement seminars for both CSRS and FERS employees featuring reputable, qualified consultants;
- ✓ Sponsored a free one-day Administrative and Support Training in conjunction with Administrative Professionals Day, addressed key Administration priorities including wellness and efficiency as well as resume-writing and interview skills;
- ✓ Hosted a week-long training for 12 CFC loaned executives, to include topics such as public speaking and project management;
- ✓ Facilitated regional communications related to hiring reform;
- ✓ Hosted EEO-refresher training for our Shared Neutrals cadre;

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

- ✓ “Federal Government Jobs” was a priority agenda items for every Board of Directors meeting; Provided senior agency officials with the opportunity to promote availability of key vacancies within their organizations and/or request priority placement for employee impacted by reductions in force (RiF,) base realignment & closure; Worked with 3 organizations impacted by RiF this year;
- ✓ With key resources provided by the National Passport Center, sponsored annual Excellence in Government Awards ceremony to recognize accomplishments among the local Federal workforce; Actively participated in Public Service Recognition Week activities across the region in May 2010;
- ✓ Facilitated local Federal participation in the US Government Career Forum, hosted by the US Office of Personnel Management, at Tufts University in March 2010;
- ✓ Hosted, mentored and supported the growth and development of 3 college interns;
- ✓ Provided consultation re: Federal jobs for Careers with Students with Disabilities, a non-profit organization, hosting its’ annual student summit in Boston in November 2010;

### **Additional Contributions - National**

- ✓ Distributed factual information regarding a recently-exposed “ponzi” scheme targeting Federal law enforcement officers; Developed, and widely distributed, guidance, with

assistance from the Securities and Exchange Commission, for use by employees when selecting a financial planner and/or participating in a retirement seminar;

- ✓ Continually provided 1-1 guidance, and participated in informational interviews, for Federal job seekers of all levels as well as transitioning service members; Developed briefing packets, including a one page outline of guidance and resources for entry-level and mid-career job seekers alike;
- ✓ Maintained a large contact list for key career officials representing regional higher educational institutions to promote key vacancies and special hiring programs like the Presidential Management Fellows and Federal Career Intern programs; and keep them informed of key issues in Federal hiring locally and nationally;
- ✓ Served as the keynote speaker for a quarterly webinar for Homeland Security students nationwide hosted by the International Association of Emergency Managers – July 2010;
- ✓ Led the Eastern MA CFC, raising \$2.3 million for local, national and international charities; Facilitated the RfP and selection of the Campaign Management group;

#### **Priority Areas for 2011**

- ✓ Promote availability, and facilitate placement, when possible, of employees impacted by reductions in force, directed reassignments, and base realignment and closure;
- ✓ Provide low-cost training opportunities on priority topics of interest to the Federal community, including serving as a resource for meaningful low-cost retirement training by reputable vendors or consultants and NOT financial planners;
- ✓ Maintain a robust human capital contact group and provide forums for exchange of ideas and best practices, including on implications of EO 13522 and hiring reform;

#### **QUOTABLE / CUSTOMER FEEDBACK**

“Nice job with the information. It is obvious that this was an effort to think outside the norm and to provide job seekers with a viable resource.” *Human Resources Officer, TSA*

“Thank you for hosting such a lovely Awards Ceremony yesterday. I cannot tell you how shocked and delighted I was to receive an award! It is a moment that I will always remember.” *Employee, VA Boston Healthcare*

“I wanted to let you know that the training that you held last week was awesome! I am new to the government and thought that all of the presentations were informative and interesting. I even got a chance to pick the brains of the presenters afterward. Thanks again!” *ASAC Secretary, IRS*

“Thank you for providing campuses with so much time and insight. We are glad that you are willing to help us reach college students and appreciate your continued efforts long after the training ends!” *Annenburg Speakers Bureau; Partnership for Public Service*

“It seems like yesterday that I met with you to vent my frustrations with my job search. I am happy to report that things are going well. I am now an Intel Officer focusing on terrorism and transitional crime. It’s really great and I have been in on some incredible decisions over the past two years. It is, of course, all thanks to you!” *Intel Officer, Defense Intelligence Agency*

### III. FOUNDATIONAL ACTIVITIES

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 the FEB National Strategic Plan.

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

- ✓ Sponsored a unique “Connections Fair,” a networking and educational program in March 2010 that brought together 30 career counselors and service organization representatives who work directly with local veterans and the disabled, respectively, with key regional Federal human resources professionals and hiring managers; Topics included a full briefing on Schedule C hiring, relationship-building and “networking bingo;”
- ✓ Played an active role in the year-long planning committee for a Returning Veterans Employment and Education Expo hosted by the Boston VA Healthcare Systems and partners in September 2010;
- ✓ Supported various Veterans commemorations and ceremonies, including the City of Waltham’s Patriot Day Circle of Remembrance ceremony in September 2010;

#### **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 3 one-time scholarships of \$1000 each in memory of local Federal employees we lost in 2010;
- ✓ Facilitated the Congressman John Joseph Moakley Award for Exemplary Public Service to honor the accomplishments of staff of the New England Congressional delegation;
- ✓ Provided several briefings throughout the year to educate local vendors / hotel sales and marketing staff on per diem and doing business with the US Government overall;
- ✓ Facilitated Federal participated in the Turtle Bay PTAC small business outreach and educational event in June 2010; included state and local representatives as well;
- ✓ Served as the keynote speaker for a forum hosted by the Arlington, MA Rotary Club focusing on “Doing Business with the Government;”
- ✓ Continually engaged with the Young Government Leaders’ Boston chapter, established in 2007, as a means to support and inspire the next generation of Federal leaders; Served as an active resource for them for a variety of interests, shared articles, hosted training and garnered their support for a wide range of pressing issues, including CFC;
- ✓ 1 of 3 FEB representative to serve as a judge for the Blacks in Government’s annual training conference’s national public service campaign; Boston will be host city in 2011;

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

- ✓ Throughout summer 2010, provided marketing and logistical support for the Feds Feed Families Food Drive in New England consistent with the First Lady’s priorities;
- ✓ Continually distributed high priority briefings items regarding the Health Care Reform Act and its’ impact on the Federal Employee Health Benefits program to the local Federal community at-large;
- ✓ Created high visibility for all-things CENSUS 2010-related; Priority topic all year;

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

- ✓ Prepared a comprehensive “Shared Resources Directory” outlining regional space available for use by Federal agencies for meetings of any kind; This directory was developed in line with the President’s efficiency directive and helps local agencies give first-preference, when possible, to Federal space, often at a lower cost than commercial space; We consulted regularly with agencies seeking use of Federal space this year;
- ✓ Hosted bi-monthly Board of Directors and regular Council and Committee meetings;
- ✓ Created and distributed a comprehensive Directory of Federal Agencies for use by various constituency groups, including congressional staff;
- ✓ Hosted an executive briefing and demonstration, in cooperation with the Transportation Security Administration’s Federal Security Director, on the full body scanner and other technologies currently being piloted in our area in August 2010;
- ✓ Ongoing membership development and relationship-building;
- ✓ Regularly contributed to national trade periodicals, including FEDERAL TIMES’ travel section; Served as a resource for local media outlets and professional trade magazines, focusing on Federal jobs;

### **Priority Areas for 2011**

- ✓ Create forums for a meaningful dialogue on the local impact of President’s Hiring Reform initiative;
- ✓ Continue to support and promote the President’s Veterans Hiring Initiative;
- ✓ Continue to support and promote the President’s Disability Hiring Initiative;

### **QUOTABLE / CUSTOMER FEEDBACK**

“Thank you for the informative emails you always send. I’ve been on the distribution list for a short time and already find them valuable” *Deputy Commander, Department of Defense*

“Thank you for your hard work and planning and for sponsoring and hosting such a worthwhile event to assist our brave veterans.” *Senior Official, US Department of Homeland Security*

“The Search and Rescue Team members who are going for passports in anticipation of deploying to Haiti for earthquake response are receiving first-class treatment. Thank you to the Federal Executive Board for making the arrangements for expedited service.” *Senior FEMA official*

“As a supervisor here in the region, I wanted to express my sincere thanks to you personally for all the tremendous and useful information you continually pass along to us through the FEB. Time and time again you have us ahead of our own agency and the regional support folks. That in itself keeps us ahead of the curve. I offer sincere thanks for doing what you do for us here in the field!” *Hydrologist-in-Charge, National Weather*

“I appreciate you forwarding the most recent article containing Federal Job Hunting tips. It is great advice and clearly stated. As a result, I’ve requested permission to distribute to my veterans. With the forecast of thousands of returning troops from the Middle East deployments seeking jobs, this will be a great service. I appreciate your continued support and communication. TEAM VETS!” *Veterans Representative, The Career Place*

**\*COST AVOIDANCE**

<b>Awards/Recognition</b>	<b># of Attendees</b>	<b># Awards Presented</b>	<b>Other</b>
Excellence in Government Awards	325 representing more than 30 Federal agencies - May 2010	14	Competitive categories designed to reflect the current Federal workforce
Speaker Thomas P. O'Neill, Jr. Award for Exemplary Public Service	See above	1	
Senator Paul E. Tsongas Award for Exemplary Public Service	See above	1	2010 recipient selected by Congresswoman Niki Tsongas.
Congressman John Joseph Moakley Award for Exemplary Public Service	See above	2	Awarded New England Congressional staff; nominated by Members;
Public Service Scholarship program	N/A	In memory of: Patricia Christopher, GSA employee, who passed away in April 2010; Bob Cannon, postal service, who passed away in April 2010; and Peter Manning, former GBFEB Executive Director, who passed away 6 years ago.	\$1000 in value  Full and part time Federal employees and their dependent children eligible to apply and submit an essay entitled "What does Public Service Mean to Me?"
Combined Federal Campaign Awards	N/A		Presented throughout

**COST AVOIDANCE (cont.)**

<b>FEB Training</b>	<b>Market Price</b>	<b>FEB Price</b>	<b># attendees</b>	<b>Cost savings</b>	<b>Est. Cost Avoidance</b>
CSRS Retirement Training	\$595 per person per 2-day training	\$425	90 (in 3 sessions)	\$170	\$15,000
FERS Retirement Training	\$595 per person per two day training	\$60 for one full day	250	\$237 per person	\$59,250
Diversity Training	\$395 per day per person	\$65 per person for full day	250	\$335 per person	\$98,750
Administrative Professionals Training	\$125	FREE	50	\$6250 total	\$6250
CFC Executive Training	\$995 for full week and wide range of topics, including public speaking and project management	FREE	15	\$14,925 total	\$14,925
EEO refresher training	\$299 per day	FREE for half day	10	\$100 / person	\$1000
<b>Total</b>					<b>Est \$195,175</b>

# Greater Boston Federal Executive Board

## Organizational Chart

