

**BUFFALO FEDERAL EXECUTIVE BOARD
2005
ANNUAL REPORT**

EXECUTIVE SUMMARY

2005 ended with substantial progress in resolving sponsorship issues for the Buffalo FEB. Due to the efforts of OPM and local US Coast Guard officials, funding for personnel and operating costs has been taken over by the US Coast Guard.

Emergency Preparedness remains at the forefront of FEB initiatives. Continuity of Operations Training, coordination of the COOP Working Group initiatives, and FEB's involvement in the Erie County Emergency Planning Committee are just some of the priorities in the FEB's mission of government service. Hurricane Katrina placed new focus on developing plans for continued government operations under austere conditions. The addition of new leased facilities that house federal agencies was also the catalyst for further refinement of building security plans.

With 90% of the Dulski Federal Building habitants now relocated within leased facilities in the Central Business District, the FEB is faced with new challenges providing meaningful programs and activities that foster team spirit among agencies.

In an era of increased responsibilities placed on our agency directors, the challenge remains to get their "buy-in" on FEB programs and to actively promote and participate in activities.

As we look to the future, the FEB is prepared to continue traditional programs, and at the same time venture to new horizons to make us a viable resource for the Federal Government in Western New York.

ADVANCE THE ADMINISTRATION'S GOALS AND INITIATIVES

President's Management Agenda:

Human Capital:

- Continued partnership with the Western New York College Consortium to provide federal employment information to college seniors.
- Partnered with two local colleges to coordinate internship opportunities for students in Political Science and Criminal Justice programs.
- Provided information to colleges on behalf of Social Security Administration on job opportunities.
- Director spoke at several colleges on opportunities in Federal Government.

Electronic Government:

- Provide Federal officials with a wide range of information from both federal and private sources in the areas of homeland security, safety and personnel issues. Contact list has over 200 individuals.

Homeland Security:

- Conducted second COOP manager's training course. Over 40 individuals are now trained.
- Continued efforts of the COOP Working Group. Local agencies will be conducting exercises early in 2006.
- FEB continues involvement with State, County and City Emergency Preparedness Officials.
 - Participated in a multi agency exercise supporting deployment of the State's Emergency Services Team.
- Provided information on federal resources to the New York State Emergency Management Agency regarding the State's initiative to provide refuge for individuals left homeless by Hurricane Katrina.
- Distributed a wide variety of Homeland Security reference information from both government and private sector sources to agency directors, and COOP Working Group members.
- Partner with Federal Protective Service on security issues at Government owned and leased facilities.
- Distributed operational security briefings to federal officials

Combined Federal Campaign

- FEB increased involvement with the Director serving as the CFC Chair.
- CFC 2005 Pledges: \$626.110.
- Organized 8 general events, and participated in 15 agency events in support of the Combined Federal Campaign.

CREATE AND ADVANCE LOCAL INITIATIVES

- Developed local procedures for media, federal agencies and leased facilities management personnel regarding emergency closure procedures.
- Coordinated local efforts to collect funds in support of Tsunami relief.
- Revamped the Public Service Awards Program changing the focus to Excellence in Government revising categories and criteria
 - 130 individuals attended the Awards Program to honoring 10 outstanding Federal employees and 2 agencies.
- Coordinated 1 referral for Alternative Dispute Resolution.
- Coordinated 5 Blood Drives for a total of 226 units.
- Sponsored the annual retirement seminar supporting 100 participants.
- Organized 6 EEO/Diversity Events that had over 400 individuals attending.
- Coordinated a 2 day Thrift Savings Plan seminar. 150 federal employees participated.
- Partnered with the Federal Woman's Program:
 - Women's Fair
 - College/Education Fair
 - Women's Equality Day Luncheon
 - Fitness Walk
 - Initiative to help sponsor families residing in Western New York displaced by Hurricane Katrina.
 - Breast Cancer Awareness Program
 - Kid's Voting
- Co-hosted with Navy Recruiting District Buffalo a sponsor city visit by the Captain, Chief of the Boat and Sailor of the Year from the USS Buffalo; an attack submarine home ported at Pearl Harbor.

PROVIDE INFORMATION

- Presented FEB briefing to 2 new agency directors and a newly elected Congressman.
- Instituted electronic dismissal procedures to ensure all agencies receive timely information.
- Provide timely advisories on the status of agency relocations from the federal building.
- Helped relocating agencies with excess equipment notices
- Provided email advisories to assist agencies in recruiting for vacancies.
- Changed Agency Directory to electronic format.

