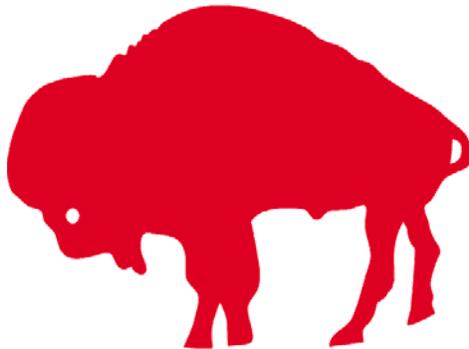


# **BUFFALO FEDERAL EXECUTIVE BOARD**



**FISCAL YEAR 2006**

**ANNUAL REPORT**

# **FEB GOALS**

**Advance the Administration's Goals and Initiatives**

**Create and Advance Local Initiatives**

**Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach**

## TOP FIVE HIGHLIGHTS OF FY 06

**1. Stability of Operations.** For the first time in three years, the Buffalo FEB was able to conduct operations with a firm agreement supporting both personnel management and operating funds.

The combined efforts of the FEB Chair, OPM and the US Coast Guard resulted in a formal Memorandum of Understanding between the US Coast Guard and the Department of Homeland Security-Immigration and Customs Enforcement, whereby the Coast Guard agreed to support the FEB with operating funds, and direct reimbursement for personnel costs. This comprehensive MOU provides support through FY08.

**2. Relocation of Federal Agencies to Leased Facilities.** The FEB was the catalyst supporting GSA efforts to finalize relocations from the former Dulski Federal Office Building to leased facilities in the Central Business District of Buffalo. Accomplishments included:

- Worked with GSA Relocation Personnel to conduct planning sessions to discuss relocation timelines and logistical moves.

- Provided all FEB agencies with current information on the status of agencies and their moves.

- Produced revisions to the FEB Directory as moves occurred.

- Assisted lead agencies in developing security and emergency plans.

**3. Homeland Security.** The primary focus of FEB efforts during the past Fiscal Year centered on support for Homeland Security issues. Primary accomplishments in this arena were:

- Publication of an All Hazards Emergency Plan.

- Comprehensive efforts in Continuity of Operations planning that culminated in conducting an Ardent Response Table Top Exercise in June.

- Expanding the FEB as a Center of Influence in Homeland Security issues to include the Emergency Planning Committees for Erie and Niagara County

**4. Excellence in Government Awards Program.** The highlights of this year's luncheon were:

-- Presentation of the Chair's Award to the Department of Homeland Security – Immigration and Customs Enforcement Special Response Team for their efforts in rapid deployment in support of Hurricane Katrina.

-- Honored the memory of LTC Terrence Crowe, a local reservist, and Federal employee, who was killed in the line of duty, by naming the Military Reserve Award in his memory. LTC Crowe's family was in attendance to present the first award.

**5. Training Working Group.** Identifying the need to become more responsive to the Federal Workforce in providing a wide range of resources for both personal and professional development, the FEB organized a Training Working Group. The major objectives of this group are to identify areas of concentration for training initiatives and identify resources within the federal community to conduct training.

## **GOAL # 1 ADVANCE THE ADMINISTRATIONS GOALS AND INITIATIVES**

### **HOMELAND SECURITY**

-- The FEB issued a complete revision of its All Hazard Emergency Plan. The relocation of agencies to multiple facilities made it necessary to change the fashion in which public announcements would be made.

-- Emergency Preparedness Committee meetings focused on sharing after action reports from agencies that deployed in support of Hurricane Katrina relief operations and planning for the first COOP table top exercise, Ardent Response.

-- In June 70 individuals from over 30 agencies participated in Ardent Response which exercised the development of agency's COOP planning documents.

-- The FEB conducted a Communications Exercise testing the ability to contact all key personnel utilizing voice and data resources. This resulted in 100% validation of 24/7 key personnel data.

-- In July the FEB participated in a Bi-National Emergency Preparedness Conference sponsored by Niagara University. Attendance at this conference helped solidify relationships with County Emergency Preparedness Committees, and exchange Emergency Preparedness information with Canadian agencies.

-- In August, the FEB, in cooperation with TSA, distributed revised Airport Security information, based on increased threat advisories, to Federal and Local Government agencies.

-- In September, promoted National Preparedness Month, through distribution of information to assist agencies, individuals and their families to prepare for any contingency.

-- A briefing on Buffalo FEB's role in COOP Planning was presented at the National Manager's Conference for the Railroad Retirement Board.

-- Provided guidance to Federal and Local governmental agencies on enrollment procedures for FEMA's ICS Training Program.

-- The Buffalo FEB represented the Federal community as a member of the US Coast Guard's Maritime and Port Security Committees.

-- The FEB utilized the Lessons Learned Information System ([www.llis.gov](http://www.llis.gov)) to provide agencies with DHS after action information on exercises and operations.

- Provided agencies with background information and registration procedures for the Government Emergency Telecommunications System (GETS)

- Enrolled in INFRAGARD to receive and disseminate timely Threat Advisories to Federal agencies.

- Distributed a wide range of general and planning information with reference to Pandemic Influenza, for agencies and individuals.

## **STRATEGIC MANAGEMENT OF HUMAN CAPITAL**

- Worked with Career Development personnel from Niagara University and Rochester Institute of Technology to promote Federal Civil Service to prospective college graduates.

- Implemented a Training Working Group to explore personal and professional training initiatives for the federal workplace.

  - Conducted FERS and CSRS Retirement Seminars sponsored by Snow Cap Agency.

  - Hosted a representative from University of Phoenix Online who conducted informational briefings for federal employees on their programs and special benefits for federal workers.

  - Developed a comprehensive schedule for FY07 activities.

- Partnered with the Federal Women's Program Network to provide Diversity Events.

  - Promoted Kids Voting

  - Sponsored a Black History Luncheon with the Mayor of the City of Buffalo as the Guest Speaker

  - Promoted the FWPN Women's Equality Day Program

- Sponsored the Annual Excellence in Government Awards Program.

  - Received 60 Nominations for 11 Categories of Excellence

  - Attended by 180 Employees

  - Chair's Award given to DHS-ICE for Hurricane Katrina Support

  - Military Reserve Category named in honor of LTC Terrence Crowe, local Reservist killed in action in Iraq.

- Coordinated the Annual FEHB Benefits Program.

## **COMPETITIVE SOURCING**

-- The FEB as a member of the Buffalo Niagara Partnership (Chamber of Commerce) provided federal agencies a variety of discounted services. This also promoted federal/community development initiatives

-- FEB assisted the GSA in supporting the Lodging Program.

-- The FEB provided information to federal agencies and public agencies on the availability of excess government property that stemmed from agency relocations.

## **IMPROVED FINANCIAL PERFORMANCE**

-- The Buffalo FEB administered the Niagara Frontier Combined Federal Campaign Initiative.

--- The Director served as Chair of the Local Federal Coordinating Committee.

--- Collected \$617,012 during FY06.

--- Recruited Federal Employees to work with the United Way of Buffalo and Erie County as Loaned Executives.

--- In cooperation with United Way, offered training sessions for Campaign Coordinators to reach out to more contributors.

## **EXPANDED ELECTRONIC GOVERNMENT**

-- Through use of a comprehensive email network for Federal Agencies and all FEB Working Groups to include non-Federal entities), the FEB distributed a wide range of information on topics relating to:

--- Homeland Security.

--- Support for OPM Initiatives.

--- Local Weather Advisories.

--- Safety and Health Related Issues.

--- Human Capital related issues.

--- Community Resources for the Federal Workplace.

-- Assisted OPM in developing a Draft Web page format.

## **GOALS # 2 CREATE AND ADVANCE LOCAL INITIATIVES**

-- The FEB maintained partnerships with the following organizations:

--- Buffalo Niagara Partnership.

--- Erie County Local Emergency Planning Committee.

--- Niagara County Local Emergency Planning Committee.

- Niagara Military Affairs Council.
- Syracuse FEA.
  - Assisted the FEA is securing contact information in order to their organization to apply for locality pay.
- Rochester Federal Security Committee.
  - Invited key personnel to participate in Buffalo FEB activities.
  - Coordinated COOP Awareness Training for key personnel.
- NARFE.
- United Way of Buffalo and Erie County.
- NY State Emergency Management Office.
- Western New York Federal Safety and Health Council.
  - Promoted the Council's meetings and training opportunities.
  - Organized a Federal Safety Working Group.
- American Red Cross.
  - FEB Sponsored 5 Bloodmobiles collecting over 150 pints of blood.

-- During FY 06, the Director briefed 3 new Agency Directors on the mission and benefits of the FEB.

-- The FEB revised the ADR/Shared Neutrals Program Initiative and distributed a comprehensive list of resources for federal agencies to utilize

-- The FEB supported the following initiatives

- Thanksgiving and Christmas Food Drives.
- University Women's Book Sale.
- Kids Voting.
- Toys for Tots.
- Clothing Drive to support battered and abused women.
- Clothing Drive to support victims of Hurricane Katrina.

-- The FEB is driving force for the local Combined Federal Campaign

- The Director served as the Chair of the LFCC.
- Proactive in participating in agency kickoffs.
- Organized the Kickoff and Wrap-up Events.
- Solicited Federal Employees to volunteer as Loaned Executives
- Planned the Key Leaders Breakfast.
- Conducted the Annual CFC Awards Luncheon to honor key agencies and volunteers for their efforts.

-- The FEB participated in the dedication of the new Military Enlisted Processing Station facility at the Niagara Falls Air Reserve Station, and provided information to various sources on their relocation.

-- The FEB participated in the dedication of a new Veteran's Park that included artifacts that were displayed at the former Dulski Federal Building.

### **GOAL #3 PROVIDE INFORMATION, REFERRALS, AND GUIDANCE FOR INTERGOVERNMENTAL AND COMMUNITY OUTREACH**

-- Dedicated the Buffalo FEB Webpage ([www.buffalofeb.org](http://www.buffalofeb.org)) as a resource for weather, travel, traffic and security advisories. This site is made available to the local community.

-- The Buffalo published its Fiscal Year FEB Directory. The FY06 edition was challenging due to the relocations from the former Federal Building.

-- Issued Press Releases and Media Advisories for the Excellence in Government Program.

-- Produced an information packet describing the FEB network and the local initiatives for the Buffalo FEB. This was used for both external and internal customers.

-- In response to the deactivation of Naval Recruiting District Buffalo, the FEB sent to employees facing Reduction in Force actions information on local federal vacancies. The FEB also informed federal agencies on the availability of these employees.

-- Provided information to Federal employees and their dependants on the Federal Employee Education and Assistance (FEEA) Scholarship Program. The Buffalo FEB also conducted a Scholarship Review Board that evaluated 80 applications from Upstate New York, awarding 8 scholarships totaling \$10,000.