



***BUFFALO
FEDERAL EXECUTIVE BOARD***



***FY07
STRATEGIC PLAN***

INTRODUCTION

The Buffalo Federal Executive Board focuses on coordinating Governmental Policy on matters affecting the Western New York Federal Community, providing leadership in the sharing of services between agencies, and participating as a unified Federal force in local civic affairs.

The FEB is comprised of the Directors and Managers of the Federal Agencies in the Western New York Area. It represents a diverse workforce of approximately 15,000 Federal civilian and military employees in over 100 departments and independent agencies.

The FEB

- + Serves as a forum for the exchange of information***
- + Is a point of coordination for the development and operation of programs that address common needs***
- + Coordinates recognition of employees demonstrating exceptional performance***
- + Serves as a critical link supporting community programs***

Guiding Principles

The Buffalo FEB:

.....promotes the ideals of Public Service

.....achieves excellence in all we do

.....encourages professional development

.....values all our customers

.....is accountable for our actions

.....gives consideration to our community

***.....leverages resources through
collaboration***

.....balances competing priorities

.....makes decisions for the greater good

.....promotes safety and welfare for all

Stakeholders

Internal Customers

Local Federal Agencies and Employees to include Judiciary and Legislative Offices

Federal Agencies in Communities immediately outside our Area of Responsibility

Syracuse Federal Executive Association

FEB National Network

FEMA in support of Continuity of Operations Initiatives

National Level Federal Departments

External Customers

The Taxpayer

The Western New York Community

Intergovernmental Partners, especially the Local Emergency Planning Committees

***Not for Profit Organizations
Educational Providers***

Private Sector organizations, especially the Buffalo-Niagara Partnership

Strategic Objectives

The Buffalo FEB will

.....through its efforts in Emergency Preparedness be responsible to collaborate and act uniformly as One Government to ensure the safety and welfare of our employees and ensure the continuity of operations for all agencies.....

.....support Human Capital Readiness by aggressively promoting programs that develop the talent of our workforce; bridge gaps in skills development; and provide for the good of the employee.....

.....continue to champion causes that support diversity, cultural awareness and community activism.....

Lines of Business Operational Goals

Emergency Preparedness, Security and Employee Safety

Continuity of Operations

--Conduct a Pandemic Influenza Table Top Exercise supporting FEMA and OPM Objectives (EP-1)

--Develop Objectives and Committees to support a Full Scale COOP Exercise (EP-2)

--Coordinate COOP Awareness Training for Federal Agencies in Rochester, NY (EP-3)

Emergency Management

--Conduct Quarterly Committee Meetings and ensure that emergency management training is available at each meeting (EP-4)

--Partner with Local Emergency Preparedness agencies to share resources; participate in training opportunities; and ensure a Federal presence (EP-5)

--Establish contacts with Canadian Governmental Agencies to foster cross-border relationships (EP-6)

--Continue to provide agencies with electronic distribution of emergency management related information to support both agencies and employees (EP-7)

Emergency Planning

--Ensure the reliability of 24/7 contact information for all agencies (EP-8)

--Table Top the FEB Emergency Plan with key agencies to ensure continuity and operability (EP-9)

Human Capital Readiness

Recognition

--Conduct the annual Excellence in Government Awards Program (HC-1)

Training (Professional Development)

--Sponsor OSHA 10 Hour General Industry Safety Awareness Training (HC-2)

--Sponsor, in conjunction with the SBA Disaster Office, Customer Service Training Modules (HC-3)

--Sponsor NARA Vital Records Training (HC-4)

--Sponsor a vendor provided Supervisor/Manager Training Course (HC-5)

Training (Personal Development)

--Sponsor First Aid/CPR Training (HC-6)

***--Sponsor Defensive Driver Training (HC-7)
Benefits***

--Conduct a Health Benefits Fair (HC-8)

--Sponsor a Thrift Savings Plan Seminar (HC-9)

--Sponsor a CSRS and FERS Retirement Seminar (HC-10)

ADR/Shared Neutrals

--Maintain a comprehensive list of points of contact for ADR, and track cost savings (HC-11)

Recruiting/Retention

--Participate in the Rochester Institute of Technology Federal Careers Fair (HC-12)

--Participate in the Western New York College Consortium Career Day (HC-13)

Administration and Management

--Schedule and conduct quarterly FEB Board Meetings (AM-1)

--Partner with the Federal Women's Program Network to sponsor Cultural Diversity events to educate and inform Federal employees (AM-2)

--Provide leadership and guidance to the Combined Federal Campaign Local Federal Coordinating Committee (AM-3)

--Maintain and publish the FEB Agency Directory (AM-4)

--Partner with the American Red Cross to conduct Bloodmobiles to benefit the local community (AM-5)

--Maintain the currency of the FEB Webpage (AM-6)

--Provide FEB Briefings to new Agency Directors (AM-7)

FY 07
BUFFALO FEB STRUCTURE

CHAIR

Philip C. Dissek
District Manager
Railroad Retirement Board

VICE CHAIR

Michael K. King
Senior Property Manager
General Services Administration

EXECUTIVE DIRECTOR

Paul M. Kendzierski

STAFF ASSISTANT

Mary Quinn-Stanbro

Resources

The sponsor agency for the Buffalo Federal Executive Board Staff is Headquarters, Department of Homeland Security, Immigration and Customs Enforcement

Funding for FEB Activities and Services is provided by the United States Coast Guard