



FEDERAL EXECUTIVE BOARD

***FY16
OPERATING 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*
- + Is a conduit for providing leadership, management and developmental for the Federal workforce*

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

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 of Erie and Niagara County

Non Profit Organizations

Educational Providers

Private Sector organizations.

Veterans Organizations

Operational 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 Workforce Development 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 cause's that support diversity, cultural awareness and community activism.....

Lines of Business I
Emergency Preparedness, Employee Safety and Security

Sponsor an Emergency Preparedness Working Group

--Conduct Quarterly Committee Meetings and ensure that emergency preparedness training is available at each meeting

Facilitate an Interagency Emergency Planning Event and/or educational program annually

--ICS/EOC Interface Course (October 2015)

--FEMA COOP Planners Course (January 2016)

--FEMA Exercise Design Course (March 2016)

--FEMA Guardian Accord Workshop (June 2016)

--FEMA Continuity Exercise (August 2016)

--FEMA Instructional Presentation and Evaluation Skills Course (September 2016)

Liaise with Federal, Tribal, State and Local Government Officials on Emergency Preparedness Issues

--Partner with Local Emergency Preparedness agencies, attending regularly scheduled meetings to share resources; participate in training opportunities; and ensure a Federal presence

--Participate in WNY Consortium Emergency Preparedness Conference.

--Participate in the WNY Critical Infrastructure Protection Committee

--Participate in the WNY Field Federal Safety and Health Council

Disseminate information to/from Headquarters establishments

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

Operate an "All Hazards" Emergency Notification & Advisory Plan

--Table Top the FEB Emergency Plan with key agencies to ensure continuity and operability

---Continual evaluation of plan based on real time incidents

--Ensure timely dissemination of emergency condition information to agencies

--Ensure the reliability of 24/7 contact information for all agencies through use of existing Information Technology resources, and test system capability annually.

--Utilize the Communicator NXT Alert Notification System.

Line of Business II
Workforce Development and Support

Sponsor Workforce Development Best Practices Forums

- Conduct the annual Excellence in Government Awards Program (May 2016)
- Conduct Diversity Events
 - Black History Month (February 2016)
 - Women's History Month (March 2016)
- Support National initiatives for Veteran Hiring

Sponsor Education/Training Programs

- Conduct Management and Leadership Workshops
 - Human Interface Workshop (November 2015)
 - The Art of Leadership (February 2016)
 - Value in Diversity (March 2016)
 - Admin/Professional Workshop (April 2016)
 - Leadership Lessons from the Gridiron (May 2016)
 - Leadership Goes to the Movies (June 2016)
 - People First Management (September 2016)
- Respond to agency requests for no cost training opportunities
- Retirement Planning Seminars (April 2016)
- Sponsor First Aid/CPR Training (December 2015)

Recruiting and Retention Assistance

- Promote Agency Job Fairs
- Participate in the University of Buffalo Government Career Day
- Distribute vacancy announcements to Federal Agencies
- Support Veteran Hiring Initiatives

Line of Business III
Intergovernmental Collaboration and Community Outreach

Maintain Productive Relationships

- Schedule and conduct quarterly FEB Board Meetings*
- Maintain and publish the FEB Agency Directory*
- Provide FEB Briefings to new Agency Directors*
- Provide FEB Briefings to Congressional Staff*

Support Intergovernmental Collaboration and Community Outreach

- Provide guidance as the Chairman of the Combined Federal Campaign Local Federal Coordinating Committee*
- Partner with the American Red Cross to conduct Bloodmobiles to benefit the local community*
- Organize Food Drives in support of the WNY Food Bank*
- Utilize the Wellness Committee to sponsor three employee health fairs and two educational workshops*
- Sponsor the annual FEHB Open Season Health Fair*
- Sponsor a Medicare and Health Benefits Education Seminar*

FEB Network Program Support

- Develop and publish the FEB Annual Report (October 2015)*
- Develop and publish the Annual Operating Plan (December 2015)*
- Communicate management initiatives to FEB Agencies*

**FY 16
BUFFALO FEB STRUCTURE**

CHAIR

**Thomas S. Barone
Chief of Field Status Verification Operations
Verification Division
US Citizenship and Immigration Services**

VICE CHAIR

**Ralph Januale
Senior Property Manager
General Services Administration**

EXECUTIVE DIRECTOR

Paul M. Kendzierski