



BUFFALO FEDERAL EXECUTIVE BOARD



FISCAL YEAR 2015 ANNUAL REPORT

Background

By Presidential Directive in 1961, President John F. Kennedy established FEBs to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of the FEBs.

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 Capitol Area, and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) coordinating local approaches to national programs and shared management needs; (2) providing a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (3) communicating from Washington to the field about management initiatives and other concerns for the improvement of coordination; and (4) referring to the national level problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are composed of the highest-ranking local officials from each Federal agency located in the FEB area. Board leadership and structure consist of elected officers (Chair, Vice Chair) and Committees and Councils designated to direct FEB programs. The Buffalo FEB has a full time Executive Director who manages the daily operations of the Board. The Buffalo Federal Executive Board is comprised of 90 Federal agencies and offices that represent over 10,000 Federal Employees. The Federal Government is the largest employer in Western New York.

The Buffalo FEB was created in 1969 and is sponsored by the Department of Homeland Security, Immigration and Customs Enforcement with financial support from the U.S. Coast Guard.

FY15 BOARD OFFICERS

CHAIR

**THOMAS S. BARONE
CHIEF OF FIELD STATUS VERIFICATION OPERATIONS
VERIFICATION DIVISION
US CITIZENSHIP AND IMMIGRATIONS SERVICES**

VICE CHAIR

**RALPH JANUALE
SENIOR PROPERTY MANAGER
GENERAL SERVICES ADMINISTRATION**

**EXECUTIVE DIRECTOR
PAUL M. KENDZIERSKI**

FEB LINES OF BUSINESS

**EMERGENCY PREPAREDNESS
SECURITY
AND
EMPLOYEE SAFETY**

WORKFORCE DEVELOPMENT AND SUPPORT

**INTERGOVERNMENTAL AND INTERAGENCY
COLLABORATION
AND COMMUNITY OUTREACH**

EXECUTIVE SUMMARY

Homeland Security and Emergency Preparedness initiatives continue to be the primary focus of the Board's activities. We remained committed to ensuring that Federal agencies are prepared to execute their Continuity of Operations plans to cover any and all contingencies. We continue to partner with FEMA to provide training and guidance to meet National requirements and a high level of preparedness. The FEB's exercise focus this year centered on contingency preparations for a Pandemic event.

Supporting leadership and professional development, the FEB sponsoring 11 events during the year. Approximately 300 Federal employees took advantage of opportunities in the areas of self-improvement, leadership, supervision, diversity, and career planning.

Initiatives to provide low cost, or no cost training opportunities have proved to be popular with agencies faced with dwindling training budgets. Agencies have also stepped up to provide instructors for the leadership workshops.

The Excellence in Government Awards Program highlighted the accomplishments of the Federal workforce in Western New York. 40 individuals and 5 agencies were recognized for their outstanding contributions.

We continued to partner with both private and public organizations to promote activities for Federal employees and to broaden the scope of the FEB in the community. FEB initiatives included the Making Strides Against Breast Cancer walk, United Way Day of Caring, and the Feds Feed Families enhanced the visibility of the Federal workforce in Western New York.

LINE OF BUSINESS I

EMERGENCY PREPAREDNESS, SECURITY AND EMPLOYEE SAFETY

This Line of Business focuses on ensuring interoperable communications in the event of any contingency affecting the area of responsibility; providing continuity and emergency preparedness training; and providing agencies with resources to assist in their planning function.

Committee/Working Group Activities

In addition to FEMA and FEB meetings for the Emergency Preparedness Working Group, in September the Emergency Dismissal Team conducted the annual review of the Weather Emergency Plan to review and revise policies and procedures regarding recommendations to be made to agencies. The FEB provided assistance to three agencies on developing their internal emergency dismissal procedures.

In FY15 the FEB issued 6 operating recommendations during the winter season resulting in 3 closures and 3 recommendations for flexible operating status.

The Executive Director is a member of both the Erie and Niagara County Local Emergency Preparedness Committees, and the DHS Western New York Critical Infrastructure Protection Committee. This relationship aided in increasing participation in continuity events by state, local and tribal representatives.

The Emergency Preparedness Working Group's focus was on activities and training leading to a Pandemic event tabletop exercise attended by both public and private sector organizations.

The FEB is also an active member of the Western New York Field Federal Safety and Health Council.

Training

The FEB's Emergency Preparedness instructor and FEMA conducted the following training in FY15:

- ICS 300 (2 classes) (FEB)
- Continuity of Operations Manager's Course (FEB)
- Instructional Presentation and Evaluation Skills (FEMA and FEB)
- Pandemic Accord (FEMA and FEB)
- Devolution Planning (FEMA and FEB)

The FEB also ensured that agencies were informed of training opportunities offered by FEMA to train personnel in COOP and NIMS procedures supporting Homeland Security Presidential Directives; and the Professional COOP Practitioners Program.

The Executive Director assisted the Department of Energy in developing their emergency preparedness training program.

The FEB conducted First Aid and CPR training for 15 Federal employees.

Security

The FEB continued to play a key role in supporting the Niagara Center's Facility Security Committee. The Executive Director is the Occupant Emergency Plan Deputy Designated Official.

The FEB, along with GSA and the Federal Protective Service, conducted the FPS Active Shooter Awareness Course.

Exercises

In April, the FEB, in conjunction with Exercise Eagle Horizon 2015, conducted its annual communications test. Agencies validated both electronic and telecommunications resources to respond to contingencies. The FEB also utilized the Communicator NXT system to provide an additional means to transmit emergency information.

Also in April the FEB and FEMA hosted a Pandemic Table Top Exercise. Both public and private organizations participated in this event.

Distribution of Information

To educate and inform agencies, the FEB provided on a continuing basis the following electronic information

- Homeland Security Institute Newsletters
- Weather Advisories
- Homeland Security Presidential Directives
- National Weather Service Newsletters and Briefings
- DHS Preparedness Information
- OSHA Safety Information
- WNY Field Federal Safety and Health Council Information
- FEMA Continuity Documents
- Cyber Security Information
- Federal Occupation Health Information
- National Preparedness Month

LINE OF BUSINESS II

WORKFORCE DEVELOPMENT AND SUPPORT

This Line of Business focuses on improving the morale of the Federal workforce by celebrating the achievements of the people who serve our nation; by developing and retaining the workforce by providing training opportunities and learning experiences; and to educate and inspire others to public service.

Celebrating Achievement

The annual Excellence in Government Program continues to be an integral element of the FEB's contribution to the Federal community.

The May Luncheon honored 40 individuals for their achievements, and 5 agencies for their contributions to the community and workforce.

Developmental Opportunities Offered by the FEB

- Leadership Workshop – The Exceptional Leader
- FERS Retirement Seminars (2)
- FERS Special Provisions Retirement Seminars (3)
- Administrative Professionals Training Day

- Value in Diversity
- Workplace Injury Prevention Seminar
- Family Caregiver Seminar

Educational and Career Presentations

Niagara Falls Air Reserve Station Career Day

The FEB also marketed information on vacancies for Federal agencies.

Distribution of Information

- OPM Pay and Benefits Information
- NARA Newsletters
- Multi-source Retirement Issues Information
- Interagency Vacancy Announcements
- Presidential Proclamations
- Educational Opportunities for Federal Employees
- Online Leadership and Training Opportunities
- Leadership Topics
- Veteran Hiring
- Teleworking Information

LINE OF BUSINESS III

INTERGOVERNMENTAL AND INTERAGENCY COLLABORATION AND COMMUNITY OUTREACH

This Line of Business enhances communications between local Federal agencies, across the FEB network and between the FEB and Washington DC; supports the Combined Federal Campaign; and cultivates community relations by coordinating Federal participation.

Activities

Combined Federal Campaign contributions for 2014 totaled \$505,311. The LFCC supported the annual kickoff, presentations from charitable organizations, agency events, and the end of the campaign awards ceremony.

The FEB hosted 5 Blood Drives supporting the American Red Cross, collecting 96 units of blood.

The Executive Director presented the FEB Capabilities Briefing to three new agency heads.

In December the FEB sponsored the annual FEHB Health Fair. Eight health providers and ten vendors participated. Over 500 employees attended.

FEB sponsored Food Drives collected over 15,000 pounds of food products supporting the Food Banks in our area of responsibility. This included participating in the Feds Feed Families National initiative.

The Wellness Committee sponsored wellness fairs in February, March and August to promote health and wellness that included participation by outside health care providers, and nutrition vendors. Over 250 employees attended each of these fairs. The committee also partnered with Blue Cross and Blue Shield to sponsor the following wellness seminars:

- Healthy Eating
- The Power to Move

In July, the FEB coordinated the review board for the FEEA Scholarship Program for Upstate New York. The board awarded six scholarships.

The Diversity Committee was involved in conducting programs in support of Hispanic Heritage Month, Black History Month and Women's History Month. They also provided resources for agencies to carry out their own programs.

The FEB also maintains liaison with agencies Rochester, Syracuse and Albany offering programs to employees in those cities.

The FEB provided support in these community initiatives

- Thanksgiving and Feds Feed Families Food Drives
- Toys for Tots
- Clothing Drives
- Buffalo Food Bank
- Armed Forces Week
- Breast Cancer Awareness Activities

- Veteran's Day Activities
- United Way Day of Caring

Distribution of Electronic Information included:

- Executive Orders
- CFC/LFCC Info
- Veteran's Programs
- Health and Wellness Information
- Green Government initiative
- Special offers for Federal Employees
- Information promoting the local community