



Greater Cincinnati Federal Executive Board

FY 2016 Annual Report

Lines of Business

- **Emergency Preparedness, Security and Employee Safety**
- **Work Force Development and Support**
- **Intergovernmental Collaboration & Community Outreach**

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Background

By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEB) 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 90% of all Federal employees work outside of the National Capital 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.

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. Administrative funding is provided by a host department or agency. The regulatory responsibilities outlined in section 960, title 5, Code of Federal Regulations, provide the guidance from which FEBs draw their general operating instructions.

Executive Summary

The Greater Cincinnati Federal Executive Board (GCFEB) is comprised of 90 Federal agencies which represent over 15,000 Federal employees. The Federal Government is one of the largest employers in the metro area. The Cincinnati FEB strives to provide a clear and effective communications medium between Federal agencies as well as all levels of government. Nothing can be more important to Federal organizations than "partnering" with other government entities and community groups. To this end, the FEB brings diverse parties to the table and facilitates valuable collaboration.

The FEB employs Lines of Business focusing on Emergency Preparedness, Security, Employee Safety, Workforce Development and Support , Intergovernmental Collaboration & Community Outreach to ensure Federal employees are prepared for any disaster or contingency; to provide an avenue for exposure to resources to enhance work productivity, and as one of 28 FEBs nationwide, the Greater Cincinnati FEB coordinates the sharing of services between agencies, and participates as a unified Federal force in local civic affairs.

Greater Cincinnati Federal Executive Boards most valued accomplishments:

- ❖ The Greater Cincinnati Federal Executive Board continues to partner with local government officials: The City of Cincinnati, The Ohio Department of Health, and the Hamilton County EMA in developing the GCFEB's plan for operating a Closed Point of Dispensing (CPOD) for Federal Employees, contractors and their families in the Greater Cincinnati area. The GCFEB has established a Closed Points of Dispensing for the JWP Federal Building, Potter Stewart Court house, Covington Internal Revenue Service Center, and The National Institute for Occupational Safety and Health Facilities. The GCFEB conducted a full scale interagency CPOD exercise on September 15, 2016 at the Cincinnati Internal Revenue Service Center.
- ❖ The GCFEB hosted the annual Federal Service Excellence Awards Celebration "*Pursuit of Excellence*" on April 20, 2016. This program provides a unique opportunity for Federal agencies to publicly recognize their exceptional employees. Agencies have an opportunity to highlight their best and brightest employees who represent excellence in the federal community. In FY 2016, 148 federal employees were nominated with winners selected in eight categories and employees were recognized for their Community Service. Over 320 were in attendance for the FY16 celebration.

- ❖ GCFEB sponsored, for the 33rd consecutive year, the Public Service Recognition Ceremony which was held May 5, 2016 on Fountain Square in downtown Cincinnati. This is an outdoor venue where Representatives from various public service agencies set up exhibits to educate citizens about the character and quality of public service. Public servants who have made significant contributions to public service during the year were also recognized during this event. The Public Service Recognition Committee is composed of officials from Federal, state (Ohio, Kentucky and Indiana), regional, county, and local governments. We recognized 66 Public Servants at the Program and over 30 exhibitors participated.

- ❖ August 11, 2016 the GCFEB sponsored an OPM Hiring Excellence Workshop which was held on at the JWP Federal Building on the following topics:
 - Utilizing hiring authorities and flexibilities to streamline the hiring process.
 - Designing assessments to identify top quality applicants.
 - Forming effective collaborative relationships between managers and HR specialists to improve hiring outcomes.
 - Utilizing data to analyze hiring trends and applicant characteristics.
 - Understanding how the new USAJobs website can be used by managers to attract applicants to their vacancies.

- ❖ The GCFEB provided leadership and support to the Local Coordinating Campaign Committee for the Indiana, Kentucky, & Southwester Ohio Combined Federal Campaign and actively participated in the management of the campaign. The Indiana, Kentucky, & Southwester Ohio Combined Federal Campaign raised \$2,998,022.87.

I. Line of Business: *Emergency Preparedness, Security and Employee Safety*

The Federal Government is the Nation's largest employer (and the first or second largest in many metropolitan areas.) In times of emergency, we have a responsibility to collaborate in our communities. To that end, Federal Executive Boards play a vital role. This Line of Business produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency response and readiness, and to educate our Federal workforce on health and safety issues in emergency situations.

The Greater Cincinnati Federal Executive Board (GCFEB) Emergency Preparedness Committee held meetings on a monthly basis throughout the year. The mission of the committee is to coordinate the exchange of up-to-date, accurate and consistent information among local Federal agencies during emergency situations as well as keeping member agencies informed of the latest Homeland Security Initiatives. Committee members established and maintained relationships with local emergency management agencies; sponsored and supported interagency training and exercises designed to strengthen and test emergency preparedness and COOP plans capabilities.

The GCFEB coordinated a Lunch & Learn: Family Emergency Preparedness Seminar on February 17, 2016 presented by Katharine Piaskowy, Assistant Director of Community Preparedness, Hamilton County Emergency Management Agency. The presentation focused on the four steps towards preparedness:

- Be informed about the different types of emergencies that could occur and their appropriate protective actions.
- Make a family emergency plan including information on how to reconnect and reunite.
- Build an emergency supply kit to have supplies you will need whether at home, at work or in the car.
- Get involved by finding opportunities to support community.

GCFEB in coordination with the Environmental Protection Agency sponsored five "Active Shooter Response Training" sessions that were held on March 1-3, 2016 presented by Jeff Campbell, EPA Security Management Division. The training sessions provided statistics, background information and response options for active shooter incidents.

GCFEB in coordination with FEMA Region V facilitated a Full Scale Interagency Devolution Exercise on March 16, 2016. The scenario was an Improvised Nuclear Device, the exercise focused on the following capabilities and actions:

- Information sharing protocols
- Senior staff notifications

- COOP activation metrics
- COOP Plan effectiveness
- Agency Devolution Plans
- Employee dismissal
- Shelter-in-place capabilities
- Interagency communication during COOP operations

On August 11 & August 20, 2016, the GCFEB conducted Closed Points of Distribution (CPOD) Volunteer training at the IRS Service Center. To date the GCFEB has trained over 250 volunteers to staff the four CPOD locations in Greater Cincinnati.

The GCFEB maintained contact with the Cincinnati-Hamilton County Homeland Security Office who sponsors various Emergency Management Training Courses. With this established relationship; the GCFEB is able to communicate no cost training opportunities to the Federal Community.

The Greater Cincinnati Federal Executive Board continues to partner with local government officials: The City of Cincinnati, The Ohio Department of Health, and the Hamilton County EMA in developing the GCFEB's plan for operating a Closed Point of Dispensing (CPOD) for Federal Employees, contractors and their families in the Greater Cincinnati area. The GCFEB has established a Closed Points of Dispensing for the JWP Federal Building, Potter Stewart Court house, Covington Internal Revenue Service Center, and The National Institute for Occupational Safety and Health Facilities

The GCFEB maintains, updates and tests a 24/7 Federal Emergency Communications System for the Federal Metro area. COMMUNICATOR NXT (*web based*) platform (NXT). NXT allows communication with members via email and Text to Voice messaging to digital phone lines on a 24-7 basis. This web-based system requires no special software and can be activated from any computer or phone nationwide. NXT also enables the FEB network to communicate amongst themselves. GCFEB utilizes this system to contact federal agency leadership, FEB Emergency Preparedness Committee Members, Closed Points of Dispensing (CPOD) volunteers for all 3 sites and Occupant Emergency Plan (OEP) Volunteers for the JWP Federal Building . Six various test/activations were conducted on the system in FY 16. The GCFEB serves as the back-up administrator for the Detroit Federal Executive Board.

The GCFEB participated in the National "Eagle Horizon Exercise" on May 16 2016.

Numerous weather updates, warnings, & DHS information were distributed to Federal Leaders in the Greater Cincinnati area.

The FEB Executive Director serves on the National OPM Emergency Preparedness Council which consists of 5 Executive Director's from various FEB's.

The GCFEB conducted a full Scale Interagency Closed POD (CPOD) Exercise which was held on September 15, 2016 at the Cincinnati Internal Revenue Service Center in Covington KY. The exercise was designed to establish a learning environment for players to exercise emergency response plans, policies, and procedures as they pertain to preparation and response to a bio-terrorist event.

The Objectives of the exercise included:

- Demonstrated the proper notification of CPOD volunteers per procedure via Communicator NXT
- Demonstrated the ability of CPOD volunteers to respond to the CPOD location within a timely manner
- Demonstrated the proper protocol for access and facility shutdown of Federal facilities by the security forces
- Demonstrated the proper set-up of the CPOD per procedure
- Conducted position training at each activity point
- Training completed the entire POD Cycle: set-up, notification, reporting, documentation and distribution



Line of Business: Work Force Development and Support

This Line of Business facilitates interagency communication, shared resources and workforce education. The goal is to provide accurate, timely and useful information throughout the FEB network.

August 11, 2016 the GCFEB sponsored an OPM Hiring Excellence Workshop which was held on at the JWP Federal Building on the following topics:

- Utilizing hiring authorities and flexibilities to streamline the hiring process.
- Designing assessments to identify top quality applicants.
- Forming effective collaborative relationships between managers and HR specialists to improve hiring outcomes.
- Utilizing data to analyze hiring trends and applicant characteristics.
- Understanding how the new USAJobs website can be used by managers to attract applicants to their vacancies.

The GCFEB coordinated an OPM Insurance Benefits Presentation that was held on September 21, 2016, the presentation covered federal benefits for the following:

- FEHB Health Insurance
- FEGLI Life Insurance
- FEDVIP Dental Insurance
- FEDVIP Vision Insurance
- FSAFEDS Flexible Spending Accounts
- FLTCIP Long Term Care Insurance

GCFEB provided communication to federal agencies regarding no cost training opportunities which were sponsored by various federal agencies:

- Virtual Benefits fair held on November 18, 2015.
- Graduate School Basic Benefits Course For Federal Human Resources Personnel –Sponsored by Management and Performance Shared Service Center, Department of Energy which was held May 2-6, 2016.
- U.S. Office of Personnel Management and the U.S. Department of Justice newly-developed training course entitled “Domestic Violence, Sexual Assault, and Stalking in the Workplace” the course is available to all agencies at no cost on HR University.

The GCFEB hosted the annual Federal Service Excellence Awards Celebration *“Pursuit of Excellence”* on April 20, 2016. This program provides a unique opportunity for Federal agencies to publicly recognize their exceptional employees. Agencies have an opportunity to highlight their best and brightest employees who represent excellence in the federal community. In FY 2016, 148 federal employees were nominated with winners selected in eight categories and employees were recognized for their Community Service. Over 300 were in attendance for the FY16 celebration.



The GCFEB provided electronic distribution of:

- Job vacancies for various federal agencies
- OPM Pay and Benefits Information
- Presidential Proclamations

GCFEB sponsored, for the 33rd consecutive year, the Public Service Recognition Ceremony which was held May 5, 2016 on Fountain Square in downtown Cincinnati. This is an outdoor venue where Representatives from various public service agencies set up exhibits to educate citizens about the character and quality of public service. Public servants who have made significant contributions to public service during the year were also recognized during this event. The Public Service Recognition Committee is composed of officials from Federal, state (Ohio, Kentucky and Indiana), regional, county, and local governments. We recognized 66 Public Servants at the Program and over 30 exhibitors participated.



II. Line of Business: Intergovernmental Collaboration & Community Outreach

This line of business is to advance local and national initiatives through intergovernmental partnerships.

The GCFEB provided leadership and support to the Local Coordinating Campaign Committee for the Indiana, Kentucky, & Southwester Ohio Combined Federal Campaign and actively participated in the management of the campaign. The Indiana, Kentucky, & Southwester Ohio Combined Federal Campaign raised \$2,998,022.87.

To kick off the Combined Federal Campaign, the CFC hosted its first annual CFC Day of Caring, 50 federal employees worked a total of 238 service hours assisting 6 different CFC charities.

The GCFEB continued operation and management of the Interagency Health Improvement Center. The center provides low cost health improvement facilities to agencies, thereby improving employee health, reducing sick leave and allowing agencies to cancel expensive private contracts.

The Greater Cincinnati FEB Office regularly assists federal agencies in the Greater Cincinnati to “connect” to coordinate the availability of excess property with an agency needing the items.

GCFEB assisted the Transportation Security Administration in recruiting federal employees as volunteers to test security. They are given a role to play and are unfamiliar to the screeners and other employees in order to provide realistic scenarios fro testing.

The GCFEB assisted various federal agencies in obtaining no cost GSA conference room space for training and meetings.

The GCFEB maintained an informational web site, an email list serve, FEB Facebook page, and twitter account to communicate information and update activities/events regarding the GCFEB.

GCFEB sponsored FEHB Open Season Health Fair Tuesday, November 3, 2015 for the Greater Cincinnati Federal Community and coordinated service visits by Health Insurance Agencies.

I coordinated a Hoxworth Blood Drive that took place on August 17, 2016 at the JWP Federal Building. There were 47 screenings with a total of 37 units of blood donated, 11 federal agencies participated in the drive.

The GFFEB serves as the informal "information office" of the Peck Federal Building. Citizens who are uncertain of their destination or what agency they need to see are referred to the GCFEB office. The GCFEB staff fielded both telephone and "in person" inquiries from citizens.