



## **Executive Summary**

# **Pittsburgh Federal Executive Board**

## **2016 Annual Report**

The Pittsburgh Federal Executive Board (FEB) has chosen to highlight the following examples of Lines of Business accomplishments for Fiscal Year (FY) 2016. Additional accomplishments are provided in detail in the attached annual report.

### ***Line of Business 1: Emergency Preparedness, Security, and Employee Safety***

*There were several significant accomplishments in the Line of Business for Emergency Preparedness, Security, and Employee Safety. The Executive Director continued to build critical relationships with local Law Enforcement, Emergency Management Officials and key stakeholders in the community by joining the Local Emergency Planning Committee and participating in a multitude of meetings and training opportunities on Emergency Preparedness and Homeland Security issues. The Pittsburgh FEB partnered with the National Weather Service to forward Severe Weather Executive Briefings from the Warning Coordination Meteorologist and with the Federal Protective Service to forward information regarding possible disruptions to operations due to protests surrounding various events held in the Pittsburgh area. Finally, the Pittsburgh FEB's Continuity of Operations Working Group had a very productive year, sponsoring a Crisis Communication Webinar and a Table Top Exercise (Steel Resolve) on Terrorism.*

### **Local Emergency Planning Committee (LEPC):**

The Pittsburgh FEB Executive Director became a participating member of the LEPC during FY2016 in order to build stronger relationships with local emergency responders to include local and Federal law enforcement, Emergency Medical Technicians, local hospitals, industrial engineers, military, and private organization stakeholders. The ED has participated in subcommittee and full Board meetings for the LEPC.

## **National Weather Service Hazardous Weather Briefings and Storm Advisories:**

The FEB partnered with the National Weather Service to forward Weather Decision Support Packages (WDSP) to member agencies on hazardous weather. During FY 2016, over 37 WDSP's were sent, equipping the FEB and Federal agencies with vital information to support their workforce decisions during hazardous weather.

## **Federal Protective Service Communications/Bulletins:**

During FY2016, the FEB partnered with the Federal Protective Service to send out over 8 bulletins to FEB Agencies and employees in regards to Emergency Preparedness, Employee Safety, and possible disruptions to operations.

## **Crisis Communication Webinar**

The Pittsburgh FEB partnered with the Federal Emergency Management Agency (FEMA) , the Boston FEB Executive Director Kim Ainsworth, Molly Dougherty, Director, Pennsylvania Office of Administration, Continuity and Records Information Management and Bob Winters, Protective Security Advisor - Pittsburgh District US Department of Homeland Security to present a webinar on Crisis Communication. Topics included: Lessons Learned from Boston Marathon Bombing; Risks/Threats (Potential Crisis Situations) in the Pittsburgh area; and Crisis Communication and Your Continuity of Operations (COOP) plans. Over 60 individuals from 4 states participated in the webinar which was a precursor to the Table Top Exercise held later in the year. The majority of the participants were Federal and State employees. In addition, individuals from local law enforcement, and local Emergency Services as well as community stakeholders took part in the webinar.

## **Steel Resolve Table Top Exercise**

The Pittsburgh FEB in conjunction with FEMA, developed and co-hosted a Table Top Exercise built around a Terrorist and Active Shooter scenario. The day began with presentations from Sergeant Barry Budd from the Pittsburgh Bureau of Police and John P. McHenry, Area Director, Federal Protective Service. Both speakers gave a baseline understanding of terrorism from their perspective, discussed possible threats to the local area and how the local and federal law enforcement works together in terrorist situations. Michael Sharon, Federal Preparedness Coordinator for FEMA Region III then discussed

COOP plans and programs, the four Pillars of Continuity, the 10 COOP elements, lessons from the Crisis Communications seminar presented in April, and how all related to the scenario. The scenario was introduced via a video that was professionally produced by one of the major TV stations in Pittsburgh and narrated by a well-known local news anchor. Throughout the exercise, injects were sent via the Communicator NXT! Alert system for a “real world” authenticity. 62 individuals from 34 different Federal Agencies, local law enforcement, emergency services, and private organizations took part in the exercise.

## ***Line of Business 2: Workforce Development and Support***

*During FY2016, the FEB offered a variety of common needs training opportunities. In total, 11 classes were offered, all at low or no cost. The Leadership training including a program at the Gettysburg National Military Park (2 sessions). During FY 2016, a total of 308 Federal employees received common needs training from the FEB, with an estimated cost avoidance of \$175,645. Four Hundred Fifty Two Federal employees were recognized at the 33rd annual Excellence in Government Awards Program, (including team members).*

### **Common Needs Training:**

#### **In the Footsteps of Leaders: Gettysburg Foundation Leadership Program**

The FEB coordinated and co-sponsored an Executive Leadership Program entitled, “In the Footsteps of Leaders,” in partnership with the Gettysburg Foundation at the Gettysburg National Military Park. The training was given by the Gettysburg Foundation, which is a private nonprofit educational organization working with the National Park Service to enhance preservation and understanding of the heritage and lasting significance of Gettysburg.

During this FY, we sponsored two iterations of the training, one in October and one in April. There were 51 participants for the two sessions, and the cost of the training was offered at a fraction of the cost charged by private vendors like the Wharton School of Business. The Pittsburgh FEB ED conducted a 3 hour debrief and discussion on the second day of each iteration which centered around lessons learned from the 2 day event and how to apply the lessons learned to current leadership challenges.

## **Awards and Recognition:**

### **Excellence in Government (EIG) Awards Program**

The FEB hosted the 33rd Annual EIG Awards Program to honor the outstanding accomplishments of both individual Federal employees as well as teams of Federal employees in 22 Award categories, representing 22 Federal agencies. Four Hundred Fifty Two Federal Employees were recognized at the ceremony (to include all individuals on teams). The finalists were chosen by a prestigious Blue Ribbon Panel from the private sector, and each nomination told the story of the remarkable work that our Federal employees do each and every day. The event was attended by 522 Federal Employees, family and friends, and community leaders.

### ***Line of Business 3: Intergovernmental Collaboration and Community Outreach***

#### **Combined Federal Campaign**

The FEB helped to coordinate and oversee the Three Rivers/Pennsylvania West Combined Federal Campaign and raised \$840,000 with 2,200 donors. The average gift was \$355 an increase from last year's Campaign. This included hosting a CFC Chili Cook off, Awards Appreciation Day, Charity Briefings, and a Kickoff Golf Outing.

#### **Heroin Initiative Event**

Overdose deaths from Opioid and Heroin addiction have reached epidemic proportions in Western Pennsylvania. This epidemic affects every socioeconomic level in society to include the Federal community. The Pittsburgh FEB partnered with the Drug Enforcement Agency to host Opioid/Heroin Addiction Awareness Training for Federal Employees to educate them on the threat. The US District Attorney for Western Pennsylvania David Hickton gave preliminary remarks indicating that law enforcement cannot arrest their way out of this crisis. Special Agent Jon Rasmussen from the Drug Enforcement Agency presented the educational and eye-opening training to approximately 40 Federal employees.

## **Law Enforcement Career Day**

The Pittsburgh FEB held a Law Enforcement Career Day for 4 local universities and colleges. Eleven Federal agencies presented during the day-long event which was attended by 65 students and 5 faculty members. The Executive Director provided a briefing on USAJOBS and how to apply for Federal jobs. Each law enforcement agency representative discussed how they came into the Federal Government, their career path, the mission of their agencies and how students could prepare themselves for a career with a Federal law enforcement agency.

## **Blood Drives**

The FEB coordinated 6 blood drives throughout the year and Federal employees were recognized as the eighth largest Blood Donor Group in the Region. Overall the blood drives collected 145 units saving 435 local lives.

## **Pittsburgh Federal Executive Board 2016 Annual Report**

The Federal Executive Board's three lines of business are:

- 1. Line of Business 1: Emergency Preparedness, Security, and Employee Safety**
- 2. Line of Business 2: Workforce Development and Support**
- 3. Line of Business 3: Intergovernmental Collaboration and Community Outreach**

Examples of how the Pittsburgh Federal Executive Board focused on these lines of Business in Fiscal Year 2016 appear on the following pages.

**Line of Business 1 PFEB Activities: Emergency Preparedness, Security, and Employee Safety *\*\*All activities and events listed were conducted and/or attended by the Pittsburgh FEB Executive Director as the Pittsburgh FEB did not have an Executive Assistant during FY2016. This applies to all (3) Lines of Business***

- ✓ The Pittsburgh FEB conducted 3 system-wide tests of the Communicator NXT! Alert System during FY2016. In addition, the FEB utilized the Communicator NXT! Alert system during their Table Top Exercise, Steel Resolve in June of 2016 by sending out six “real time” injects for the exercise. The Federal Emergency Management Agency (FEMA) indicated that this was a first for Region III.
- ✓ The PFEB forwarded over 37 Weather Support Packages (WPS) from the National Weather Service, over 8 Bulletins and emails from the Federal Protective Service, and 23 emails from FEMA/OPM Headquarters during the fiscal year. These notifications directly impacted Agency Director’s ability to make timely and informed decisions regarding possible changes to operational status of their agencies.
- ✓ PFEB Executive Director is member of OPM Continuity of Operations Team and participated in COOP phone calls and tests throughout the year.
- ✓ Attended Bioterrorism Symposium hosted by the Pennsylvania Governor’s office of Homeland Security.
- ✓ Participated as an observer in Bioterrorism Table Top Exercise (TTX) with **POD** element hosted by the Allegheny Health Department and a separate POD Exercise during the FY.
- ✓ The PFEB Executive Director participated in Federal Partners Exercise Sync Agenda Regional Interagency Steering Committee Meeting
- ✓ Attended \*InfraGard Program “Case Studies and Access Badge Vulnerabilities”. Topics included case studies of national and international cybercrimes, counterterrorism cases, and vulnerabilities in certain types of access badges.\* “InfraGard is a partnership between the Federal Bureau of Investigation (**FBI**) and the private sector. It is an association of persons who represent businesses, academic institutions, state and local law enforcement agencies, and other participants dedicated to sharing information and intelligence to prevent hostile acts against the U.S.” (From InfraGard Website) The Pittsburgh FEB Director is a member of InfraGard.
- ✓ Participated in Occupant Emergency Plan (OEP) and Facility Security Committee (FSC) meetings throughout the fiscal year.
- ✓ Attended training hosted by the Federal Bureau of Investigation (FBI) and InfraGard on Active Shooter lessons learned from recent events in Western PA and the nation. Attendees included law enforcement officials from local, state, and Federal government as well as community leaders.
- ✓ Coordinated with the Allegheny Port Authority and Westmoreland Transit service to receive emergency notifications regarding interruptions to bus and light rail transit lines in emergencies.

- ✓ Attended Improvised Explosive Device (IED) Training/Conference hosted by Homeland Security Bombing Prevention Division. Attendees at this event included Federal Agencies, Local law enforcement agencies and community partners
- ✓ PFEB, in conjunction with FEMA, planned and co-hosted a Crisis Communication Webinar as lead in to Table Top Exercise. The Executive Director of the Boston FEB, Kim Ainsworth, Protective Security Advisor for the Pittsburgh District of the US Department of Homeland Security, Bob Winters, and Director State of Pennsylvania Office of Administration, Continuity and Records Information Management all presented during the webinar. Approximately 60 individuals from 4 states participated. The majority of the attendees were federal and state employees, with some local emergency services and Federal Protective Service participants as well.
- ✓ Co-hosted exercise on Terrorism: “Steel Resolve” with FEMA. 62 Federal from 34 different agencies to include employees, law enforcement, emergency management officials and community stakeholders participated in the training and exercise.
- ✓ PFEB Executive Director became a member of the Local Emergency Planning Committee and attended subcommittee and full committee meetings.
- ✓ Met on several occasions with Chair of Facility Security Committee, General Services Administration (GSA) Building Manager and Federal Protective Services to assist in the coordination of emergency communication for the Federal Building.
- ✓ Researched and rewrote the Emergency Notification Plan to include information on alert process for man-made emergencies, making it an All Hazards Plan.

## **Line of Business 2: Workforce Development and Support**

- ✓ Hosted annual Hispanic Employment Program Committee Awards Program where 8 Federal Employees were recognized for the Hispanic and Non-Hispanic Award categories. 37 Federal Employees and community leaders attended the event.
- ✓ Hosted Martin Luther King, Jr. Program. 23 participants from Federal Agencies and Community organizations participated. Executive Director gave opening remarks.



*Pictured from left to right: FEB African-American Heritage (AAH) Chair Lorraine Cook Cross, Pastor Brian Wright and AAH member, Louise Walker*

- ✓ The PFEB Hosted a Black History Month Program: Hallowed Grounds, Sites of African American Memory with guest Saxophonist. The Mayor of Pittsburgh and local media attended along with approximately 40 Federal employees and community leaders.
- ✓ The PFEB Asian-American Committee held its luncheon in celebration of Asian-Pacific American Heritage month. Fifteen Asian-American students were honored for their academic and community leadership. Over 74 Federal employees and local community leaders attended the program. The Executive Director gave opening remarks.
- ✓ The PFEB hosted the 33<sup>rd</sup> Annual Excellence in Government (EIG) Awards Program luncheon. There were over 522 Federal Employees, family, friends, co-workers, supervisors, and community leaders in attendance. There were 165 individual nominees and 287 team leaders from 22 Federal agencies recognized at the ceremony. Dr. Kelly Hunt, the Director of the Pittsburgh Field office of the Small Business Administration and Chair of the EIG Committee and Major Amber White, Commander of the Pittsburgh Military Entrance Processing Station (MEPS) and Vice Chair of the FEB presented the awards for Bronze, Silver, and Gold in 22 categories. The PFEB Executive Director served as Master of Ceremonies.
- ✓ The PFEB Equal Employment Opportunity (EEO)/Diversity Committee hosted a Lesbian, Gay, Bisexual, Transgender (LGBT) event with updates on current legislation and highlighted Federal employees sharing their stories of discrimination. Attendees included 26 Federal Employees from 17 Agencies.
- ✓ Hosted FEB Federal Women's Committee Women of the Year Awards Program Lunch. Twenty-Nine Federal female employees were presented with awards. Sixty Five Federal employees and local community leaders attended the luncheon. The PFEB Executive Director provided opening remarks.
- ✓ PFEB Executive Director researched diversity programs of several of the other FEBs to develop by-laws and form a new, consolidated Diversity and Inclusion Committee for the next FY. Nominations were accepted and elections held for Chair and Vice Chair for the new committee which consolidated all former special emphasis committees.
- ✓ In FY 2016 the PFEB Executive Director gave 6 USAJOBS/Federal Employment presentations to over 80 students at local colleges and universities to include: The University of Pittsburgh, Robert Morris University and Grove City College. The ED also conducted 22 individual workshops over two sessions for students at St. Vincent College. In addition, the ED manned a booth for a day at the Western Pennsylvania Career Services Association (WestPacs) Job and internship Fair, the largest job fair in the Pittsburgh region for college students and alumni. The ED also mentored 15 veterans and helped explain federal process and reviewed resumes for the veterans.
- ✓ Executive Director planned, coordinated, and facilitated a Law Enforcement Career Day for 4 local universities and colleges. Eleven Federal agencies presented during the day-long event which was attended by 65 students and 5 faculty with a wait list of over 15

more that could not attend due to space restrictions. PFEB Executive Director gave opening remarks and presented a briefing on USAJOBS.

- ✓ The PFEB co-hosted a leadership program at the Gettysburg National Military Park twice during the FY. Fifty One individuals took part in the training. The ED facilitated the 3 hour debrief on the second day of the course for each section.



*Far left, students in the “In the Footsteps of Leaders” Gettysburg training course try their hand at loading a cannon. Pictured to the right: Students reenact Pickett's Charge. Photos Courtesy of the Gettysburg Foundation*

- ✓ Sponsored “Think and Act Like a Leader”. This was a new training course offered this year and 25 employees from 8 agencies participated in the training.
- ✓ Hosted new Pre-retirement training (1) day training sessions “Benefits 101” for newly hired Federal Employees and “Mid Career” training. Eighty Four Federal Employees completed the courses. PFEB also hosted regular CSRS preretirement training for 24 Federal employees and FERS training for 65 Federal Employees.
- ✓ Hosted “Martial Arts for the Mind”, another new FEB-sponsored training course that covered cognitive and physical skills to help stop stress before it starts and techniques to release it if it is present. The Navy Seals use the same techniques to calm intense fear before combat. Fifty Seven Federal Employees attended.
- ✓ Hosted first ever Opioid/Heroin Addiction Awareness training for PFEB employees. The Drug Enforcement Agency presented the training and the US District Attorney for Western Pennsylvania, David Hickton provided remarks to attendees. The ED provided opening and closing remarks. Approximately 40 Federal employees participated in the training.
- ✓ Hosted new leadership training course “Six Core Competencies”. Seventeen Federal Employees participated.

- ✓ Hosted OPM “Hiring for Excellence” training. Seventeen individuals from 7 agencies participated in the training.

### **Line of Business 3- Intergovernmental Collaboration and Community Outreach**

- ✓ The Pittsburgh FEB held (3) FEB Board meetings over the fiscal year. The first board meeting was held at the Flight 93 new Learning Center. Sixteen local Agency Directors attended the meeting which included presentations by: local filmmaker JulieHera DeStefano who showed a clip of her documentary “Journey to Normal: Women of War Come Home” and led a discussion on issues women veterans experience after deployment; Kelly Wesolosky the Community Outreach Specialist from the Pittsburgh FBI Field office gave a presentation on the Heroin Outreach Prevention and Education (HOPE) initiative the FBI is working on. The FEB Chair, John DuMont provided remarks to the group, ED covered FEB business, and the group was then taken on a special tour of the learning facility and new Visitors Center. The second meeting was held at the DEA Pittsburgh Field Office Headquarters and featured presentations by GSA Mid-Atlantic Regional Administrator, Sara Manzano-Diaz regarding Executive Order 13693 on Sustainability and the National Initiative on Work Life Balance and a presentation by the DEA on the 360 Strategy on combatting the heroin epidemic. The PFEB Director provided updates on FEB activities and the DEA provided a tour of their facilities. Twenty Three Agency Directors or their Deputies attended the meeting. The third and final Board meeting was held at the National Energy Technology Lab (NETL). The agenda included a presentation by Amy Ervin regarding changes to Combined Federal Campaign, Lisa Kay Schweyer from CommuteInfo who discussed how agencies can utilize their free services to connect employees with alternate commuting options in support of EO 13693. As part of the presentation, Lisa mapped out NETL’s employees based on zip code and gave targeted commute information to the agency. The PFEB Director discussed the upcoming FY Training Calendar and a survey was given to all attendees to fill out and return. Committee nominations for the new fiscal year were discussed to include the new consolidated Diversity and Inclusion Committee, and the new All Hazards Plan was introduced. All participants were given a tour of NETL facilities. Twenty Three Agency Directors/Deputies attended
- ✓ Hosted meeting between GSA Mid-Atlantic Regional Administrator, her assistant, the Director of the Regional Veterans Administration Office, Julie-Hera DeStefano, local producer of documentary “Journey to Normal: Women of War Come Home, Jennifer Fabrizio, Psychologist with the VA Pittsburgh Healthcare System, and 8 female veterans.
- ✓ PFEB Executive Director represented the FEB at meeting held by the Drug Enforcement Agency (DEA) regarding the DEA’s 360 Strategy, Working Together to Break the Cycle

of Drug Trafficking, Drug Violence, and Drug Abuse. Other agencies participating included the US Attorney's Office, Department of Justice Violence Reduction Network, Health and Human Services Substance Abuse and Mental Health Services, FBI, and community partners.

- ✓ Hosted Open Season Federal Employee Health Benefit Fair. Over 800 current and retired Federal employees attended.
- ✓ PFEB ED served on Speed Mentoring Panel for the Defense Contract Management Agency. Mentored individuals for 5 minute intervals for 1 hour, 12 people mentored. Also presented briefing on Resume Tips for Federal Employees as guest speaker at same event.
- ✓ Represented FEB at FBI HOPE meeting which included representatives from the FBI, DEA, Poison Control Center, school superintendents, college professors, rehabilitation counselors, local and state government officials. In addition, PFEB Executive Director served as judge for Heroin Prevention Public Service Announcement contest (pilot test) for local high schools and represented the FEB at the ceremony recognizing the winners. Representatives from the DEA, US Attorney's office, FBI, local TV and radio reporters attended along with high school students and teachers from the 5 participating high schools. FEB Executive Director also served as a member of the US Attorney's Working Group on Heroin Drug Overdoses and Addiction: Prevention, Intervention, Treatment and Recovery, attending several meetings during the FY.
- ✓ The PFEB sponsored 6 blood drives this year, resulting in the collection of 145 units of blood.
- ✓ Attended the National CFC Conference in Baltimore, Maryland
- ✓ Coordinated Feds Feeds Families for the Federal Building and collected 251 pounds of food for local food pantry.



*Judge Alma deLeón from the Social Security Administration, Office of Disability Adjudication and Review stands with the food collected from employees for the Feds Feeds Families 2016 campaign*

- ✓ Attended Change of Command Ceremonies for the US Army Corps of Engineers and the Military Entrance Processing Station (MEPS) Commanders. Also attended promotion ceremony for Commander of the Defense Contract Management Agency and the ribbon cutting ceremony for new facilities that opened in Monroeville.
- ✓ Forwarded numerous bulletins, letters, emails regarding White House Initiatives throughout the fiscal year.
- ✓ Attended “Constitution Week” Naturalization Ceremony at the Department of Health and Human Services. Nineteen individuals from 12 countries were naturalized. Speakers included the County Executive, DHS Immigrants & International Initiative Manager, Northern Area Multi-Service Center, Immigrants and Internationals Advisory Council Chair. Local news media covered the event which was attended by family, friends and community leaders.

The FEB helped to coordinate and oversee the Three Rivers/Pennsylvania West Combined Federal Campaign and raised \$840,000 with 2,200 donors. The average gift was \$355, an increase from last year’s Campaign. This included hosting a CFC Chili Cook off, Awards Appreciation Day, Charity Briefings, and a Kickoff Golf Outing. The FEB screened 285 charity applications for the campaign and had one keyworker/local Hero award winner who became a 2015 National Award winner: TSgt Candace Thompson from Air Force Reserve Officer Training Command (AFROTC) Detachment 730, University of Pittsburgh.



*Pictures from the Chili Cook-off/Charity Fair*