



***FY 13
Annual Report***

***Philadelphia
Federal Executive
Board***

*Prepared by
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Executive Director
October 15, 2013*

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FEB Background

President John F. Kennedy established FEBs by Presidential Directive in 1961 to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC.

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 Capital area and most Federal programs are implemented through the regional and district offices of Federal departments and agencies as they are the Federal government's principal representatives to the vast majority of citizens.

The Boards function in 4 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) Raising awareness at the national level of local issues with potential far reaching impacts. Per regulation, the Director, US Office of Personnel Management (OPM), maintains oversight of the FEB Network.

Today, there are 28 FEBs located in areas with a significant Federal population. FEBs are comprised of the highest ranking local officials from each Federal agency in the geographic area. The Philadelphia leadership team consists of a Policy Committee with a Chair, First Vice Chair, Second Vice Chair, several at-large members who serve at the discretion of the Chair, as well as councils and committees specific to FEB programs. An Executive Director manages the board's daily operations.



The Federal Executive Board National Network

Vision: To be the catalysts for better government.

Mission: Increase the effectiveness of Federal Government by strengthening coordination of government activities.

Guiding principles:

1. Integrity
2. Service
3. Excellence

Strategic Goals

The Federal Executive Boards will –

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach;
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the network's administrative functions.

Philadelphia FEB at a Glance

Federal Employees and Agencies: About 45,000 employees, including civilians, military, and postal, in over 130 organizations.

Area served: The formal area covered by the Philadelphia FEB includes Philadelphia, Bucks, Montgomery, Chester, and Delaware counties in Pennsylvania, and Camden, Burlington, and Gloucester counties in New Jersey. Operationally, we cover southern New Jersey up to and including the McGuire-Dix-Lakehurst installation, and northern Delaware as far south as New Castle County. Agencies further west in Pennsylvania participate in Philadelphia FEB activities on an occasional basis.

Leadership: FEB Officers of Chair, 1st Vice Chair, and 2nd Vice Chair positions are held by agency heads from local Federal agencies who have volunteered.

Host Agency: The Philadelphia FEB was established in 1961. DLA Troop Support has been the host agency since 1995. The FEB Executive Director position is DoD funded. Selected in-kind voluntary support is provided by FEB member agencies.

Staff: Current FEB staff consists of the Executive Director.

Major Programs: Excellence in Government Awards Ceremony and Luncheon each May, and EEO/Diversity Day of Training each November. Other annual programs include Reverse Job Fair, Intergovernmental Emergency Exercise Liberty Down, Eastern Pennsylvania and South Jersey Combined Federal Campaign, and FEB Food Drive.

Web site: www.philadelphia.feb.gov

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FEB Officers

Chair

Margaret M. Mannion
Senior Commissioner's Representative
Internal Revenue Service

1st Vice Chair

D. Scott Blake
Director, Mediation Services
Federal Mediation and Conciliation Service

2nd Vice Chair

Vacant

Policy Committee

Michael Smith
Director, Office of Policy & Oversight, OPM

Terry Stradtman
Regional Commissioner, SSA

Ron Borsellino
Assistant Regional Administrator for Policy &
Management, EPA

Robert McKenrick
Director, VA Benefits Administration

Richard Ellis
Deputy Commander, DLA Troop Support

Fernando Armstrong
Regional Director, US Census Bureau

Mary J. Howard
Director, Compliance Operations, IRS

Spencer H. Lewis, Jr.
Acting District Director, EEOC

Maryann Tierney
Regional Administrator, FEMA

Sara Manzano-Diaz
Regional Administrator, GSA

Rose Marie Flynn
Senior Program Manager, NAVSUP WSS

Dennis Reidenbach
Regional Director, NPS

Gregory Lefever
Regional Administrator-OASAM, DOL

Cynthia MacLeod
Superintendent, Independence NHP

V. Chapman-Smith
Regional Liaison, NARA

FEB Council Chairs

Emergency Preparedness and Security

Maryann Toniazzi, GSA
Robert Lazarski, DOL

Partners in Equality (PIE)

Winnie Owens, USDA Forest Service
Marc Ferdas, NRC

Philadelphia Area Staffing Society (PASS)

Karen Franchi, ACE

Federal Interagency Council

Carl Montoya, HHS ACF
V. Chapman-Smith, NARA

Executive Summary

Emergency Preparedness, Security, and Employee Safety

The Philadelphia Federal Executive Board hosted “Liberty Down 13,” our interagency emergency exercise, in August 2013. This year’s exercise was planned as a deployment exercise, although some agencies opted to conduct the exercise as a tabletop exercise. There were 23 agencies participating in this year’s exercise, which used a civil unrest scenario to challenge participants to consider the impact and their response to a politically controversial meeting developing into a riot, and ultimately, to an active shooter situation.

The Emergency Preparedness and Security Council sponsored several presentations and speakers on topics that drew wide attendance, including the Federal Facility Threat Picture, Active Shooter Awareness, and Cybersecurity. Through these open events, the Emergency Preparedness and Security Council has been able to stimulate interest in preparedness beyond participating in the annual interagency exercise.

Workforce Development and Support

The hallmark training event of the year is our annual EEO/Diversity Day of Training. The theme for the November 2012 event was “Diversity and Inclusion: The Challenge of Tomorrow, the Focus of Today,” and featured a plenary session as well as 19 workshops on topics related to diversity, supervision, and leadership. With 650 attendees, this is one of the “can’t miss” events for the Philadelphia FEB community, and post-event evaluations indicated that 93.7% of attendees would recommend the Day of Training to others. Six Partners in Equality Achievement Awards were presented at the event.

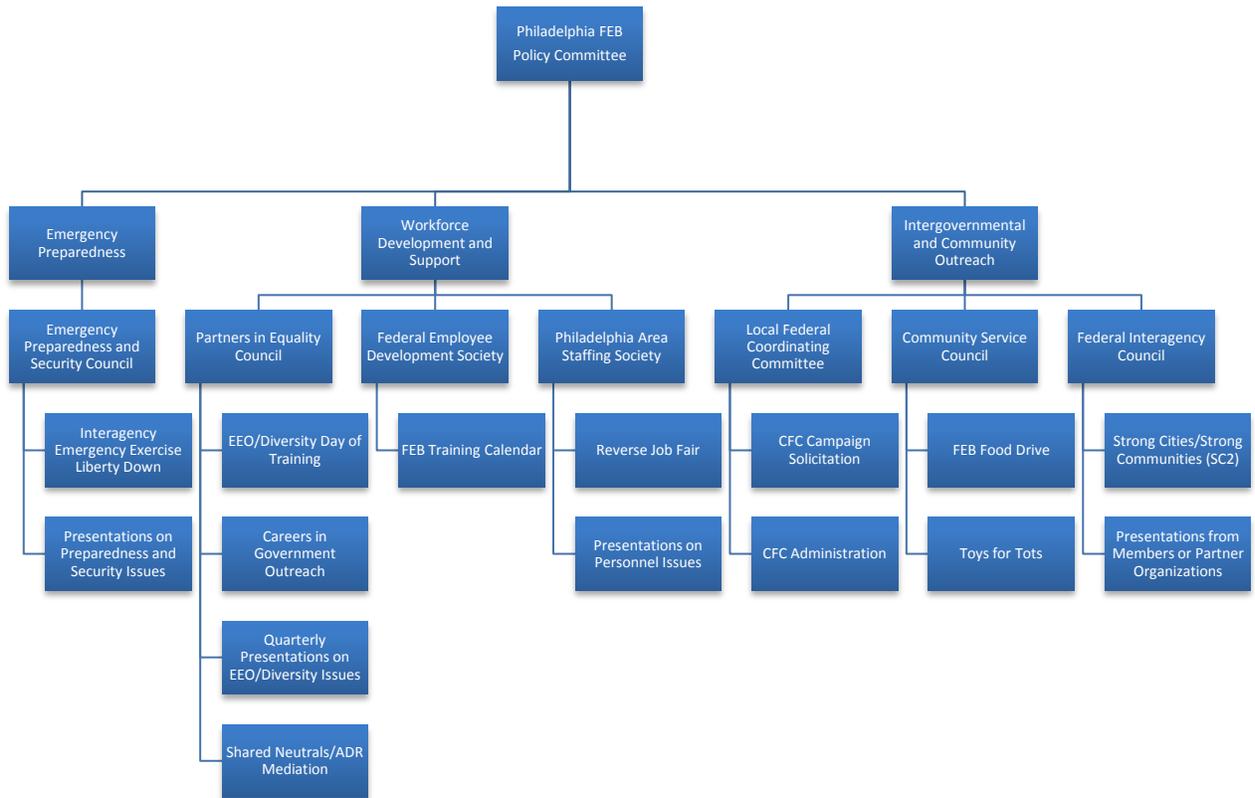
Continued growth in the cadre of qualified and available mediators to participate in our Shared Neutrals program and support local mediation needs was one of the achievements for this year. In FY 11, the Philadelphia FEB was able to respond to two cases, and resolved only one. In FY13, we were able to respond to twenty requests for mediators, a 900% increase in response rate in just two years, and our mediators were able to settle 50% of the cases.

Intergovernmental and Interagency Collaboration and Community Outreach

Our annual Excellence in Government Awards program was again one of the highlights of the year. This year’s celebration of outstanding accomplishments was conducted in accordance with the current atmosphere of tight budgets and austerity at no cost to member agencies. In lieu of an awards luncheon, we hosted two awards ceremonies at two different sites, and were able to honor our local federal employees and recognize their achievements. All told, there were 199 nominations representing 1023 employees from 25 agencies, and 65 medals presented in 25 categories (15 areas, individuals and groups) to 408 employees. The response to the modified program was very positive. Employees and agencies welcomed the recognition, and appreciated the zero impact on their budget.

The Combined Federal Campaign of Southeastern Pennsylvania and Lehigh Valley (expanded in January 2013 and renamed the Eastern Pennsylvania and South Jersey CFC) raised \$2.66 million in pledges from federal employees during our 2012 campaign, a decrease of 3% from the 2011 campaign. Contributions represent participation by about 22% of the total civilian, military, and postal employees in the area, and an increase of 4% to the average gift. Philabundance, our local food bank, was the largest single local recipient of designated funds from the 2012 pledges.

Local FEB Committees



Annual Report

Emergency Preparedness, Security, and Employee Safety

The Philadelphia Federal Executive Board hosted “Liberty Down 13,” our interagency emergency exercise, in August 2013. This year’s exercise was planned as a deployment exercise, although some agencies opted to conduct the exercise as a tabletop exercise. There were 23 agencies participating in this year’s exercise, which used a civil unrest scenario to challenge participants to consider the impact and their response based on a politically controversial meeting developing into a riot, and ultimately, to an active shooter situation. Of special note is that local federal emergency response professionals developed the exercise this year without the involvement or support of FEMA contractor assistance.



The Emergency Preparedness and Security Council sponsored several presentations and speakers that drew wide attendance, including Fire Safety, Active Shooter Awareness, and Cybersecurity. We also partnered with the Philadelphia Office of Emergency Management and two local mass transit providers, SEPTA and PATCO, to present information on evacuation routes and challenges in the event of a city-wide evacuation.



Through these open events, the Emergency Preparedness and Security Council has been able to stimulate interest in preparedness beyond only participating in the annual interagency exercise, as well as build relationships with the local community.

This year’s most intense and visible emergency situation was managing through Superstorm Sandy. A storm of this magnitude has not impacted our area for many years, and while Sandy made landfall within the geographic oversight of the Philadelphia FEB, we were fortunate not to have suffered the damage to the extent that Sandy brought to northern New Jersey and New York. Communications during Sandy centered on keeping the FEB members informed of developments and the status of the local infrastructure. Many of our local employees were activated to support the Sandy response, both in our region and in the New York/New Jersey area.



Through OPM, the Philadelphia FEB has implemented use of “Communicator! NXT” as our emergency communication system. The new system has greater flexibility in messaging capability and designated recipients than the previous system, and is accessible from any computer or smartphone. Philadelphia FEB has actively tested the system regularly, including national tests through Eagle Horizon and nationwide stress tests, to ensure that, in the event of an actual emergency, information would be released and that all included parties will recognize and respond appropriately. As familiarity with the system increases, improvements are being made to ensure that communication systems are operational when needed.

The Philadelphia FEB is working with the Philadelphia Department of Public Health to establish several interagency closed points of distribution for medical countermeasures in the event of a public health emergency. Progress has been slow but steady in this effort to comply with Executive Order 13257. Many agencies are participating and we expect that by the end of FY 14, multiple federal closed PODs in the Philadelphia area will be fully established, tested, and ready if activation is needed.

Human Capital Readiness

The hallmark training event of the year is our annual EEO/Diversity Day of Training. The theme for the November 2012 event was “Diversity and Inclusion: The Challenge of Tomorrow, the Focus of Today,” and featured a plenary session with Veronica Villalobos, Director, Office of Diversity and Inclusion at OPM, as well as 19 workshops on topics related to diversity, supervision, and leadership. With 650 attendees, this is one of the “can’t miss” events for the Philadelphia FEB community, and post-event evaluations indicated that 93.7% of attendees would recommend the Day of Training to others. Six Partners in Equality Achievement Awards were presented at the event. This day is the result of many hours of hard work and dedication from the Partners in Equality (PIE) Council members.



In addition to the EEO/Diversity Day of Training, the PIE Council works in three other areas: Careers in Government Outreach, quarterly presentations on diversity topics, and Shared Neutrals/Alternate Dispute Resolution.

The PIE Careers in Government Outreach team establishes partnerships with local colleges and universities to inform students about possible careers in the federal government and helps recruit qualified and diverse candidates to federal service. They also keep colleges, universities, and interested students apprised of different employment mechanisms available, e.g., internships, handicapped appointments, etc.



PIE sponsors public meetings each year, with the EEO/Diversity Day of Training considered the largest of these events. This year, PIE was able to host presentations from LCDR Andre Sadowski, speaking on bringing high school students into STEM careers, and Laura Liswood, speaking on the diversity topics she covers in her book, The Loudest Duck. Ms. Liswood’s presentation was made possible through the efforts of the OPM Office of Diversity and Inclusion at no charge to the Philadelphia FEB or its

members. Both presentations received glowing comments from the attendees, with a ringing endorsement from executives requesting that we bring in more speakers of a similar caliber. The meetings were noteworthy for the outstanding quality of the presentations and the spirited discussions around the topics with interested and engaged attendees.

PIE sponsors a Shared Neutrals/Alternate Dispute Resolution Team, known as SMART. Continued growth in the cadre of qualified and available mediators to participate in our Shared Neutrals program and support local mediation needs was one of the noteworthy successes for this year. In FY 11, the Philadelphia FEB was able to respond to two cases, and resolved only one. In FY12, we received roughly a dozen requests for mediators, were able to fulfill requests approximately 85% of the time, and assisted in settling 40% of the cases. In FY13, we responded to twenty requests for mediators and were able to settle 50% of the cases. Our pool

of mediators has grown to 18 qualified individuals, who are trained and ready to assist in resolving differences. Use of the SMART mediators generated a cost avoidance of \$624,020 for the federal community (see cost avoidance information for details). Even when we weren't able to help the parties resolve a complaint entirely, we did allow for enhanced communication, and gave the parties an open/safe forum to discuss the issues.



The Philadelphia Federal Executive Board sponsored several training classes throughout the year, focusing on areas that are important to all agencies, regardless of mission or location. With fee-based training classes this year on diverse topics such as leadership, mediation, communication, and writing, the Philadelphia FEB was able to generate a cost avoidance of \$271,739 (see cost avoidance information for details). In addition, many presentations for which there is no cost avoidance information available were offered at no charge to members.

The Philadelphia Area Staffing Society, or PASS, once again held a "Reverse Job Fair" for local Federal agencies and colleges. The fair gives Federal agencies an opportunity to discuss what kinds of skills they will be seeking, which enables the colleges to direct their students appropriately, and give the colleges a chance to discuss the recruiting process and any issues with agencies. Topics related to hiring college students were also shared by OPM. In addition, PASS sponsored presentations on "Perceptions of Favoritism" and "Financial Planning: Insurance and Benefits," as well as presented workshops during the EEO/Diversity Day of Training.

A new program sponsored by the Philadelphia FEB this year encouraged employees to "Maintain, Don't Gain" weight during the holiday season between Thanksgiving and New Year's. The e-mail program focuses on reminders on ways to reduce calories and increase physical activity during the holidays, and includes healthy recipes to assist in meeting those goals. Our inaugural offering of this program had 73 participants, 77% of whom were able to maintain their weight during a season when many Americans gain weight.

Intergovernmental and Interagency Collaboration and Community Outreach

The Federal Interagency Council provides a forum for federal collaboration and partnership opportunities that promote job creation, employment, and training, and seeks to improve economic security for America's families. It also serves as a clearinghouse for identifying and leveraging federal resources and grant funding announcements; and for informing and supporting community organizations. The council served as a catalyst for recruiting federal agencies to support the President's Strong Cities/Strong Communities (SC2) initiative in Chester, Pennsylvania. The council also served as a venue for providing updates to the federal community on SC2 progress.

The Federal Interagency Council provides topical and relevant information to the federal community, bringing in agencies and speakers in response to recent events or controversies, to educate attendees and keep them informed on the issues and correct inaccuracies. The council also provides a forum for agencies to garner support and participation, helping agencies meet mission goals, through efforts such as support of the USDA Summer Food Service Program, growing US business through supporting small businesses (SBA) and the President's National Export Initiative (EDI), and implementation of the Affordable Care Act and the Health Insurance Marketplace (CMS).



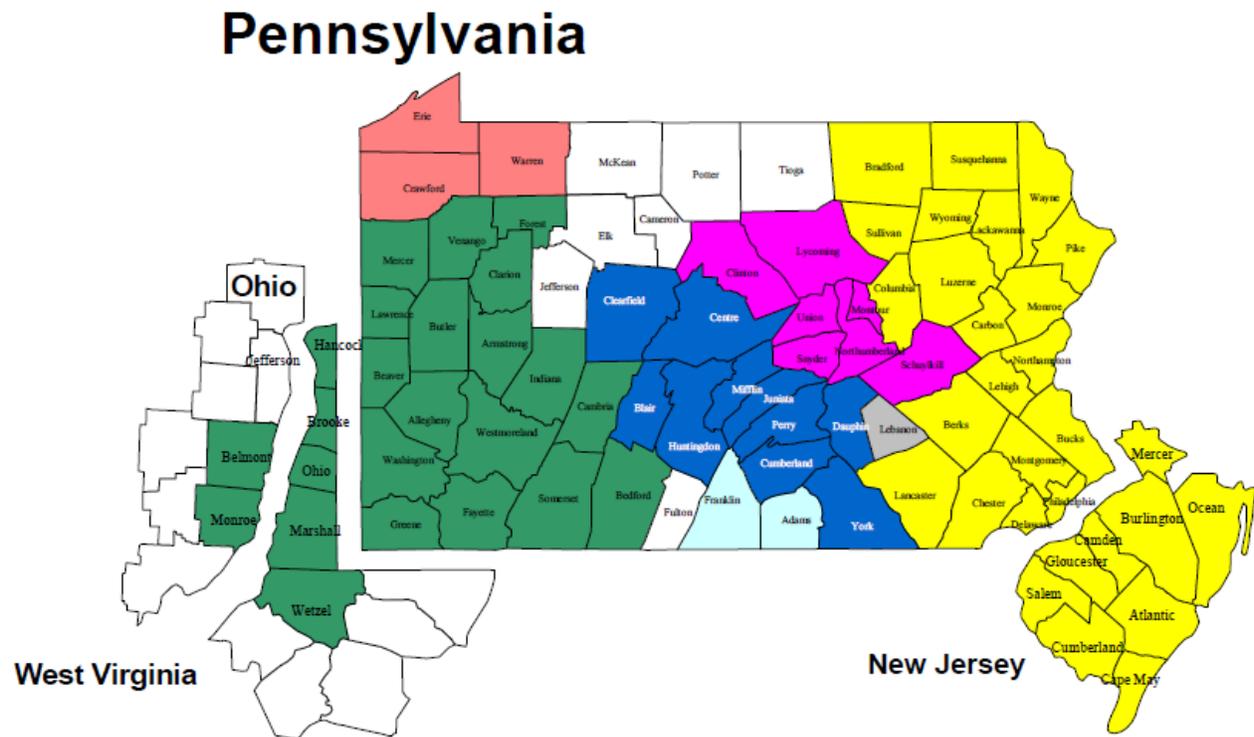
Our annual Excellence in Government Awards program was again one of the highlights of the year. This year's celebration of outstanding accomplishments was conducted in accordance with the current atmosphere of tight budgets and austerity at no cost to member agencies. In lieu of an awards luncheon, we hosted two awards ceremonies at two different sites, and were able to honor our local federal employees and recognize their achievements. All told, there were 199 nominations representing 1023 employees from 25 agencies, and 65 medals presented in 25 categories (15 areas, individuals and groups) to 408 employees. The response to the modified program was very positive. Both employees and agencies welcomed the recognition, and appreciated the zero impact on their budget.



One of the partnerships we have sought to build this year is with the Philadelphia School District. We were able to sponsor a presentation, including a question and answer session, by Dr. William R. Hite, Jr., Philadelphia School Superintendent. The presentation was held at the National Constitution Center, and included attendees from local businesses and the Fels Institute of Government at the University of Pennsylvania, as well as local federal leaders. Dr. Hite's presentation focused on the difficult and

unpopular choices that the school district faces to reduce its budget deficit. One of the outcomes of the presentation was the solicitation to identify programs operated by local federal agencies that can be used to support school district goals through strategic targeting of appropriate students and schools.

The Combined Federal Campaign of Southeastern Pennsylvania and Lehigh Valley (expanded in January 2013 and renamed the Eastern Pennsylvania and South Jersey CFC) raised \$2.66 million in pledges from federal employees during our 2012 campaign, a decrease of 3% from the 2011 campaign. Contributions represent participation by about 22% of the total civilian, military, and postal employees in the area, and an increase of 4% to the average gift. Philabundance, our local food bank, was the largest single local recipient of designated funds from the 2012 pledges. To increase efficiency, we established a web-based donation portal that allows any federal employee from any agency to make their donation online, at no cost to the agency. Nearly \$400,000 was donated through this system in the 2012 campaign. The expansion of our campaign for 2013 means that our campaign now covers the eastern portion of Pennsylvania and all of South Jersey, as indicated in yellow on the map below.



The Philadelphia FEB once again acted as the coordinator for the Federal Employee Education and Assistance Fund (FEEA) scholarship committee for Pennsylvania. The scholarship reviewers represented several agencies, management and non-supervisors, labor unions, and management associations, and included reviewers from outside the Philadelphia area who were able to participate in the final determination of winners via conference call. We reviewed 157 applications to identify the 6 recipients of \$1000 scholarships and 3 recipients of \$750 scholarships. Many of our returning reviewers expressed how inspired they are by the accomplishments of the applicants. The only regret is the limit of the money available for scholarships.

The Community Service Council sponsored two federal-wide drives this year, supporting the US Marine Corps Reserve Toys for Tots drive and Feds Feed Families/FEB Food Drive. In this first ever Philadelphia Federal-wide collection supporting Toys for Tots, our employees donated 41.5 boxes of new, unwrapped toys for the Marines to distribute. The FEB Food Drive was conducted in conjunction with the national Feds Feed Families initiative. Over 2.5 tons of food were collected to support the drive, with additional amounts collected by participating agencies and reported through their agency headquarters.



The Philadelphia FEB participated in the first-ever joint meeting of the FEBs of Boston, New York, Newark, and Philadelphia, to discuss issues of common concern among the four regions and identify areas for further collaboration. Held in GSA's telepresence centers and via conference calls, members of these FEBs discussed ways to incorporate lessons learned from Superstorm Sandy into emergency planning and preparations, as well as ways to continue to provide meaningful services to members with fiscal responsibility.

Cost Avoidance

Combined Federal Campaign (CFC) 2012 Total Contributions	\$2.66 Million
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Awards and Recognition (name of event)	Number of Attendees	Number of Awards Presented
Partners in Equality Awards	650	6
Excellence in Government	583	59
Totals:	1233	65

Alternate Dispute Resolution (ADR) - Shared Neutrals Program	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized	Resolution Rate
Workplace Dispute	3	2	\$17,982.74	35,965.48	66.6%
Pre-EEO Complaint	16	8	\$73,506.87	588,054.96	50%
EEO Complaint (after entering formal process)	1	0	\$70,181.14	0	
Totals:	20	10		\$624,020.44	

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Leadership to Results	\$609.17	\$135.00	\$474.17	19	\$9,009.23
EEO/Diversity Day of Training (paid attendees)	\$419.00	\$190.00	\$229.00	614	\$140,606.00
Retirement Seminars	\$296.00	\$75.00	\$221.00	44	\$9,724.00
Basic Mediation	\$793.00	\$250.00	\$543.00	16	\$8,688.00
Challenges of Leadership	\$750.00	\$395.00	\$355.00	18	\$6,390.00
Advanced Mediation	\$529.00	\$175.00	\$354.00	19	\$6,726.00
Simply Grammar	\$751.66	\$319.00	\$432.66	3	\$1,297.98
Write 2 the Point!	\$751.66	\$319.00	\$432.66	8	\$3,461.28
Meta Leadership	\$984.00	\$0.00	\$984.00	13	\$12,792.00
Devolution Planning L-551	\$863.34	\$0.00	\$863.34	13	\$11,223.42
The Indispensable Administrative Professional	\$350.00	\$75.00	\$275.00	47	\$12,925.00
Retirement Seminars	\$296.00	\$75.00	\$221.00	38	\$8,398.00
Leadership to Results: Communication	\$968.34	\$295.00	\$673.34	14	\$9,426.76
Think and Act Like a Leader	\$1,218.34	\$395.00	\$823.34	11	\$9,056.74
Continuity Exercise Design	\$1,295.00	\$0.00	\$1,295.00	17	\$22,015.00
TOTALS:				1231	\$271,739.41