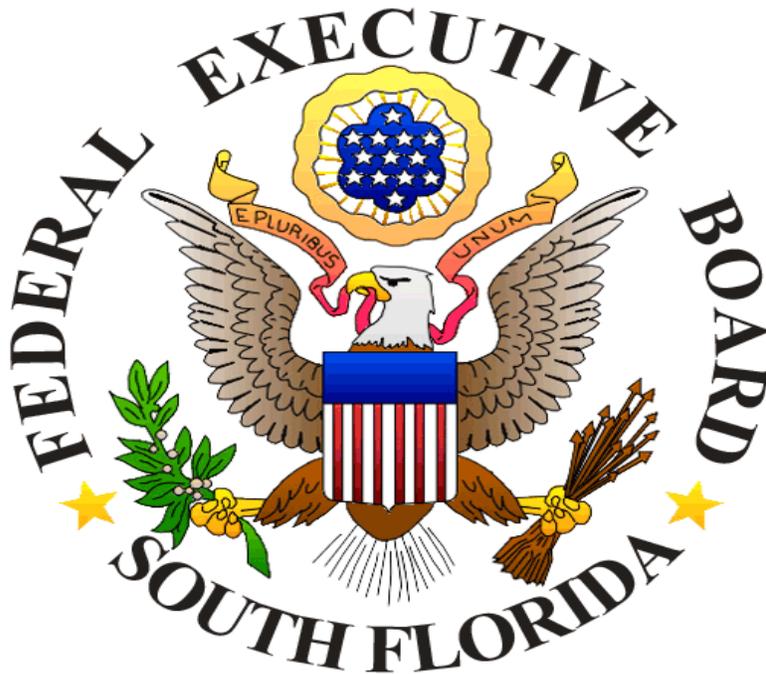


**SOUTH FLORIDA
FEDERAL EXECUTIVE BOARD
FY2010 Annual Report**



Chairman

**Darrell Roberts
Federal Aviation Administration**

Vice-Chairwoman

**Teresa Gulotta-Powers
DOJ/Office of the Inspector General**

**Executive Director
Jaqueline H. Arroyo**

October 27, 2010

Background

By Presidential Directive in 1961, President John F. Kennedy established FEBs to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 88% 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. Our 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) providing a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (2) coordinating local approaches to national programs as approved by the Director, OPM; (3) communicating from Washington to the field on management initiatives and other concerns for the improvement of coordination; and (4) referring national level problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The South Florida FEB (SFFEB) is comprised of the senior official of each department or agency located in the 4 county metropolitan area. There are 130 federal agencies representing over 35,000 civilian, military, and postal employees. The South Florida FEB has three full-time (FTE) federal employees, (one Executive Director and two assistants) who manage the daily operations of the board. Administrative funding is provided by the U.S Department of Commerce.

Mission Statement

The South Florida Federal Executive Board identifies opportunities and addresses challenges requiring interagency leadership. (Interagency is defined as Federal, State, and Local.)

Vision

Provide premier leadership and coordination for interagency collaboration

Values

Commitment
Consensus
Coordination
Communication
Collaboration

In Fiscal Year 2010, the Office of Personnel Management continued to refine and define the two new lines of business and foundational activities from our original business line for the FEB Network. The South Florida FEB successfully met the mandates under each line of business.

Below is a summary of the programs and services that the SFFEB provided during fiscal year 2010. Whenever possible, we will note any cost savings to the Federal, State and/or Local government. The cost savings information will be noted in bold at the end of each section along with our comparison source that will be noted in italics between parentheses.

Emergency Preparedness, Security and Employee Safety

Create learning and experience-sharing opportunities that demonstrate the value of collaboration on emergency preparedness, response, and employee safety.

In FY2010, the SFFEB Board of Directors continued to identify and strengthen federal emergency preparedness, security, and employee safety issues as one of three strategic goals. This year we accomplished many of our objectives under this goal.

Emergency Preparedness and Security

Training Courses and Exercises

- On April 13-15, 2010, the SFFEB in partnership with FEMA Regional IV provided the COOP Planner's Train-the-Trainer workshop. The COOP Planner's Workshop provided training for Continuity Planners at the federal, state, territorial, local, and tribal levels of government. The goal of the workshop was to provide the participants with the tools and hands-on experience necessary to improve department or agency COOP plans.

Thirty-six individuals attended the workshop. Attendees included 24 federal employees representing six agencies and 12 individuals representing 8 local government organizations-- Broward Emergency Operations Center (EOC), Miami-Dade EOC; City of Fort Lauderdale, City of Sunrise; Golden Beach Police Department; Hallandale Fire Rescue; Dania Beach Fire Rescue, and Tamarac Fire Rescue. With the SFFEB hosting this training course, we realized a **cost savings to the federal government of \$46,620; and a savings to state and local government of \$28,710.** (*Source - Potomac Forum conducts similar courses, they charge Govt. Employees (federal, state, and local): \$1,295 for a 2-day course and \$1,942.50 for a 3-day course. The charge for Contractors: \$1,595 for a 2-day course and \$2,392.50 for a 3-day course*)

- During the Eagle Horizon Exercise, the SFFEB participated with OPM and the National network to test the emergency communication system. As part of the test we made contact with the SFFEB Board of Directors via email and phone (office and cell). The SFFEB USP3 system was not operational at the time of the test due to the FBI upgrading the system. However, the USP3 was up and running before the start of hurricane season. The USP3 system is a 24/7 emergency communications system which uses cell phone, landline, text message and email to send notices and situation reports to registered users in the event of an emergency. We also made contact with SFFEB network back-ups--Michelle Rhodes, Detroit FEB and Kathrene Hansen, Los Angeles FEB.

- In partnership with FEMA Region IV, the SFFEB designed and developed a three year exercise plan. Our first exercise was conducted on August 31, 2010. It was an interagency tabletop exercise entitled “Coastal Glow 1” that was developed around the credible threat of a radiological detonation in the South Florida area. This exercise was designed to provide participants with an opportunity to review the ten elements of continuity. Our second exercise will be conducted in 2011 and it will be a full-scale exercise designed to review alert/notification, relocation, and essential functions. The last exercise will also be full scale and in 2012 we will focus on reconstitution.

As noted above, Coastal Glow I was a continuity tabletop exercise developed around the credible threat of a radiological detonation in the South Florida area affecting federal, state, and local agency normal operations. The exercise was designed to establish a learning environment for participants to discuss and exercise their COOP plan, policies and procedures. The exercise provided a format for participants to collaborate and establish relationships with external partners and agencies. The exercise also provided participants with an opportunity to review the Ten Elements of a Viable Continuity Capability and assess how the elements currently apply to their agency’s COOP Plan.

Eighty-seven individuals attended the tabletop exercise--76 federal employees representing 20 agencies, one congressional representative, and 10 individuals from state and local government. By hosting this event, the federal **government realized a cost savings of \$99,715; and the state and local government realized a savings of \$15,950.** (*Potomac Forum: Govt. Employees: \$1,295 (federal, state, and local); Contractors: \$1,595*)

Briefings and Conferences

- During FY2010 our members were briefed by many experts on emergency preparedness issues. For example, our June Quarterly Full-Board meeting opened up with a briefing on developments related to the Deepwater Horizon oil spill given by representatives from the Florida Peninsula Command Post in Miami which included Unified Command members from the U.S. Coast Guard, U.S. Department of Interior, and Florida Department of Environmental Protection. They provided the Board with the same daily briefing that they gave that morning to the Unified Command Leadership. Over 100 members and guest were in attendance.

The board meeting was followed by a series of mini-workshops

- (1) Closed Points of Dispensing (How Does it Work) - “The Cities Readiness Initiative is a federal program coordinated by our local health departments to ensure the rapid and efficient delivery of Strategic National Stockpile assets to affected populations during a large scale public health emergency where local resources will be overwhelmed. The Strategic National Stockpile is managed by the Centers for Disease Control (CDC) and contains pharmaceutical and medical supplies available for rapid deployment anywhere in the country in response to such an event.
- (2) Emergency Communications & TSA Mobile Communication Trailer Tour- Attendees learned how federal agencies can use HF radio and satellite functionality for emergency communications; they also toured the TSA emergency mobile communications trailer.

- (3) Hurricane Storm Surge (What You Don't Know Can Kill You) - Storm surge is historically one of the leading causes of fatalities in tropical cyclones. Recent high profile storms such as Katrina and Ike have placed a renewed emphasis on protecting our coastal communities from storm surge. This session focused on understanding what storm surge is, how it occurs, and why it is the leading cause of fatalities during a hurricane. Presenter discussed the efforts within the National Weather Service and NOAA to improve storm surge information and products aimed at significantly reducing loss of life and promoting optimally resilient coastal communities.
 - (4) Preparing the Workplace (How to Get Our Employees Ready) - By preparing your family and property before an event, you can reduce a disaster's impact on them and their need for first responder assistance, particularly in the first 72 hours following a disaster. This presentation focused on preparing employees, operations, and assets in the event of an emergency.
 - (5) Telework: A Critical Tool For Ensuring Continuity of Operations (COOP) - As we work together to increase our readiness posture, telework is a critical tool for ensuring the COOP. Today, only 5 percent of the nation's 1.9 million federal employees' telework. OPM has the lead on jumpstarting agency telework programs; giving tens-of-thousands more Federal employees nationwide the opportunity to leave their cars at home and work from home.
- FEB Director received an invitation and attended FEMA's 2010 Continuity of Operations Strategic Planning Conference in Galveston, Texas on March 16-18. The conference goals were to strengthen continuity at all levels of government, share new information on Continuity policy, facilitate an exchange of ideas and experiences, and ensure participants have innovative tools and resources to do their jobs.
 - FEB Director attended the 2010 National Hurricane Conference in Orlando, Florida from March 28- April 2, 2010. She used the knowledge gained at the conference to develop topics for the Emergency Preparedness Board Meeting (June 2010) and identify new tools that could be used to track hurricane activity.

Collaboration

- FEB Director and Deputy Director attended FEMA Regional IV Quarterly Interagency Steering Committee (RISC) meetings in Atlanta, Georgia in February and July 2010. The members of the RISC represent agencies that would respond to a major disaster as outlined in the Federal Response Plan. The meetings provided an opportunity for FEMA officials to advise Committee members on developments within FEMA that bear on the response efforts.
- As noted earlier, the FEB Director collaborated with FEMA and other emergency preparedness managers at FEMA's 2010 Continuity of Operations Strategic Planning Conference in Galveston, Texas on March 16-18. The conference goals were to strengthen continuity at all levels of government, share new information on Continuity policy, facilitate an exchange of ideas and experiences, and ensure participants have innovative tools and resources to do their jobs.

- Partnered with Miami Dade County Health Department to coordinate H1N1 vaccination Points of Distribution (POD) within federal buildings for federal employees. Specifically, PODs were established for (1) Department of Commerce, NOAA/AOML, who administered 85 vaccines; and (2) DOJ/Executive Office for Immigration Review, who vaccinated 50 employees. The County Health personnel also answered and addressed many questions and concerns.
- In January the SFEB was involved with the Haiti relief efforts, preparing for and hosting meetings, coordinating H1N1 vaccinations for federal employees and assisting local citizens. Some efforts included:
 - a) Developed and distributed FEB policy on how to support the Haiti Relief Effort. The FEB encouraged federal employees to provide financial support to the effort, as recommended by the Administration.
 - b) Distributed Headquarters guidance to our members including OPM Director Berry's memo authorizing the special solicitation, instruction on how to proceed with the special solicitation, U.S. Agency for International Development (USAID) guidance, and the Center for International Disaster Information. (*see Citizen Inquires & Assistance for more details*)
 - c) Partnered with Miami Passport Office to provide all First Responders, whether federal or state, with emergency passport assistance so that they can assist with the Haiti earthquake.
- Finally, we collaborated with OPM and FEMA to collect, prepare, and disseminate emergency information that was then distributed within 24 hours of receipt. Depending on the type of information collected and prepared, it is either disseminated to the Board members, Human Resources Council, and/or All Hazards Emergency Council members generally by email.

Emergency Notification of Members

- Annually the SFEB publishes its Alert and Dismissal Plan for our 130 member agencies. The plan provides a coordinated and uniform method for early dismissal or delay in opening of Federal agencies due to hazardous weather conditions. In addition to outlining how we render our advisories and recommendations, the plan also provides emergency contact information, guidelines for preparing your family, definitions of critical terms, and county evacuation zones. The guide was published before the start of Hurricane season. We started the distribution of the plan to Agency Heads at June 17th Full-Board meeting and completed distribution by mail. Our members eagerly await our annual plan; we distribute about 250 plans a year.
- We utilized two notification methods. Our first method is the U.S. Public Private Partnership (USP3), a 24/7 emergency alert and notification system used to notify all members of approaching severe weather conditions. On June 1st USP3 was experiencing technical difficulties; however, our USP3 was back up around the 2nd week of July just in time to notify the federal community about Tropical Storm Bonnie on July 22, 2010. The system was also used on September 28th and 29th to alert the community about tropical storm #16. We received very positive feedback from our members after each use.

Our second method of emergency notification is the FEB Hotline system. This system is comprised of two mailboxes established for the purpose of communicating emergency recommendations to South Florida Executives. Agency heads can access information and advisories 24 hours a day, 7 days a week by calling the hotline phone number listed in the 2010 Hurricane book.

Employee Safety/Training

- In partnership with the Department of Labor/OSHA, the South Florida Federal Safety and Health Council (FFSHC) was established in February 2008. This interagency group works toward improving the safety and health of the South Florida federal workforce. The South Florida Chapter of the FFSHC acts on behalf of the Secretary of Labor by bringing low-cost workshops and training and providing technical advice and information to federal agencies in South Florida. Fifteen agencies are currently participating in the FFSHC.
- The Federal Safety and Health Council provided several training opportunities for the federal community on such topics as How to Complete a Job Safety Analysis, April 14, 2010; Hurricane Preparedness, May 12, 2010; Safety “The Human Factor” August 11, 2010; and Fire Inspections and Fire Prevention, September 8, 2010, just to name a few.
- FEB in partnership with FEMA Region IV hosted a no-cost interagency/intergovernmental COOP Planner’s Train-the-Trainer (L-5550) course on April 13-15, 2010. Attendees included 24 federal employees, and 12 state and local government employees—Miami-Dade Emergency Management Division, Broward Emergency Management Division, City of Sunrise, Golden State Police Department, Hallandale Fire Rescue, Dania Beach Fire Rescue, and Tamarac Fire Rescue. Conducting this training resulted in a **cost savings to the federal government of \$46,620; savings to state and local of \$28,710.** (*Potomac Forum: Govt. Employees: \$1,295 (two-day) and \$1,942.50 (3-day) (federal, state, local); Contractors: \$1,595(two-day) and \$2,392.50 (3-day) (information also provide under Emergency Preparedness)*)
- In Partnership with FEMA, Regional IV, the SFFEB conducted the South Florida FEB Table Top Exercise titled “Coastal Glow I” on August 31, 2010. Coastal Glow I is a continuity tabletop exercise developed around the credible threat of a radiological detonation in the South Florida area affecting federal, state, and local agency normal operations. (*for more details see **Emergency Preparedness and Security***)
- Presentation on Identity Theft and Fraudulent Schemes was conducted by the Postal Inspection Service at our March 18th Full-Board meeting.

Develop and Maintain Effective Intergovernmental Partnerships

Develop and maintain effective intergovernmental partnerships to support local FEB goals and objectives

Developing and maintaining effective intergovernmental partnerships is essential to a viable Federal Executive Board. Our office works hard to ensure that our members receive high quality services and that we establish viable relationships/partnerships with our local community. About 80 percent of SFFEB members support the Board by attending board meetings, allowing staff to serve on FEB committees, allowing staff to attend FEB events, and/or providing financial support.

To ensure that we are meeting the needs of our board members, the SFFEB conducts an annual strategic planning session, monthly board meetings, various events, and periodic one-on-one meetings with member agency heads. At the end of most FEB sponsored events, we secure client feedback to assess the program's success and membership satisfaction.

- The SFFEB hosted its annual strategic planning session on October 15-16, 2009 for the purpose of reviewing its mission and vision as well as establishing strategic goals and performance matrices. In attendance were members of our Board of Directors, FEMA/Region IV, and other Federal Executives interested in helping to set the goals and direction for the upcoming year.
- The Executive Director routinely visits new or recently arrived Executives in the area to introduce the SFFEB, outline its mission and goals, and encourage their participation and their agencies' continued participation in the Board. In Fiscal year 2010, SFFEB Director met with six new South Florida Executives.
- The FEB continues to support FEA's in the state of Florida and Puerto Rico. The Executive Director contacted Tampa and San Juan, Puerto Rico FEAs to inform them of the GSA EXPO and facilitate collaboration with GSA. She also assisted some Orlando officials with information on how to establish an FEA.
- The FEB partnered with the U.S. Postal Service to share with members cost savings opportunities as a result of the Postal Service's new pricing structure. A representative from the U.S. Postal Service's Marketing Department presented this information to our members at the June 17th board meeting.
- The SFFEB hosted a two-day pre-retirement and financial planning seminar for 90 federal employees and their spouses on August 25-26, 2010. The training covered civil services and federal employee retirement systems for law enforcement, military, and general federal employee. *Cost saving to the government was \$60,075 (\$712.50 per attendee---\$475p-dayUS Graduate School).*
- The FEB Humanitarian, Innovative and Philanthropic (HIP) committee oversaw the Habitat for Humanity Miami-Dade volunteer project. Over 180 federal volunteers participated in the home

construction blitz built for the Miami-Dade community. Ten homes were built in 10-days, from February 12-23, 2010.

- The FEB partnered with the U.S Marine Corp to support their Toys for Tots campaign. The toy drive was conducted November 23 thru December 15, 2009, with at least 45 collection locations within the federal community.
- The SFFEB's HIP committee sponsored a new community initiative entitled "English Speakers of Other Languages" program designed to assist high school students enrolled in English as a second language. The program consists of bringing non-native English speaking professionals to high schools to relay their experiences with learning English after arriving in the U.S. The speakers link their process of attaining fluency in English with their professional progress and success. Each volunteer speaker donates approximately 90 minutes of their time once per year for a group presentation to 9th grade students at a participating high school. The program kicked off on April 27, 2010 with speakers from Uganda, Brazil, Cuba, and Puerto Rico, each addressing the students in their native languages.

The goals of the program are:

- To address the growing number of Florida students who are unable to enter the job market because of their inability to speak the English language fluently.
 - To personalize for these students the message that learning English and the customs of the American business world are essential to opening multiple paths to success.
 - To invest in our local communities and the workforce of the future.
- The Executive Director, FEB Chair, FEB Vice-Chair, and Executive Assistant joined State Department officials, local mayors, and Congresswoman Ileana Ros-Lehtinen at the ribbon cutting ceremony marking the inauguration of the Miami Passport Agency's new location in downtown Miami. The Undersecretary of State for Management, Assistant Secretary of State for Consular Affairs, and Managing Director for Passport Services were also in attendance. The new facility greatly enhances the Department's ability to meet the travel needs of citizens residing in Florida, Puerto Rico, and the U.S. Virgin Islands.
 - Coordinated FY10 Open Season Health Benefit Fair for 11 agencies in the South Florida Community covering four counties. The Health fairs bring program providers to federal employees for dissemination of program information and for the opportunity to have questions answered.
 - The SFFEB planned and coordinated the 4th Annual Veteran's Celebration in partnership with the Miami VA, US Coast Guard -D7, Miami Military Entrance Processing Station (MMEPS), and the Miami Dolphins on November 15, 2009. FEB Board members, hundreds of federal employees, and thousand of local football fans enjoyed the flawless execution of the Military StandTo Veterans' Celebration at the Dolphin Stadium prior to and at halftime of the Dolphins vs. Buccaneers football game. (For more information read a more detailed description under EEO/Diversity events.)

- The Executive Director was a mentor for an FEB supporter in the U.S. Graduate School Executive Leadership Program (ELP). As her mentor, the Director assisted in enhancing the mentee's leadership skills, provided exposure to federal community and agency heads, and provided networking/training opportunities within the federal government. ELP participant agency (U.S. Citizenship & Immigration) was located in Orlando: therefore, meetings were held bi-weekly via phone and email. They met personally at least once a month. ELP participant successfully completed the program, was selected to give the commencement speech for the graduating class, and graduated in February 2010.
- The SFFEB partnered with the Miami Passport Office to host a "Customer Service Passport Day." In February 2010, federal employees and their immediate family members could apply in person for a U.S. Passport. For one-day, the Miami Passport Office shuts down operations to the general public and served only federal employees and their family members. More than 90 individuals took advantage of this opportunity. (*information can also be found under partnerships*)
- Assisted Department of Commerce Census Bureau in finding multiple training sites in specific locations for training 2010 Census takers. FEB provided contact information for member agencies located near the specified locations as well as shared local community contact information.

Alternative Dispute Resolution

- Fiscal year 2010 was the seventh year that the SFFEB Shared Neutrals ADR Program (SNAP) was in full operation. During this period, we mediated 61 cases and facilitated 30 cases. Of the 61 mediation cases, 34 were EEO cases and 27 were workplace disputes. Of the EEO cases, 30 were resolved and the remaining 4 went forward in the EEO process. Regarding the workplace dispute cases, 24 were settled and the remaining 3 went forward. These 54 settled/resolved cases saved the government over **\$2,457,914.34 in litigation costs**. During this fiscal year we also facilitated 30 cases at a **cost saving to the government of \$24,000**.
- Through our partnership with EEOC and Federal Mediation Conciliation Services, South Florida Shared Neutrals Program continues to receive advice and support.
- The FEB publicized Federal Mediation & Conciliation Service (FMCS) 2010 Institute training programs to SNAP mediators and HR managers.
- Federal Mediation & Conciliation Service, Regional Director and South Florida Commissioners conducted training at our annual 2-day HR conference.

Drives – Blood, Food, and Toys

- The SFFEB partnered with U.S. Marine Corp to support their Toys for Tots campaign. The toy drive was conducted on November 23 thru December 15, 2009, with 45 collection locations within the federal community.

- Marketed and supported the Habitat for Humanity Miami Blitz Build from February 12-23, 2010. More than 180 federal employees participated in the building of 10 homes for the Miami-Dade community.
- During our FED by the FEDs food drive, food was collected by federal employees in 20 locations throughout our four county area. Our Feds collected 3,746 pounds of food that will provide over 2,400 lifesaving meals to those who are hungry in our community.

EEO/Diversity Events

- The SFFEB Human Capital/Diversity Council conducted its 4th Annual recognition event for our veterans and active military personnel. This event was named “Military StandTo.” The purpose of the “Military StandTo” was to honor the men and women of our Armed Forces on Veteran’s Day with a public celebration at the Miami Dolphins vs. Tampa Buccaneers game. The pre-game events included displays of military equipment and armory by the Air Force, Marines, Coast Guard, Navy and Army; a booth manned by Miami VA Medical Center staff who provided information on services and programs available to Veterans; and pre-game ceremonies on the field. Our field ceremonies included the StandTo ceremony. Over 200 of our military personnel from all armed services standing in formation on the football field to lead a moment of silence in observance of lives lost in the service of our country and unfurled a football field size American flag.
- The SFFEB Human Capital/Diversity Council planned and scheduled the Annual Multi-Cultural picnic for December 2010.
- Recognizing the need for a valuable forum for training, ideas, and information in the areas of Diversity, EEO and other issues in the Federal sector, the Human Capital/Diversity Council planned and conducted SFFEB Second Annual two-day QUAD conference on September 23-24, 2010. This year’s theme was “Training Today for Future Challenges.” This year’s goal was to address the challenges of today and tomorrow. The conference examined four traditional topics—EEO, Labor, Career Development, and Leadership—as well as explored challenges and strategies needed to successfully navigate these issues. But even more, the conference was designed to keep employees informed of some of the most important developments in the field and to give them the opportunity to share emerging challenges and best practices with each other. Topics included:
 - a) ***Profiles in Diversity***-Designed to help employees at all levels identify the opinions and feelings they hold about workforce diversity, increase their self awareness and their appreciation of differences and identify potential areas of conflict.
Cost saving to the government is \$1,200 (\$1,200 per group---US Coast Guard EEO Manager).
 - b) ***Generational Mix & Diversity in the Workplace***-This challenging and exciting workshop focused on skills and insights needed to understand and address generational conflicts and what can be done to better leverage employee and organizational insights.
Cost saving to the government is \$4,251 (\$21.80 @ 2.5 hours per attendee---Federal Mediation & Conciliation Services (FMCS)).

- c) ***What are the Prohibited Personnel Practices (PPPs) and how can they be avoided?***- This presentation discussed the twelve PPPs, with a particular focus on discrimination, whistleblower retaliation, and granting unlawful advantages when hiring. ***Cost saving to the government is \$13,527.54 (\$115.62 @ 1.5 hrs per attendee---US Graduate School).***
- d) ***Challenges in Leadership Panel Discussion***-The panelists addressed the challenges that they faced as they climbed the “corporate” ladder. Panelists talked about bumps in the road or stumbles, how they resolved issues, and how they assist their employees as they start to climb that ladder.
- e) ***Dealing with Difficult People***-This training was designed to provide employees the opportunity to learn more effective strategies for relating to different types of difficult work styles-both management and co-workers styles. ***Cost saving to the government is \$2,193.36 (\$18.75 @ 1.5 hours per attendee--Federal Mediation & Conciliation Services (FMCS)).***
- f) ***Setting Career Development Goals/IDP***-Self assessment information used by employees to determine their career interest, values, aptitudes, and behavioral tendencies.

Partnerships – Please note, some of the examples provided under this section may have also been used in other sections within this report to illustrate collaborative activities.

- The SFFEB co-sponsored “A Customer Service Day” with the Miami Passport Office in May 2009. The Miami Passport Office set aside one day for federal employees and their immediate family members to apply in person for a passport. More than 200 federal employees and their family members took advantage of this opportunity.
- Partnered with the Miami Health Department, to coordinate Points of Distribution (POD) within federal building for federal employees to receive H1N1 vaccinations.
 - a) Department of Commerce, NOAA/Atlantic Oceanic & Meteorological Laboratory (AOML) scheduled the County Health Department twice to vaccinate their personnel. In all, the County Health personnel administered 62 vaccinations and answered many questions and concerns.
 - b) The U.S. Department of Justice, Executive Office for Immigration Review also scheduled a closed POD that resulted in 50 employees receiving H1N1 vaccines and much information being disseminated by the County Health staff.
- The SFFEB continues participating in AARP’s Senior Community Service Employment (SCSEP) program by providing our office as a job training site. The program’s purpose is to provide job training to low-income retirees who wish to reenter the workforce. Seniors are placed in non-profit or government organizations for 4 hours a day, 5 days a week to work while strengthening marketable skills. Seniors are paid by and receive benefits from the SCSEP program. There are no costs to the training/host site.
- We continue our partnership with two local sports entities: The Miami Dolphins (football) and the Miami Heat (basketball) to provide group discount tickets to the federal community and to encourage participation in a worthwhile initiative. For example:

It is only through a team effort with each of us pitching in,
that we can keep this network active to achieve success.

- ❖ Miami Heat – To further recognize top contributors in our Atlantic Coast Combined Federal Campaign (CFC), every year at the end of the campaign, we arrange for the top two contributing agencies to play an 8 minute mini-basketball game prior to the start of a Miami Heat game. Not only does the local community learn about federal employees’ generosity and support of local and national charities, but our federal employees get to strut their basketball stuff before thousands of individuals. This year Small Business Administration and US Customs and Border Protection squared off immediately before the Miami Heat vs Orlando Magic game on March 18, 2010.
- ❖ Miami Dolphins – In partnership Miami VA Medical Center, US Coast Guard-D7, MMEPS, and the Miami Dolphins the SFFEB planned and coordinated the Fourth annual Veterans Celebration. On November 15, 2009 our celebration, called “Military StandTo” honored the men and women of our Armed Forces.

SFFEB Membership Directories

- The SFFEB maintains a directory of all its members. The Membership Directory lists the membership by department, agency/office, member and alternate names, their direct phone lines, email, and address. The directory also contains their mission statement, areas served, and 24-hour emergency contact. Members’ information can also be accessed on the FEB website with a password.

Citizen Inquiries & Assistance

Whether responding to requests from federal employees or local citizens, the SFFEB was there to help. Assisting customers and coworkers resolve problems or issues are a large part of the SFFEB’s responsibilities. We are a liaison between the federal agencies and between the local citizenry and the federal community.

- The SFFEB routinely responds to questions from federal employees regarding such issues as job search assistance, resume writing, and retirement information.
- Our more routine calls from local citizens involve requesting information about grants, housing, emergency food, passports, business development, immigration, and job assistance (how do you find a job in the federal government). The FEB office directs them to the appropriate federal agency, website, or local organization. At times the office is also asked questions that are “outside the box:”(examples are below)
 - a) Addressed a request from a citizen seeking resources for establishing a “floating hospital” to dispatch towards the relief effort in Haiti. We reached out to our members and were able to refer the citizen to two resources: the Department of Transportation’s Ship’s Disposal Program; and an individual who had a refurbished Coast Guard Cutter that he was willing to make available.
 - b) Provided information to the many federal employees who called looking for ways to support the Haiti relief effort. In addition to providing information on ongoing civic collection of goods, we developed a policy recommendation based on

recommendations from the Administration, the U.S. Agency for International Development (USAID); the Center for International Disaster Information (CIDI); and the Red Cross. The SFFEB official position was to encourage the donation of cash to reputable organizations.

- c) During the Haiti earthquake, we were contacted by many First Responders requesting assistance in getting passports in order to assist with the Haitian effort. Our Passport Office set aside a couple of days over the weekend to serve the needs of the first responders. In addition, they would accommodate requests from first responders that we referred to their office.

Combined Federal Campaign

- The SFFEB administered the Atlantic Coast Combined Federal Campaign that covered an eight county area. In FY2010, the CFC raised more than \$2.3 million for local and national charities. Campaign contributions reflect the generosity of our federal employees and ensured that those in need within our community are provided for.
- LFCC Committee held a strategic planning session on March 10, 2010 to develop a strategy to increase CFC participation for the 2010 Combine Federal Campaign. One strategy was for FEB Executive Director, Executive Advisors, and CFC Manager to make CEO calls on agency heads.
- FEB Director Chaired the Atlantic Coast LFCC for most of FY10 while the seat was vacant. In our CFC, the FEB Director serves as the permanent LFCC Vice Chairwoman.

Human Capital Readiness

Provide accurate, timely, and useful information throughout the FEB network to facilitate interagency communication, shared resources, and workforce education.

Strategic Management of Human Capital

To address Human Capital issues, we made training, mediation services, employee recognition, and job fair information available to our member agencies.

- Established GIFT (Government's Investment in Future Talent) initiative. With the graying of the federal workforce, our future success is dependent on the recruitment and retention of new and younger talent. Recognizing South Florida's diverse community and our abundance of regional colleges and universities from which to recruit, it became clear that we need to be more proactive in cultivating homegrown talent. Through GIFT we are better educating the local non-federal community on who we are and our current and future needs.

To achieve our goal, the SFFEB continues to partner with the Miami-Dade public school system to provide intern opportunities for their high school students. The federal community has also worked along side private industry experts, academicians, and other public sector experts on the academic curriculum of these students. By sitting on "academy boards" our federal community is able to provide some insight on the types of skills needed to successfully

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that we can keep this network active to achieve success.

compete for federal positions. Members on our board also participated in principal for the day event in October 2009.

In support of this effort several agencies provided internship opportunities to local high school and colleges students. A few of the agencies that participated include FAA, Customs and Border Protection, US Coast Guard, Department of Justice, NOAA, Veterans Administration/ West Palm Beach, U.S. Southern Command, and the DOJ Office of Inspector General.

- Publicized Broward County's 2010 Summer Youth Employment Program and the FEB Office hosted a youth from this program. The program is a joint undertaking of the Broward County Children's Services Council and Workforce One Employment Solution. The purpose of the program is to provide work experience and exposure to a professional environment for under-privileged youths aged 16-18 for 8 weeks.
- In support of recruitment and employment efforts, the SFFEB partnered with local and federal organizations to publicize and encourage agencies' participation in job fairs. For example,
 - Disseminated information from federal and local agencies with job opportunities such as: Bureau of Prison, Federal Air Marshal hiring initiative, Federal Aviation Administration (FAA), Department of Justice, U.S. Southern Command, FIU's Federal Government Statewide Career Conference, US Government Career Expo & Conference, and Wisconsin Veteran Job Fair.
 - On January 5, 2010, we publicized a job fair (Health & Science Career Expo) that was sponsored by the Minority Chamber of Commerce for members. The Chamber seeks to impact minority groups, including women, veterans, and disabled person seeking employment in science, medicine, nursing, engineering, technology, pharmacy, and dentistry. We also, publicized the Tri-Care "Caring for America's Heroes Career fair held on May 21, 2010.
 - Publicized information on April 26, 2010, Federal Hiring Event for People with Disabilities. The conference supports President Obama's initiative to increase the employment of people with disabilities in the Federal Workforce.

Inter-Agency Training

The SFFEB provided the opportunity for low-cost or no-cost training for federal agencies such as: 1-day workshops on Emotional Intelligence and the Coastal Glow I Radiological Tabletop Exercise; 2-day HR/Diversity conference; and 3-Day seminars on Six Core Competencies of Leadership; Pre-retirement seminar; COOP Planner's Train-the-Trainer; and Excelling as a Manager or Supervisor.

EEO/Diversity Events

- As noted earlier, the SFFEB Human Capital/Diversity Council conducted its 4th Annual recognition event for our veterans and active military personnel. This event was named "Military StandTo." The purpose of the "Military StandTo" was to honor the men and women of our Armed Forces on Veterans Day with a public celebration at the Miami Dolphins vs.

It is only through a team effort with each of us pitching in,
that we can keep this network active to achieve success.

Tampa Buccaneers game. The pre-game events included displays of military equipment and armory by the Air Force, Marines, Coast Guard, Navy and Army; a booth manned by Miami VA Medical Center staff who provided information on services and programs available to Veterans; and pre-game ceremonies on the field. Our field ceremonies included the StandTo ceremony. Over 200 of our military personnel from all armed services standing in formation on the football field to lead a moment of silence in observance of lives lost in the service of our country and unfurled a football field size American flag. Finally, Gen. Ken Keene, U.S. Southern Command officiated an enlistment ceremony and the participants enjoyed the military jet flyover.

- HR/Diversity Committee planned an inter-agency Multi-Cultural picnic scheduled for December 2010.

Public Service Recognition Week

- May 7, 2010 we hosted our 45th Federal Employee of the Year Award Program. We recognized 133 men and women for their exemplary job performance and contributions to the federal government and/or their local community before an audience of 350 executives, managers, employees, and family members.

Below is a comment from an attendee about the program:

***Your Federal Employee of the Year Awards Program was more than expected.
This achievement will remain a highlight of my career and a memory of a lifetime.***
MA1(SW) Arthur Mat/Federal Employee of the Year-Law Enforcement