



HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD FISCAL YEAR 2003 ANNUAL REPORT

FEB NATIONAL GOAL 1 – ADVANCE NATIONAL GOALS AND INITIATIVES

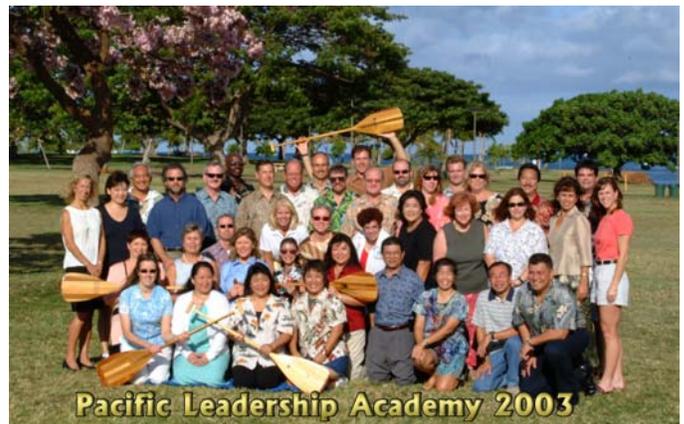
1. HUMAN CAPITAL

- A. Pacific Leadership Academy: The HPFEB, in partnership with the U.S. Office of Personnel Management, Western Management Development Center, Denver, created the Pacific Leadership Academy. In November 2002, the inaugural class of 40 Fellows began their nine-month leadership journey with a grand opening ceremony and orientation. Senator Daniel Akaka spoke to the Fellows urging them to learn, listen and lead with Aloha. The Senator's office has continued to watch the growth of this program and encouraged the FEB in its efforts to meet the demands of leaders for the future.

Of note, the response to the Pacific Leadership Academy has been overwhelming positive. We have had an overabundance of applicants necessitating a formal selection process. Class selections have ensured a healthy and diverse mix of DoD agencies, Coast Guard, National Guard and civilian agency employees from the Hawaiian Islands, Alaska, Japan, Okinawa, and Korea.

The program includes the following:

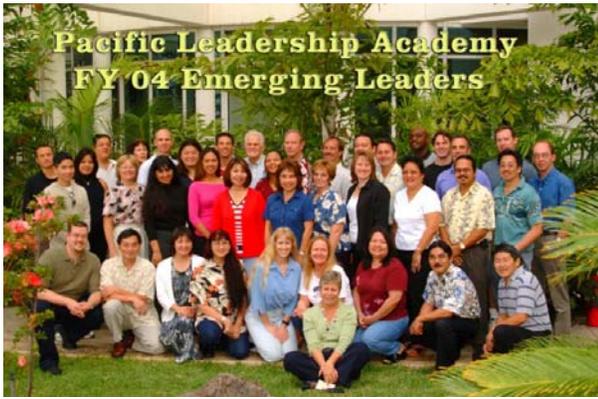
- 1) Senior Leaders Program (GS-13 to GS-15 and military equivalents): Program consists of three one-week sessions spread over nine months. The Fellows implement Individual Action Plans after each session to reinforce the leadership competencies learned in the classroom and to provide practical application on the job. A final research paper is required that covers the Fellow's experience and learning. Fellows are guided throughout by their assigned volunteer consultant. These consultants are senior ranking members of the federal community.



[FY03 Senior Leader Fellows](#)

Thirty-seven Fellows graduated in November 2003. Over half the class has continued as consultants for the FY04 Emerging Leaders Program Fellows. This path allows the alumni of this program to pass on their experience and knowledge, reinforce what was learned and to continue to "grow" the next generation of federal leaders.

The second class of 40 Fellows began in September 2003 and will complete their program in April 2004 with graduation in June 2004.



FY04 Emerging Leaders Fellows

- 2) Emerging Leaders Program (GS-9 to GS-12 and military equivalents): The inaugural class of 42 Fellows started with their orientation on September 30, 2003. They will complete their classroom session in February 2004 and upon completion of the program requirements will graduate in May 2004.

NOTE: Fellows are eligible for up to 6 graduate credits after successful completion of the program requirements

- B. Human Capital Luncheon Series: The FEB hosted Ms. Marta Perez, Associate Director, Human Capital Leadership and Merit System Accountability, U.S. Office of Personnel Management at a luncheon in August 2003. Ms. Perez addressed over 110 agency representatives on “Modernizing Human Resources – The Challenges Facing the Human Resource Community from an OPM Perspective and the President’s Management Agenda.”



L.A. Burke, Marta Perez, Pamela Wilhelms

- C. Job Fairs: The Equal Employment Opportunity Council and the FEB office hosted several job fairs during the year. These events increased the visibility of the Federal Government in the community and provided information on federal job and career opportunities. Both the annual Hispanic Fair and the job fair held for the Transportation Security Agency employees were well attended.

2. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

- A. As a member of State Civil Defense, the FEB participated in several local tsunami and hurricane exercises during the year. The “real deal” in putting exercises into reality occurred over the Labor Day holiday as Hurricane Jimena bore down off the coast of the Big Island. The Executive Director was an integral player with the joint members of the State Civil Defense emergency operations command. Luckily the hurricane did not hit land. The value of this event lay in exercising this well oiled response team of state, city and county, federal government, utility companies, and the Red Cross. In addition, the FEB forged an alliance with the State of Hawaii Human Resources Deputy Director for future collaboration in emergency situations and coordination of dismissal of state and federal workers in the downtown area.
- B. Super Typhoon Pongsona hit Guam hard in early January 2003. The HPFEB coordinated with the Federal Employee Education and Assistance (FEEA) fund to provide financial assistance to the many federal employees on Guam who were affected by the typhoon. FEEA received over 100 applications for assistance and dispensed over \$35,000 in emergency funds.

- C. The FEB Executive Director is a member of the Hawaii Emergency Preparedness Executive Committee (HEPEC). This committee of over 80 state, city and county, federal government and private business members is led by General Robert G. F. Lee, State Adjutant General, Hawaii National Guard and FEB member. With Hawaii's strategic location at the crossroad of the Pacific and the powerful array of military installations and law enforcement agencies on the island, the HEPEC has been at the forefront of anti-terrorism efforts in the Pacific.
- D. The FEB regularly participated in statewide exercises by activating the FEB's emergency automated notification system. For example, we update and test the notifier system during the yearly Makani Pahili hurricane exercise. The notifier system physically resides in the State Civil Defense command center and is a joint resource for both state and federal emergency notification. The system is activated by a telephone call and contacts work, home and cell telephone numbers of designated emergency contact personnel with an advisory or recommendation message.

E. Emergency Response Training and Forums: The HPFEB sponsored the following:



WMD Training

- 1) Weapons of Mass Destruction (WMD) course in July 2003. Over 100 FEB members, state, city and county and business leaders attended this course provided by the U.S. Army.
- 2) Emergency Preparedness and COOP Training and Roundtable Forum were provided to 25 Prince Kuhio Federal Building tenants. The GSA Regional Emergency Coordinator, Region IX; Federal Protective Service and FEB Executive Director delivered the training.
- 3) Homeland Defense Series hosted Dr. James Wayman, Director of Biometrics Identification Research, San Jose State University on the topic of "Biometrics and Homeland Security: The State of the Art and Some Current Initiatives in Washington."

3. COMBINED FEDERAL CAMPAIGN

- A. Under the guidance of Rear Admiral Ralph Utley, USCG, Commander, Fourteenth Coast Guard District, the Hawaii-Pacific Area CFC collected an impressive \$5.42 million.
- B. The Hawaii campaign was recognized at the National CFC awards ceremony at the White House for our outstanding achievement.
- C. The Hawaii-Pacific Area CFC campaign is noted as one of the top five campaigns of the 365 national campaigns. Hawaii federal employees give with aloha.
- D. The FEB office held a series of CFC application workshops for over two hundred 501(c)(3) charities on Oahu, Maui, Kauai and the Big Island. The FEB office coordinated the federal member eligibility review team that evaluated over 160 local 501(c)(3) charities for inclusion in our local campaign.

FEB NATIONAL GOAL 2 – CREATE AND ADVANCE LOCAL INITIATIVES

1. FEB POLICY COMMITTEE AND FEB COUNCILS

- A. FEB Policy Committee: The committee was very active in FY03 in setting achievable goals and objectives to enhance various aspects of the federal community. For example, they act as the Local Federal Coordinating Committee for the CFC. They are intimately involved in the final selection and approval of the over 150 local charities that are included in our campaign. They personally select the Principal Combined Fund Organization and ensure that OPM guidance and instructions are followed. This personal involvement, along with the expertise of the Executive Assistant, led to an almost perfect Inspector General Audit of our 2000-2001 CFC campaigns.

The Policy Committee members were instrumental in guiding the initial start up of the Pacific Leadership Academy and in guiding the merger of several special emphasis councils into a single, more united Diversity Council.

Each Policy Committee member is assigned as an “advocate” for a specific council. They attend meetings, keep abreast of the council’s activities and provide guidance. This has allowed the Policy Committee members to be familiar with the council’s work and, as an agency head, provide a perspective and support to the council that gives them greater visibility in the community.

All FEB sponsored councils added value to our community by being a focal point for current information in their special emphasis areas, providing opportunities for networking with peers, enhancing communication with both the federal community and the public through their web sites, and partnering with various state and city and county agencies.

- B. Equal Employment Opportunity Council: During FY03, the council accomplished the following:
- 1) Worked with the State of Hawaii Department of Labor’s Workforce Recruitment Program to ensure that colleges in Hawaii and Pacific Island territories participated in recruiting disabled collage students for summer employment. The University of Hawaii responded to this prompting and will hold recruitment fairs in February 2004.
 - 2) Sponsored a no-cost EEO and Special Emphasis Program Manager (SEPM) Workshop for 45 attendees.
 - 3) Established a planning committee for the State of Hawaii FY05 Alternative Dispute Resolution (ADR) Conference. This committee is currently hard at work planning the conference.

C. Federal Women's Council: The council's noteworthy accomplishments include:

- 1) Sponsored a one-day Career Enhancement Seminar in July 2003. Over 300 attendees gave this low-cost seminar rave reviews. (Total cost savings to the community estimated at \$2,700.)
- 2) Sponsored a one-day session on "Managing A Special Emphasis Program for FWPM's" at no cost to the attendees. (Total cost savings to the community estimated at \$1,000.)
- 3) Supported agencies and installations by purchasing and distributing ten Women's History Month Kits to help agencies stage events at their own facilities.
- 4) Developed a template amendment of duties to assist collateral duty Federal Women's Program Managers.

D. Hawaii Intergovernmental Training Council: During FY03 the council accomplished the following:

- 1) Sponsored "Full Team Ahead" with noted national speaker Sam Horn. Over 75 attendees were provided insight and tips on how to inspire individuals with different personalities to work together cooperatively, especially in turbulent times.
- 2) Hosted an Elder Care Resource Fair in partnership with AARP and the City and County of Honolulu's Office of Aging at the PJKK Federal Building. The fair was so successful that federal agencies outside the Federal Building have requested similar fairs be held at their sites.
- 3) Members participated in site visits to the VA's Learning Center, the City and County of Honolulu's Kapolei Hale conference center and the Board of Water Supply Community Center. The members came away with new resources and networks in the community.
- 4) Members enjoyed several free training events. Commissioner Carol Catanzariti with the Federal Mediation and Conciliation Service presented "Getting Along When it Seems Impossible to Get Along." The Veterans Administration provided a session on "Take P.R.I.D.E. in Your Work." (Total cost savings for the community estimated at \$1,400.)



Elder Care Resource Fair

E. Federal Safety and Health Council: The council was revived in CY 2003 and held several membership meetings during the year. The council expanded its membership and participation at meetings increased dramatically. A major accomplishment during the year was the creation of a state of the art web site that provides valuable information to safety professionals.

2. FEB OFFICE/STAFF

A. The FEB office sponsors the Prince Jonah Kuhio Federal Building Tenants' Committee. The committee tackled a multitude of issues with the tenants including parking changes as a result of new security measures, maintenance and service issues and updates on the various building amenities, such as the gym, child care center and credit union.



Christmas Tree Lighting and Ornament Contest

B. The FEB office also spearheaded the popular annual Prince Kuhio Federal Building Christmas Tree Lighting and Ornament contest. In 2003, in memory of the late Congresswoman Patsy Mink, the FEB and tenants contributed funds and placed a memorial plaque at the base of the courtyard "Christmas tree." This annual event was started by Congresswoman Mink and turned over to the FEB several years ago. Over 200 guests attended, offered their agencies' Christmas message and placed their agency ornament on the tree. The competition was fierce with winners in several categories. This is a special time for our federal agencies to come together as a community.

C. The FEB office offered federal civilian employees briefings and updates on the status of our COLA/locality retirement pay issues. The FEB sponsored several open briefings throughout the year for employees to hear the latest developments. In addition, the FEB is a conduit and liaison for the Oahu COLA Defense Committee and the Senator and Congressional offices.

3. ANNUAL EXCELLENCE IN EXCELLENCE IN FEDERAL GOVERNMENT AWARDS LUNCHEON

This high energy and successful event drew over 1,300 attendees to cheer on the 137 nominees in the eight competitive categories. Noted local television newsman, Howard Dashevsky, emceed the event. In a special appearance, Hawaii's own American Idol participant, Jordan Segundo, sang to an appreciative crowd. Both celebrities provided great entertainment and patiently signed autographs for their federal fans long after the event had ended.

Newly designed koa framed awards, a special recognition of excellence coin gift for each attendee and an expansion of the popular division of awards between small and large agencies helped make this event a hit.



2003 Excellence in Federal Government Award Winners

FEB NATIONAL GOAL 3 – PROVIDE INFORMATION, REFERRALS AND GUIDANCE FOR INTERGOVERNMENTAL AND COMMUNITY OUTREACH

1. Published and distributed quarterly FEB “NewsBite” newsletter to a network of over 350 contacts who in turn forward the information throughout their organizations.
2. The FEB web page at www.honolulu-pacific.feb.gov is an excellent communication tool for our members. Updates are posted to the site regularly. The web site particularly provides our off-island members located throughout the Pacific with access to a variety of current information and links to other federal or local sites.
3. Distributed numerous course announcements and events sponsored by various federal agencies. Sent out dozens of informational and guidance bulletins from the U.S. Office of Personnel Management and other government agencies.
4. Sent out requests from federal agencies for various resources. As an example, the newly established Transportation Security Agency office at the Honolulu Airport required office furniture and their budget had not been approved yet. Within days, the TSA office was fully furnished with donations of excess furniture from local agencies. The FEB office also distributed requests for leave donations and bone marrow registries to benefit federal employees.
5. Co-sponsored a food drive with the General Services Administration in the Federal Building that benefited the Hawaii Food Bank. Over 700 pounds of food was collected. In addition, over 24 federal agencies independently collected over 29 tons of food and donated over \$4,000 in cash throughout the year.
6. In September 2003, “The Bus” went on a 4-week strike, crippling public transportation in Hawaii. Thousands of federal employees, who depended on the bus system, scrambled to make alternative transportation arrangements. The FEB office responded immediately with guidance for agencies to provide affected employees with alternative work schedules and information on alternative transportation.
7. The Executive Director is actively involved in several community organizations. She is a member of the Salvation Army’s Advisory Board, member of the Federal Building Rainbow Preschool Board of Directors, and Vice-Chair of the Federal Detention Center’s Community Relations Board. In addition, she was selected by the Lieutenant Governor to participate in a statewide invitational only Drug Summit Conference concerning the epidemic of the drug use in Hawaii. She continues to serve on a subcommittee that provides direction for intergovernmental and community networking that will improve drug education in schools and support expanded treatment centers.