

2004 Annual Report



Chairman's Greetings

It has been a honor to serve as Chairman of **YOUR** Federal Executive Board.

Our goals for 2004 were to: Advance the Administration's Goals and Initiatives, Create and Advance Local Initiatives and Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach.

The concept of the FEB is quite simple. By working together, we can achieve more. As I reviewed the selected accomplishments for 2004, I was struck by what the FEB was able to achieve with a 2-member staff, a very small budget and several volunteers.

I am proud that despite

unprecedented challenges and changes this past year, the Federal community—led by the FEB was able to produce some outstanding programs.

One major initiative this year was **The Pursuit of a Paperless FEB**. I invite you to mark our website as one of your favorites and visit it often. As *The Public Manager* stated: "the LA FEB website is quite robust and provides a broad range of services and information to employees and the public at large." commented on the site and the range of services available.

Another component of this initiative is expanded use of e-mail to

disseminate information. The FEB has numerous subject-matter groups and should you wish to receive relevant information from the FEB in this format—please provide us with your e-mail address and your area of interest.

The FEB has provided me with many opportunities to meet new people and learn about other agencies. I look forward to many more years of collaboration with the FEB.



Alonza Cruise, District Director, Food and Drug Administration & FEB Chairman 2004



Since 1985, the first week of May has been dedicated to honor those dedicated to Public Service. This year, the FEB paid tribute to the men and women in Southern California who have chosen to serve the United States by serving in the military or working as civilian employ-

Armed Forces Member Agencies Honored During Public Service Recognition Week

ees in support of the country's Defense Mission.

Each establishment was presented with a framed cache which was postmarked on September 11, 2002 in New York City's Federal Station.

On this first observance of Patriot Day, President George W. Bush said:

"From the tragedy of September 11 emerged a stronger Nation, renewed by a spirit of national pride and a true love of country."

The men and women honored and their counterparts around the world best exemplify this statement.

For our Freedom-We Thank You and We Salute You!

Local DOD Agencies Honored:

★Space Missile Command, US Air Force, LAAFB ★ 63D Regional Readiness Command, US Army ★ Naval Weapons Station, USN, Seal Beach ★ Command Navy Region Southwest ★ Corps of Engineers, US Army ★ GCO, 2d Battalion, 23 Marines, 4th Marine Division, Marine Force Reserve, Fleet Marine Force ★ Defense Contract Audit Agency ★ Defense Contract Management Agency, West ★ 452nd Mission Support Group, March Air Reserve Base ★ Integrated Support Command, US Coast Guard ★

Support Our Troops!

Visit the FEB Website and Click on this Banner for links to sights dedicated to providing services to our Troops

Leadership Associates Program showcased at National Workforce Conference

The FEB Leadership Associates Program is now in its 8th year. This program was recently selected to be showcased at the Office of Personnel Management's first National Workforce Development Conference.

The key to developing a program that can transcend agency lines is focusing on the common needs and de-emphasizing the differences. Despite the numerous missions pursued by each agency, there are some common skills that are universal to the development of leaders and that skill set is the core curriculum of our program. When the SES Executive Corps Qualifications were redesigned several years ago – we looked to them as a guide for subjects



Class of 2004's Graduation, May 6, 2004

cover. Isn't that the principle of the SES – they can lead any organization?!

Enrollment is limited to the first 25 with 3 participants per agency to ensure a multi-agency representation. The program allows for both a "Class" component as well

"We have been extremely pleased with the three people we have sponsored for the this program. You have provided a wonderful opportunity for each of them." **Jill Andrews, Peace Corps, Regional Recruiter**

to as the ability to individually tailor the program to achieve personal goals and specific agency experiences. Cohort Programs are favored because students bond and continue relationships and network after the program is over. Another component of our program is that each participant must work on a project. One such project was the development of the Associates Alumni Network and the subsequent survey to measure the benefits of the program after some time had passed. Many local agencies report that this program is

used by some agencies as a retention tool. Contact the FEB for more information..

Shared Mediator Program

The Federal Executive Board is having continued success with the Alternative Dispute Resolution (ADR) Program. SMART, which is the Shared Media-tors Team, has become a first option to many Federal agencies that are challenged with workplace disputes. We received 30 new cases this year which resulted in 90% resolution. An average mediation session is about eight hours.

Our team of volunteer mediators are highly qualified and trained to assist with resolving disputes and coming to mutually agreeable resolutions. The

process is fast, efficient, and reduces cost by avoiding potential litigations. The SMART Program partners with the Equal Employment Opportunity Com-

"We are very pleased with the quality of mediators and their flexibility in working with the agency. The feedback on the mediators has been consistently positive and many of the mediations have resulted in resolution. We appreciate the valuable service provided by SMART!" **Raymonde McCoy, Social Security Administration, ADR Coordinator**

mission, local federal agencies and private attorneys to provide free mediation services. The FEB is offering certified training in Basic Mediation, January 18-21, 2005.

The success of the SMART Program is largely due to the volunteers who dedicate their time and expertise. Some of our top performers are showcased below. From left is Debra Dupree (The Pulse Institute), Simon Wheaton-Smith (FAA), Rachel Taylor (DCAA), and Karen Civitate (VA).

SMART Super Stars



GAO Calls for Increased Role and Capacity for FEBs in Disaster Preparedness

The Greater Los Angeles Federal Executive Board has a rich history of providing services to the community and Federal agencies in times of disaster. As efforts were underway to respond to the Florida Hurricanes, the FEB office was contacted by FEMA and OPM for guidance on a disaster response practice pioneered in Los Angeles in response to the 1994 Northridge Earthquake. At that time more than 1500 LA Federal employees volunteered to support the Disaster Assistance Centers. This established precedent and the background materials we provided accelerated a similar response in 2004.

This year, the General Accounting Office report titled: **Human Capital: Opportunities to Improve Federal Continuity Planning Guidance** concluded: *“Although not specifically tasked with coordinating emergency preparedness efforts, FEBs are uniquely positioned to do so, given their general responsibility for improv-*

ing coordination among Federal activities in areas outside of Washington, D. C. “ The report went on to state: “While some FEBs already play an active role in coordinating such efforts, the current context in which FEBs operate, including the lack of clearly defined role and varying capacities among FEBs, could lead to inconsistent levels of preparedness across the nation.” recommends that OPM clearly define the role FEBs play in providing emergency preparedness coordination and address any resulting capacity issues.”

The LA FEB is very proud of our track record in this area and look forward to meeting the challenge of these new expectations

We rely on our many partners to assist us in sharing disaster preparedness information and training opportunities with our extensive emergency preparedness database. These partners in-

clude, DHS Agencies, FBI, LA Infragard Chapter, State of California Office of Emergency Services, Citizen Corps, County (Los Angeles, Orange, Riverside, San Bernardino & Ventura) Emergency Operations Staff, VA National Disaster Medical System, Peace Officers Association of LA County, and Congressman Dana Rohrbacher’s Staff who offer many free training courses in the area.

Wendell Shingler, Director, Federal Protective Service was so impressed with the FEB’s role in assisting Federal agencies with increasing their involvement with State and Local Disaster Preparedness efforts that he presented the Executive Director with a “Directors Coin”.

If you are interested in being added to this database, please contact the FEB Office.



Combined Federal Campaign

The FEB thanks the thousands of Federal employees who contribute to the CFC each year. Federal employees have the largest and more successful workplace giving campaign in the Nation—totaling almost \$250 million nationwide. The Federal employees who donate to the 17 CFCs that are in Southern CA, AZ and Southern NV donate more than \$15 million dollars each year to charities.

The leadership of each of these campaigns is comprised of the members of the Local Federal Coordinating Councils. Each year, their ability to find new ways to inspire employees to give is remarkable. For example, the Los Angeles and Orange County campaigns

have been very creative and hosted Federal Employee Talent Shows, Golf Tournaments and employee recognition events at local sports and entertainment venues. Each of these events requires multiple volunteers to ensure their success and to each of you who serve this important program -

THANK YOU!



“Thanks for your leadership with the CFC... CFC has enabled employees to contribute in support of many causes related to our nation’s security. And, it can be a great catalyst for bridging cultures across agencies.”
**Mara Patermaster, Director,
Combined Federal Campaign,
Office of Personnel Management**



Marion Larkins, 2003/4 CFC Chair for LA County presents check at the United Way Recognition Event

Presidential Management Fellows Program In Los Angeles

The Presidential Management Fellows (PMF) Program was established by Executive Order in 1977. In the past 27 years PMFs have made positive contributions in more than 50 federal agencies, and over 3,500 PMF alumni continue to serve in all cabinet departments. The PMF Program's application process is rigorous, requiring the candidate to undergo three "phases" of assessment, including a day-long series of panel interviews. The final phase of PMF selection is the Job Fair, at which PMF Finalists meet with human resource specialists from various agencies in an effort to find the "right fit" – the competition is stiff between these highly-qualified candidates seeking plum posts with various agencies.

The PMF Program is managed by the Office of Personnel Management, which identifies professional training as a fundamental part of the PMF Program. Each Fellow estab-

lishes an Individual Development Plan and obtains a total of 160 hours of training over the course of the Program. Fellows are aggregated into Career Development Groups (CDGs), which are sorted by professional and geographic areas. For those Fellows in the field, the CDG could be quite large – for example, the West Coast CDG covers the geographic area from Seattle to San Diego and Hawaii to Denver; regardless of its geographic size, the West Coast CDG had been successful in coordinating monthly meetings, whereby the PMFs discussed pertinent federal policies and programs (the West Coast CDG even produced an (unofficial) PMF T-shirt!).

Within the Los Angeles region, the "field" offices have been increasingly successful in recruiting and hiring PMFs to fill analyst and specialist positions, bringing increased diversity both to their agencies and to the

PMF Program. There are many Fellows and alumni in the Departments of the Navy, Transportation, Housing and Urban Development, and, of course, the Federal Executive Board. Agencies tout the ability to hire PMFs as a success, as a demonstration of its ability to attract exceptional talent.

In a recent message, OPM Director Kay Coles James stated, "because of the excellent reputation of these outstanding men and women, many Federal agencies are making the Presidential Management Fellows Program a cornerstone of their succession planning." Presidential Management Fellows may be the answer to federal agencies' hiring concerns – both for the short-term and the long-term. This program was known as the Presidential Management Intern Program until 2004.

This past year, Jason Rothbard, a former Peace Corps employee who completed his Masters degree at USC while participating in the FEB Leadership Associates Program is now serving as a PMF for the Center for Disease Control in Atlanta.

Each year the FEB recruits Assessors to help with selecting the PMFs. Thanks for your help! If you are at least a GS-12 and interested in serving as a panelist in February 2005, contact the FEB office

**By Jack Ottomanelli, PMF Alumn,
FEB Leadership Associates Alumni,
Federal Transit Admin., DOT.**

FEB Member Organizations Receive First-Time Homebuyers' Workshop

As a result of Theresa Camiling, Housing and Urban Development (HUD), Field Office Director (FOD), interaction with the Federal Executive Board and ongoing conversations with Alonza Cruse, Food and Drug Administration (FDA) District Director, a 'First-Time Homebuyers Workshop' was held at the FDA's District Office in early November. Approximately 53 staff individuals, primarily from FDA, attended representing some of the region's FEB agencies.

The genesis of the workshop stemmed from ongoing discussions between HUD's FOD and FDA's Director regarding Orange County's high cost of housing – in particular, in Irvine, where the FDA office is located. Given that many FDA employees live and subsequently commute from many of Southern California's high-cost communities, FDA approached HUD about the possibility of providing homebuyer education to FDA staff and any other FEB agencies whose staff are undoubtedly experiencing the same 'cost-push' housing problem [purchasing]. The task of complying with the Director's request was given to FPM (Stephen Clark) and a partnership between HUD and Los Angeles NHS came about to offer two workshops, at two FEB locations, to enable multi-agency FEB staff have an opportunity to address their respective homeowner education needs. A second workshop will occur shortly at the discretion of the FEB Chair (FDA Director) in the very near future.

For more information, contact Edward Flores, Supervisory Operations Officer, Field Policy and Management of HUD. His contact information is: (213) 534-2503 Telephone Edward_L._Flores@hud.gov



Department of Homeland Security
Federal Aviation Administration
Food and Drug Administration
General Services Administration
Housing and Urban Development
Internal Revenue Service
Veterans Integrated Service Network

Public Service Professional Development Series

The 3rd Annual Public Service Professional Development Series began this year with high marks. This six-seminar program is tailored to provide high quality, low-cost training to federal, state, and local government public service employees. The Ken Blanchard Companies conducted our first session on November 18 and introduced “Whale Done”, a new concept in motivating, developing and managing for self leadership and employees. This year, the FEB will also partner with IMPAQ, HR Strategic Services Global Training Group, Roz Taylor, JAE Limited and Bill Hillar to provide strategies in organizational and employee management, accountability, business communication, systems thinking (beyond

problem solving), and personal and organizational success. Agencies can use the program for professional development needs and also as incentive awards to recognize their employees. These are some of the comments from our participants:

“Good seminar, dynamic and entertaining speaker”

“Should be attended by all managers/leaders! Great Job”

“Very compelling subject matter.”

“I appreciate your time and ability to make a difference in my career”

The FEB is currently updating it’s website to make available a PSPD Application for vendors interested in providing training for this and other programs.

We would like to acknowledge Mr. Ira Needleman, Dept. of Veterans Affairs, GLA, HCS for his assistance and thank our past PSPD Series trainers who have helped establish this program as one of the best in servicing the training needs unique to public service.

**Dale Carnegie
KPMG**

**USDA Graduate School
Blacks in Government
Robert New and Associates
The Catalyst Group
Judith Cassel and Associates**

The Peace Corps: Serving Our Country in the Cause of Peace by Living and Working in Developing Countries

By Barbara Adams, Peace Corps Employee & FEB Associate

Peace Corps provides Volunteers with a living allowance that enables them to live in a manner similar to the local people in their community. It also provides complete medical and dental care and covers the cost of transportation to and from your country of service and \$6,000 upon completion of Peace Corps service.

Both the FEB and the Peace Corps trace our roots to President John F.



We Salute Francoise Castro, a former LA Passport Agency employee and Alumni of the FEB Associates Program who is currently serving in Mozambique on the HIV/AIDS Health Project.

Kennedy, as he established both organizations in 1961. Since that time, more than 170,000 Peace Corps Volunteers have been invited by 136 host countries to work on issues ranging from AIDS education, information technology, and environmental preservation.

For additional information about becoming a Peace Corps volunteer visit www.peacecorps.gov

FEB Supports Strategic Management of Human Capital Issues

The FEB continues to serve our member agencies in the Strategic Management of Human Capital. The services we provide encompass the employment life cycle – outreach, recruitment, training, leadership development, transition assistance, and retirement planning. The FEB is honored to be of service to our most valuable resource – Our Federal Employees! Our partnership with the College Federal Council of Southern California allows information to

flow between potential future employees and our extensive Federal Agency Human Capital e-mail distribution list. The FEB fills many requests for speakers for academic organizations with the goal to inspire young people to consider working for the Federal Government. The FEB is proud of affiliation with The Partnership for Public Service. This past year we participated in their program: **“Renewing Public Service: Hollywood’s Influence on**

America’s Future”. Visit www.ourpublicservice.org to view resources available to assist with succession planning. For the 4th year, the FEB chaired the Federal Employee Education Assistance Scholarship Selection Committee for Region IX. After reviewing 130 applications, 17 scholarships were awarded for a total of \$17,000.00 to Federal employees and/or their children. For additional information about these scholarships visit www.feea.org.

What People Are Saying About the FEB

“Assistance provided by organizations like the Federal Executive Board Leadership Associates Program is a key element to the success of the “Passport/Naturalization” Program.”

**Tom Reid, Regional Director
Dept of State, L.A. Passport Agency**

“Your participation in the design team and the development of the Federal component of the Simulation Center for the “Operation Trident” countywide exercise provided an outstanding opportunity for local agencies and their Federal counterparts to interact under simulated emergency conditions.” **Constance Perett, Administrator, County of Los Angeles, Office of Emergency Management**

“Your efforts [arranging for Federal agency presentations to students] have helped our students develop many of the skills required to succeed after graduation, and helped to transform what they learned in the classroom into skills desired by an employer.” **Sandra Buchan, Director, Office of Career Services, School of Policy, Planning, and Development, USC**

“The Federal Executive Board is a great organization – they have regional offices where all Federal executives get together to get briefed on common issues, share information, develop initiatives, report back to their home offices, etc. I think as a network they are an excellent group (I spoke to the one in L.A.). I think they are a resource that could be used far more creatively for homeland security purposes.” **The Honorable Michelle Van Cleave, National Counterintelligence Executive**

“Federal Executive Boards already do what the 9/11 Commission recommended: They specialize in intergovernmental collaboration, they create subject matter networks, they collect and share information and they reduce duplication. Moreover, FEBs have a rich history of assisting agencies in preparing for and responding to disasters that occur in our community. In fact, during the dedication of the Century Freeway Project, I had the privilege of honoring the Greater LA

FEB for their invaluable assistance following the Northridge Earthquake...I am particularly grateful that they have supported many of the homeless veteran initiatives that I am involved with.”

**The Honorable Harry Pregerson
United States Circuit Judge
Ninth Circuit**

“The LAFEB provides vital resources and coordination to the Federal Community in the Los Angeles metropolitan area. Agency heads throughout the Greater LA area rely on the activities of the FEB as part of their Strategic Planning process. Many look to the FEB as a cost-effective way to fulfill the directives of the President’s Management Agenda, particularly as it relates to the Strategic Management of Human Capital. For most areas of the country, the idea of inter-agency coordination in a disaster is a new issue. In Los Angeles, however, the LAFEB has historically played a vital role through numerous earthquakes, fires, riots and other disasters. It continues to be an important part of the Continuity of Operations Planning for many agencies.” **James Christy, Regional Director Census Bureau.**

“The Federal agencies in the greater Los Angeles area deploy complex and far-reaching services to the public through a talented work force. In my many years of being associated with the Los Angeles Federal Executive Board, I have found that the FEB provides an outstanding avenue to share ideas/best practices and it also provides opportunities to engage in activities with other agencies -- both large and small.” **Ray Vaudo, Director, Learning & Education , IRS Small Business/Self Employed Division**

“During my 18 years in the Los Angeles area, the FEB has provided a unique forum for agency leaders to meet and discuss issues of mutual concern. It has served as a clearinghouse for best practices and services that can address the needs of board members. Of particular significance are low cost, high impact programs, developed in house at FEB,

that provide specialized services to small, mid size and large organizations.”

John Heinrich, Director, Field Operations, Customs and Border Protection, Department of Homeland Security

“In more than 20 years of participation on the FEB, I found this to be a terrific resource for meeting and networking with fellow federal executives (actually, one of the only avenues for such opportunities). It is gratifying to be able to draw on the experience and varied perspectives of colleagues in different organizations; but I believe the most rewarding aspect of the FEB is presenting a united, professional, and caring face of the government to our local communities.” **Louise Oliver, Retired, GSA, Past Chairman FEB**

“A major training tool that the FEB has provided our agency is the Professional Management Series. I have purchased training spots for my staff the last two years and they have been helpful in providing my employees time management skills, tools for effective change within organizations, public speaking, and career development. My staff learned and enjoyed their training experience.” **Jim Slade, Warden, BOP, Victorville FCI and USP**

“The work of Government is never easy and it takes close coordination and a team effort to make it happen. The FEB has been there to help with that effort. Working together with the FEB has made us more effective and efficient. The FEB has helped us develop not only sound management principles for government but also helped us to develop our future leaders.” **William C. Withycombe, Regional Director, WPR, FAA**

24+ Years of Service to FEB

In
Memoriam



In February 2004, Sherry Rollman, Assistant Director, left the Greater Los Angeles Federal

changes and provided a great deal of service to the Federal Community. Part of the FEB's mission is to advance the Administration's Agenda and she has served five U.S. Presidents during her tenure. As a native Angelino, Ms. Rollman was deeply committed to the issues facing Southern California residents. "Sherry is an amazing individual who cares about all Federal Employees. She has a unique ability to make everyone she encounters feel special. As an employee, she embraced change, overcame any challenge and never lost her enthusiasm for the work of the FEB", said Kathrene Hansen, FEB Executive Director.

Executive Board to become the Public Affairs Officer for the Angeles National Forest, U.S. Forest Service in Arcadia, CA where she started her Federal career in 1977.

Ms. Rollman became the first full-time Administrative Assistant to the Greater Los Angeles Federal Executive Board in 1979. She saw a lot of

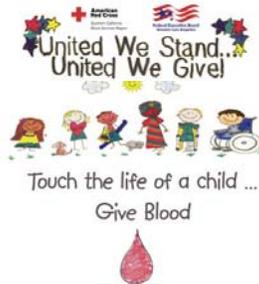
Ms. Rollman's impact on the FEB was profound and her legacy remains.



Ramon J. Reevey

July 24, 1943—March 12, 2004

Director
Long Beach VA Medical Center
and
2003 Chairman
Greater Los Angeles
Federal Executive Board



The Federal Employee Blood Drive Partnership was established in 2002 as a tribute to the victims of 9-11-2001. During the two years of this program with the Southern CA American Red Cross, **federal donations increased at a rate 3.5%** - during the same period, overall donations decreased 1.6%. This program was a model for the "Donation Nation" program for Federal employees that were launched by the Dept of HHS and ARC in October 2004, which replaces our local program. Visit the FEB website for details about "**Donation Nation.**"



Unsung Heroes:
The Federal Community
Response 9-11-01

Visit the FEB website to view this photo tribute developed for the Federal employees who assisted in NYC.

It is the Soldier

It is the soldier, not the reporter,
Who has given us freedom of the press.
It is the soldier, not the poet,
Who has given us freedom of speech.
It is the soldier, not the campus organizer,
Who has given us the freedom to demonstrate.
It is the soldier
Who salutes the flag,
Who serves beneath the flag,
And whose coffin is draped by the flag,
Who allows the protester to burn the flag.

by Father Denis Edward O'Brien, USMC





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The FEB Staff was assisted this year by:
Ashley Stanley, Student, Cerritos College
Nancy Donis, Student, El Camino College

**Influencing Others
to Work Together**



**We're on the web
www.losangeles.feb.gov**

Board of Directors

Chair: Alonza E. Cruse, Dept. of Health and Human Services, Food & Drug Administration
Chair-Elect: Tom Reid, Dept. of State, LA Passport Agency
Vice-Chair: James Christy, Dept. of Commerce, Bureau of the Census

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Marion Larkins, Social Security Administration
Captain Robert "Rusty" Mirick, Dept of Defense, USN, Naval Weapons Station, Seal Beach
Donald Neufeld, Dept of Homeland Security, Citizenship and Immigration Services
Olophius Perry, Equal Employment Opportunity Commission
William Serafine, Dept of Defense, Defense Contract Audit Agency, WR
J.E. (Jim) Slade, Dept. of Justice, Bureau of Prisons, Victorville Federal Penitentiary
Sandra Sutton, Small Business Administration
Sally Thompson, General Accounting Office
Raymond Vaudo, Dept. of Treasury, Internal Revenue Service, SB/SE
William C. Withycombe, Dept. of Transportation, Federal Aviation Administration

Immediate Past Chair:

Ramon J. Reevey (Deceased)
Dept. of Veterans Affairs

Ex-Officio Members:

Al Herrera, Office of Personnel Management

Ed Wasielewski, General Services Administration

Emeritus Members: Louise Oliver & Sakae Hawley, Co-Chairs, Retired Federal Leadership Council



Invitation from 2005 FEB Leadership to Participate in FEB Programs



As you look to the New Year - we invite you to increase your level of involvement with the Greater Los Angeles Federal Executive Board. The FEB has unique opportunities and resources available to enhance your organizational goals and objectives. Information sharing, networking, mediation services, various low-cost training, employee development programs, retirement planning, and disaster preparedness are just a few that are available for you and your employees.

Rather than thinking of the FEB as yet one more demand on your time, we encourage you to recognize its value as a resource to help your agency overcome the current challenges of trying to do more with fewer resources. We recognize that our day-to-day responsibilities are, of course, our principle concern and in fact, FEB programs are designed to support member agencies' missions.

Today, the Boards are even more relevant than at any other time in history. As the local Federal Ambassador, the FEB identifies opportunities for partnerships with inter-governmental and community organizations. Interagency collaboration is no longer just a wise choice; it has become necessary as a matter of survival.

The FEB has a rich history of establishing and maintaining valuable communication links and have been providing a balanced perspective for more than 40 years. We no longer have the luxury of deciding *if* we want to work together, but we must determine *how* we will work together to accomplish our common goals.

Building coalitions is a core qualification for Federal Executives and participation in FEB programs achieves this goal and provides strong networking opportunities. We will be seeking your input on designing services and programs that meet your agency needs – so please take the time to reply and help us serve you better.