

STATUS REPORT

4Q Summary: xx Initiatives (Green = xx, Yellow = xx, Red = xx) Completion Rate = xx%

Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plans

4QFY08

Strategy # HCMAPP #	FY08 HR Strategies SUPPORTING HCMAPP	Status Detail (as of September 2008)	HCMAPP Leader and Team	% COMPLETE	SCORE
Total Projects: 52		Completed: 43 = 82.7%, Not Completed: 6 = 11.5%, & Deleted: 3 = 5.8%			
1 IMPROVE ALIGNMENT OF HUMAN CAPITAL INITIATIVES TO AGENCY MISSION AND GOALS(Goal Leader: Crystal Wilsey)					
1.1	Continue to implement e-OPF meeting project plan milestones by 4QFY08.	<p>1Q: Had numerous teleconferences and meetings with the e-OPF program managers from the Department, OPM and Northrop Grumman. Business rules were developed and guidance was provided to the HR and AO employees. All 6,700 Federal folders were reviewed, purged, manifested and shipped to the scanning facility the weeks of Jan 7 & 14. FSA County folders will be shipped starting in February. Currently reviewing information on procuring scanner and getting HR community and employees trained.</p> <p>2Q: All CO folders were shipped to scanning facility in February 2008. 90% of OPF's have been scanned and indexed into the eOPF system. Working with State Offices to get them logged into the system and pulling information. Quality review scheduled to start 3rd and quarter training pending on Version 4.0 implementation.</p> <p>3Q: All OPFs are scanned into system. Successfully upgraded to e-OPF version 4.0, and will provide training in the 4th Quarter.</p> <p>4Q: COMPLETE - Met FY 2008 milestones, and project will continue into FY09 with new milestones.</p>	Kathy Williams, Priscilla Brown, Toni Coley, Crystal Wilsey, Deonne Pitts, Lisa Gressen, Tonya Williams	100%	G
1.2	Implement self service modules in EmpowHR (e.g., Performance Plans, Awards, HSPD-12, etc.) by 4QFY08. This is a carry over project for FY 2009 which will include the states.	<p>1Q: Implementing ESS/MSS in EmpowHR: This is still in the design phase (Fit Gap sessions) - the implementation phase has not started yet. Rollout is summer 2008 (Q3).</p> <p>2Q: The upgrade for Version 9.0 has been delayed until end of July/early Aug. Testing has also been pushed back and will take place from May 19 through July 11. A cadre of testers has been formed and kick off meeting has been held. Training options are also being reviewed.</p> <p>3Q: Draft PM Notice is under construction, and the training dates have been tentatively scheduled. The upgrade testing period has been pushed back, but may need to be rescheduled because it now conflicts with FSA's training and implementation schedule for the other modules. The Upgrade testing process has been reduced to four weeks beginning August 11th to September 5th, and the implementation is scheduled for Sept 22, 2008. The following are possible challenges that management may need to assess and resolve in order for the project to achieve success: (a) Oracles assessment of NFC's current preparation for the upgrade; (b) control issues on the potential for "bugs" inadvertently passed on by developers in the areas of user acceptance or for the production version; (c) and possible consideration for an extended implementation timeline to work on such issues as testing corrections to bugs discovered during the first user acceptance period.</p> <p>4Q: The PM draft notice is in directives, and should be distributed in October. This project is a carry over for FY 2009.</p>	Crystal Wilsey, Rande Young, Priscilla Brown, Tatjana Fernandez, Janice Ross	40%^	Y

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1.3	Implement USDA selected T&A System by 4QFY08.	<p>1Q: Currently working on business assessment for FSA.</p> <p>2Q: Assigned to Department WebTA task group to work on requirements. Awaiting first meeting. Still collecting the requirements needed for our Mission Area.</p> <p>3Q: Submitted T&A requirements for FFAS mission area, participated in departmental fit-gap sessions, and briefed DAFO on WebTA implementation for FSA field offices. WebTA demo is scheduled on July 16th, 2008 for FSA Administrative Officers. Further instruction is pending from the Department in order to finalize action and training plans. At this time, projecting an overall 30% complete, but this may change depending on the direction received from the Department. The real work will be the training and roll-out.</p> <p>4Q: Implement pay period 21 with or without cost base analysis. Upcoming training in DC/KC.</p>	Lolla Smith, Susan Brown, Linda Watkins, Patty Gepford, Anne Wheeler, Olga Torres	100%	G
1.3.a	Support Activity Reporting System (ARS) through 4QFY08.	<p>1Q: Have reviewed ARS Dictionary currently in use for pilot. Solicited comments from HRD-HQ and KCHRO. Meeting with Budget to address necessary changes. Bringing two HRD units into the pilot program.</p> <p>2Q: HRD to go on pilot for ARS. Worked on the Activity Dictionary for HRD. Training to take place in April and May for all of HRD. Union negotiations are ongoing.</p> <p>3Q: COMPLETE - Participate in bi-weekly BPMS meetings. HRD began ARS pilot pay period 11. Pilot going smoothly. Facilitated communication on pilot and training.</p>	Susan Brown (L), Linda Watkins, Patty Gepford, Anne Wheeler, Olga Torres	100%	G
1.4	Develop, implement and support re-organization and re-structuring initiatives as requested.	SEE STATUS OF INDIVIDUAL PROJECTS BELOW			
1.4.a	FAS: Implement Phase 2 re-organization: complete development of standardized position description package (PDs, evaluation statements, assessment tools) per contract; and complete and implement baseline position management plans to ensure balance of FAS position structures (grade stacking, new occupational series, etc.) by 4QFY08.	<p>1Q: The position description packages per the contract have been completed. Four of the eight position management plans have been completed.</p> <p>2Q: No Activity Scheduled.</p> <p>3Q: Contract work 95% complete. 63% of the position management plans have been approved by HRD.</p> <p>4Q: COMPLETE- FY08 goals met, and this project is ongoing and will continue into FY09.</p>	Sheila Campbell, Eijke Obineche	100%	Y
1.4.b	FSA: Continue to support FSA State Office (county) re-structuring plans per S.Connelly by 4QFY08.	<p>1Q: Reclassification of CED position in affected offices continues, a total of 6 reclassification reviews were completed this quarter: Skagit County, WA ; Linn Count KS; Ottawa County, OK; Wright County, MO; and Fremont County, ID due to restructuring. Also, Fallon County, MT is due to change to shared management. Everything submitted to date is completed and restructuring initiatives are now diminishing due to recent legislation.</p> <p>2Q: COMPLETE - A total of 10 reclassifications of CED positions in affected offices have been completed since October. Everything submitted to date is completed and no additional requests related to restructuring should be coming in due to the legislation that has stopped office closures.</p>	Pat Hunter (L), Barbara Boyd	100%	G

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1.4.c	FSA: Support re-organization of OA and DAM (B&F, EPAS) by 4QFY08.	1Q: COMPLETE - DAM/OA reorganization is complete, effective pay period 24 (11/25/07).	B.Farley (L), Michelle Long, Nicole White, Lisa Boggs, Adriane .O'Meara, Lisa Flores, Barbara Boyd	100%	G
1.4.d	PtB5 - FSA: Support Organizational Review of State Offices and National Headquarters' Office by 3QFY08.	<p>1Q: Phase II of the contract is on schedule. KnowledgeBank will complete their organizational interviews by Friday, January 25th, and will begin their IT/HR/B&F customer service interviews the following week.</p> <p>2Q: Phase II of the contract is on schedule. On April 21st KnowledgeBank will brief the Administrator and Associate Administrators regarding initial findings and recommendations, and will meet with the senior leaders of the functional areas studied throughout the rest of that week. The draft report is due to FSA on May 2, and the final report will be delivered May 16.</p> <p>3Q: COMPLETE - KnowledgeBank submitted their final report on May 30th, 2008 and continue to support FSA with employee briefings scheduled through August 12, 2008.</p>	Joanna Barlow	100%	G
1.4.e	FSA: Support DACO Organizational Review by 3QFY08.	<p>1Q: DACO reorganization continues, and worked with DACO to develop the informational package, which is now completed. DACO will go through the union process and comment period. Once completed, it is returned to HRD for clearance/approval process.</p> <p>2Q: The Union has completed its review and has no objection to the implementation of the reorganization. Currently, HRD is in the process of finalizing reorganization package for formal submission.</p> <p>3Q: COMPLETE - DACO re-org has approved and is final actions are in process to make the new structure effective in the personnel system.</p>	Michelle Long (L), Adriane. O'Meara, Barbara Boyd, Mark Gubberman	100%	G
1.4.f	HRD: Complete transfer of Ethics function to USDA by 1QFY08.	1Q: COMPLETE - Ethics functions now reside in USDA Office of Ethics.	Mark Guberman, Noreen Joice, Shenita Wells, Adriane O'Meara, Barbara Boyd	100%	G
1.4.g	Implement recommendations of HRD Review including succession plan by 4QFY08. DELETED	<p>1Q: Information from Knowledge Bank report due in May 2008 and will be used to finalize HRD recommendations for implementation.</p> <p>2Q: Developed a draft Customer Feedback Report to highlight the trends of customer participation in the HRD Organization Review Surveys and provide feedback to customers. Draft submitted to the Director for review.</p> <p>3Q: No Activity Scheduled.</p> <p>4Q: This project is superseded by the Organizational Transformation project - deleted.</p>	Noreen Joice, Deonne Pitts, Don Sanders, Debbie Schmidt, Mark Guberman, Barbara Boyd, Audrey Armstrong, Lolla Smith, Tom Montgomery, Crystal Wilsey		

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1.5	Perform the CED classification and qualification review by 3QFY08.	<p>1Q: The CED classification and qualification review work group met and formulated recommendations. The data has been gathered and is being reviewed/applied to make the CED classification determinations; on schedule for completion by end of 3 QFY08.</p> <p>2Q: The CED classification and qualification review is completed. Notices, policies, and the 2007 CPP are have been drafted and meeting is schedule to review with DAFP in April. Anticipate issuance of policy and implementation by June.</p> <p>3Q: COMPLETE - The CED classification and qualification review is completed and the 2007 CED CP&P was issued in June, effective July 6th, 2008. HRD continues to review, as requested, specific offices for possible corrections and/or changes but he project is completed.</p>	Barbara Boyd, Pat Hunter, Michael Rafferty	100%	G
2	SUPPORT WORKFORCE PLANNING & DEPLOYMENT				
2.1	Develop SOP and train HRD staff to use Workforce Planning and Succession Planning data to assist managers in making recruitment and retention decisions by 3QFY08. This will continue in FY 2009 with an implementation goal by 3Q 2009.	<p>1Q: Researching and reviewing workforce and succession planning guidance and best practices.</p> <p>2Q: In the process of developing the SOP utilizing the researched information as well as the USDA Workforce and Succession guidance.</p> <p>3Q: SOP has been developed, and is being finalized before submission to the HRD Director.</p> <p>4Q: COMPLETE - The data & materials have been developed and submitted to the HRD Director. This is a carry over project for FY 2009 with some changes. HRD will conduct a workforce planning exercise with managers to achieve valued added focus.</p>	Joice Trout (L), Julie Bowen, David Manning, Debbie Schmidt	100%	G
2.1.a	Educate Managers on hiring process and development of assessment tools by 2QFY08. This will be incorporated and redefined under Goal 4 (sustained learning environment) for FY 2009.	<p>1Q: FOB has held sessions for FAS. DOB is working with DEU (Mansker) to plan similar training session for FSA managers. Currently scheduling a date for a session later this year for FSA managers in NCA.</p> <p>2Q: No activity scheduled.</p> <p>3Q: DOB is putting together training materials for FSA managers and working with OPM on getting additional handouts. The training session for FSA managers in the NCA is scheduled for September 2008.</p> <p>4Q: COMPLETE -DOB conducted a Web52 session on Wednesday, September 24th for managers. Guidance on using the Web52 application, an appropriate blocks that manager will complete will be provided. A longer session for the manager's roll is in development of the job-related assessment questions, access to hiring certificates and applications in USA Staffing will be held in October; the dates are still being confirmed.</p>	Barbara Boyd, Sheila Campbell	100%	G

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2.1.b	Provide helpful tips to employees on hiring process and how to use the automated staffing system to apply to announcements by 3QFY08. This will be incorporated under Goal 4 (sustained learning environment) for FY 2009 to continue implementation in Kansas City and the States.	<p>1Q: HRD has developed a list of helpful tips or Q&As which will be distributed by email to all employees. Emails will be periodically distributed on announcement instructions that have changed and information on when USAS will be temporarily down, etc.</p> <p>2Q: No activity scheduled.</p> <p>3Q: Q&As have been updated and I have incorporated the newest instructions for applying to vacancy announcements. An email will be sent to FFAS employees in the 4Q.</p> <p>4Q: COMPLETE - Once Web52 piece is held in KC and the States.</p>	Barbara Boyd, Sheila Campbell	100%	G
2.2	Continue to develop strategies to improve the administration of the benefits process, e.g., FERCA cases, retirement training, SOP for mixed service & "old" ones, etc., by 4QFY08.	<p>1Q: Meeting is scheduled next week to begin discussions.</p> <p>2Q: Checklists have been developed and some in-house training for HQ specialists and assistants is being scheduled.</p> <p>3Q: Benefit checklists are being finalized in Forms and Directives. They will be released as an amendment to 35-PM.</p> <p>4Q: COMPLETE - Strategies developed for FY 2008 have been implemented that have improved the administration of the benefits processes.</p>	Lolla Smith (L), Darla Hensley, Maria Ruiz, Susan Brown, Dana Candler, Anne Wheeler, Patty Gepford, Lisa Gressen	100%	G
2.3	PtB5 - Update FAS, FSA, RMA workforce plans by 3QFY08.	<p>1Q: COMPLETE - Completed a Workforce summary draft and sent (1/7/08) to HRD Director and will update HRD HCM website.</p> <p>2Q: COMPLETE - FAS, FSA and RMA workforce plans have been added to the website. In addition to the FAS, FSA and RMA individual reports, a FFAS Workforce summary has been completed. The updated summary through FY 11 is located on the FFAS HCM website.</p>	Joice Trout	100%	G
3	IMPROVE THE ACQUISITION AND UTILIZATION OF TALENT (Goal Leader: Barbara Boyd)				
3.1	Develop and implement a project plan to expand the use of telework in the Agency as a Recruitment and Retention Strategy by 2QFY08.	<p>1Q: No activity scheduled.</p> <p>2Q: Met with Employment Specialist in HQ and KC to discuss recruitment practices and the best methods of utilizing telework. Identified discrepancies between HQ and KC's promotion of telework on vacancy announcements. Met with division rep on exit interviews to see if I can gain any further data about telework and other worklife programs from this process.</p> <p>3Q: Released the Telework eZine. Met with DAFO to expand the telework program to Administrative Officers. Met with RMA Compliance managers to expand the telework program for their field employees.</p> <p>4Q: COMPLETE - Met FY 2008 goals for this project.</p>	Lolla Smith, Susan Brown, Stephanie Brown	100%	G
3.2	Revamp Student Loan Repayment Programs as a Recruitment Initiative by 3QFY08.	<p>1Q: Regulations have been reviewed and proposals are being formulated for possible changes.</p> <p>2Q: Regulations have been reviewed and currently drafting changes to the handbook.</p> <p>3Q: The final updates are drafted and going through the clearance process. Anticipate issuance in 4Q 2008.</p> <p>4Q: COMPLETE -The draft is in the clearance process and will be going out.</p>	Lisa Flores (L), Barbara Boyd	100%	G

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3.3	Develop and issue policy for a Career Intern Program for use in the CO personnel system by 2QFY08.	<p>1Q: Career Intern proposal presented to DAFO on 10/31/07. DAFO put on hold implementation while they considered it. Proposal was tentatively approved with a couple of changes 1/08; draft notice being completed now for issuance in the next quarter.</p> <p>2Q: Decision was made to incorporate the CO Career Intern Program into the handbook rather than issue a notice. Amendment to 27-PM is being drafted to include the CO CIP as well as other changes and revisions that were need in the handbook. CIP portion of draft is completed. Estimate clearance and issuance in 4Q.</p> <p>3Q: The CO CIP information is included in Amendment 15 to 27-PM which is currently in directives. Estimate clearance and issuance by August 01, 2008.</p> <p>4Q: COMPLETE - This was published on September 15, 2008.</p>	Michael Rafferty (L), Barbara Boyd	100%	G
3.4	Implement Web 52 reporting tool by 4QFY08.	<p>1Q: Milestone Reports for Activity and 45 Day Hiring have been implemented. Requirements for remaining reports are underway.</p> <p>2Q: More Web 52 reports and enhanced features were released this month. The following reports are now available: Recruit Activity Report, Vacancy Announcement Report, Hiring Report, and Quarterly Timeline Report. Acceptance Testing was completed for Web52 Reports: Recruit Activity Report, Vacancy Announcement Reports, & Hiring Report and Quarterly Timeline Report. HRD submitted change request to correct the Hiring Report and Recruit Activity Reports. We are coming up with needs/requirements for Management type reports such as Routing Report (for HR managers to see who has a 52 and how long) and Ad-hoc Reports (Semi ad hoc capability consisting of commonly referenced 52 data elements).</p> <p>3Q: The change request to make the Web52 system accessible to St. Louis, and Salt Lake City users is complete and training was provided. HRD submitted change request to correct the Hiring Report and Recruit Activity Reports which were discovered after this version was moved to production, and some of these changes request are still pending. Requirements for the Routing Reports and Ad hoc reports were derived, and went under review by HRD staff. On three separate reviews, the requirements were modified for accuracy. Seven system change requests were added to the requirement document. HRD is still receiving request from developers to confirm understanding of requirements.</p> <p>4Q: COMPLETE - Testing is being finalized during the week of September 22, 2008.</p>	Olga Torres (L), Barbara Boyd Cristol Wilsey, Priscilla Brown, Vickie Schofield, Janice Barnes	100%	G
3.5	Develop a multi-phased implementation for the WEB 52 System for State Offices by 4QFY08. DELETED	<p>1Q: No action - pending Department approval.</p> <p>2Q: No action - pending Department approval.</p> <p>3Q: No action - pending Department approval.</p> <p>4Q: The Department will not appropriate funding for this project - deleted.</p>	Olga Torres, Barbara Boyd, Priscilla Brown, Cristol Wilsey, Vickie Schofield, Janice Barnes		

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3.6	Implement Linc-Pass throughout FY08.	<p>1Q: Currently working on cleansing and validating records for FFAS employees and getting them sponsored.</p> <p>2Q: Work continues on cleansing and validating records for FFAS employees and moving their records into the GSA Portals. In the NCA approximately 80% are complete: 1,160 FFAS (474 FAS, 96 RMA, & 590 FSA). However, there are 17,600 total number of employees for which this needs to be done nation wide and there are 6,962 still pending background investigations. Additional resources have been requested from the Department funding for HSPD-12 to assist in meeting the August '08 target date for NCR and the October '08 target date for all employees.</p> <p>3Q: Work continues on certifying employees in the GSA Portal. In the NCA approximately 85% are complete: 1,389 FFAS (526 FAS, 98 RMA & 795 FSA). HR WDC & KC are working on scanning fingerprint cards for the 6,962 employees who need background investigations. The Department has provided HR with the additional resources that are needed to meet the October 2008 deadline.</p> <p>4Q: Achieved significant progress toward completion, excluding contractors, and met Department goal .</p>	Toni Coley (L), Crystal Wilsey	75%^	G
3.7	PtB5 - Provide update on use of Career Patterns and provide evidence of operations in Career Pattern environment by 1QFY08. Implementation of Career Patterns will continue in FY 2009 according to the PTB6 and OPM's End to End Hiring Initiative.	<p>1Q: COMPLETE - The information was input into the 1QFY08 QAR and provided to KCHRO Chief and HRD Director for review of data. Will be an upcoming meeting with Chiefs to discuss information.</p> <p>2Q: COMPLETE - Provided a Workforce Analysis Guide and Recruitment Guide draft to HR Supervisors for Review. Also provided a current MCO listing for their review and assist them in working with their customers to update the listing to ensure we have captured all of the critical positions for their mission areas.</p>	Barbara Boyd, Joice Trout, Julie Bowen, Debbie Schmidt	100%	G
3.8	PtB5 - Provide update on use of Career Patterns and demonstrate results (re: MSS questions #5, #6, and #7 by 3QFY08.	<p>1Q: Developed a Career Patterns guide, a Workforce Analysis Guide, and a Recruitment Guide and provided to KCHRO Chief and HRD Director. Will be an upcoming meeting with Chiefs to discuss information.</p> <p>2Q: Provided an updated listing to HR Supervisors of all the Mission Critical Occupations reported in a variety of ways throughout the Department to take to managers to ensure we have captured their MCO's and to add any that they feel are critical to their mission. Currently awaiting feedback from the HR Supervisors at this time.</p> <p>3Q: Supervisors are in the process of updating and finalizing their MCO information. HC team is currently in the process of arranging a meeting with the Staffing Specialists to discuss the Recruitment Guide.</p> <p>4Q: This project will be complete pending final MCO list from supervisors in FY 2009.</p>	Barbara Boyd, Joice Trout, Julie Bowen, Debbie Schmidt	85%^	Y

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4	SUSTAIN LEARNING ENVIRONMENT AND LEADERSHIP CONTINUITY (Goal Leader: Tom Montgomery)				
4.1	Develop and implement DD Orientation Program by 4QFY08.	<p>1Q: The Training and Development Branch held a task force for the DD Orientation Program. TDB and several District Director's are working with Human Technology on information pertaining to program development. The Pilot Session is tentatively scheduled for March 2008.</p> <p>2Q: The Training and Development Branch (TDB) has prepared the DRAFT Notice-PM (the Notice outlines qualifications on becoming a mentor and request nominations for DD Mentors) for DAFO review and approval. Once DAFO approves, TDB will submit the Notice to MSD, Directives for final clearance and distribution. The DD Mentoring Toolkit has been reviewed and approved. Currently preparing for the DD Mentoring Train-the-Mentor session tentatively, scheduled for May 2008.</p> <p>3Q: The Training and Development Branch (TDB) released the National DD Mentoring Program Notice (Notice PM-2653). The notice explains the purpose of the program and requests that potential District Director Mentors submit their names to DAFO by July 15, 2008. At DAFO's request, TDB rescheduled the National DD Mentoring Program Train-the-Mentor session from May 2008 to September 23 – 26, 2008 and is preparing the meeting requirements. All training materials are ready for the upcoming training session.</p> <p>4Q: COMPLETE - TDB held the National DD Mentoring Program Train-the-Mentor September 23-24, 2008. This phase of the program is 100%complete. Following the Train-the-Mentor program DAFO began the pairing of the Mentor/Mentees. TDB will be providing further information to DAFO regarding the notification letter to the SED. TDB and DAFO will further be working together to oversee the Mentor/Mentee relationship.</p>	Tanya Coram-Howard (L), Tom Montgomery	100%	G
4.2	Participate in the review of the National Management Training Program (COTs/FLMs) by 4QFY08.	<p>1Q: Plans are for the Training and Development Branch along with the instructors to review and observe the current 1 week FSA National Management Training Program during a regular training session in the 2nd quarter. A contactor has been selected to assist TDB with this review and updating of the current course.</p> <p>2Q: The current course materials have been reviewed for the planned training session. The review of the Program by TDB and training instructors has been scheduled and approved for the week of April 6-11, 2008. This review will be done during a regular training session in which 20 participants will receive the one week management course.</p> <p>3Q: COMPLETE - The course material was updated and a successful pilot of the "National FSA Management Training Program" was held August 25-29 in Baltimore, MD for 22 participants. Upon completion of the pilot, the course material was finalized and the new updated course was delivered the week of September 28 to 20 participants. Both the pilot and the first session received high ratings.</p>	Arlene Bailey (L), Tom Montgomery	100%	G

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4.3	Develop and implement a revised COC Orientation Program by 2QFY08.	<p>1Q: The training course has been revised and the final COC Orientation Pilot version was reviewed in October and issued to the Virginia District Directors in November to prepare for the Pilot which was conducted in the Virginia State Office on January 10 for a small audience of COC members. The final course will be posted on the DAFO training web site for the states to download by no later than January 31. States will begin their FY 2008 training in February.</p> <p>2Q: COMPLETE - The updated FY 2008 COC Orientation Training Program (1 day course) was completed ahead of schedule and on January 25, 2008, the updated version was launched on the DAFO training web site. The states were notified in an email announcement of the updated version for purpose of downloading. Many of the states have already conducted their annual training.</p>	A.Bailey (L), T.Montgomery	100%	G
4.4	Develop and Implement FLPs 5 new Streamlining online training courses by 2QFY08.	<p>1Q: COMPLETE - All five AgLearn courses on FLP Streamlining have been developed, reviewed, tested, and are now in production for FSA employees ahead of schedule. The Training and Development Branch reviewed and made changes to the draft FLP notice and the Deputy Administrator for Farm Loan Programs issued a Notice FLP-481 that gives all State and County offices information about this Streamlining Initiative. FLP employees are required to complete all of the five AgLearn courses by December 31, 2007.</p>	Tom Montgomery	100%	G
4.5	Support the implementation of AgLearn upgrade by 4QFY08.	<p>1Q: The Department has not implemented next Service Pack for AgLearn with the new changes for the SF-182 form. The Training and Development Branch has reviewed some documentation and attending several meetings about the planned upgrade to AgLearn system. According to the Department the upgrade will begin in January 2008.</p> <p>2Q: The Department has not implemented the next Service Pack upgrade for AgLearn that include the new changes for the SF-182 form.</p> <p>3Q: The Department has implemented Service Pack 3 (SP3) upgrade for the AgLearn system that includes the new changes for the SF-182 training request form. HRD addressed many of the technical issues due to the SP3 upgrade. A Handbook 6-PM amendment has been written and is in the clearance process that addresses the SP3 upgrade. HRD continues to attend meetings on the upgrade.</p> <p>4Q: COMPLETE - AgLearn system Service Pack 3 upgrade was tested and released. Handbook 6-PM, Amendment 16 was approved and released to all offices. HRD answered questions concerning the upgrade and will continue to provide support as needed.</p>	Bessy Plaza (L), Tom Montgomery	100%	G
4.6	Revamp the New Employee Orientation Program (e.g., Day One, Day Two, Buddy System, Web Site, one script) by 3QFY08 For FY09 create new one. FY 2008 actions completed, but this will continue in FY 2009, under Goal 4 (Sustained Learning...).	<p>1Q: No activity scheduled.</p> <p>2Q: No activity scheduled.</p> <p>3Q: HR Washington has implemented a New Employee Orientation program to cover those employees located in DC. Overall project 25% complete. A new lead in DC needs be assigned since Susie Somuah-Gyamfi is no longer in HRD.</p> <p>4Q: COMPLETE - DC is conducting employee orientation every pay period. The evaluations from employees are asking for more web based guidance.</p>	Debbie Rogers (L), Janice Barnes, Mark Guberman, Jeana Nolan, Lisa Gressen, Priscilla Brown, Vickie Schofield, Gary McPherson	100%	G

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Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plans

4QFY08

Strategy # HCMAPP #	FY08 HR Strategies SUPPORTING HCMAPP	Status Detail (as of September 2008)	HCMAPP Leader and Team	% COMPLETE	SCORE
4.7	Implement HR Forum to refresh / reinvigorate Agency Supervision and Management by 2QFY08	<p>1Q: (Duncan) Reviewed HRD Organization Review (2/2007) to establish the intent and objective of the HR Forum. Meet with Mark Guberman in WDC, co-lead, on February 15 (WD). Dates and room reserved in HQ for six HR Forum sessions. Discussions between DC and KC ongoing to implement in KC (MG).</p> <p>2Q: COMPLETE - HR Forum sessions advertised and held in DC and KC and scheduled throughout 2008 (MG). HR Forum Team was formed from KCHRO Sections. Section Chiefs presented an Introductory Forum to managers that provided an overview of their mission and current "hot topics. Managers selected topics that will be scheduled as monthly forum topics (WD).</p>	Whilemenia Duncan (L), Mark Guberman (L), Juliet McBride, Maria Ruiz, Karen Mansker, Debbie Schmidt, Joice Trout, Vickie Schofield, Tamara McDaniel	100%	G
4.8	Implement Invitation to Excellence: Leading in FSA training program by 2QFY08. (Mandatory supervisory leadership training program for new supervisors in HQ-DC, KC, St. Louis and APFO) Funding has been secured for this project.	<p>1Q: COMPLETE - The pilot Invitation to Excellence: Leading in FSA Program was completed on December 6, 2007. Dates have been scheduled for CY 2008 for both Washington, DC and Kansas City locations. A PM Notice 2623 was issued on December 10, 2007, announcing this new leadership development program for National Office, Kansas City, St. Louis, and APFO supervisors. This program is mandatory for new supervisors (effective retroactively to January 1, 2007) for National Office, Kansas City, St. Louis, and APFO.</p>	J.Barlow (L), T.Montgomery	100%	G
4.9	Develop and market Guidelines for Knowledge Transfer Management by 2QFY08. Complete, but will be carry over for FY 2009 to include marketing aspect.	<p>1Q: The KM Team conducted research of various Knowledge Management techniques for developing guidelines, practical templates, and quick tools. Researched "Best Practices" from OPM, KM websites, and benchmarking with other federal and state agencies.</p> <p>2Q: The KM team finalized "Best Practices" research and benchmarking of other federal and state agencies. Meetings conducted to discuss findings and overall direction for development of KM tools. All KM interviews with management were completed and analysis conducted for feedback. Multiple KM templates and checklists have been drafted. Finalization of these documents are in progress. Outline of KM proposal has been drafted for discussion and finalizing.</p> <p>3Q: KM Team visited Hallmark, Inc.'s Creative Division for best practice research to learn about their use of Communities of Practice (CoP) as a KM transfer strategy. Research for best practices and strategies are an ongoing activity to build reference archives on KM. Team drafted a process map to outline steps in the delivery of KM consultation and services to customers. Finalization of this document is in progress and being reviewed by HCM team and the KCHRO Chief. In process of finalizing proposal to include Power Point presentation, process map, assessment tool, strategies, AgLearn course description, and content for webpage on HCM website. Tentative Completion Date: 7/21/08.</p> <p>4Q: COMPLETE - Met FY 2008 goals, but will carry over for marketing aspect in FY 2009.</p>	Ty Smith, (L), David Manning, Debbie Schmidt, Mark Deming	100%	G

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Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plans

4QFY08

Strategy # HCMAPP #	FY08 HR Strategies SUPPORTING HCMAPP	Status Detail (as of September 2008)	HCMAPP Leader and Team	% COMPLETE	SCORE
5	IMPROVE THE RESULTS-DRIVEN PERFORMANCE CULTURE (Goal Leader: Mark Guberman)				
5.1	Develop and Implement Performance Pilot Plan for FAS and RMA by 2QFY08.	<p>1Q: The pilot plans have been developed and implementation has begun.</p> <p>2Q: FAS and RMA Task Forces met to review and make recommendations to their Administrators on improving their performance management programs. Training sessions were conducted with employees of each agency.</p> <p>3Q: Both FAS and RMA have new performance management policies in place and most of their employees are in the process of being trained.</p> <p>4Q: COMPLETE - as both agencies move toward another PAAT assessment in FY 2009.</p>	Lolla .Smith, Stephen Crisp, Stephanie Brown, Whilemenia Duncan	100%	G
5.2	Continue to implement Performance Pilot Plan for FSA throughout 4QFY08.	<p>1Q: PAAT is being completed for the FSA performance pilot for submission to OPM. New Awards policy was issued.</p> <p>2Q: PAAT submitted to OPM for scoring. Awards piece to follow once agency has run Rating Based Awards cycle.</p> <p>3Q: COMPLETE - Completed an OPM PAAT and scored a passing score of 80 points.</p>	Lolla Smith, Stephen Crisp, Stephanie Brown, Whilemenia Duncan	100%	G
5.3	Identify and eliminate barriers that impact successful performance management throughout FY08.	<p>1Q: Reviews of the current program are being conducted to look for changes to be made: this is ongoing.</p> <p>2Q: Reviews of the current programs are being conducted to look for changes to be made: this is ongoing.</p> <p>3Q: Reviews of the current programs are being conducted to look for changes to be made: this is ongoing.</p> <p>4Q: COMPLETE - Sampled a cross section of employee performance plans, and delivered a analysis with suggestions for improvement to each Deputy Administrator.</p>	Lolla Smith, Stephen Crisp, Stephanie Brown, Whilemenia Duncan	100%	G
5.4	Implement Outreach & Education Program for ADR Program by 3QFY08. <i>This project will be a carry over for FY 2009.</i>	<p>1Q: ADR Policy near ready for Directives; brochure under review for publication and dissemination; AgLearn training and other outreach opportunities under review.</p> <p>2Q: ADR brochure in approval process and ADR "HR To Go" session scheduled for June.</p> <p>3Q: Brochure nearly completed; preparing ADR skills series for all employees; FSA ADR awareness day; FSA ADR policy with directives.</p> <p>4Q: COMPLETE - Educational brochure is final, and in the publication process.</p>	Mark Guberman, Pat Lowe, Shari Welker	100%	G
5.5	Develop Annual Summary Report of the State of Labor/Employee Relations by 4QFY08.	<p>1Q: Data collection points agreed upon; 1st Q FY08 data to be presented to HRD Director by January 31 and quarterly thereafter.</p> <p>2Q: COMPLETE - ELR data report produced quarterly and sent to the HRD Director.</p>	Noreen Joice, Mark Guberman	100%	G

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Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plans

4QFY08

Strategy # HCMAPP #	FY08 HR Strategies SUPPORTING HCMAPP	Status Detail (as of September 2008)	HCMAPP Leader and Team	% COMPLETE	SCORE
5.6	Prepare for FY09 Government Transition. This project will be a carry over for FY 2009 with identified action items	1Q: Previous briefing materials have been obtained and reviewed. Groundwork is being developed to establish the work team.	Joanna Barlow	80%	Y
		2Q: Functional POCs are reviewing the second drafts for their respective areas. Final drafts will be posted on the share drive for POCs' and functional supervisors' review the week of April 14th.			
		3Q: No change from 2Q, due to reprioritization in the absence of a new DAM. These projects should be completed by the end of 4Q.			
		4Q: This is a carry over item for FY 2009 with identified actions items. HRD is restarting the clock.			
5.7	Develop an HRD Recognition Program by 2QFY08. There will be a new one for FY 2009 based on results and experiences from FY 2008.	1Q: Recommendations have been prepared and will be presented to the HRD director early February.	Lolla Smith, Stephanie Brown, Dana Candler, Angela Jackson	100%	G
		2Q: Awaiting awards funding and announcement by Director.			
		3Q: Stephanie Brown presented the program to the HRD Branch and Section Chiefs staff meeting on July 8, 2008. The implementation date should be forthcoming.			
		4Q: COMPLETE - Implemented.			
5.8	Prioritize and implement Business Process Mapping Recommendations by 4QFY08. DELETED	1Q: Have started reviewing, and will be scheduling meetings for next quarter with the different branches to complete recommendations.	Barbara Boyd		
		2Q: No activity scheduled.			
		3Q: Other priorities have delayed further progress on this activity. This should be part of any Lean-Six Sigma Study related to the proposed re-organization resulting from the KB study. Recommend suspending project pending that decision.			
		4Q: Incorporated into the Organizational Transformation project - deleted.			
5.9	PtB5 - Confirm that 70% of employees are covered by an appraisal program that meets the PMA requirements by 3QFY08.	1Q: No activity scheduled.	Lolla Smith, Stephen Crisp, Joanna Barlow	100%^	G
		2Q: Reviews of FY 2008 performance plans are ongoing. Results to be provided to Rating Officials.			
		3Q: Reviews of FY 2008 performance plans completed; compiling feedback for rating officials.			
		4Q: COMPLETE .			
5.10	PtB5 - Develop and report quarterly data to trend improvement of diversity of MCOs and Leadership ranks 4QFY08.	1Q: No activity scheduled.	Crystal Wilsey, Tatjana Fernandez, Bernie Ellsworth, Joice Trout, Debbie Schmidt, Julie Bowen	100%	G
		2Q: Workforce diversity trends (figures) for FFAS mission area agencies reported quarterly in the QAR in table format showing increase or decrease as a percent of total workforce population by gender and groups (e.g. Women, Black, Hispanic). MCO & Leadership Rankings diversity data & trend reporting pending.			
		3Q: COMPLETE - There is not a specific requirement in either the PTB5 or PTB6 for reporting trend improvement in workforce diversity for MCOs or the leadership ranks. However, general workforce diversity trends are reported quarterly in the QAR.			

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Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plans

4QFY08

Strategy # HCMAPP #	FY08 HR Strategies SUPPORTING HCMAPP	Status Detail (as of September 2008)	HCMAPP Leader and Team	% COMPLETE	SCORE
6	ACCOUNTABILITY (Goal Leader: Kathy Williams)				
6.1	Ensure systems are in place for Personal Identifiable Information (PII) by 2QFY08.	<p>1Q: Shredders have been purchased and installed. The entire HRD staff has been briefed on their responsibilities with respect to PII. Detailed info has been collected about all of the forms, reports, screens, etc that HR uses and the PII contained therein. A review of each item is in progress and about 35% complete. A PM Notice on HRD responsibilities has been promulgated. An SOP for a confidentiality statement is waiting for approval.</p> <p>2Q: Continue to review the detailed information that has been collected about all of the forms, reports, screens, etc., that HR uses and the PII contained therein. An SOP for a confidentiality statement is waiting for approval.</p> <p>3Q: The SOP has been approved; continue review spreadsheets, forms, etc.</p> <p>4Q: COMPLETE - SOP has been issued, and all employees are following PII guidelines.</p>	Crystal Wilsey (L), Lolla Smith (L), Rande Young, Juliet McBride, Olga Torres	100%^	G
6.2	Produce an Annual HRD Performance/Accomplishment Report by 4QFY08. HCM Team will coordinate with the HR functions to capture qualitative/quantitative accomplishments for FY 2008 (Brag Book Data). This is a carry over for FY 2009, with a draft being sent to the HRD Director on November 04, 2008.	<p>1Q: No activity scheduled.</p> <p>2Q: No activity scheduled.</p> <p>3Q: No activity scheduled.</p> <p>4Q: This is a carry over, and is due to the HRD Director by November 03, 2008.</p>	Joice Trout, Julie Bowen, Mark Deming, David Manning, Ty Smith	0%	Y
6.3	Collect and disseminate HRD related survey results (MSS, ApSS, FHCS, AES, Exit Interview, Job Placement, etc.) throughout FY08. This is a carry over for FY 2009 with greater emphasis on communicating this information to HRD's customers.	<p>1Q: The following documents have been developed and are pending review: new Exit Interview Questionnaire; one sample report of Exit Interview data; and new PM notice.</p> <p>2Q: Distributed the Management Satisfaction Survey (MSS) to the HRD Chiefs in staff meeting. Added a link to the MSS to the HRD, HCMS website. Prepared the template for the Annual Employee Survey and are awaiting the survey data from the Department to prepare the analysis. Researched the Internal Placement Survey (Job Placement Survey) and reviewed its usage rate and survey results and are developing the results for inclusion in the 3Q Quarterly Activity Report and MITS.</p> <p>3Q: Created AES 2007 Survey charts & excel data worksheets for USDA and RMA., which includes high lights of organizational strengths and opportunities for improvement. Awaiting correct FSA AES 2007 results from Department to complete AES 2007 Survey analysis for management review. Submitted FY 08 3Q Internal Placement Follow-up Survey results trend chart for the 3Q MSS FSA Action Plan update for Department.</p> <p>4Q: COMPLETE - Met FY 2008 goals, but this is a carry over for FY 2009.</p>	Crystal Wilsey, Olga Torres, Tatjana Fernandez, Bernie Ellsworth, Joice Trout, Mark Deming	100%	G

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Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plans

4QFY08

Strategy # HCMAPP #	FY08 HR Strategies SUPPORTING HCMAPP	Status Detail (as of September 2008)	HCMAPP Leader and Team	% COMPLETE	SCORE
6.4	Administer 2nd HRD customer survey 4QFY08. This project will be a carry over for FY 2009.	<p>1Q: No activity scheduled.</p> <p>2Q: Discussed the project for the 2nd customer survey with Pat Farmer and it was decided to move the potential implementation date to at least the 4Q, if not later. We are in the process of completing the Customer Feedback report to send to customers on the 1st survey results, and would like to make sure we have time between the feedback report, the 2nd survey, and any upcoming organization changes resulting from the Knowledge Bank report before we issue another customer survey.</p> <p>3Q: Customer feedback report submitted to HRD Director, May 2008.</p> <p>4Q: COMPLETE - KnowledgeBank completed a customer survey.</p>	Joice Trout, Julie Bowen, David Manning, Ty Smith, Mark Deming	100%	G
6.5	Prepare for and facilitate audits (A-123, KPMG, etc.) through out FY08.	<p>1Q: No activity scheduled.</p> <p>2Q: OMB Circular A-123, Appendix A, - HRD has provided EmpowHR documentation, participated in the narrative description of processes and risk assessment. The testing of EmpowHR controls is due to be completed May 2, 2008. Test results will be evaluated, if needed, corrective action plans will be created to remediate deficiencies.</p> <p>3Q: FSA passed two of the six controls for the A-123 audit of EmpowHR. We are still negotiating the results of two other controls. These controls are relevant to retention of the SF52. The Guide to Personnel Recordkeeping used by state offices requires the retention SF-52s only for details and terminations. Therefore some Standard Form 52s are unavailable and thus is the reason for failing the control. SPIMB had lengthy discussions with the audit team regarding the regulations and they have been noted in the comments of the control. A fifth and sixth controls are relevant to the Front End System Interface (FESI) between the NFC database and the EmpowHR database. Data from the two systems often do not match. National Finance Center is currently updating the FESI and expects to put it into production use in the fall. The mismatching data should be resolved at that time. The audit team was made aware of the effort but FSA failed the control nevertheless.</p> <p>4Q: COMPLETE - Provided all required information.</p>	Don Sanders (L), Joanna Barlow, Kathy Williams, Julie Bowen,	100%	G
6.6	Prepare for and facilitate OHCM conducted audits of DEU and HRD by 4QFY08.	<p>1Q: OHCM/OPM audit of National Office complete in December, and still awaiting report/recommendations/findings for required and recommended actions. Briefing did reveal that no instances of violations of personnel regulations or laws was found. Note: no audit scheduled for the DEU and KC at this time.</p> <p>2Q: No activity scheduled.</p> <p>3Q: OPM full audit scheduled for the DEU and KC September 22, 2008.</p> <p>4Q: COMPLETE - Audit team complete assessment in KC on September 26, 2008.</p>	N White (L), J. Barlow, K Mansker, J. Bowen	100%	G

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4QFY08

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6.6a	Implement e-verification by 1QFY08. This project will be a carry over for FY 2009.	1Q: The initial account information has been set-up.	Crystal Wilsey, Lisa Gressen	65%^	Y
		2Q: FFAS has completed the registration process and is now set up to use the system. We will begin using the system for EOD's beginning in pay period 9. We still need to determine what user role functions State offices will have when using E-verify. We hope to have this resolved within the next 30 days.			
		3Q: POC listing update with the Program Manager in progress. And instructions on how to use will be forthcoming in the 4th Quarter.			
6.7	Conduct 2 State Office Reviews by 4QFY08.	4Q: This is a project will be a carry over for FY 2009.	Kathy Williams, Karen Mansker	100%	G
		1Q: State Office audits - schedule has been received from EEO/CR. Four trips will be scheduled and completed during FY08 depending on budget.			
		2Q: Due to travel funds HR will only participate in three reviews for FY-08. The first one is scheduled for May. OCR has been contacted to schedule the remaining 2 visits.			
		3Q: Completed review of New Jersey State Office and forwarded report to EEO/CR. Second review scheduled for 4Q.			

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