

# memorandum

DATE: July 15, 2002

REPLY TO:

ATTN OF: FTCP

SUBJECT: Concerns on Knowledge, Skills, and Abilities (KSA)

TO: Headquarters and Field Office Managers

At the Facility Representative Workshop held in May, 2002, several Facility Representatives (FR) expressed a concern that their field experience was not adequately credited in the job posting and selection process. The FRs noted that the KSA statements for many job postings, including those for DOE management positions, did not give adequate credit to operational and technical experience. This has the effect of minimizing the skills and abilities gained through the performance of the primary FR duties and, therefore, the potential for being selected to a more senior position.

The objective of the Federal Technical Capability Program is to recruit, deploy, develop, and retain Federal personnel with the necessary technical capabilities to safely accomplish the Department's missions and responsibilities. For most positions within the Department, including management positions, an essential part of the "necessary technical capabilities" is the type of knowledge and abilities gained through operational and technical experience in the field. It is essential, therefore, that management ensures this experience is adequately considered when posting and filling positions within their organizations.

Your offices should review your existing sets of KSA statements and Quick Hire questions to ensure they adequately emphasize the importance of operational and technical experience in the selection process. In addition, supervisors and selecting officials should ensure operational and technical experience considerations are adequately defined in any new KSA statements and Quick Hire questions that are developed. In this way, as personnel are chosen to fill openings and more senior positions in the Department, operational and technical experience such as that gained by FRs as well as others will be appropriately emphasized and valued for career progression.

If you have questions or comments, please contact Pat McGuire at (803) 952-4016 or myself at (509) 376-6677.

  
Roy J. Schepens  
Chairman  
Federal Technical Capability Panel