DOL HUMAN CAPITAL STRATEGIC IMPLEMENTATION PLAN

Major Initiative	Milestone or Activity	Indicator	Accountability	Timeframe
Α.	Strategic Alignment			
A. 1 Develop and regularly update the Human Capital Strategic Plan and OASAM Strategic and Performance Plan to support DOL's	A.1.1 Update the HR Strategic Plan	Date of distribution and publication on LaborNet of update	HRC	Q1 annually
business goals and strategies	A.1.2 Update the OASAM Strategic and Performance Plan	Date plan updated	HRC	Q4/FY 2008 and semi- annually thereafter
A.2 Maintain DOL HR LOB Budget Request (Exhibit 300)	A.2.1 Submit the annual HR Line of Business (LOB) Budget Request (Exhibit 300)	Completed Exhibit 300 submitted to OCIO	HRC	Q4 annually
В.	Workforce Planning a	and Deployment		
B.1 Provide information on the DOL workforce to improve workforce planning and analysis capability	B.1.1 Maintain the DOL At-A-Glance Workforce Profile System to evaluate workforce trends	At-A-Glance reports published on LaborNet	HRC	Q1/FY 2008 and annually thereafter
B.2 Provide support for commercial services management DOL-wide including guidance to managers on responding to personnel changes	B.2.1 Prepare a Quarterly Commercial Services Management Status Report as part of the quarterly scorecard	Date report completed	HRC	Q3/FY 2008 and quarterly thereafter
C.	Leadership and Know	vledge Management		
C. 1 Maintain SES and mid-level management development and training programs based	C.1.1 Assess management development needs	Turnover analysis of supervisory positions	Agencies to set needs; HRC for data analysis	Q1/FY 2009 and annually thereafter
on succession planning needs	C.1.2 Maintain SES Candidate Program	Number of candidates	Agencies and HRC	Q4/FY 2008 and as needed thereafter
	C.1.3 Maintain mid-level Management Development Program	Number of candidates	Agencies and HRC	Q1/FY 2009 and as needed thereafter
C.2 Continue the MBA Fellows Program	C.2.1 Select MBA Fellows class	Candidates selected and job offers made	HRC lead, Agencies provide positions	Q3/FY 2008 and to be determined thereafter
C.3 Continue the Mentoring Program	C.3.1 Solicit participants for the Mentoring Program	Program announced and mentors and mentees selected	HRC	Q2/FY 2008 and as needed thereafter
G.4 Regularly update the DOL succession plan	C.4.1 Submit annual succession plan to OPM for approval	Date plan submitted to OPM	HRC	As needed
C.5 Required supervisory/management training	C.5.1 Ensure required training is completed in performance management, whistleblower protection, computer security, drug-free workplace, No Fear Act, and New Supervisors' training	Records in LMS show employees have completed all required courses.	Agencies and HRC	As required by Regulations or DOL policy.
D.	Results Oriented Perf	ormance Culture		
D. 1 Increase diversity DOL-wide and increase specific representation in management and mission-critical occupations.	D.1.1 Prepare annual EEOC MD-715 report and submit to the EEOC	Date plan submitted	HRC	Q2/FY 2008 and annually thereafter
	D.1.2 Prepare annual Federal Equal Opportunity Recruitment Plan and Disability Plan	Date plan sent to OPM	HRC	Q1/FY 2008 and annually thereafter
	D.1.3 Prepare annual Disabled Veterans'Affirmative Action Plan	Date plan sent to OPM	HRC	Q1/FY 2008 and annually thereafter
	D.1.4 Prepare Annual Report to the President on Hispanic Employment	Date report sent to OPM	HRC	Q1/FY 2008 and annually thereafter
D.2 Make DOL Performance Appraisal Program ready for pay for performance, in accordance with the PAAT	D.2.1 Assess DOL Performance Management Program	DOL Performance Appraisal Assessment Tool (PAAT) assessment submitted	HRC	Q1/FY 2010
	D.2.2 Training for all supervisors in performance management	Date training completed for all supervisors	HRC lead and Agencies	Q4/ FY 2008 and biennially thereafter
	D.2.3 Training for all employees in performance management	Performance module in new employee orientation	HRC	Q2/FY 2008
		Performance module developed for e-training	HRC	Q2/FY 2008
Ε.	Talent			
<u> </u>		Ratings on Agency Scorecards	Agencies for specific initiatives	Q2/FY 2008 and semiannually thereafter
E. 1 Reduce knowledge and skill gaps DOL-wide	E.1.1 Assess progress on implementation of agency Skill Gap Assessment Action Plans			
	agency Skill Gap Assessment Action Plans E.1.2 Reassess skill gaps in mission critical occupations to determine if gaps have been closed as outlined in agency Skill Gap Assessment Action Plans	Percentage of skill gaps identified that have been eliminated	HRC lead, agency participation	Q2/FY2008 and biennially, thereafter
	agency Skill Gap Assessment Action Plans E.1.2 Reassess skill gaps in mission critical occupations to determine if gaps have been closed as outlined in agency Skill Gap Assessment Action Plans E.1.3 Assess skill gaps for leadership competencies	have been eliminated Report to OPM, Ratings on Agency Scorecards	participation HRC lead, with agency participation	Diennially, thereafter Q3/FY 2008 and biennially thereafter
	agency Skill Gap Assessment Action Plans E.1.2 Reassess skill gaps in mission critical occupations to determine if gaps have been closed as outlined in agency Skill Gap Assessment Action Plans E.1.3 Assess skill gaps for leadership	have been eliminated Report to OPM, Ratings on Agency	participation HRC lead, with agency	biennially, thereafter Q3/FY 2008 and
	agency Skill Gap Assessment Action Plans E.1.2 Reassess skill gaps in mission critical occupations to determine if gaps have been closed as outlined in agency Skill Gap Assessment Action Plans E.1.3 Assess skill gaps for leadership competencies	Report to OPM, Ratings on Agency Scorecards Report of leadership bench strength to	participation HRC lead, with agency participation HRC lead, with agency	Diennially, thereafter Q3/FY 2008 and biennially thereafter Q1/FY 2008 and

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DOL HUMAN CAPITAL STRATEGIC IMPLEMENTATION PLAN

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plans developed and approved				HRC	Q3/FY 2008		
				HRC	Q4/FY 2008		
		H.1.3 Agency PI Plans developed and available	Fully approved plans on file	All agencies	Q2/ FY 2008		
H.1.4 Information provided to employees Brochures on PI preparedness completed and distributed to all DOL employees.; employee briefing; Provide and maintain an up-to-date PI website HRC and all agencies Ongoing		H.1.4 Information provided to employees	and distributed to all DOL employees.; employee briefing; Provide and maintain	HRC and all agencies	Ongoing		
H.2 Increase DOL pandemic/disaster readiness H.2.1 Improve potential for continuity of operations in a pandemic Solution and the solution of	H.2 Increase DOL	H.2 Increase DOL pandemic/disaster readiness		· ·			
Equipment/supplies available All agencies Ongoing Standard operating procedures (SOPs) All agencies As needed updated				Standard operating procedures (SOPs)	_		
H.2.2 Telework Preparedness Telework exercises ongoing All agencies N.O.: Ongoing. Regional devolution site (Dallas): Q1/FY2008:		H.2.2 Telework Preparedness	·	All agencies	Regional devolution site (Dallas): Q1/FY2008:		
Agency and DOL Telework reports Agencies and HRC Q2/FY 2008 and annually completed annually thereafter				completed annually		thereafter	
H.2.3 Preparedness in Regions Regional PI planning/devolution planning conference HRC, Dallas OASAM EMC Q2/FY 2008			planning conference	·			
H.2.4 Establishment of Regional planning approach Outcome from Dallas conference and Regional/Agency concurrence HRC, Dallas OASAM Q3/FY 2008 Regional/Agency concurrence		- 1			HRC, Dallas OASAM		

Revised: March 2008