

***Human Resources Division
2008 thru 2010
Business Plan***

2008/2010 - HRD BUSINESS PLAN

Object	Description	Responsible Person(s)
1.1	Identify current and future skills gaps through an effective workforce planning process.	
1.1.1	Develop tools for managers to plan for, adapt to, and implement required organizational changes resulting from changing workforce issues.	
Sub- 1	Assist ODEO in implementing MD-715 automated systems.	Roy Wells
Sub- 2	Develop web-based video outlining process of skills gap analysis.	Roy Wells
Sub- 3	Develop reports identified on Skills Gap Projection Model and implement Skills Gap Automated Analysis as directed by OPM. -IT Skills Gap	Roy Wells
Sub- 4	Assist REE agencies with workforce restructure initiatives. -Ames Consolidation -PD RAM implementation -Hilo, HI consolidation of staff -Budget Implementation/Assessment Team -Implementation of Farm Bill	Dave Love, Operations BC
Sub- 5	Implement OPMs Career Patterns Guidance	Kit Hoyle, Bill Duggan
Sub- 6	Develop reports in HRIS; build labor statistics reports, ie., Workforce Profiles & Staffing Plan	Roy Wells, Dee Fisher
1.1.2	Incorporate diversity goals in workforce planning.	
Sub- 1	Assess & evaluate student programs.	Sabriya Jubilee
Sub- 2	Work with NASS and ARS to support their involvement in the implementation of the BASU Agreement.	Rosita Spears, Dave Love

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Object	Description	Responsible Person(s)
1.2	HR services are delivered more effectively and efficiently through the implementation of e-HR tools.	
1.2.1	Implement EmpowHR	Roy Wells
1.2.2	Implement QuickHire service.	Roy Wells, Dave Love, Carol Gramlich
Sub- 1	Implement MGS Hiring Manager (Quickhire) in ARS	Roy Wells, Dave Love, Carol Gramlich
Sub- 2	Implement MGS HM in ERS	Dave Love, Rosita Spears, Lakeshia Rose, Dee Fisher
1.2.3	Develop an implementation plan for e-Performance Management within REE.	Kit Hoyle, Roy Wells
1.2.4	Implement an electronic based personnel action request system (SF-52 and supporting documents).	
Sub- 1	Implement paperless 52 system	Donna White, Roy Wells
1.2.5	Develop and implement an employee position profile database which acts as a single-point system (documentation and approval) for employee access to information systems.	
Sub- 1	Implement AgLearn enhancements throughout REE agencies	Sherell Brooks
Sub- 2	Establish standard "system profiles" for each occupation in HRD	Roy Wells
1.2.6	Develop and/or implement internal automated systems	
Sub- 1	Refine NACI and Personnel Security Tracking Systems	Dave Love
Sub- 2	Implement eQIP REE wide.	Eleanor Locker

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Object	Description	Responsible Person(s)
1.2	HR services are delivered more effectively and efficiently through the implementation of e-HR tools.	
1.2.7	Implement Retirement Systems Modernization (RSM) program in the REE agencies	Ann Lucas
1.2.8	Develop system for tracking and reporting hiring timeframes	Helene Saylor
1.2.9	New T&A Systems	
Sub- 1	Implement WebTA in ARS, NASS, CSREES	Ted Nykiel

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Object	Description	Responsible Person(s)
1.3	Improve individual and organizational performance.	
1.3.1	Implement recommendations from RL survey.	MaryAnn Becker
1.3.2	Develop succession planning processes which include knowledge management strategies (e.g., Enterprise Architecture) for agency specific functions.	
Sub- 1	Develop succession plans for CSREES and ERS (includes application of OPM's Strategic Leadership Succession Model) and publish plans on website.	Kit Hoyle, Pete Coursey
Sub- 2	Develop desk reference manual for Human Resources Assistants and for each human resources function. -Staffing -Recruitment -Processing -Employee Relations -SES/ST/SSRS	BC's,Supv HR(IS), TL's, Prog Spec
Sub- 3	Implement Action Items derived from FCAT (Federal Competency Assessment Tool) survey.	Kit Hoyle, Pete Coursey
1.3.3	Develop, implement and update HR resources for Agency use.	
Sub- 1	Develop new standard position descriptions and performance elements consistent with priorities in AFMC charter.	Dave Love, Theresa Bailey
Sub- 2	Update HRD Customer Service Plan.	Rhonda Pratt
Sub- 3	Implement a P&P review schedule. Revise outdated P&P's and evaluate the need for new P&P's and Bulletins.	Program Specialists

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Object	Description	Responsible Person(s)
1.3	Improve individual and organizational performance.	
1.3.4	Identify, develop and implement training initiatives for REE agencies covering agency's policy, operations, systems and specific requirements. Coordinate training content, priorities, and schedule with AFMC Training Steering Committee as well as NASS, ERS and CSREES contacts.	TBD
1.3.5	Support recruitment initiatives.	
Sub- 1	Request and implement new hiring flexibilities: -6 Year TERM Hiring Authority -Non-competitive conversion of Post Doctoral appointees to permanent appointments. -Non-Citizen Fellowship Hiring Authority.	Mary Weber
Sub- 2	Revise IPA P&P	Rhonda Pratt
Sub- 3	Develop and implement Peer Panel Review of Category 4 pilot project in PWA.	Helene Saylor
1.3.6	Implement PAAT Improvement Strategies	
Sub- 1	Revise Performance Management P&P for CSREES, ERS, ARS and NASS.	Theresa Bailey
Sub- 2	Develop standard Supervisory Performance element	Theresa Bailey
1.3.7	Senior Level Positions	
Sub- 1	Revise P&P on SES Performance Management System.	Rhonda Pratt
Sub- 2	Develop P&P on SSRS Performance Management System	Rhonda Pratt

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Object	Description	Responsible Person(s)
1.4	Ensure REE Agencies foster a workplace atmosphere conducive to achieving the agency's mission.	
1.4.1	Provide managers, supervisors, and technical personnel the tools and skills to effectively create and maintain a workplace atmosphere that supports employee productivity, morale, and respect.	
Sub- 1	Develop Supervisory Training Program	Pete Coursey
Sub- 2	Continue to publish ER Notes on HRD website.	ERB
Sub- 3	Publish Personnel Highlights on HRD website.	Bill Duggan, Dee Fisher

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Object	Description	Responsible Person(s)
1.5	Human Resource Program Accountability	
1.5.1	Conduct HRME's and HCMA's	Carol Gramlich
Sub- 1	Update NASS HRME Manual	Carol Gramlich
Sub- 2	Develop HRME trends analysis.	Carol Gramlich
1.5.2	Implement Audit/Review recommendations from external organizations (USDA-OHCM, OPM, OGC, OIG)	Dave Love, Kit Hoyle, Alan Robinson, Rosita Spears
1.5.3	Implement internal program reviews and quality control measures for NFC data to support the USDA Accountability Report requirements.	Dave Love, Roy Wells
1.5.4	Work with USDA OHCM to include DEMO temporary appointment authority in Farm Bill as well as full DEMO authority for all of the REE Agencies.	Dave Love, Mary Weber

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Object	Description	Responsible Person(s)
1.6	Human Resources Division Business Process Reengineering	
1.6.1	Implement requirements of HSPD-12. Implement PIV for current employees & NACI catch up	Cathy Walker, Margaret Goods

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Object	Description	Responsible Person(s)
1.7	Enhance the protection and well being of the workforce and REE assets.	
1.7.1	Analyze trends regarding employee safety and wellbeing with the goal of reducing worker injuries and OMSP exposures to workplace hazards and implement correcting action.	
Sub- 1	Implement recommendations of Safety/Health/OWCP Task Group: - OWCP Training - Back to Work Program	Ann Lucas, Anastasia Williams