

# 2006/2008 - HRD BUSINESS PLAN

Object	Description	Responsible Person(s)
<b>1.1</b>	<b>Identify current and future skills gaps through an effective workforce planning process.</b>	
<b>1.1.1</b>	Develop tools for managers to plan for, adapt to, and implement required organizational changes resulting from changing workforce issues.	
<b>Sub-Target 1</b>	Issue ARS Workforce Plan	Bill Duggan
<b>Sub-Target 2</b>	Publish Skills Gap Analysis Projection Model, attached to the Workforce Plan, on HRD website and develop web-based video outlining process of skills gap analysis.	Roy Wells
<b>Sub-Target 3</b>	Develop reports identified on Skills Gap Projection Model.	Roy Wells
<b>Sub-Target 4</b>	Identify and develop reports for ARS Recruitment Plan	Roy Wells
<b>Sub-Target 5</b>	Update REE Human Capital Plan	Bill Duggan
<b>Sub-Target 6</b>	Assist ERS and ARS with workforce restructure initiatives. -Safehaven -Ames Consolidation -ERS	Dave Love, Operations BC
<b>Sub-Target 7</b>	Develop Succession Plan for each agency.	Kit Hoyle, Bill Duggan
<b>1.1.2</b>	Develop a process for identifying future occupations and skills needs.	
<b>Sub-Target 1</b>	Develop reports in HRIS; build labor statistics reports, ie., Workforce Profiles & Staffing Plan	Dee Fisher, Roy Wells
<b>Sub-Target 2</b>	Partner with NPS in skills gap analysis and long range workforce planning.	Karen Brownell, Carol Gramlich
<b>1.1.3</b>	Incorporate diversity goals in workforce planning.	
<b>Sub-Target 1</b>	Work with ARS Civil Rights Staff, Recruitment Office, and ACRMS to develop strategies to close the ARS under representation gap.	Roy Wells, Dave Love
<b>Sub-Target 2</b>	Work with NASS and ARS to support their involvement in the implementation of the BASU Agreement.	Bonnie Beavers, Dave Love, Alice Macklin

# 2006/2008 - HRD BUSINESS PLAN

Object	Description	Responsible Person(s)
<b>1.2</b>	<b>HR services are delivered more effectively and efficiently through the implementation of e-HR tools.</b>	
<b>1.2.1</b>	Implement electronic Official Personnel Folder (OPF).	Roy Wells
<b>1.2.2</b>	Implement QuickHire service for the REE mission area.	Roy Wells, Dave Love, Bonnie Beavers
<b>Sub-Target 1</b>	Implement QuickHire in ARS/HQ	Roy Wells, Dave Love, Operations BC
<b>Sub-Target 2</b>	Implement QuickHire in NASS	Roy Wells, Dave Love, Bonnie Beavers
<b>Sub-Target 3</b>	Implement QuickHire in ERS	Roy Wells, Dave Love, Bonnie Beavers
<b>1.2.3</b>	Develop an implementation plan for e-Performance Management within REE.	Kit Hoyle, Helene Saylor
<b>1.2.4</b>	Implement an electronic based personnel action request system (SF-52 and supporting documents).	
<b>Sub-Target 1</b>	Implement WebPATS	Donna White, Roy Wells
<b>Sub-Target 2</b>	Implement Phase 2, paperless 52 system	Donna White, Roy Wells
<b>1.2.5</b>	Develop and implement an employee position profile database which acts as a single-point system (documentation and approval) for employee access to information systems.	
<b>Sub-Target 1</b>	Establish a workgroup with customers and OCIO	Karen Brownell
<b>Sub-Target 2</b>	Establish standard "system profiles" for each occupation in HRD	Roy Wells
<b>1.2.6</b>	Develop and/or implement internal automated systems	
<b>Sub-Target 1</b>	HRIS	Dee Fisher, Roy Wells
<b>Sub-Target 2</b>	SHIPS	Ann Lucas
<b>Sub-Target 3</b>	LERACTRS	Jack Burns

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<b>1.2</b>	<b>HR services are delivered more effectively and efficiently through the implementation of e-HR tools.</b>	
<b>1.2.7</b>	Explore feasibility of using SharePoint	
<b>Sub-Target 1</b>	Investigate SharePoint process for RPES case materials submission, approval, and distribution to panelists.	Merle Cole
<b>Sub-Target 2</b>	Research and develop recommendations for using SharePoint for P&P approval process.	Dave Love, Kit Hoyle, Vicki Hanbury

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Object	Description	Responsible Person(s)
<b>1.3</b>	<b>Improve individual and organizational performance.</b>	
<b>1.3.1</b>	Develop new, or provide support to employee orientation training programs which provide an overview of the U.S. Government, Agency operating principles, and include a formal Oath of Office ceremony.	
<b>Sub-Target 1</b>	e-New Employee Orientation - include links to other government agencies, ie., info explaining importance of Oath of Office, what it means to be a Federal Employee.	Marianne Plumb
<b>Sub-Target 2</b>	Develop orientation guidelines for the field.	Marianne Plumb
<b>1.3.2</b>	Develop succession planning processes which include knowledge management strategies (e.g., Enterprise Architecture) for agency specific functions.	
<b>Sub-Target 1</b>	Develop succession plans for REE agencies (includes application of OPM's Strategic Leadership Succession Model) and publish plans on website.	Kit Hoyle, Bill Duggan
<b>Sub-Target 2</b>	Develop formal HRD Mentor Program	Marianne Plumb
<b>Sub-Target 3</b>	Develop desk reference manual for Human Resources Assistants and for each human resources function.	Dave Love, Roy Wells
<b>1.3.3</b>	Develop and implement standard position descriptions and standard performance plans for the most common agency positions.	
<b>Sub-Target 1</b>	Develop and implement project plan to update and develop new standard position descriptions.	Tina Voglesong
<b>Sub-Target 2</b>	Develop performance elements for standard position descriptions.	Helene Saylor

# 2006/2008 - HRD BUSINESS PLAN

Object	Description	Responsible Person(s)
<b>1.3</b>	<b>Improve individual and organizational performance.</b>	
<b>1.3.4</b>	Develop and provide training covering agency policy, operations, systems and ARS specific requirements for ARS Areas and Locations. Coordinate training content, priorities, and schedule with AFMC Training Steering Committee.	
<b>Sub-Target 1</b>	Explore possibilities, develop proposals and implement viable options for Webcast/on-line training: Staffing Classification Employee Relations Cooperative Resolution Performance Management Pay and Leave WorkLife Programs	BC's
<b>Sub-Target 2</b>	Deliver Human Resource Management training to LAO's	Karen Yezek, Sandy Thomas, Vicki Hanbury, Kit Hoyle
<b>1.3.5</b>	Develop Human Resource related procedures and training for NASS State Offices	
<b>Sub-Target 1</b>	Develop and implement electronic workflow management.	Bonnie Beavers, Mike Seymour
<b>Sub-Target 2</b>	Provide training to NASS Administrative Techs (classroom or webcast)	Bonnie Beavers, Deanna Galbreath
<b>1.3.6</b>	Support ARS's SY recruitment initiative.	
<b>Sub-Target 1</b>	Develop recommendations to address SY recruitment timeframes and publish recruitment action plan on HRD website.	Carol Gramlich
<b>Sub-Target 2</b>	Provide SY Recruitment Analysis to Dr. Knipling.	Karen Brownell, Carol Gramlich, Ops Branches
<b>Sub-Target 3</b>	Participate in ARS analysis of RL positions and reducing administrative burden on RL's.	Carol Gramlich
<b>1.3.7</b>	Revise Performance Management P&P for CSREES, ERS, ARS and NASS.	Helene Saylor

# 2006/2008 - HRD BUSINESS PLAN

Object	Description	Responsible Person(s)
<b>1.4</b>	<b>Ensure REE Agencies foster a workplace atmosphere conducive to achieving the agency's mission.</b>	
<b>1.4.1</b>	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.	
<b>Sub-Target 1</b>	Develop Supervisory Training Program	Marianne Plumb
<b>Sub-Target 2</b>	Develop standard Supervisory Performance element	Helene Saylor
<b>Sub-Target 3</b>	Continue to publish ER Notes on HRD website.	Vicki Hanbury
<b>1.4.2</b>	Provide all employees with information on appropriate work place behavior.	
<b>Sub-Target 1</b>	Develop Employee Relations webcast training and website information which outlines employee and management responsibilities.	Vicki Hanbury
<b>Sub-Target 2</b>	Participate on workgroup to outline ARS expectations outlining proper interactions with University and stakeholders.	Vicki Hanbury
<b>1.4.3</b>	Communicate desired workplace environment characteristics to other organizations co-located with REE agencies, and ensure processes are in place to resolve issues and conflicts.	
<b>Sub-Target 1</b>	Develop webcast training and website information on conflict resolution	Pat Frick

# 2006/2008 - HRD BUSINESS PLAN

<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>1.5</b>	<b>Human Resource Program Accountability</b>	
<b>1.5.1</b>	Conduct HRME's and HCMA's	Carol Gramlich
<b>1.5.2</b>	Implement Audit/Review recommendations from external organizations (OPM, OGE, OIG)	Dave Love, Kit Hoyle, Vicki Hanbury, Bonnie Beavers
<b>1.5.3</b>	Implement internal program reviews and quality control measures for NFC data to support the USDA Accountability Report requirements.	Kit Hoyle, Dave Love, Roy Wells
<b>1.5.4</b>	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

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# 2006/2008 - HRD BUSINESS PLAN

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<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>1.6</b>	<b>Human Resources Division Business Process Reengineering</b>	
<b>1.6.1</b>	Implement requirements of HSPD-12 Personnel Identity (NACI/SAC process)	Dave Love
<b>1.6.2</b>	Streamline internal HRD processes as recommended in the HRD Reengineering Report	Karen Brownell, MaryAnn Becker
<b>1.6.3</b>	Develop and implement electronic record management guidelines for HRD, ie., email response, "official files" which are stored on the computers.	Karen Brownell, Iris Rosa, Dee Fisher/Donna White



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# 2006/2008 - HRD BUSINESS PLAN

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<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>1.7</b>	<b>Emergency Preparedness</b>	
<b>1.7.1</b>	Develop proposal for HRD to serve as repository for emergency contact information (eOPF database) which employees can update on own.	Karen Brownell
<b>1.7.2</b>	Research feasibility of establishing a 1-800 number.	MaryAnn Becker

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# 2006/2008 - HRD BUSINESS PLAN

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<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>4.1</b>	<b>Enhance the protection and well being of the workforce and REE assets.</b>	
<b>4.1.2</b>	Analyze trends regarding employee safety and wellbeing with the goal of reducing worker injuries and OMSP exposures to workplace hazards and implement correcting action.	
<b>Sub-Target 1</b>	Develop matrix to monitor and provide data on OWCP (SHIPS) for Agency/Area.	Ann Lucas
<b>Sub-Target 2</b>	Develop and implement a Back to Work program in the REE agencies.	Ann Lucas

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# 2006/2008 - HRD BUSINESS PLAN

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<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>6.1</b>	<b>Develop and launch a new user-friendly AFM Home Page with a similar look and feel for all pages.</b>	
<b>6.1.1</b>	Modify HRD website pages to comply with new AFM format.	Dee Fisher
<b>6.1.2</b>	Implement a process for continuous user feedback regarding the AFM Web site.	
<b>Sub-Target 1</b>	Develop customer feedback/comment link to get ideas on how we can make information more useable. For example: Attach a survey "Did you find what you were looking for?", "Was it easy to navigate?"	Dee Fisher
<b>6.1.3</b>	Coordinate with the OCIO on design and publication of the new site ensuring that all pages meet USDA Web design standards and guidelines.	
<b>Sub-Target 1</b>	Install "number of hits" function on HRD website to assess usage.	Dee Fisher

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# 2006/2008 - HRD BUSINESS PLAN

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<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>6.2</b>	<b>Ensure employees have access to personal and professional resources through secured internal Internet access.</b>	
<b>6.2.5</b>	Identify and pilot an AFM business process for conversion to Web-based application (e.g., recruitment process, job application, reports, etc.).	
<b>Sub-Target 1</b>	Implement QuickHire in ARS.	Liz Parker, Sandy Thomas, Dee Fisher

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# 2006/2008 - HRD BUSINESS PLAN

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<b>Object</b>	<b>Description</b>	<b>Responsible Person(s)</b>
<b>6.3</b>	<b>Ensure administrative information systems effect measurable, qualitative improvements while meeting the business management requirements of the REE agencies.</b>	
<b>6.3.1</b>	Partner with customers, stakeholders and developers to ensure compatibility, improved operational performance, and seamless implementation when designing new or enhancing existing systems.	
<b>Sub-Target 1</b>	Include customer representatives on development teams (e.g. HRIS reports, ePerformance, paperless 52, etc.)	Roy Wells, Helene Saylor