

Archived Information

ONE-ED ACTION PLAN															
Objective (HC, SS, R)	No.	Action	Action Owners (1)	Action Owners (2)	Action Owners (3)	Start Date	Completion Date	Responsible Persons	MIT Leads	Comments	BP #	Plan Status	Ex Status	_	_
Human Capital	1	Create a national recruitment network with key university programs, especially graduate programs in public affairs, public administration, financial management, and information technology	OM	Senior Officers		Started	30-Jun-02	Leidinger, Trietsch, Lara		Plan has been completed and is currently in clearance.	82				
Human Capital	2	Expand innovative strategies to recruit employees, including notification in trade publications and state agencies	OM	Senior Officers		Started	30-Jun-02	Trietsch, Executive Officers, Bell			84				
Strategic Sourcing	3	Review resources needed within OCFO to conduct competitions.	OCFO			Started	15-Jul-02	Martin, Perry							
Human Capital	4	Implement a five-tier performance appraisal system.	OM			Started	31-Jul-02	Leidinger, Trietsch, Allen, Keenan		System designed. Under Union negotiation.	120				
Human Capital	5	Mandate Individualized Development Plans for employees, linked to performance appraisal process.	OM	Senior Officers		Started	30-Nov-02	Leidinger, Trietsch, Derr, Holly		Policy to address budget implications.	166, 167, 168				
Human Capital	6	Implement entrance survey process.	OM			Started	30-Sep-02	Leidinger							
Human Capital	7	Revise training on performance management for supervisors with a special focus on new supervisors.	OM			Started	30-Sep-02	Leidinger, Trietsch, Malebranche, Derr		The revised training should include training on developing performance standards.					
Human Capital	8	Revise and publicize new "disciplinary standards" to help ensure that discipline is applied consistently.	OM			Started	30-Sep-02	Trietsch, Allen, Malebranche			126				
Human Capital	9	Publicize special hiring authorities (e.g., outstanding scholars, PMI's, excepted service) and encourage managers to use those authorities.	OM	Executive Officers		Started	30-Sep-02	Leidinger, Trietsch, Allen		Initial distribution of recruitment hiring tools brochure completed. Additional action to follow.	169				
Strategic Sourcing	10	Establish new Strategic Investment Office (SIO) to assist in conducting the Strategic Investment Process throughout the organization.	EMT			Started	30-Sep-02	Hansen							

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Human Capital	11	Update the policy for reviewing probationary employees before they are allowed to receive career status.	OM	Senior Officers		Started	30-Sep-02	Leidinger, Trietsch, Allen		The Blueprint action called for panels within in each program office. The One-ED action item does not call for panels within each program office because this may not be the appropriate process.	171			
Human Capital	12	Create partnerships between human resource service providers and management teams to monitor retirement eligibility of key leaders and identify potential sources for recruiting people with critical, hard-to-find skills	OM	ODS	ERB	Started	15-Nov-02	Leidinger			170			
Human Capital	13	Redesign the Department's employee orientation program to help for both employees and contractors understand how their roles fit into the Department's mission.	OM			Started	31-Dec-02	Leidinger, Trietsch, Derr, Scislowicz						
Human Capital	14	Develop and use manager survey to assess changes in performance due to training.	OM			Started	31-Dec-02	Leidinger, Trietsch, Derr						
Human Capital	15	Implement training in ethics (high risk area identified in Blueprint).	OGC			Started	31-Jan-03				88, 123			
Human Capital	16	Speed hiring by expanding the capacity of EDHires for applicants outside the Department.	OM			Started	31-Mar-03	Leidinger, Trietsch, Bell						
Human Capital	17	Ensure on-site college courses and certificate programs are developed, as needed.	OM	Senior Officers		Started	Ongoing	Trietsch, Derr, Executive Officers, Davidson, Schweikert, Strenglein			87			
Human Capital	18	Bring in speakers who are our customers (e.g., school superintendents, grant recipients, chief school officers, financial aid administrators, accrediting agencies) to help employees understand the impact of their work, customer needs, etc.	OPA	Assistant Secretaries		Started	Ongoing	Hobbs			176			
Human Capital	19	Use retreats, management meetings and seminar to help managers work on common issues and build a feeling on "One-ED" among our leadership team.	EMT	OM		Started	Quarterly	Leidinger						

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Human Capital	20	Review progress with the Senior Leadership Team on implementing One-ED	ODS	Senior Officers		27-Jun-02	Quarterly	Secretary						
Human Capital	21	Communicate to all employees the Department's values, the desired outcomes of One-ED, including a Culture of Accountability and linking performance expectations/awards to the Strategic Plan; the desired behaviors of managers and employees, including recognition of training, recruitment, and performance management as "investment activities," not activities that interrupt so-called "real-work."	OS	EMT	OM	27-Jun-02	Quarterly	Secretary		(Relates to BP # 115 and 121.) This is the One-ED Communication Plan. Kick-off at June SES meeting.	118, 157			
Human Capital	22	Review progress on building One-ED at each Senior Leadership Team meeting.	ODS	Senior Officers		27-Jun-02	Weekly	Secretary						
Human Capital	24	Implement training to support effective use of individualized development plans.	OM			1-Nov-02	31-Jan-03	Leidinger, Trietsch, Derr, Holly			166, 167, 168			
Strategic Sourcing	25	Train individuals responsible for conducting strategic investment process for human resources business functions.	OCFO	SIO		1-Jul-02	31-Jul-02	Perry						
Human Capital	26	Develop system to track hiring actions and calculate hiring cycle.	OM			1-Jul-02	31-Dec-02	Leidinger		Need to ensure that POC's/XO's/Managers are brought into the tracking process to ensure that focus in on the full recruitment cycle.				
Human Capital	27	Form a team of employees to develop statements of work that use knowledge management to a) create an inventory of employee skills, b) document "how things work" in ED, and c) record best educational practices.	OM	OCIO		1-Jul-02	31-Dec-02	Leidinger			85			
Strategic Sourcing	28	Apply strategic investment process to human resources business functions.*	OM	SIO		15-Jul-02	3-Jan-03	Leidinger						
Strategic Sourcing	29	Apply strategic investment process to FSA human resources business functions.*	OM	SIO		15-Jul-02	3-Jan-03	Leidinger			138			

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Human Capital	30	Create and use organization scorecards to assess organization performance and link them to individual performance and accomplishment of the Strategic Plan.	ODS	Senior Officers		30-Jul-02	31-Jan-03	Walkup		Template available. The scorecards should reflect strategic plan metrics for the quarter ending 12/31/02.					
Human Capital	31	Publicize human capital management roles and responsibilities of human resources service providers, managers, and employees.	OM	Senior Officers	Executive Offices	30-Jul-02	Ongoing	Leidinger		Roles and responsibilities are drafted.					
Human Capital	32	Use metrics to ensure that outcomes of human capital policies and programs are being achieved.	EMT	Senior Officers		30-Jul-02	Quarterly	Hansen		A template with proposed measures has been developed.					
Strategic Sourcing	33	Assess the effectiveness of the training provided to the individuals responsible for conducting the strategic investment process for human resource business functions.	OCFO	SIO		1-Aug-02	30-Sep-02	Perry							
Human Capital	34	Update guidance requiring awards to align with accomplishments in the Strategic Plan.	OM	ODS		3-Aug-02	15-May-03	Leidinger, Trietsch, Allen			124				
Strategic Sourcing	35	Apply strategic investment process to payment processing business functions.*	OCFO	SIO		15-Aug-02	3-Feb-03	Martin							
Strategic Sourcing	36	Apply strategic investment process to legal review business functions.*	OGC	SIO		15-Aug-02	3-Feb-03	Jones							
Strategic Sourcing	37	Apply strategic investment process to audit review business functions.*	OIG	SIO		15-Aug-02	3-Feb-03	Lewis							
Human Capital	38	Develop a system to track individual training profiles and progress in learning tracks.	OM			1-Sep-02	31-Dec-02	Leidinger, Trietsch, Derr, Hickey		System should capture completion of program management, contract management, and other certification programs.					
Human Capital	39	Implement the leadership and succession-planning model by the end of the 2002-03 rating cycle.	OM			30-Sep-02	31-Aug-03	Leidinger			86, 170				
Human Capital	40	Implement "learning tracks" in professional development for all employees in business and communication.	OM	Senior Officers		30-Sep-02	Ongoing	Leidinger, Trietsch, Derr, Henderson		This learning track addresses core competencies for all employees.					
Human Capital	41	Implement leader and management development learning tracks.	OM			30-Sep-02	Ongoing	Leidinger, Trietsch, Derr, Allen		Evaluate as new leadership model is implemented.	86, 170				

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Strategic Sourcing	42	Based on the assessment of the effectiveness of the strategic investment training, revise the training, if necessary, and establish a training schedule for the remaining individuals that will be responsible for conducting the strategic investment process for the business functions outlined in the action plan.	OCFO	SIO		1-Oct-02	31-Oct-02	Perry						
Human Capital	43	Establish delegated examining unit to enable expansion of EDHires.	OM			1-Oct-02	31-Jan-03	Leidinger, Trietsch, Bell						
Strategic Sourcing	44	Apply strategic investment process to duplicative information technology business functions.*	OCIO	FSA	SIO	1-Oct-02	22-Mar-03	Luigart						
Human Capital	45	Work on competencies identification for research (a Department core business line)	OM	OERI		1-Jan-03	31-Jul-03	Leidinger, Trietsch, Derr, Henderson			72			
Human Capital	46	Work on competencies identification for enforcement (a Department core business line)	OM	OCR		1-Jan-03	31-Aug-03	Leidinger, Trietsch, Derr, Henderson		Competencies have already been identified for grants and student aid. Additional competencies will be identified through the Strategic Investment Process.	72			
Strategic Sourcing	47	Apply strategic investment process to duplicative acquisition business functions.*	OCFO	FSA	SIO	1-Feb-03	23-Jul-03	Martin						
Human Capital	48	Assess employees for identified research competencies.	OM	OERI		1-Jun-03	31-Aug-03	Leidinger						
Strategic Sourcing	49	Apply strategic investment process to duplicative policy business functions.*	OPE	FSA	SIO	15-Jun-03	4-Dec-03	Stroupe			139			
Human Capital	50	Assess and update the Department's One-ED plan.	ODS	OM	Senior Officers	30-Jun-03	Annually	Hansen						
Human Capital	51	Evaluate the EDPAS performance appraisal system to determine whether more useful appraisals are being made and appraisals and awards are being aligned with the Strategic Plan.	OM			30-Aug-03	30-Nov-03	Leidinger, Trietsch						
Human Capital	52	Develop training for research competency.	OM	OERI		1-Sep-03	30-Apr-04	Leidinger, Trietsch, Derr, Henderson						

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Human Capital	53	Implement "learning tracks" that identify required skills and related technical development training courses for employees working in financial management, program evaluation, and grants administration.	OM	Assistant Secretaries		30-Sep-03	Ongoing	Leidinger, Trietsch, Derr, Henderson		TDG will track employee enrollment and completion. Grant certification program under development.	166			
Human Capital	54	Assess employees for identified enforcement competencies.	OM	OCR		1-Oct-03	31-Dec-03	Leidinger, Trietsch, Derr, Henderson						
Strategic Sourcing	55	Apply strategic investment process to duplicative financial management business functions.*	OCFO	FSA	SIO	1-Oct-03	21-Mar-04	Martin			14			
Strategic Sourcing	56	Apply strategic investment process to grant & program review related business functions.*	Assistant Secretaries	SIO		1-Oct-03	21-Mar-04	Hansen		Must respond to 10/24/01 OIG recommendations on discretionary grants.	10, 21, 137			
Human Capital	57	Develop training for enforcement competencies.	OM	OCR		1-Jan-04	30-Jun-04	Leidinger, Trietsch, Derr, Henderson						
Human Capital	58	Provide training for research competencies.	OM	OERI		1-Jun-04	30-Sep-04	Leidinger, Trietsch, Derr, Henderson						
Human Capital	59	Provide training for enforcement competency.	OM	OCR		1-Aug-04	30-Nov-04	Leidinger, Trietsch, Derr, Henderson						
Strategic Sourcing	60	Apply strategic investment process to remaining program office business functions.*	Assistant Secretaries	SIO		1-Oct-04	22-Mar-05	Hansen						
Human Capital	61	Assess impact of performance of research competencies.	OM	OERI		31-Jan-05	30-Jun-05	Leidinger, Trietsch, Derr, Henderson						
Human Capital	62	Assess impact of performance of enforcement competencies.	OM	OCR		30-Jul-05	31-Aug-05	Leidinger, Trietsch, Derr, Henderson						
Human Capital	63	Implement , consistent with OPM requirements and Department needs, the administration's Managerial Flexibility Act.	EMT			Immediately After Act Passes	Two Months After Act Passes	Leidinger			89			