

STATUS REPORT

Farm and Foreign Agricultural Services
Human Resources
IMPLEMENTING PROJECTS

1Q FY 03

FY03 HR Strategic Goals / Performance Goals / IMPLEMENTING PROJECTS	STATUS DETAIL	GOAL SPONSOR Project Leader(s)	% Complete	Status
STRATEGIC ALIGNMENT <i>Align human capital strategies to support the accomplishment of the agency's mission, vision, goals and strategies.</i>		JMigyanka		
<i>There is an explicit and well-communicated link between HR strategies and plans and the agencies' strategic objectives.</i>				
Develop process to communicate link between HR strategies and plans with the mission/program objectives within 1Q.	1Q: Added the HR Strategic Plan (HRSP) to the FFAS main site under HRD in 12/02 and added the specific FY03 Implementing Projects (Distribution Copy) to the HRSP. Process includes adding the quarterly status reports to the HR site and providing copies to Administrators/HR councils. This is now on-going.	JMigyanka	100%	G
Integrate Human Capital Strategy into Agency Strategic Plans for FY04 by 2Q.	1Q: Preliminary draft is complete. HR strategies to be added to 5-year strategic plans as the opportunity presents itself. FY04 Performance Plans for all agencies to be developed by end of February 03.	JMigyanka	25%	Y
<i>The organization is well structured to support its mission. (Specific Annual Performance Plan Goal *)</i>				
Actively support the implementation of the 6 Restructuring Administrative Functions (RAF) in support of Department's Workforce Restructuring Plan by 4Q.		JMigyanka		
Delegated Examining Units: FSA absorbs all DEU responsibilities for RD and NRCS. And Luevano/ACWA examining, standing inventories and case examining at the discretion of RD and NRCS. Lead Agency = FSA	1Q: The process is now with the budget office finalizing the MOU(s) and getting the accounting data in order, targeted date for completion is 1/31/03. This team did meet on 10/15 and 16 to finalize the plan. A presentation was given to the HR Directors on 10/28.	KMansker	85%	Y
Automated Hiring System: Implement the e-Recruit portion of the PeopleSoft HRMS. (Quickhire preference @ OHRM). Lead Agency = FSA	1Q: The Automated System Team progress readjusted due to some changes in the automated systems we were originally considering. Targeted date for completion is tentatively set for end of Fiscal Year. This team met on 10/28 and 10/29 to review what had been accomplished so far and what still needed to be done. Gary Hilding and Karen Mansker went to APHIS in Minneapolis for a users demo on 12/9; several vendors demos and another team meeting are set up for January.	GHilding	65%	Y
E-Learning: Purchase a web-based electronic meeting/training service and use common authoring tool to develop CDs. Lead Agency = FSA	1Q: With the USDA issuing an e-Gov moratorium on any e-learning purchases, the process of considering the team's recommendations to: standardize one e-learning content authoring system, develop a learning management system (LMS) by enhancing I-CAMS software and acquire a synchronous learning tool has been delayed. A meeting is being set for February to continue to identify the most appropriate Learning Management System for USDA and its Agencies. Y* - anticipate additional time.	JHoffman, THudson	80%	Y*
T&A System: Implement Web-STAR, a web-based automated time and attendance system at FSA by 4Q.	1Q: Testing the Web-Star system in HR (DC). To test system in all of DC by end of 2Q.	SReed	10%	Y
Benefits Administration: Initiate a CBA shared procurement of the ESI web-based Retirement Benefits Support software that will be used by the HR community and by CBA employees. Implement the health benefits, life insurance, and TSP portions of the I*CAMS benefits module now. Lead Agency = NRCS	1Q: FSA has joined with the Department in a consolidated purchase of the ESI Retirement Calculator, FRB (Not yet purchased). Reimbursable agreements from FSA/RMA and FAS have been submitted. RD has purchased a calculator already. The ICAMS benefits module is under the Department's priorities and is considering a Department 'buy' and then make it available to the agencies. Cost estimates are to be prepared by Department.	DHensley	75%	Y
Worker's Compensation Program Management: Contract with a vendor for claims processing and case management, with agency liaisons for program oversight. Lead Agency = RD	1Q: No activity or progress has been noted during the first quarter. MOU to be drafted.	MRuiz	25%	R

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Complete I*CAMS self-service implementation in DC/KC by 4Q.	1Q: Several update sessions were held with subgroup team leaders and Lana Park. Identified "user" problems pertaining to the modules and developed and submitted a list of corrective actions needed. Some of the actions have been incorporated; others will be phased in. For example, Performance Management is targeted for 7/01/03 vs 10/31/03. Subgroups are updating these action plans and will report progress at next meeting scheduled for 2/5/03.	CFuller	25%	Y
Support the A-76/Competitive Process in Training & Development (USDA driven Initiative) by 4Q.	1Q: The Performance Work Statement (PWS) team has conducted interviews, gathered data and the 1st and 2nd draft of the PWS and Quality Assurance Surveillance Plan (QASP) have been developed and reviewed, final versions expected in February. The Management Study Team (MST) has been appointed, trained and began work on the Most Efficient Organization (MEO). Employee interviews have been conducted and work has started on the 1st draft of the MEO.	BBoyd	33%	Y
Ensure Position Management process (re: 2-PM) provides consistent structure re: AO Administrative Units, State Offices, FLM and PT by 3Q.	1Q: Completed a Position Management Course; cleared with a Focus Group. HR visited 4 states with one recall; increased the # of (web-based) standardized PDs from 12 to 33. FLM Guidance under SED review; about half way through effort to stabilize the FLM/FLO structures.	JLogan	25%	Y
Over haul the HR web site by 2Q.	1Q: Webmaster in recruitment cycle. Planned on-board date: 03/03/03	WebMaster (TBA)	0%	Y
<i>Employees understand their organization's plans and are involved in the strategic planning and reporting process.</i>				
Quarterly All Hands meetings implemented to review and discuss progress and accomplishments of goals and objectives by 1Q.	1Q: The All Hands Meeting (AHM) conducted on 6/27/02 included the LINK of HR strategies to the Agency's Strategic Plan. The AHM of 11/14/02 included the HR Strategic Plan and the FY03 Implementing Projects.	JMigyanka	25%	Y
TALENT <i>Recruit, hire, develop, and retain employees with the strategic competencies for mission critical occupations.</i>		PFarmer		
<i>Desired competency levels in mission critical occupations is achieved. (Specific Annual Performance Plan Goal *)</i>				
Develop and implement Workforce Planning System/Strategy encompassing Bench Strength/Skills/Competencies Assessments, Recruitment, Development, and Retention activities by end of 2Q.	1Q: The Workforce Planning policy will be developed by 1/31/03.	CCook	25%	Y
Implement HR Competency Model by 2Q	1Q: The Model HR Competencies have been developed. The database, established to document and track competency assessment, is being tested. This model will be used as a basis to develop a competency model that can be used mission-wide.	PFarmer	75%	Y
Implement Exit Interview process using Department model by 2Q.	1Q: The Exit Interview form is in the process of being revised. We are working on a draft that will be sent out for comments by 1/28/03. Once revised, the form will be available electronically (survey format), as well as hard copy. We are also working on standard operating procedures to ensure that employees are advised to complete the exit survey before they depart the agency.	DBowers	75%	Y
<i>Desired recruitment/retention rate for employees with strategic competencies is achieved. (Specific Annual Performance Plan Goal)</i>				
Implement a flexible Recruitment Plan utilizing the FFAS Workforce Planning System by end of 2Q.	1Q: A mission-wide Recruitment Plan has been developed and will be finalized pending additional guidance from the Department by the end of January. Draft document available and includes civil rights coordination.	TMeighan	50%	Y
Establish one internet site (web-link/page) where all vacancies, federal and county, are posted by end of 2Q.	1Q: The web site is up and in test mode. We are waiting for a few of the HR program people to supply information for their respective pages. (see 1.3.a)	BTito	75%	Y
<i>Desired quality level of new hires is achieved.</i>				
Implement a Employee Placement Follow-up Program within the mission areas by end of 2Q.	1Q: Draft procedures will be finalized the week of 1-27-03.	RBrady	75%	Y

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LEADERSHIP <i>Ensure leadership in the agency inspires, motivates, guides others towards goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals .</i>		TMontgomery		
<i>Agency recruits, develops and retains high performing leaders. (Specific Annual Performance Plan Goal *)</i>				
Administer leadership training programs to ensure a 'pool' of potential applicants for future leadership positions throughout FY03. (analyze the extent of the effectiveness of training)	1Q: During the quarter ending 12/31/02, the following leadership training programs were active, announced or conducted: • National FSA Management Training Program• Executive Leadership Program• OPM Management Development Center Seminars• Aspiring Leader Program• New Leader Program• Congressional Fellowship Programs• OPM Federal Executive Institute• Excellence in Government Fellows Program• SES Candidates Development Program (announced by the Department)	JHoffman, THudson	30%	Y
Implement New Supervisor Training Program by 3Q. (AOLG item) This project combined with 3.1.c	1Q: New Supervisor Training has been completed. Course materials, PowerPoint presentations and job aids have been developed for the training. Requirements generated by the AOLG and AO Focus groups for the New AO Training have been received and will be incorporated into the New Supervisor Training as an addendum. A cost analysis needs to be done to determine the most cost efficient location(s) to have the training; Y* - needs budget decision.	THudson	90%	Y*
Implement Administrative Officer Training Program by 3Q. (AOLG item) This project combined with 3.1.b	1Q: New Supervisor and New AO training is very similar and can be done at the same time. Combining the training sessions would save the Agency money and eliminate unnecessary travel. The AOLG & AO Focus group identified eight additional modules that will be added to the New Supervisor training when the New AOs attend a session. It is anticipated the New Supervisor Training will be 3 days. New AO's will have 2 additional days of training.	THudson	80%	Y
Develop and Implement National District Director Leadership Training Program by 4Q.	1Q: Obtained Approvals for the development funding, conducted Needs Assessment and prepared a Design Guide for the National DD Leadership Training Program. Draft instructional materials for the pilot are being developed. DAFO has been kept informed on this project and waiting approval (date) to have a pilot test training session.	TCoram-Howard	27%	Y
Implement Strategic Management Skills Training for District Directors by 3Q	1Q: The Training and Development Branch/HRD planned to have the next Strategic Management Skills for District Directors Training Course in the 1st quarter of FY 2003. Management indicated to the National Association of District Directors (NADD) that this course would be continued for newly hired DDs. This project is on hold due to the farm bill. This seminar is ready to go once the hold is lifted.	TCoram-Howard	90%	Y
Revise and Implement Seminar in Administrative Development for County Committee members by 2Q.	1Q: The County Committee Orientation course titled, "Seminar in Administrative Development for County Committee Members" has been updated by the COC Orientation Training Task Force, The Training and Development Branch and the contractor, Human Technology, Inc. Pilot at VA SO in January 03. To be distributed February 24.	ABailey	75%	Y
Complete AO Leadership Group Efficiency Opportunities within timeframes identified. (All Agency) by 4Q.	1Q: Tracking Status Report has been developed. Regularly scheduled meetings will be scheduled.	JMigyanka	25%	Y
Complete Business Needs Group Efficiency Opportunities within timeframes indicated on final report.(All Agency) by 4Q.	1Q: Business Needs Group was a single occasion and actions have been either implemented or concerns explained. Final status review to be completed February 03	JMigyanka	95%	Y
<i>Agency leaders generate high levels of motivation and commitment in the workforce.</i>				
Implement FFAS - wide Flexiplace Policy/Procedure by 1Q.	1Q: Procedure in development. ICAMS training system to be completed.	SBrown	50%	Y
<i>Leaders maintain high standards of honesty and integrity that serve as a model to the whole workforce.</i>				

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Assess the availability of Honesty & Integrity information by 1Q.	1Q: H&I / Ethics information is easily accessed and available on both the USDA web-site (http://www.usda.gov/ethics/) and Office of Government Ethics (http://www.usoge.gov/). Revision of the HRD ethics web site will be completed by end of 2Q.	PSleight, NJoyce	90%	Y
PERFORMANCE CULTURE <i>Create a culture that motivates employees for high performance, based on their contribution to the work in the organization, and common values while ensuring fairness in the workplace.</i>		CSoisson		
<i>Agency develops, rewards and retains high performers and deals effectively with poor performers. (Specific Annual Performance Plan Goal *)</i>				
Assess Government Wide Survey (GWS) results and develop action plans and/or ensure FY03 Implementing Projects address GWS survey results/improvement opportunities by 2Q.	1Q: GWS scores have not been released to any agencies by OPM. Once they are, we will review data, its implications and determine appropriate courses of action. OPM release date is under request.	JMigyanka	0%	R
<i>Employees are engaged and focused on achieving the results expected of them. (Specific Annual Performance Plan Goal *)</i>				
Implement, analyze results and develop action plans to maximize the Performance Management System by 1Q.	1Q: Held preliminary discussions with Human Tech. Inc (HTI) to describe project goal. With the intent to complete the SOW by 2/28, further discussions (with HTI) for mutual understanding of project details will take place early February.	CFuller	5%	Y
Develop and implement action plans based on GALLUP Q12 survey results by 1Q.	1Q: DAM Division directors received their Gallup results and most teams have developed action plans. The remaining teams are currently engaged in developing their action plans. A meeting will be scheduled with DAM and HR to determine the remaining steps (milestones) for FY03.	JBarlow	65%	Y
Implement client satisfaction survey by 1Q.	1Q: The Client Satisfaction Survey will be updated and pre-tested in January 2003. The survey will then be ready for full distribution in February 2003.	DBowers	50%	Y
<i>Agency fosters a climate that values diversity. (Specific Annual Performance Plan Goal - OCR *)</i>				
Develop mission area Diversity Plan/Strategy that directly supports the OCR Performance Goals, supports the Workforce Planning System and identifies specific supporting projects by 2Q.	1Q: Project plan has been developed with several milestones.	KWilliams	25%	Y
KNOWLEDGE MANAGEMENT <i>Promote a knowledge-sharing culture and a climate of openness; promote continuous learning and improvements.</i>		CCook		
<i>Knowledge management strategies and/or systems are in place. (Specific Annual Performance Plan Goal*)</i>				
Develop and Implement a Knowledge Management System by 2Q. (dependent on IT). "On Demand System" review.	1Q: Initial draft of On-Demand screens completed; solicitation of user comments in progress.	DBalke	35%	Y
Establish and implement program to provide HR assistance visits to State Offices by 2Q.	1Q: A list of possible sites have been identified. Next steps dependent of travel budget. Y* - requires budget release.	NJoyce	25%	Y*
Complete Data Integrity Project by 4Q.	1Q: The Data Integrity Project is making good progress. Plans are to provide, within the next several months, an analysis of the causes of data integrity problems, and prioritized recommendations on "next steps". What "next steps" can be completed by Q4 is an open-ended question that cannot be answered at this point.	NHall	25%	Y
<i>Agency invests strategically in training and development opportunities for employees.</i>				
The Training Plan incorporates the analyzed results of the FFAS Workforce Planning System, GWS and Gallup surveys by 2Q.	1Q: Gallup survey results are being reviewed to identify training programs, et.al. that address Q12. Orientation Program under development. Workforce Plan not completed and GWS results not available.	JHoffman, THudson	10%	Y

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Assess the effectiveness of the FSA Field Training Delivery System by 2Q.	1Q: Identifying possible steps to develop assessment.	SPrentice	10%	Y
<i>A culture of learning and growth exists throughout the agency.</i>				
Issue "Climb the Ladder of Success" CD to inform employees of Merit Promotion/Appointment Process. By 2Q	1Q: The "Climb the Ladder of Success" CDs were issued to all states by Jan. 16, 2003.	BTito, PFarmer, GHilding	80%	Y

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