

MEMORANDUM FOR Otto J. Wolff
Chief Financial Officer and
Assistant Secretary for Administration

FROM: Deborah A. Jefferson
Acting Director for Human
Resources Management

SUBJECT: Department of Commerce's Workforce Restructuring Plan

Forwarded for the records is the fourth quarter submission of the Departmental workforce restructuring plan which is due to the Office of Management and Budget on September 27, 2002

The submission focuses on an update of the strategic human capital scorecard and our progress in meeting fourth quarter commitments. With the exception of the telework policy which is awaiting final signature, all commitments have been met for this quarter. We have also included the Department of Commerce Workforce Restructuring Plan viewed with the new Office of Personnel Management Human Capital Assessment and Accountability Framework.

Should you have any questions, I am available.

Attachments

Mr. Randolph M. Lyon
Chief, Commerce Branch
Office of Management and Budget
725 17th Street, NW
Washington, D.C. 20503

Dear Mr. Lyon:

Enclosed is the fourth quarter update identifying progress on all milestones for the Department's strategic human capital initiatives. With this submission, we have completed all 4th quarter commitments, identified commitments for the first quarter of FY03 and completed our workforce demographic analyses for FY02.

We are pleased to report the following highlights:

- The HR accountability system has been developed
- The strategic human capital performance metrics through FY08 have been completed for enclosure in the FY04 Annual Performance Plan
- Mission critical occupations and competencies have been identified for all bureaus and seventy percent of our organizations report that workforce development programs are underway
- A review of best practices for succession planning has been completed. Plans for the Senior Executive Development Program are underway with scheduled implementation in the second quarter of FY2003.
- The average age of the hires declined from 41 reported in FY01, to an average age of 36 for new hires in FY02, indicating a significant impact in replenishing the workforce

Workforce planning and restructuring is an iterative process, however, the Department of Commerce now has a solid baseline on which to manage our human capital efforts with efficiency and accountability. We welcome the opportunity to discuss our implementation strategies and address any questions that may arise from this review. Should you have any additional questions, we will be available for further discussions.

Sincerely,

Deborah A. Jefferson
Acting Director for Human
Resources Management

Enclosures

MEMORANDUM FOR INFORMATION

TO: Otto J. Wolff
Chief Financial Officer and
Assistant Secretary for Administration

FROM: Deborah A. Jefferson
Acting Director for Human
Resources Management

SUBJECT: Quarterly Update for the Department of Commerce's
Workforce Restructuring Plan

Forwarded for your information is the quarterly update of our strategic human capital initiative which is due to the Office of Management and Budget on September 27, 2002.

The submission focuses on the balanced scorecard and our completion of the following fourth quarter commitments:

- continue refining bureau plans, including metrics for assessing strategic human capital management
- issue secretarial letter to bureau heads outlining human capital goals and expectations
- implement performance and awards system pilot
- implement telecommuting policy
- charter workgroups to address human capital issues related to the identified mission critical areas

Pending signature of the telework policy, all fourth quarter commitments have been met. Should you have any questions, I am available.

Attachments