

OFFICE OF HUMAN RESOURCES MANAGEMENT

INITIATIVE: Human Capital Management & Succession Planning

ME-50 LEAD: Jerome Butler/Dottie Van Steinburg, ME-51

OBJECTIVE: Establish DOE-wide Core Competencies

Establish DOE-wide Core Competencies in the areas of program management, project management, acquisition management, financial management and leadership development that will assist the Department to identify, develop, and apply current human resources best practices, methodologies, and tools to recruit, develop, and retain the workforce of the future. This is a major component of implementing a corporate, Departmentwide Succession Planning model to assure that DOE has a highly skilled, well-qualified and diverse workforce capable of accomplishing the Department’s missions. This action will also support the Corporate Education and Training Business Plan Goal 1 activities related to Human Capital Management and Succession Planning.

	A/O February 13, 2003			
ACTION	COMPLETION DATE	STATUS	ORG.	POC
Identify and categorize core competencies that currently exist in the five critical target areas at the Entry, Mid and Senior levels	December 2002	Completed	ME-51	Dottie Van Steinburg, ME-51
Meet with Working Group to : (1) develop Core Competency framework and model in support of five critical target areas, (2) Identify existing training to support achieving competencies, (3) dev. Implementation Plan to include hard-copy model, On-line model, distribution requirements, maintenance, perf. measures and evaluation.	January 2003	Completed	ME-51	Dottie Van Steinburg, ME-51
Meet with the DOE Program Managers of the five critical target areas to validate the list of core competencies	February 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Develop Program/Product Documentation and Marketing Plan	February 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Present Core Competencies Model and framework to TDMC to obtain agreement/buy-in.	March 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Brief the DOE Mgmt. Council on the Core Competencies Model and framework to obtain endorsement.	March 2003* *Anticipated date of next DOE Mgmt. Council Mtg.	On Target	ME-51	Jerome Butler, ME-51/Ingrid Kolb
Program Announcement/Roll-out of Department-wide Competency Model and Framework.	March 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Expand Model to include competencies for other key positions/functional areas	September 2003	On Target	ME-51	Dottie Van Steinburg, ME-51

