

OFFICE OF HUMAN RESOURCES MANAGEMENT

The Office of Human Resources Management (OHRM) has Department-wide responsibility for the development and implementation of strategic management of human capital; for ensuring that the Department's Strategic Management of Human Capital initiatives are aligned with the Department's Strategic Plan; and for the administration and oversight of policies and programs for human resources management, workers' compensation, and occupational safety and health. The Director ensures that the Office exploits new technology, methods, and approaches and new authorities and flexibilities in meeting the human resources needs of the Office of the Secretary and the Department as a whole. This includes development and use of executive resources; administration of pay, bonuses and incentives; administration of leave and hours of work; administration of payroll support and time and attendance controls; workforce planning, recruitment, and employment; training and career development; employee recognition, morale, and performance appraisal; employee relations, benefits, and services; labor management relations; workers' compensation; and organizational restructuring guidance. OHRM's organizational restructuring guidance uses tools such as voluntary early retirement and voluntary separation incentives; unemployment compensation; and oversight of unique human resources systems. These include review and approval of all human resources policies and procedures governing these unique systems and clearance of all promotions and appointments under these systems, as well as innovations and projects such as the National Institute of Standards and Technology (NIST) Alternative Personnel System and Commerce's Alternative Payroll System; evaluation of human resources management activities Department-wide; examination of adherence to merit principles and prevention of prohibited personnel practices; the promotion of effective human resources management; the development of policies and procedures; and the administration of the Department's occupational safety and health programs, including appropriate health services contracts. Additionally, OHRM is responsible for educational initiatives, post secondary programs, and strategic partnerships. The project descriptions that follow and the Department Organization Order 20-8, governing OHRM's responsibilities, offer further insight on services provided.

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LIST OF PROJECTS

DOC Human Resources Operations Center (DOCHROC)	0521000	WCF
Office of Policy and Programs	0522000	WCF
Commerce Alternative Pay System (CAPS)	0523000	WCF
Corporate Human Capital Strategy and Workforce Initiatives	0524000	WCF
Awards Program	0525000	WCF
Employee Assistance Program	0526000	WCF
Project & Administrative Management	0527000	WCF
Executive Resources	0528000	WCF
Occupational Safety and Health	0530000	WCF
Training and Knowledge Management	0531000	WCF
Federal Executive Board	7022000	A&R
National Finance Center and Reports Services	7023000	A&R
Census Workers Compensation	7024000	A&R
Candidate Development Program	7150000	A&R
DOC Intern Program	7920000	A&R
DOL Unemployment	7923000	A&R
MSI Outreach Activities	7924000	A&R
FSAFEDS-Flexible Spending Account for DoC Personnel	7925000	A&R
Electronic Official Personnel Folder (eOPF)	7927000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

DOC OFFICE OF HUMAN RESOURCES OPERATIONS CENTER (DOCHROC)

PROJECT 0521000

Description of Service: The DOC Office of Human Resources Operations (DOCHROC) administers a full range of human resources programs for OS, including the Office of the Chief Financial Officer/Assistant Secretary for Administration, the Office of the Chief Information Officer (CIO), the Office of General Counsel. Effective May 25, 2008, per an approved reprogramming request the following bureaus located in the HCHB building in addition to the agencies listed above, now receive their human resources operations services from this office: the International Trade Office (ITA), the Bureau of Industry and Security (BIS), the Economic Development Administration (EDA), the Minority Business Development Agency (MBDA), and the National Telecommunications and Information Administration (NTIA). DOCHROC is a full-service HR operations office, and provides advisory services to managers and employees on position classification, pay, staffing, employee-management relations, performance appraisal, employee awards, employee benefits (retirement, thrift savings, health, life, and insurance), labor management relations, personnel/payroll processing, time and attendance operations, and records administration.

Basis of Charge: The billing algorithm consists of two parts: (1) Offices in the Office of the Secretary, BIS, EDA, and MBDA are billed on the basis of their share of the Departments FTE ceiling. (2) Offices in the ITA and NTIA are billed on the basis of their HCHB Population.

POLICY AND PROGRAMS PROJECT 0522000

Description of Service: This project provides policy and program services to all elements of the Department and its employees. Specifically, this project includes drug tests and lab analysis services (as required by Executive Order 12564 of September 15, 1986, entitled Drug-Free Federal Workplace), Unemployment Compensation for Federal Employees (UCFE), policy and programmatic support for telework, employee and labor relations, retirement and benefits, incentive awards, staffing, family friendly programs, employee assistance, performance management, compensation classification and demonstration project management and oversight, employee development and training, hours of duty and leave, time and attendance, voluntary separation incentive program and voluntary retirement program and law enforcement. Specific initiatives in this project include support for Departmental memberships in organizations advancing HR innovations in the public and private sector, development and implementation of a WEB-based Time and Attendance system (WebTA), and development and implementation of a WEB-based performance management system for use by managers and supervisors. Direct inputting of an employees' personal payroll and benefits transactions to the NFC (such as change

of address, or Federal and state withholdings and inputting bureau specific messages on their employee's leave and earning statements), is also provided via this project as well as managing the unemployment compensation contract.

Basis of Charge: This billing algorithm consists of four parts: (1) Costs for workforce program support for telework employee and labor relations, training, family friendly programs, and performance management are allocated among operating units based on the Department's FTE ceiling; (2) WebTA are allocated based on the Department's FTE ceiling; (3) Drug testing charges are proportionately allocated to operating units based on the share of total drug tests conducted during the prior year; and (4) Unemployment Compensation charges are billed based on the number of employee separations reported in the prior year.

COMMERCE ALTERNATIVE PAYROLL SYSTEM PROJECT 0523000

Description of Service: This project provides services and products, as required by law, to elements of the Department participating in or converting to the Commerce Alternative Payroll System (CAPS). The project supports the following activities: (1) continued maintenance and development of the Automated Classification System; (2) continued maintenance and development of the Performance Payout/Annual Comparability Increase System; (3) modifications to the Department's personnel/payroll system at the Department of Agriculture's National Finance Center; (4) expansion of project to parts of NOAA ; and (5) IT data management and policy support at the Department level to ensure compliance with 5 USC 47 and OPM requirements.

Basis of Charge: Costs are billed among operating units/bureaus participating in or converting to the Commerce Alternative Payroll System. Current participants are OS, BEA, NOAA (CFO, OAR, NESDIS, NMFS, NWS, PPI, UNSEC, NOS, NMAO, CAO & WFMO) and NTIA (ITS).

CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES PROJECT 0524000

Description of Service: This project provides comprehensive policy and program human capital management services to all elements of the Department and its employees. The corporate recruitment program ensures a diverse pool of applicants for vacancies in the 23 mission-critical occupations located in the bureaus. The workforce analysis data results are critical components of implementing effective recruitment, retention, and succession management strategies to acquire and maintain a high performing workforce to accomplish the Commerce mission and avoid disruptions to services provided to the public. There are two principal cost areas for this project: (1) salaries and benefits for Departmental staff; and (2) corporate strategic recruitment initiatives and career fairs. Work products or activities associated with this project include planning, implementing, and evaluating recruitment program career fairs with bureau-level participation,

development and dissemination of targeted recruitment materials; arranging for job fair booth spaces for use by DOC headquarters and bureau personnel; coordination of the Presidential Management Fellows Program with the Office of Personnel Management.

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

AWARDS PROGRAM PROJECT 0525000

Description of Service: This project provides for the costs of the annual Honor Awards Ceremony where the Secretary presents Gold and Silver Medals to employees for outstanding achievements. The Bronze Medal is the highest honorary award granted by the Chief Financial Officer and Assistant Secretary for Administration. The awards consist of a medal and a certificate signed by the Secretary.

Basis of Charge: Costs for the medals and related expenses are billed among the operating units and offices based on employees who received awards in the prior fiscal year.

EMPLOYEE ASSISTANCE PROGRAM PROJECT 0526000

Description of Service: This project contracts for services to assist employees with problems that may affect job performance such as alcoholism, drug abuse, marital and family discord, and interpersonal job-related problems. Services include supervisory training, employer awareness and education activities, individual diagnostic counseling, and referral to treatment centers or other sources of long-term assistance.

Basis of Charge: Costs are billed among participating operating units based on their proportionate share of positions reflected in the Employee Assistance Program contract.

CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES PROJECT 0527000

Description of Service: This project plans, develops, implements, and evaluates strategic human capital management initiatives, workforce planning and analysis to comply with the President's Management Agenda. Will provide overall management and administrative support to OHRM including: the coordination of Office-wide strategic and measurement projects or special projects as needed by the Director; human resources and information technology strategic and operating plans, and information technology systems security plans; budget formulation; FAIR Act inventory and procurement; travel, property management and other administrative systems. Additionally, this project serves as the focal point for workforce trend analyses, best practice research for human

capital studies, Department-wide reporting, forecasting and statistical analyses. This project funds the department's Automated Hiring System, database administration, maintenance of the system hardware/software costs, enhancements, help desk and the fax scan operation (conversion of hard copy documents to electronic format college transcripts, veterans preference (DD-214) and competitive service status (SF-50B) documentation) are provided through this project.

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

EXECUTIVE RESOURCES PROJECT O528000

Description of Service: This project provides policy and operational support to executive and political personnel services for all elements of the Department. Specifically, this project funds program support for the Senior Executive Service allocation, recruitment, selection, and OPM Qualification Review Board (QRB) processes, Executive Resources Board (ERB) and Performance Review Board (PRB) services for clients serviced by the Office of Human Resources Management; and the Departmental Executive Resources Board. It provides for automated executive resources systems and enhancements to support critical functions including the end-of-year process and the Top Level Report. The project supports developing, administering executive and political personnel programs, processes and tools, including printing and framing of Presidential certificates.

Basis for Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

OCCUPATIONAL SAFETY AND HEALTH PROJECT 0530000

Description of Service: This project provides services related to Federal Employees' Compensation Act (FECA) through contract. This project provides functional supervision and oversight authority for the Department's workers compensation case processing and management including records maintenance, automation initiatives, procedures development, evaluation, training, coordinated placements, and technical reviews and determinations for short and long-term FECA cases. Provides occupational health services through contract. Program includes emergency diagnosis and first aid treatment of work related illness or injuries; special preventive health education and counseling; special occupational health and preventive health examinations and immunizations; travel medicine; and periodic disease detection programs for employees in the HCHB. Provides standardized and comprehensive occupational safety and health information technology program to assess, document, prevent and control accidents, injuries, and illnesses. The program and services will include major initiatives in the Department to conduct and document standardized workplace surveys and assessments, programmatic oversight, training, and accident, and injury and illness reporting.

Basis of Charge: This billing algorithm consists of three parts: (1) workers compensation charges are billed based on prior year workers compensation case workload processed. (2) Costs for the Occupational Health Services Program contract within the HCHB are billed to the operating units based on their HCHB Population. (3) All other operating costs are billed to operating units on their Nationwide On-Board Population.

TRAINING AND KNOWLEDGE MANAGEMENT PROJECT 0531000

Description of Service: This project supports the Department-wide employee training and development within the human capital management arena. It includes career development for the employees and leadership training for the supervisory, managerial and executive development. It also supports the implementation, maintenance, and management of the Department-wide Learning Management System.

Basis of Charge: Costs are billed between operating units and offices in the Office of the Secretary on the basis of their share of the Department's FTE ceiling. Bureaus are individually billed by NTIS through a Memorandum of Understanding (MOU) for their licenses and maintenance for the Department Learning Management System.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

FEDERAL EXECUTIVE BOARD PROJECT 7022000

Description of Service: Federal Executive Boards (FEBs) were established under a Presidential Directive in 1961 and are located in 28 major cities. The Office of Personnel Management and the President's Management Council provide policy direction and guidance to the FEBs, and funding is derived from other executive agencies. FEBs were established to improve internal federal management practices and serve as the focal point for coordinating and sharing information and expertise among federal agencies. They are major points of contact between the government and the private sector. The board sponsors executive seminars and coordinates major programs including the Combined Federal Campaign, Savings Bond Drive and Public Service Recognition Week. It is the primary office for promotion of a positive federal image in the community.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

NATIONAL FINANCE CENTER AND REPORTS SERVICES PROJECT 7023000

Description of Service: This project supports the DoC's agreement with the Department of Agriculture National Finance Center (NFC) for the Department's personnel and payroll processing support. One of the most visible services NFC provides is the electronic transmission of checks, mailings of supporting statements (check stubs), and W-2 statements. All DoC employees (except NOAA Corps, Foreign Service Nationals, and Census Field Representatives) receive their personnel and payroll processing support from the NFC. In addition, the NFC provides files to NOAA's Office of Administration Computer Division to print and distribute personnel reports to the respective human resources offices throughout the Department. Work products or activities associated with this project would include the development of policies and procedures, or assistance related to the implementation of new classification standards and their introduction to the Position Description (PD) Library; processing of classification reviews/appeals; security access to NFC; processing of NFC changes affecting one or more bureaus; troubleshooting/fixing bureau problems with NFC.

Basis of Charge: Costs are billed among serviced operating units and offices based on their share of the average employees paid during the previous 12-month period.

CENSUS WORKERS COMPENSATION AND UNEMPLOYMENT REPORTING- DECENNIAL PROJECT 7024000

Description of Service: This project was developed to capture the decennial expenses for workers compensation and unemployment claims separations. The Department of Labor 's (DOL) Office of Workers' Compensation Programs (OWCP) administers the Federal Employees Compensation Act (FECA) and the Unemployment Compensation for Federal Employees (UCFE), for all federal agencies including the Department of Commerce and Census bureau. The Federal Employees' Compensation Act (FECA), 5 USC Chapter 81, provides compensation benefits to Federal employees for work-related injuries or illnesses and to their surviving dependents if a work-related injury or illness results in the employee's death. The Unemployment Compensation for Federal Employees program provides benefits for eligible unemployed former civilian Federal employees. The program is administered by States as agents of the Federal government. This program is operated under the same terms and conditions that apply to regular State Unemployment Insurance. Major temporary increases in cases will result from the 2011 decennial activities performed by the Census bureau. The increase for the decennial cycle began in FY 2008 and increases significantly in FY 2011, and then will quickly decline. The services will increase for the workers compensation and unemployment claims reporting contracts due to the decennial cases that are reported.

Basis of Charge - Manual - This billing algorithm consists of two parts: (1) Costs are billed based on the Census line item and option year in the DOC Workers' Compensation contract and (2) Unemployment Compensation charges are billed based on the number of decennial employee claim separations reported by the states.

CANDIDATE DEVELOPMENT PROGRAM PROJECT 7150000

Description of Service: The Department of Commerce (DoC) Candidate Development Program (CDP) is designed to create a pool of qualified candidates for Senior Executive Service (SES) positions. The Department's workforce analysis indicated that 59% of the 353 members of the Senior Executive Service would be eligible for retirement in FY 2012. This is compounded by the fact that 41% of the pool of candidates at the mid-management level would be eligible for retirement during the same time frame. With this almost certain exodus of experienced leaders throughout the Department, it is imperative that succession planning be implemented in a systematic and timely manner. The DoC SES Candidate Development Program is designed to address this strategic human capital management planning need and produce measurable results through the implementation of the Department of Commerce Succession Plan FYs 2007 through 2011. The program provides a series of development experiences for high-caliber GS-14/15 or equivalent individuals with demonstrated potential to assume SES positions.

Basis of Charge - Manual - Bureaus are billed based on the prorated costs of the training sessions for the actual participants accepted into the program. Travel expenses to the various training sites are funded directly by the participant's organization.

POSTSECONDARY INTERN PROGRAM PROJECT 7920000

Description of Service: This is a partnership-in-education program for post-secondary students to provide experiential training opportunities in the federal sector, as well as to increase career development for minorities. The DoC Post-Secondary Internship Program awards financial assistance to organizations that place interns from minority institutions and other institutions of higher education into a wide variety of scientific, technical and administrative positions throughout the Department.

Basis of Charge - Manual: Bureaus provide program participation projects, request interns and are directly charged for the interns actually appointed. A prorated administrative fee is also charged for the grants management service based on the actual number of interns appointed. Other federal agencies (partnered with DoC through interagency special agreements) are billed by IPAC for interns actually appointed.

DOL UNEMPLOYMENT PROJECT 7923000

Description of Service: This project supports the Unemployment Compensation Account (UC), which pays UC to former Federal employees in the same amount and under the same terms and conditions that apply to unemployed claimants from the private sector. These requirements were established under the Omnibus Reconciliation Act of 1980 (P.L. 96-499) requiring that agencies are required to pay its share of the cost of State unemployment benefits to former Federal employees.

Basis of Charge - Manual - Bureaus are billed based on actual usage.

MSI OUTREACH ACTIVITIES PROJECT 7924000

Description of Service: This project supports activities promoting DoC employment opportunities and financial assistance programs with Minority Serving Institutions (MSIs), including the Post-secondary Internship Program, as they relate to increasing opportunities for and representation from minority communities. Other outreach activities include participation in a wide variety of conferences and expositions sponsored by minority organizations serving under-represented communities.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

FSAFEDS-FLEXIBLE SPENDING ACCOUNT FOR DoC PERSONNEL (Initiated in FY 2005) PROJECT 7925000

Description of Service: This project supports the Flexible Spending Account (FSA) which has two parts (1) Health Care FSA which pays for the uncovered or unreimbursed portions of qualified medical costs and (2) the Dependent Care which allows you to pay eligible expenses for dependent care with pre-tax dollars. These requirements were established under the National Defense Authorization Act for 2004 (P.L. 108-136) requiring that agencies pay the administrative fees associated with employee participation in flexible spending account programs.

Basis of Charge: Costs are billed to operating units and bureaus based on their share of participation in this program.

Electronic Official Personnel Folder (eOPF) PROJECT 7927000

Description of Service: This project supports the licenses and maintenance costs for the eOPF. eOPF is an E-Government initiative developed for all federal agencies by the Office of Personnel

Management (OPM) to manage and administer the Official Personnel Folder process and to provide employees access to their individual file through a secure Internet connection.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of licenses.