

REFERENCES

Logistics Professional Development

Steve Mahaney
Director, Logistics Policy Staff
DHHS

1

Vision for the Federal Logistics Workforce

The members of the Federal Logistics Workforce are integral part of the Government's business sector, and our workforce:

- ◆ Provides strategic business advice to agency leaders for managing trillions of dollars (assets/logistical support)annually
- ◆ Applies the most effective business practices from the government and private sectors
- ◆ Joins in mission-oriented business partnerships
- ◆ Obtains and manage the best value goods and services for the taxpayer
- ◆ Provides responsive, creative, solution-oriented service to support program agency missions

2

Property Management Executives Council

Pending

- ◆ Charter Plan
- ◆ Vision Plan
- ◆ Mission Statement

3

INTERAGENCY COMMITTEE FOR PROPERTY MANAGEMENT

- ◆ Conducts studies, reviews and projects
- ◆ Submits to Associate Administrator for Government wide Policy, GSA
- ◆ Recommendations for Improvements in policies and practices Property Management

4

STRATEGIC ALLIANCES

- ◆ Recognition of importance of creating, strengthening effective alliances by the PMEC and ICPM councils
- ◆ Strengthen alliances with the CIO, CFO, PEC and others
- ◆ Common goal – Better Government
- ◆ Interests are interrelated e.g. Clean Financial opinion
- ◆ Partnering focus to achieve PMEC/ICPM strategic priorities
- ◆ Continuous Learning/Performance Based Management
- President's Management Agenda

5

STRATEGIC ALLIANCES

The PMEC and the ICPM recognize the importance of creating and strengthening effective alliances with other communities of interest. It is important to strengthen our alliance with the CIO, CFO, and PEC and others e.g. NPMA. These Councils have the same intention—better Government. Our interests are closely related; and this can involve systems that meet mission goals, clean financial opinions that often involve such systems. Partnering is a way to achieve the PMEC/ICPM strategic priorities and vision. Accordingly, the PMEC/ICPM should focus on creating collaborative alliances and strategic priorities.

6

STRATEGIC PRIORITY

Create a Logistics Workforce of Mission-Focused Business Leaders

Cognizant Committee: Professional Development Sub Committee

Introduction:

The ICPM Steering Subcommittee met in June 2002 and approved the formation of a Professional Development Task Group with Steve Mahoney, HHS as the chairman. The committee will focus on the changing role of the logistics workforce and to identify methods and strategies to equip this workforce with the knowledge, skills, and abilities to successfully meet a changing environment. With the primary focus of creating a workforce of mission-focused business leaders, the Committee will charter working groups, teams, and individuals to research logistics workforce needs, establish a Government wide Logistics Management Intern Program (LMIP), develop retention strategies and incentives, and determine the ideal skills and characteristics of the present and future logistics professional.

This sub committee will build upon previous recommendations and work products as the result of earlier GSA Strategic Planning and Sub Working Groups.

7

OBJECTIVES

- ◆ Maximize use of e-learning
- ◆ Complete a gap analysis of logistics workforce competencies
- ◆ Develop a rotational assignment program for existing professionals
- ◆ Initiate a government wide Logistics Management Intern Program
- ◆ Establish a mentoring program
- ◆ Develop a recruitment campaign
- ◆ Pursue and leverage commonalities

8

Complete of Gap Analysis of the Logistics Workforce Competencies

- ◆ Develop and complete competencies and report P MEC/ICPM
- ◆ Develop recruiting materials for agency consortium recruiting
- ◆ Develop a generic Individual Development Plan as a roadmap to improve skills
- ◆ Leverage EL-TRAINS Logistics Professional Certification

9

Maximize use of e-learning

- ◆ Review technical capabilities of Federal on-line programs
- ◆ Establish a functional board to recommend curriculum and certification
- ◆ Complete Beta testing of EL-TRAINS
- ◆ PCO testing and certification
- ◆ Benchmark corporate university e.g. DOI, VA, CIA

10

Establish a government wide Logistics Management Intern Program

- ◆ Leverage existing intern programs recruitment and management model
- ◆ Develop strategies to interest Federal agencies participating in the Intern program

11

Develop a Rotational Assignment Program for Professionals

- ◆ Develop and evaluate pilot project using pilot web site
- ◆ Inform agencies on purpose of rotation program and website
- ◆ "Traveling road show" to advertise rotational assignments program

12

Establish a mentoring program

- ◆ Explore possibilities of linking a Government wide mentoring program to other programs(e.g. Government wide rotation program, government wide intern program, President's Management Intern Program, Federal agencies Emerging Leaders program (e.g. DHHS)
- ◆ Post mentoring guide on GSA/OGP, PMEC, EL-TRAINS web sites

13

Develop an aggressive recruitment campaign

- ◆ Visits to selected campuses
- ◆ Develop various instruments and aids into an online package that would provide assessment tools, such as "Sample interview questions"

14

Pursue and leverage commonalities with other functional disciplines

- ◆ Establish formal points of contact with workforce and education components of the CIO, CFO and PEC
- ◆ Leverage information on workforce initiatives, competencies, recruitment and hiring from CIO, CFO and PEC

15

Next Steps

- ◆ Seek team membership
- ◆ Brief PMEC and ICPM Steering Committee
- ◆ Develop implementation plan – activities & milestones

16

Kick-Off Meeting
Federal Logistics Professional Development
September 17, 2002

Agenda

- 10:00-10:10 Greetings
 Administrative Announcements
- 10:10- 10:20 Steve Mahaney, Chair, Logistics Professional Development Team
 -- Purpose of the Logistics Professional Development Team
 -- Objectives
- 10:20-11:20 ICPM Presentation on Federal Professional Logistics Development
 -- Presentation Content
 -- Specific Issues and Resolution
 -- Next Steps **By When:** **Who:**
- Convene Breakout Groups
 - Next Mtg of Full Group
 - ➤ Research legislative & regulatory changes
 - Agency/Organization: Universal Issue
- 11:2- 11:30 AM Questions and Answers

Location: GSA Headquarters
 18th & F st. NW
 Washington. DC

ICPM Professional Development Team

September 17, 2002 Meeting

Attendees: Donald Schulte, Navy; Jerry Hanley, DOE; Darlene Stickel, NIMH; Steve Mahaney, HHS; April Baily, USDA, Garland Gray, SAMHSA; and Jim Begis, GSA.

Objectives

The purpose of the team will be to focus on the changing role of the logistics (Personal Property) workforce and to identify methods and strategies to equip this workforce with the knowledge, skills, and abilities to successfully meet a changing environment.

Upon completion, the Team's findings and recommendations will be forwarded to the ICPM Steering Committee for implementation with a copy to the Property Management Executive Council (PMEC).

Personal property management is a diverse field in the Federal Government covering over 20 job series involving business, engineering, transportation, acquisition and financial disciplines.

The Team's initial focus will be on the following:

Competencies

- Review existing sources including ELTRAINS competency model
- Use web competency survey tool and forward to ICPM
- Use Personal Property Career Development Core Competencies and Training Sources.

Legislation/ Authorities

- Review Property Act, DAWIA, CFO, etc.
- Review existing FMR agency regulations
- GAO Reports

Education/Training

- Review existing curriculums from various sources
- Review existing certification programs
- Identify Training sources

Consider other objectives identified in the July 25, ICPM presentation document

Actions/Next Phases:

A. Legislative/Regulatory Authority

Jerry Hanley, Jim Begis, and Don Schulte: due 30 October

B. Competencies:

<http://knownet.hhs.gov/log/ltcp.htm>

(Note: We will use the Federal Logistics Team Web for our effort, and that a password will be provided by the end of the week.)

1. Team Review ELTRAINS/ Prior Studies – Steve, 30 September
2. Team Review competencies survey- Steve, 30 September
3. Review Team survey and revise as necessary- 30 September
4. Seek wider logistics community input from various groups:
ICPM, CFO, CIO, Personnel, Individual Departments/agency personnel: 15 October
5. Collect and analyze survey results, draft Federal competencies: due 31 December
6. Present draft report to ICPM including implementation: 31 March

C. Education/Training/Certification Curriculum

Using DOE and HHS models draft Federal Logistics Program: Jerry, & Team due 31 December
Identify Training sources: due 31 December

ICPM Subcommittee for Professional Development

- The ICPM Steering Committee approved the formation of an ICPM Sub Committee in June 2002 to address personal property professional development
- The professional development subcommittee was formed in September 2002 and has met three times.
- Chair: Steve Mahaney Members: Jim Begis, Darlene Stickel, Jerry Hanley, Tony Kuhn-McClain, April Baily, Bernie Bartcil, Garland Gray, and Don Schulte
- Mission: Committee focusing on identifying methods and strategies to equip the workforce with the knowledge, skills, and abilities to successfully perform in a changing business environment.
- Work plan focuses on creating a workforce of mission-focused business leaders – to research logistics workforce needs, determine the ideal skills and characteristics of the present and future (personal property (logistics) workforce, including any retention strategies and other incentives.
- The sub committee has many goals during FY 2003 & beyond, but the working group has accomplished the following:
 1. Built upon an earlier working group initiative, and finalized a “**Core Competencies and Training Sources**” document. GSA MTP posted it on their website.
 2. Created an intranet to collaborate and store the various working papers, reports, etc.
 3. Developed a draft and web-based **Personal Property Competencies Survey** at: <http://www.knownet.hhs.gov/log/compsurvey.htm>. **Competencies are the characteristics that result in superior performance. For any given position, it is possible to identify and develop specific competencies that will lead to superior individual and organizational performance.**
 4. Developed a **Core Competencies Model**. See PCO/Asset Center Representative (ACR Draft, V1.1. at <http://www.knownet.hhs.gov/log/comp.htm>.
 5. Developed working draft “**Memorandum of Legal Research**” document – research deals with the legal authority to establish a mandatory program, focusing on on (1) statutory authority that prompted a mandatory acquisition training, and (2) how the Office of Federal Procurement Policy (OFPP) provides an avenue for the formulation of authority necessary to accomplish our objective – to create a mandatory and funded property management career development program.

We would like you to review the draft competencies survey and provide your feedback to us by **February 24, 2003**. The sub committee will formally roll out the survey to the ICPM on or about **March 3, 2003**. The survey results will be analyzed and a final report will be provided to the ICPM. Also the results will be

used to support the sub committee's broader goal for a mandatory property management career development program.

There is still an opportunity for anyone interested in participating on this subcommittee. If you are interested in participating, please contact any one of the sub committee members. We will continue to keep the ICPM apprised of the sub committee's progress.

ICPM Professional Development Group Sub Committee

April 1, 2003 Meeting

- Attending were the following members: Steve Mahaney, HHS; Garland Gray, IIHS; Tonya Kuhn-McClain, DHS; and Jim Begis, GSA.
- The minutes from the February 25, 2003 subcommittee meeting were reviewed along with their placement on the subcommittee's page on the Knownet website.
- Steve Mahaney reviewed the status of the Competencies Survey and that he has the The Know Net support contractor capturing the responses electronically thus enabling a more accurate and precise compilation of results. To date, we have approximately 25 responses. We are looking for a larger response to the survey by April 25 cutoff date. If necessary, we can extend the period to ensure that we have more responses assist the Group in identifying critical property management core competencies. Also, NASA has expressed interest in disseminating the survey throughout its agency including its contractors.
- Steve handed out an article by Jonathan Breul, entitled "Asset Assessment" that appeared in the March 31, 2003 edition of Government Executive indicating a renewed interest in asset management by the Office of Management and Budget.
- The GSA's Personal Property Policy Management Division has added a direct link to KNOW Net entitled manageyourproperty.gov as another way for Federal agencies to tap into the KNOW Net resources as part of its collective project with HHS.
- Steve will be attending the NPMA National Education Seminar (NES) and has asked for additional ideas that could be included in his presentation regarding electronic learning systems and how this support the professional development of property managers, coupled with the results of the survey. Also, any member of this work group attending the NES should come to the presentation and lend their support to Steve and help field any questions that may arise.
- Tonya will assist Darlene in gathering information on how the acquisition community used mentoring and rotational assignments to assist in their professional development program and how this model could be applied to property management.
- Jerry Hanley's draft memorandum on the Legal Research of property management is still being analyzed and should be completed shortly. Jerry's efforts will go long way in providing a legal rationale for property management to tie its efforts into other disciplines.
- When the subcommittee's work is completed we should be able to present the results of the competencies survey, the legal research paper and the methodology for implementing a mentoring and rotational assignment program.