DCMA Workforce Strategy

Presented By:

Steve Uehling, Acting Director, DCMA-HRW
June 2000
Purpose

• To provide information on the latest DCMA workforce initiatives
  
  DCMA Intern Program
  Military Personnel
  Career Development
    ▫ Individual Development Planning
    ▫ Developmental Opportunities
    ▫ Tuition Assistance
    ▫ Employee Training Metrics
    ▫ DAWIA/DAU
New hires are needed as our workforce becomes increasingly...
FY 99 DCMA Intern Program

• Current Program
  
  Three year curriculum
  
  17 Interns -- First participants graduate Fall 2000
  
  • Assignment of permanent duty stations underway

  Managed by the Personnel Development Center (HQ)

• Current level of activity will not support future workload requirements

We need to attract new talent to fill resource gaps.
FY 00 -- Hiring New Entry Level Employees

• FY 00 -- Expanded Program
  Goal: Hire up to 432 candidates by September 30, 2000
  Aggressive recruitment began in April 2000
    ▪ Using OPM and HROC -- internal and external candidates
    ▪ Second cut-off -- announcements open thru June 30, 2000
  Over 2400 applications received the first month

• Full enrollment projected at 600 members by FY 02
• FY 00 Program Execution

DCMA Personnel Development Center (DCMAC-I) provides program management
DCMDE HR provides Personnel Servicing
Supervision -- locally at CMOs
  • responsible for HR functions; program adherence; career advice

• Current Activities

Crafting program guidance for EDB approval
Districts establishing FY 01 requirements
Curriculum update underway
  ▪ Standardizing IDPs for career series
  ▪ Negotiating DAU quotas needed for Level I certification

Orientation for Local Coordinators -- July 25, 2000
DCMA POC: Mr. Willie Foreman (Acting PDC Director),
(703) 767-2351
Military Personnel

• Taking care of our colleagues in uniform
  Active Duty and Reserves
  TRICARE
  Relocation
  Quality of Life
  Professional Development

• Reserve Initiatives
  Zero-based review near completion
  Building a requirements/skills database
  One Book Chapter posted

DCMA POC: Major Steve Minnich, USAF, Military Personnel Team,
(703) 767-9663
Maximize access to civilian and military training and career development opportunities through enhanced information and integration of training and development programs.

*Training needs are articulated through the individual development planning process...*
Employee development -- not only an individual’s responsibility, but also management’s responsibility

• Re-defining the current process
• Top down approach
  
  Appropriate to the employee’s stage of development within the career development framework
  
  Based on requirements essential to mission and career development

  Content must be attainable and realistic:
  - Job related
  - Within budget
  - Prioritized

  Use of career development guides, training matrices

  Approach helps reduce likelihood of IDPs being “wish lists”

• Training requirements in the IDP are tracked in the Training Application (TA)

Employee development -- not only an individual’s responsibility, but also management’s responsibility
• Process Improvement

Defining the “top-down” approach
Developing Career Guides -- to define career tracks for DCMA employees
Completing Training Matrices
Draft guidebook being written
Developing a standard format for use DCMA-wide
• Tracking system for training requirements
• Fulfills several roles:
  - Recording training needs and completions
  - Allocating class quotas
  - Monitoring cost of training events
  - Formulating the training budget
• Transition to the DoD Modern System tentatively planned for late 2000
• Data integrity clean-up currently underway
Career Development Framework

Entry-level Development
GS-5/7/9

Mid-Level Development
GS-11/12/13

Executive Development

Focus:
Career Enhancement
Tuition Assistance
DAWIA Level I
Entry level (intern)
PEP
USDA programs

Leadership Development
PEP, MLDP, DLAMP
DAWIA Levels II and III
Long-term developmental programs
OPM courses

Leading to ...
Career Development

• Annual data call established
  For all centrally funded opportunities
  Reduces, but does not eliminate, the need for
  many short-term suspenses
  DCMA Executive Development Board selects final
  applicants

• FY 00 Participation
  Annual Data Call: 44 employees
  Other: 30 (DLAMP, MLDP, etc)
  Total employees: 74
  Total investment: $1.1 M

• FY 01
  DCMA will continue to offer opportunities
  previously funded by DLA, plus new opportunities
  EDB will finalize the strategy for leadership
development
Tuition Assistance

• Outlined by Information Memorandum 00-88
  Info memo on the DCMA Homepage
  $188 maximum per credit hour
  Must be job or mission related
  Document on IDP
  Submit requests 30 days prior to start date
  Courses must be taken for academic credit
  Must obtain passing grade of “C” or higher

• Spent $260K in FY99
  FY 00: $510K allocated
• Business Plan Metric:  

_Achieve a 95% utilization rate for all Defense Acquisition University (DAU) quotas received_

• FY 00 Goal/Target: 95% Quota Usage

• FY 00 to Date: 155% Quota Usage
DAU Quota Execution

Through March, 2000

Goal 95%

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<thead>
<tr>
<th>Oct</th>
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<td>DCMA</td>
<td>111.76%</td>
<td>276.19%</td>
<td>147.83%</td>
<td>164.52%</td>
<td>123.81%</td>
<td>147.30%</td>
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<tr>
<td>YTD( Cum)</td>
<td>111.76%</td>
<td>174.55%</td>
<td>169.92%</td>
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<td>157.36%</td>
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| Goal | 95% | 95% | 95% | 95% | 95% | 95% | 95% | 95%
DAU Quotas (cont’d)

• FY00 Outlook:

  155% Agency wide execution first six months
  Over 100% execution is achieved by Districts and CMOs obtaining vacancies off the DAU 45 day list

• The 4th Estate Defense Acquisition Career Manager (DACM) requests use of the 45 day list be restricted to priority one fills

• The DACM committed to providing TDY funds for DCMA’s continued overexecution this fiscal year

• The DACM will follow-up with DAU on DCMA’s request for additional baseline quotas in FY01
Business Plan Metric: Increase the percentage of personnel that are DAWIA certified to level I (70%), level II (90%), and level III (98%). Maintain or exceed certification levels by position categories.

FY 00 Goal/Target:
Level I (70%)
Level II (90%)
Level III (98%)

FY 00 Mid Year Results:
Level I - 30.5%
Level II - 92.4%
Employee Training Hours

Business Plan Metric: Achieve a benchmark standard of 40 training hours per year per employee.

FY 00 Goal/Target:
40 hours of training per year per employee
100% of employees will receive 40 or more hours training

FY 00 Mid Year Results:
35.04 average hours per employee
24.83% of employees used 40 or more hours training
Training Hours Per Employee Per Year

GOAL 80 Hrs Per employee every two years

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Employees using 40 or more Training Hours

Through Mar, 2000

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<td># empl using 40+training hrs</td>
<td>1433</td>
<td>1272</td>
<td>188</td>
<td>62</td>
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<td>Total number of empl on board</td>
<td>6255</td>
<td>4913</td>
<td>592</td>
<td>140</td>
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<tr>
<td>% empl using 40+training hrs</td>
<td>22.91%</td>
<td>25.89%</td>
<td>31.76%</td>
<td>44.29%</td>
<td>24.83%</td>
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Summary

• Progress:
  The newly formed EDB is focusing senior leadership attention on workforce development. Expanding the hiring and training of entry level employees will meet the Agency’s current and future workload needs. Overexecuting DAU class quotas strengthens DCMA’s hand in pursuing a larger initial allocation of seats. DAWIA certification among Agency employees continues to be a priority.

• Challenges:
  We must move to a “top down” approach to building IDPs.
  • Requires creation of career path guides aligned by job series.
  Colleagues and supervisors must actively encourage all DCMA employees to pursue at