

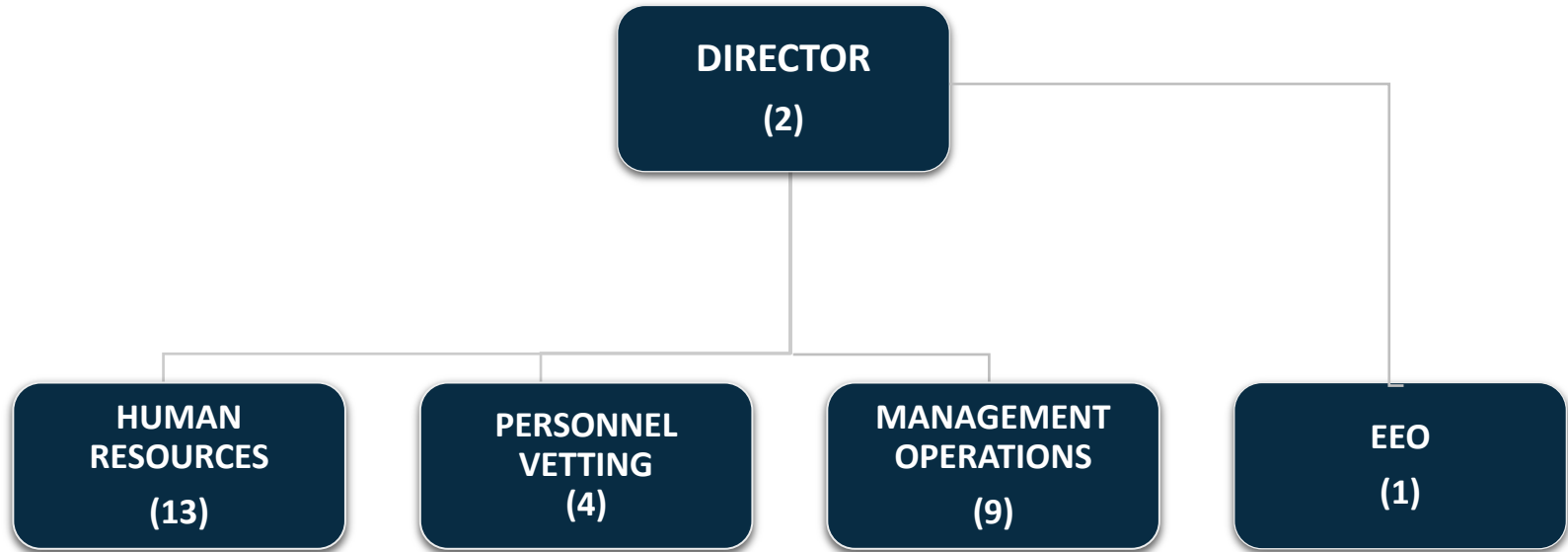
# Office of Resource Management (ORM) Update

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# Agenda

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# Organizational Structure



**Authorized Staff: 29**

- **FTE: 29**
- **Vacancies: 4**

# What We Do

ORM serves as a strategic partner with leadership to develop and deliver programs designed to support the Agency mission and its employees



## Human Capital

- Organizational Structure and Classification, Hiring and Personnel Management, Training and Development, Performance Management, Employee Relations, Reasonable Accommodation, Compensation and Benefits

## Personnel Vetting

- Business Continuity Plans and Operations, Personnel Security, Insider Threat Program, Physical Security, PIV, and Drug-Free Workplace

## Management Support Operations

- Records and Information Management, Controlled Unclassified Information (CUI), Facilities and Space Management, Travel Policy and Operations, Travel Credit Card program, Time and Attendance, Supply and Mail Operations, Transit Benefits, Office-level budget

## Equal Employment Opportunity

- EEO Compliance Reporting, EEO Complaints

# ORM Accomplishments and Initiatives

## Management Operations Division

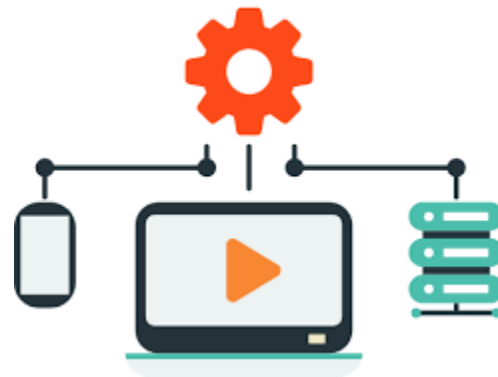
- Physical Records Digitization
- Electronic Records Management (ERM) System

## Personnel Vetting Division

- Personnel Security Transition to Continuous Vetting - Trusted Workforce 2.0

# FRTIB Records Management Modernization

- Digitization of FRTIB physical records
- Shipment and scanning of permanent records at NARA
- Implementation of an Electronic Records Management (ERM) system
- Additional work ahead for ERM



# Continuous Vetting Transition to Trusted Workforce 2.0

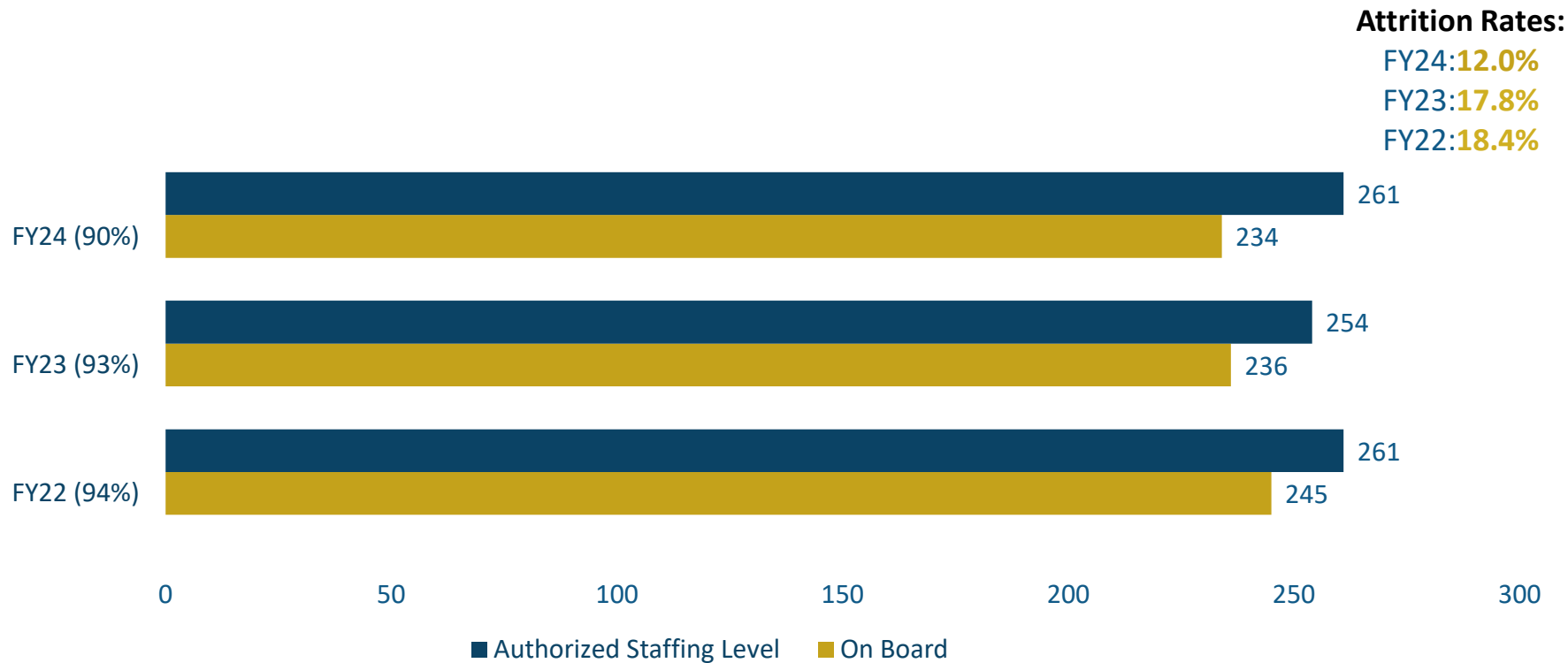


- The Trusted Workforce (TW) 2.0 is the next initiative by OPM and ODNI Executive Agents to maintaining a trusted Federal Workforce
- Continuous vetting (CV) through TW 2.0 is review of the background of an individual at any time during their affiliation with the Government to determine whether they continue to meet applicable trust determination requirements
- FRTIB started enrolling the federal and contractor workforce into CV in Q3 of FY24
- All federal and contractor workforce must be enrolled into TW 2.0 by September 30, 2025

# Human Capital Programs Update



# Human Resources – Hiring



# **FRTIB Development Programs**

# Executive Development Program



- Competitive program open to GS-14 and GS-15 employees
- Select from a variety of programs
  - FY24 Selections: Harvard Senior Executive Fellows and Aspen Institute
- Survey Results
  - 100% of participants felt the program was **Extremely Valuable** for their development
  - 100% of participants said they are **Very Likely** to recommend the program to a professional friend/colleague
  - Comments:
    - “Thank you for this wonderful program.”
    - “I am so very glad for the opportunity to be a part of this program.”

# Leadership Development Program



- Competitive program open to GS-12 through GS-14 employees
- Five one-day leadership development workshops
- Homework, small group assignment, and group project
- DiSC assessment and three sessions with a certified coach
- Survey Results
  - 100% of participant responses rated the LDP workshops as **Highly Effective**
    - “The sessions were excellent.”
    - “Each and every time we met, I would get so much out of it that I wished I didn’t have to wait a month for the next one.”

# Emerging Leaders Program



- Open to GS-7 through GS-11 employees
- Group facilitated workshops
- Clifton Strengths assessment
- Online learning assignments
- Survey Results:
  - Group facilitated workshops – **Very Satisfied**
  - Clifton Strengths assessment - **Satisfied**
  - Online course - **Satisfied**

# Mentor Program



- Open to all employees
- Matched with a professional mentor for monthly one-on-one career guidance
- Group development activities (e.g., Thomas-Kilmann Conflict assessment)
- Survey Results:
  - 100% of mentees were **satisfied** with the program, would **recommend** the program, and believed their mentor **helped them accomplish their goals**.
  - “One thing I really appreciated about being able to speak to someone who has gone through the federal system and has exposure to how things work.”

# Coaching

## Non-Supervisory Coaching

- Open to GS-13 and GS-14 employees
- Matched with a professional coach
- Twelve one-on-one coaching sessions
- Develop an individual development plan

## Executive Coaching

- Open to GS-14 and above supervisory employees
- Matched with a professional coach
- Twelve one-on-one coaching sessions
- Develop an individual development plan



# Coaching, cont'd

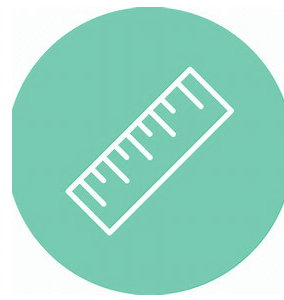
- Survey Results (average response):
  - 9 out of 10 for being **valuable** for development
  - 9.5 out of 10 would **recommend** program
  - 8 out of 10 for coach **effectiveness**
  - Comments:
    - “My coach has helped me both professionally and personally.”
    - “My Coach helps with identifying and focusing on many challenges, strengths and weaknesses. Also recommending additional resources helped. I am glad I am in the program.”

# Supervisory All Hands



- Enhanced Communication - provides a platform for clear and direct communication between supervisors and HR, ensuring everyone is aligned on company goals and policies
- Sharing New Programs and Guidance - opportunity to introduce and explain new programs, policies, and guidelines, ensuring supervisors are well-informed and prepared to implement them effectively
- Mandatory Training - utilized to conduct mandatory training sessions, ensuring all supervisors receive essential training on different topic areas

# Measuring Development Effectiveness





- Surveys
- Competency Assessments – conducted every two years
  - Evaluate key competencies relevant to employee roles
  - Identify strengths and areas for improvement
  - Benchmark progress against previous assessments
- Individual Development Plan (IDP) Process - annually
  - Required for all employees
  - Tailor development activities to individual needs
  - Monitor and adjust plans based on progress and feedback

# Pulse of Our People

## Measuring Culture and Sentiment



# Pulse of Our People – Measuring Culture and Sentiment

- Federal Employee Viewpoint Survey (FEVS) 
  - Annual survey to assess employee engagement, satisfaction, and perception of the workplace
- FEVS Agency-Specific Items (ASIs) 
  - 8 additional questions added to the end of the FEVS
  - ASIs are focused on our core values:
    - Participant Focused
    - Integrity
    - Collaboration

# Pulse of Our People – Measuring Culture and Sentiment, cont'd

- Pulse Surveys



- More frequent check-ins on variety of topics
- Continuous insight into employee happiness, morale, satisfaction, etc.

- Office Wellness Assessments



- Interviews with staff on topics such as general work environment and relationship with peers and supervisors
- Out brief of results with recommended actions

# Pulse of Our People – Measuring Culture and Sentiment, cont'd

- Supervisory 360 Assessments



- Based on the Office of Personnel Management's 28 leadership competencies.
- Designed to help supervisors understand strengths and areas for improvement

- New Hire Survey



- Gauge satisfaction with hiring process and orientation
- Gather feedback on integration, support, role clarity, cultural fit, and overall satisfaction