

**HSS Focus Group
Work Force Retention Work Group
Co-Lead Telecom
November 16, 2012
DRAFT Discussion Overview**

Purpose: This HSS Focus Group Work Group telecom was held with the Work Group Co-Leads to discuss change elements and strategic direction to support accelerated efforts to advancing progress, productivity and performance within each of the Work Groups. Although current roles within all of the Work Groups and Focus Group efforts remain the same, the addition of centralized leadership and oversight by representatives (2) of the Departmental Representative to the Defense Nuclear Facilities Safety Board are established.

1. Leadership Transition

- Co-Leads will continue to provide technical functions
- Functions of the Focus Group Program will remain the same. [Lily/Stephanie]
- HSS Interface Leads:
 - Dale Govan – Interface for 851 and Training Work Groups; Dan Sigg – Interface for Strategic Initiatives and Workforce Retention Work Group
 - Work Group Lead Function will be similar to their current functions in the Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board
 - Central point of contact for the Work Group; consistency in leadership and interface
 - Provides strategic perspectives/contextual understanding at Departmental level
 - Manages issues/problems
 - Coordination, interface
 - Advance Work Group performance/progress

2. Examples of identified Workforce Retention Work Group improvement/re-direction needs

- Looking at the broader issue of succession planning
 - Adding representatives from HAMMER and Building and Construction Trades to the Work Group membership
 - Synchronize the current efforts and initiatives taking place through the Training Work Group and elsewhere

- Fully leverage completed efforts to date
 - Near-term (early CY 2013) publication of 1046 as a final rule – watch implementation and impacts [best way to keep the Pro-Force engaged]
 - University of Maryland Health and Productivity study results and implications

- Emergency planning and preparedness efforts
 - Emergency planning issues are “at our door step”
 - Need to coordinate and collaborate with the efforts and initiatives with respect to health and productivity

- Alternative Duty Program
 - A fairly robust program must be put into place
 - A dialogue on the issues, questions and concerns must be started early in the process

3. Action Items

A. HSS Interface Lead Action: Roadmap Development

- Interface Leads will develop a “menu” of concepts, strategic aspects, tasks and products; identify relational elements and tasks [what can we accomplish]
 - conceptually – what can we agree on
 - strategically – what is going to impact the group
 - what task do we need to undertake
 - what products are we looking for

B. Work Group Co-Lead Action: Develop “products” portion

- Co-Leads will identify and submit the “product” section of “menu”
 - what products do you see coming out of the Work Group
 - what products have you worked on
 - where are the issues that have been or might be problematic - qualify the issues as strategic or conceptual

C. HSS Co-Lead [Non-Pro Force] to provide a list of known or available resources and SME's

D. HSS Focus Group Program to find out the current status of the EFCOG Human Capital Working Group and send an Work Group membership invitation to the EFCOG ES&H Work Group Lead

4. ACTION Deliverable Dates/Next Steps:

- **Work Group Co-Leads to provide “products” to HSS Interface Leads [Tuesday, Nov. 20]**
- **HSS Interface Leads to incorporate products into the menu of concepts, strategic initiatives and tasks. [To Mari-Jo Tuesday, Nov 27]**
- **HS-1 Review/Approve Final Roadmap [To Glenn Friday, Nov 30]**
- **Roadmap distributed to Co-Leads for Work Group to set priorities and clear, realistic goals and define explicit action steps, intended outcomes and value. [To Co-Leads Monday, Dec 3]**