

UNITED STATES CIVIL SERVICE COMMISSION  
Office of the Executive Director  
Interagency Advisory Group  
1900 E Street, N.W.  
Washington, DC 20415

Minutes of the IAG Committee on  
Development and Training  
May 26, 1978

Mr. Richard C. McCullough, Acting Director, Bureau of Training chaired the meeting. Mr. McCullough informed the Training Directors that they would be receiving from the Bureau of Training within the next few days a letter requesting space reservations for employees in the interagency Executive Seminar Program for FY 1979. Tuition for the coming year will be \$975 per two-week seminar. Requests for spaces are due to the Bureau of Training by August 18, 1978. Mr. McCullough also reminded the IAG of several upcoming professional association activities:

7th International Training and Development Conference  
(June 12-15, 1978, Washington, DC)

34th National ASTD Conference and Exposition  
(June 18-22, 1978, Chicago Ill.)

Training Officers Conference Monthly Meeting  
(June 6, 1978, Ft. McNair, Washington, DC)

STANDING COMMITTEE REPORTS

Mr. Richard Burdick, Chairperson, Clearinghouse Standing Committee presented the only standing committee report. He reported that the "Changing Scene" Workshop held on May 10 at George Washington University was a success. There were 140 attendees and the Committee plans a similar all day workshop next year.

STATUS OF EXECUTIVE DEVELOPMENT TASK GROUP REPORT

Mr. Stephen Meltzer, Internal Revenue Service and Executive Director of the Task Force on Executive Development in the Senior Executive Service reported on the Task Force's recommendations.

The recommendations are developed around proposed criteria that would govern agency Executive Development Programs. The proposed criteria focus on the following areas:

- Managing Executive Development
- Selection of Participants for Entry-Level XD Programs
- Development of Entry-Level XD Participants
- Placement of XD Graduates in Senior Executive Service Positions
- Development of Incumbent Senior Executive Service Executives

The specific recommendations have common features that are adaptable to the varying needs of the disparate agencies of Government. The common features of these recommendations will:

- Place management responsibility for the executive development effort at the lowest operating organizational element in which mission responsibility and resource control reside.
- Give to the department or other parent organization the same essential functions vis-a-vis its bureaus as it gives to OPM vis-a-vis departments and agencies.
- Require, virtually as a "sine qua non," top-level, line-management support and involvement in all phases of the organizations executive development system--selection, development and placement--for both its entry-level program and its incumbent SES executives.
- Establish the requirement that there be a close relationship between an organization's executive vacancy forecast and the number of candidates it selects for its entry-level executive development program.
- Establish the entry-level executive development program as a capstone program principally for those in threshold positions just below the executive level who are carefully selected, high-quality people.
- Call for an open selection process in which candidates from within the agency, other agencies, and outside the Government can compete for the entry-level program under rigorous selection procedures which incorporate affirmative action guidelines.
- Outline the requirements for entry-level developmental activities needed to prepare participants for SES positions.

- Require that, for a period of three years after graduation, graduates receive priority consideration for placement into an SES position for which they are eligible and that an agency justify selection of a non-XD graduate to an SES position.
- Outline the requirements for the continuing development of incumbent SES executives.
- Call for OPM to assume a strong, active, involved role in exercising program leadership, in setting criteria by which executive development efforts throughout the SES will be guided, in providing agencies with technical assistance and needed centrally conducted programs, in establishing XD clearinghouse activities, and in monitoring and evaluating compliance with and effectiveness of the criteria and resulting program for executive development.

Mr. Meltzer distributed copies of Executive Summary of the report, Appendix B (Feeder Group Links to XD) and two functional display charts (NOTE: single copies of these handouts are available from the Office of Agency Assistance and Resource Coordination, Bureau of Training, 632-5653)

#### STATUS OF THE REORGANIZATION OF THE CIVIL SERVICE COMMISSION

Mr. McCullough described the proposed reorganization of the Civil Service Commission by highlighting the organizational units that would encompass training activities. The alignment will probably be changed several times before implementation.

#### PRESIDENTIAL MANAGEMENT INTERN PROGRAM-DESCRIPTION OF THE PLANNED PROGRAMS FOR THE DEPARTMENTS OF TREASURY AND HEW.

Mr. Nate Smith, Director of Training, Department of Treasury, described his Department's planned Management Intern Program.

The plans includes:

- A departmental orientation
- A 4-month core assignment in a specific bureau
- A 2-month departmental assignment in General Management or Program/Policy Development
- Alternating core assignments in bureaus and at departmental level
- Placement in a target position and promotion to the GS-12 level at the end of 24 months in the program

Mr. Charles Murphy, representing the Department of HEW, described the major difference in their program from Treasury's is that they will emphasize the Individual Development Plan rather than the broad agreement on core assignments.

HEW will have between 20 to 25 interns and their present experience indicates that 25% will be minority and 62% female.

STATUS OF SPECIAL EMPHASIS EMPLOYMENT PROGRAM

Richard Indelicato, Director, Office of Agency Assistance and Resource Coordination reported on the status of the Special Emphasis Program.

The Special Emphasis Program (SEP) is a five-year experimental staffing program intended to demonstrate whether alternative selection methods can produce a quality workforce which is reflective of the Nation's diversity.

At present, there is an interagency work group of Personnel Directors and EEO Specialists working on the proposed program. A public hearing on the program is to be held. The Bureau of Training is developing the training materials, consisting of: a thirty minute briefing package for Heads of agencies and public interest groups; a one hour briefing package for Personnel Directors, EEO Directors, and Staffing Chiefs; and, a one day workshop for Staffing Specialists.

The Commission plans to do the initial briefing and training shortly after the program is approved (late Summer or early Fall). All briefing and training materials will be made available to agencies. The IAG will receive copies of the material as soon as the program is finalized.

Next meeting of the IAG Committee on Development and Training will be held on Friday, July 28, 1978.