

NRCDSO MEETING MINUTES
2 MARCH 2004
HUNTSVILLE, AL

1. Members Present: Glenn Locke, Albert Branch, Art Ruebenson, Lacey Evans, MKJ, Karen Wagner, Dwight Beall, Mike Cummings, and Steve Austin.
2. History and background of NRMCDSC – Dwight
 - ❑ Minor change to guide, Operations Project Manager.
 - ❑ Learning CD – 5 pillar and 3-tier process for an interim training. Brief of what is being developed. This is a learning system. Level the playing field for training and help to move where a person would like to move.
 - ❑ ***TASK: Steve will provide a memo to recruit for Roger and Elizabeth's positions.***
 - ❑ We are division reps. Continue to share the committee work and tasks with those within our divisions. Emphasize we care about the development of the newest members of the NRM community and we want to develop good training for all.
3. RIT (Regional Integration Team) – Steve
 - ❑ Interdisciplinary teams. Physically work with each other on a day to day basis. Steve's office symbol is CEMP-SWD.
 - ❑ Handle all work items within that Division (8 Div./8 RIT). Steve Austin is SWD's RIT rep.
 - ❑ COP (Communities of Practice), is where it is most critical for NRM to maintain their identity. The committee must get the Guide published ASAP.
 - ❑ He has been tasked to review all training programs in Operations and see what changes need to be made and what can be exportable. He may be calling on us to assist with this.
 - ❑ HQ has been cut by 20% in personnel with an increased workload.
 - ❑ George Tabb, is the NRM Community of Practice Chief, with Steve and his counterparts conducting the specific NRM programs. Judy Rice is the Recreation Business Line Manager for budget and funding.
 - ❑ Developmental Assignments will be assigned to the COP. They will do no work for the RIT. The Program will work and look as it has in the past. There will be 2 assignments per year.
 - ❑ The centralized funds are harder to justify committees like ours, but Steve will continue to work this issue to keep us financially viable.
 - ❑ Gen. Ballard cut the CAP program in order to have funds to move the HQ Office from the old building to new building. But the CAP has been reinstated for the developmental assignments in HQ, with 2 assignments per year.
3. 401 Series – Steve and Dwight
 - ❑ Steve's last conversation with Mike White, Mike stated for those that qualify for the 401, convert them now. Mike encouraged all those that don't convert to work toward converting to the 401.
 - ❑ The last draft for updating the 401 series is still sitting in OPM.

- ***TASK: Send out course 1 outline and script to the committee for use as selling tool.***
- ***TASK: Request Teri to send out electronically the skin examples she provided yesterday.***
- ***TASK: Contact each PAO to get some short footage or stock video about the Corps, what their career has been like, ... I.e. USFS. Use the diverse folks, all career areas.***
- ***TASK: Go back out to the Divisions and ask what are the Frequently Asked Questions.***
- ***TASK: MKJ take the Frequently Asked Question.***
- ***TASK: Remove Articles of Interest and provide the Gov Exec link and provide search key words and give the archives of Gov Exec. Hints on how to search.***
- ***TASK: Mike Cummings will look at all the articles pick up words to search on, like author's name (Kathryn Troutman), key words, etc.***

3 Mar 04

1. Review PMP for NRM Curriculum.
2. Review Outline of Curriculum:
 - ❑ Mike Kidby for Hydropower (Barry Holliday, back-up)
 - ❑ Catch note about if running at less than ___ speed, the videos will be slow loading....
 - ❑ Beta Test color scheme, how the product will be presented, how it will look, graphics.
 - ❑ Localized sites as part of the exercise in Crs 2, Mod 2.
 - ❑ Add Topic 14, Workers Comp under Course 8, Safety, Module 1.
 - ❑ SMEs Identified.
 - ❑ Outline – Include committee additions and deletions and then brush up the outline further and then forward up to HQs for a review for gaps, not content.
 - ❑ Everything is web based, approved.
 - ❑ Hosting at ERDC,
 - ❑ What were the hosting costs with TMI? Jenny’s commitment to ERDC? Contract for how long?
 - ❑ TMI will talk with Jenny sometime after March 04.
3. Position Description and Announcement: Finalized.
4. NRM Recruiting CD:
 - ❑ Finalizing recruitment strategy. Hispanic recruitment request from Kathy Perales. Committee’s position on recruiting is
 - ❑ Recruiting materials or products
 - ❑ Targeted audience for recruiting materials.
 - ❑ The stance of the Committee is to provide recruitment tools that cover all aspects of diversity, to be taken to a targeted audience.
5. NRM Website:
 - ❑ Need to update and improve the “Face of the Committee”.
 - ❑ Each member take a small section and make it better and keep it fresh.
 - ❑ Assignments:
 - Vacant Positions
 - Other Opportunities – Going to Jenny for inclusion.
 - ❑ Job announcements send direct to Jenny and Kathy. We will continue to screen resumes.
 - ❑ **ADD:** Make a target for “Corps Opportunities”.
 - ❑ **ADD:** Link for WG on the Frequently Asked Question page.
 - ❑ **ADD:** On Frequently Asked, under other experience, CP18, Leadership Development, Emerging Leader, Command council...

- AT a Glance:
 - Change the HQ's Office Symbol to match what is 2012 now.
 - Library
 - Remove this from web page.
 - Videos and Tapes will be sent to Baltimore District Library.
 - **TASK: Send out messages to our divisions and remind them what is out on the NRMCDSC Web page.**
- Policy and Procedures is a mandated page and will stay.
 - **TASK: Recruitment , get rid of EP 690-1-11 – Dwight will do this.**
 - Policy Page:
 - ER 15-1-20, Career Planning Board, Delete. Dwight.
 - EC 690-1-701, determine relevance.
- Program Summary – Dwight will review.
- Job Search
 - Hunting a Job?
 - Hiring, Training & Career Development
 - **TASK: Add a link to job vacancies. _____**
 - “Many Firms” link under Job Search bullet The Office of Personnel Management, delete.
 - TASK: Following Up needs to be re-written. _____
 - Good Enough to share link under What Happens Next?, update the link. _____
 - _____
- Job Recruiting and Hiring
 - **What Next: TASK: ADD a link to new version of the chart – Dwight.**
 - **Resumes, Interviews, and the Decision, Suggestions and Questions – Dwight will update.**
 - **Any good interview or interviewee guides, send to Dwight.**
 - **“Not Done Yet!” – Everyone review and provide comment and update.**
- Environmental Careers – leave alone.
- Career Development
 - Mentoring
 - Chris Correale and her Good Enough to Share –
 - Have enough stories to be able to rotate them around.
 - Details
 - National Committees
 - Newly Added.
 - **TASK: Entire formatting on the National Committee page.**
 - Training Opportunities
 - Check out what this is and how it works, ATMP = Automated Training Management Program.

- Training Needs from IDP then all rolls up to the ATMP.
 - **TASK: ACTEDS off Training Page to Career Development Page.**
 - Put EP690-2-2 under Career Development.
 - **TASK: Put IDP link out of Training and in Career Development.**
 - **TASK: Committee look at the various websites under Training.**
 - **TASK: Committee provide back to _____ other university links on distance learning.**
 - **TASK: Change “University Partners” to “_____”**
 - **TASK: Committee request from Division those partnerships that are viable with post-secondary educational opportunities. (universities, colleges, jr. college and technical schools). Then sub-index down to states.**
- **Exportable Training**
 - www.free-training.com good one for Maintenance employees.
 - **TASK: Committee survey Divisions to see what folks are using as far as exportable training.**
- Make sure CP18 is under Career Development.
- **JOB POSTINGS – Lacy assigned.**
 - Job Posting
 - Submitting Vacancy Notices
 - Need to market this feature more.
 - Leave it.
 - Seeking Employment
 - Opportunity Seekers
 - Need a block for skills processed and degree.
 - **TASK: REFORMAT AND EXPIRATION OF POSTING PROTOCOL.**
 - **Place to remove yourself from the site.**
 -
- **Steering Committee Members – Dwight will update.**
- **Archives**
 - Training Needs Assessment keep in Archives.
 - Career Notes leave in Archives.
- Related Sites: **TASK: Art will take a shot at putting all links together in a complete listing.**
 - **TASK: Update the current GS Pay Tables and take off the year on the link under related sites.**
 - *America’s Learning Exchange*
 - *Take out Federal Govern Distance Learning Organization*
 - *Remove Tec Direct*
 - *Remove all of Commercial Sites*

- *Add National Water Safety Congress web link.*
- *News and Current Issues*
 - TASK: Update this
 - TASK: Glenn Locke will get with Don Dunwoody and develop a pros and cons and process for converting to 401 series.
 - Remove meeting minutes from site.
- *Comments and Questions*
- *Recommended Reading*
- *FAQs*
- *Good Enough to Share*
 - TASK: Committee get with Divisions and find those folks throughout all of NRM and talk about their career and what they did to get where they are today. (I.e. Admin., WG, CET)
 - Remove Darrell Edison to a CP18.
 - Consider Bobby Chapman for story.
 - Consider John Young for story.
 - Corps History: Mike Loesch's the Past, Present, and future of the Nation's Premier Public Engineering Organization MOVE to Archives off of Good enough to share.
 - District Training Guidelines
 - ***TASK: Committee request updated training programs for Rangers.***
 - ***TASK: Remove Career Development Resource Guide for SPD.***
 - ***TASK: Committee update the Lessons Learned.***
- *Dwight will work on the Division and District POC's for web site.*

Look atensch's Good Enough to Share and incorporate into some of the training CD.

TASK: Steve – Will contact Other functional areas in HQ to be included in the updated Safe Self CD, get an answer from them before 1 May 04 and get them to fund their portion.

In 690-1-2 for changing priority listing under Admin and Wage Grade for Safe Self training to a Priority 2, was approved.

Replacement Committee/Rotation: Mid '90s Meeting, Charter to attend 6 meetings and then off. (Very first to serving total of 3 years.) Transition from Dwight Beall to another chair at beginning of Fiscal Year.

TASK: Steve send out a HQ request to fill committee member vacancies in Admin, MVD (Joe Sigcrest) and a Chair. Dwight and Mike in last year. Marilyn, Lacy, Karen and Art with 4 years and Albert and Glenn first year. Talk with Steve about the Chair if you are interested.

TASK: Committee provide Lacy three bullets of like or don't like about various websites (I.e. Like location of menus, colors, etc.).

Look at www.bechtel.com
www.safnet.org
www.zeldman.com

TASK: Color scheme of SAF, look at and provide feedback on what they like or don't like on the colors.

- Pros for converting to the 401 series:
 - New 401 will specifically address what the Rangers actually do.
 - Provides us a professional series.
 - Enhance your status or resume in the Agency. Greater probability of being accepted for a position because of the professional series.
 - Outsourcing issues looks at non-professional series first, which the 0025 is a non-professional series.
- NPS is in control of the 025 series and is not interested in making it a professional series.
- **TASK: NWD Reqs and SWD Reqs – Find out what the actual process is to convert Rangers to the 401 series. Provide any SOPs or Policies to the NRM Community.**

4. Committee Goals -

- Establish and Maintain a career development program that will:
 - Provide all NRM personnel with information concerning training avenues and career development opportunities.
 - Develop the “Corps culture” within all NRM personnel. Acquaint new team members with the organization’s history, corporate objectives and basic organizational structure.
 - Provide NRM team members the information that will allow them to make informed decisions regarding career opportunities as well as the tools needed for the team member to advance along their chosen career path.
 - Position the Corps as an “employer of choice” for those in the field of natural resource management.

5. Reviewed budget.

- Need to continue to move our product development and billings as tasks are accomplished.

6. Reviewed Future Research’s 8A determination.

7. Discussion on Safe Self.

- Outline and script everything prior to any production.
- Discussion for Jim about web based for Safe Self.
- Safe Self is for entire NRM community. Don’t forget our O&M folks, admin, etc. Get scenarios from and for these folks.
- Discussion was held concerning extending an invitation to other divisions of the Corps to be included in the Safe Self training scenarios. Final consensus was to leave the door open, but the funding would have to come from the group requesting.
- Albert noted that he would like to see some kind of training for the Maintenance personnel for non-citation situations. Steve noted that maybe some kind of VA

program to cover non-citation training. Nothing to prevent others from attending VA, just get District buy off.

- Dwight mentioned that Albert is on another committee to develop a maintenance ACTEDS.
- **TASK: In the Career Guide change Safe Self training for Maintenance and Admin from a #3 to a #2.**

8. Discussion on Career Guide.

- Should we change the Visitor Assistance Management and Policy to a priority #1 for GS-11 and 12 Managers. Guide is a pamphlet and not a regulatory. So this will be left as a Priority #2.
- Timeline for the Guide to go out on the street is approximately 30 days. Steve stated we should sell this Guide as a COP (Communities of Practice).

9. Tom Fleeger's PMP on OPM CoP.

- Does this committee's task fit into what we do as the NRMCDSC? Does NRMCDSC fit into this?
- Our career guide is a stepping-stone to getting to the point of Operations Project Manager (OPM) or SES. Need to ensure we get our Guide out soon. Let it be used as a COP.
- Mike White is greatly depending on the OPMs to continue the NRM community.
- Consensus is to not let the work of this group or others hold the NRMCDSC back from moving on out with our products, while others are trying to catch up to what ground we have covered in making us a Learning Organization. We will be here to help others catch up. The NRMCDSC has no representation on this PDT, however we are kept in the loop by way of email, etc.
- We need to be a part of this PDT and Dwight will first call Tom Fleeger and find out the basis of this committee and the chose of folks on the committee. Then he will put something in writing to us.

10. Discussion with TMI.

- TMI Representatives present were, Jim King, Project Manager, Cheryl Hovanes, Script Writer, and Terri Thomason (Designer) (tthomason@tecmasters.com 256-721-6510).
- As a committee, we need to pick and choose a Format that is dependant upon platform we decide to use.
 - **TASK: Put Teri in contact with Jenny Dickerson concerning the platform that ERDC has for us to use.**
- Any video we do, it should not be over 20 Sec. maximum for each clip.
- Follow the Corps guidelines that are set for military sites.
 - Kevin Brooks, IWR? – Any Corps sites have to meet his standards. He doesn't like Flash.

- Used Flash with Coaching, Counseling and Mentoring Guide, Margaret Tindelfisher.
- Flash can keep things moving with photos, text and animation. Can also use HTML with Flash. Can use small size and time wise video with this.
- Layout could be dictated by Kevin Brooks, Webmaster.
- **TASK: Jenny talk with Jim and Teri. Domain questions. MKJ note to Jenny to talk with TMI.**
- **Important Note:** Be very clear in the areas where tasks are required and having to move from one site to another, not to close out the original site.
- **TASK: Committee think about colors, schemes, images/graphics, etc.**
- Committee agreed the minimum capability of 250k will be what TMI will work toward for the Safe Self CD and the Training Curriculum.
- Can change web easier than CD and cost efficient. Future maintenance, Flash preferred and mix in some HTML.
- **TASK: Committee needs to decide if they want TMI to provide a plug-in for Flash and what is used, Real Time, Quick Time, Windows Media Player, Real Player?**
- Jim King will be putting together a schedule for Training Curriculum being completed.
- Flash does not stream like video, Flash has to down load each time a new section. Teri recommends mixing up the Flash with HTML.
- Point about the Sea Bees Training: The resources are set up in a fingertip icon with a Glossary and search engine of its own. D tag is a small letter “d” on the opening page and will guide a blind person through it. Have this “d” tag for 501 compliance.
- **TASK: Send Teri name and info on image library.**
- Text only version along with the site, this could be done.

RECAP OF TASKS:

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- **TASK: NWD Reps and SWD Reps – Find out what the actual process is to convert Rangers to the 401 series. Provide any SOPs or Policies to the NRM Community.**
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