

**NRMCDSC MEETING MINUTES**  
**4 – 5 April 2006**

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**Meeting called to order at 0810 hrs. Introductions and welcome were conducted.**

**I. Welcome and Introductions**

**II. Old Business:**

A. Committee appointment letters were received by all. Marilyn stated she is recruiting for the MVD and the Admin reps. Will keep everyone posted on the outcome.

B. Discussion was held concerning providing a plaque to Dwight Beall for his years of service to the NRM CDSC committee. **Kathy Gately will purchase through her sources and Lacy Evans will provide the language for the plaque to Kathy.**

C. Discussion was held concerning a thank you letter to those committee members that have rotated off the committee just recently. It was noted the following folks should receive a letter signed by Chief of Ops, Jerry Barnes: Karen Wagner, Art Rubenson, Mike Cummings. **Marilyn will draft a letter from a go-by from Steve.**

D. Steve Austin provided an updated from Headquarters, covering the many changes that have occurred and several to occur in the next year or two. He provided a brief background history of the Committee to help members under where we have been and where we are going.

\*\* After the lunch break, the committee took the Charter and updated. Reference copy that is in HQ for review and approval.

E. The Committee split up into pairs and reviewed the Career Guide and ensured the training and development aspects in each chapter was up to date. **Marilyn will redraft into an SOP or some sort of guidance for Jerry's signature. We will not be making this an EC or EP.**

F. A discussion was held concerning the development of a recruiting CD for just the NRM Community to include Managers, Rangers, CETs/Maintenance Fields and Administrative staff. The PDT was chosen, Kathy Gately as the PM, Heather Burke and Keith Hyde as members. **This PDT was charged with brainstorming various options for developing a CD to include something flashy, exciting and eye catching to those members of the population who are under 21. The PDT need to develop a PMP outlining their charge or mission, a time line to accomplish the work in, a budget and any other items pertinent to the overall well being of the PDT and product finalization. The PDT will need to contact Kathy Perales as to what was previously developed, along with Greg Webb and Brad Keashler.**

G. Recruitment of MVD Representative and Administrative Representative was conducted by Marilyn. Susan Clevestine and Linda Murray were selected respectively.

H. The committee discussed the NRM Gateway, NRMCDSC Web Page Links and Updates. All members will review and provide input to Marilyn on any broken links, out of date material, and/or changes before mid-May 06.

I. Additional pictures for the On-Line Training Source was discussed. The photographs should be digital, best quality and members need to search through all their sources within their Divisions for pictures that are clear and not showing faces of children or the public without a release form.

J. Questions, comments and suggestions time was opened up to the committee. Concern was voiced over the Resumix system and how it reviews resumes. Further discussion was held until Day 2, under New Buisness.

**5 April 2006**

**II. New Business**

A. Jim King, Rex Reed and Jim Ogle provided review of the Safe Self Product. Beta Testing will begin in May.

B. Jim King and Teri Thomason provided an overview of the On-Line Training Curriculum design and script work.

C. Discussions were held about the 401 Series. The committee agreed a letter from Mr. Gerald Barnes as the Chief of Operations was needed to help MSCs and Operations Leadership to take the conversion and use of this professional series seriously. Keith Hyde and Heather Burke will draft a letter for Mr. Barnes signature to come out this summer to encourage conversion of the NRM team that can be converted.

D. Professional Competencies was briefed by Ms. Lacy Evans. The bottom line of the discussions determined managers must be more actively involved in the skills sets used when advertising a position and ensure the skills sets fit the needs of what the manager desires in a prospective employee.

E. NSPS, National Security Personnel System was discussed. The committee requires someone who can become like a guru concerning this system and to keep the rest of the committee up to date, so they can keep the NRM community they represent up to date. Kathy Gately volunteered for this task.

F. OPM Career/Training Program background information was provided by Steve Austin. The question of how we integrate the NRMCDSC's work into the initiatives being developed and implemented by the OPM Career Committee. Marilyn will work with Tom Fleegeer and Eric Peterson on this. She will try to meet them at the next OPM Training Course.