

Appendix A

Task	Problem Identification & Sub-Tasks	Responsibility	Methodology	Priority	Status
Career Ladder Exploration	1. Gather organizational charts to determine if there is a "rung" missing on ladder since SOS.	Each Division Representative	1.1 Each representative will attempt to obtain organizational charts from each district within their represented divisions.	2	In progress
		Each Division Representative	1.2 Based on results, each division representative will note any ranger/specialists GS 11 or above, with occupation code and try to get PD number.	2	OBE
	2. Gather GS-11 Ranger/Specialists PD numbers to distribute to other NRM members as practical examples.	Web site group	2.1 Link to PD library on CPOL web site within NRMCDSC website	2	In developm
	Complete appropriate charts and graphs for web presentation on "ladder" results.	Marilyn& Elizabeth	3.1 Complete database and construct appropriate graphical representations.	2	In progress
Training System	1. Complete demo product "Safe Self"	Mollenkopf, Pelton, Krenicky	1.1 Continue to work with Huntsville and contractor to complete, test, deliver and evaluate the product	1	Done
	2. Work with Water Safety Committee to develop water safety module modeled after the "Self Safe" product.	Beall, Mollenkopf and Water Safety Task force.	2.1 Water safety task force has the lead.	2	Unknown
	3. NRM Training system curriculum revision and update.	TBD	3.1 Periodically revisit the curriculum outline to maintain a current product.	2	On hold

Appendix A

	4. Partner with other agencies on training stuff.	Group	4.1 Contact other agencies for interest.	2	Pending
Revise Career Development Guide	1. Revise Career Development Guide	TBD	1.1 Revise the career development guide to reflect the changes under the Standard Organizational Structure (SOS) and	1	In progress
			1.2 Develop a SOP (within Charter) to allow for periodic updates (loose leaf), to the Career Development Guide.	2	In progress
Information Delivery System	1. Explore the development of a web site designed to provide career development, training information and links to the COE NRM community. (Phase 1)	Craig Lykins, Mike Cummings and Elizabeth Bowen.	1.1 Determine the best approach to the development of a website to include: contractor vs. in house, development costs, O&M costs.	1	In develop
	2. Explore the evolution of the web site into an interactive delivery system designed to accommodate surveys and customer feedback. (Phase 2)	Craig Lykins, Mike Cummings and Elizabeth Bowen.	2.1 Continue to work with the developer to include interactive components.	2	In develop
	1. Update NRM team member lists.	Each Division Representative	1.1 Request that each district provide pertinent information of the NRM team to the division representative. Beall will send out a format so that the data bases can be compiled.	1	

Appendix A

Awareness	1. Many of the issues raised by the NRM family are beyond the control or influence of the committee. As such, the committee hopes that through education and increasing the awareness levels on such issues that team members are better able to make decisions impacting their careers.	Each Division Representative	1.1 As awareness issues are identified, the committee will attempt to provide pertinent information through articles, web links or referrals for team members to make appropriate career and job decisions. Current team member concerns and issues are attached.	2	
Customer Surveys and Feedback	1. Develop a mechanism to survey together or independently team member demographics and perceived training needs on a 3 year cycle.	TBD	1.1 Develop a survey of questions geared toward member demographics, including grade level, PD number, years of service, career level goal(s).	2	
			1.2 Develop a survey geared toward team members perceptions of training needs, how training is developed and funded, to determine those areas of fact and fiction.	2	
			1.3 Consolidate the results of the survey in 1.1 above and develop goals and objectives from there.	2	

Appendix A

			1.4 Consolidate the results of the survey in 1.2 above and develop specific answers or responses to the fact or fiction and place on the website.	2	
			1.5 Publish the survey that Bonnie Bryson completed on the web.	1	Pending
	2. Work with other agencies to share relevant surveys and information.		2.1 Work with BLM and others to determine possibility.	1	
	3. Investigate the possibility that COE has an existing contract with Gallup or another organization.				
Replace & Appoint Committee Members	1. Add a maintenance representative to the committee.	HQ	Send out letters or e-mail to all divisions asking for a maintenance representative to be nominated to this committee		

Appendix A

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Appendix A

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