

## Department of the Interior

### Departmental Manual

---

**Effective Date:** 04/24/13

**Series:** Organization

**Part 112:** Policy, Management and Budget

**Chapter 26:** Office of Strategic Employee and Organization Development

**Originating Office:** Office of Strategic Employee and Organization Development

---

#### 112 DM 26

**26.1 Mission.** The Office of Strategic Employee and Organization Development (OSEOD) has primary responsibility for development, management, integration, and oversight of planning and policy for workforce development, to include leadership and executive development and training and certification programs across the Department. The Office is responsible for establishing and implementing regulations, policies, standards, and systems for effective development and delivery of training and competency development of employees in order to accomplish the overall mission of the Department. The OSEOD, through its DOI University (DOIU) learning centers, develops and delivers classroom and technology-enabled training and development to the Department of the Interior and other Federal employees. The DOIU/National Indian Programs Training Center (DOIU/NIPTC) in Albuquerque, New Mexico, provides training and developmental opportunities to Federal agencies that interact with tribal governments, and learning opportunities to state, local, and tribal governments. The OSEOD provides executive consulting and performance management services on a fee-for-service basis.

**26.2 Authority.** Chapter 41 of Title 5, United States Code, and Parts 410 and 412 of Title 5, Code of Federal Regulations. 5 CFR Part 410 addresses the general and specific policies and requirements for training within Federal agencies. 5 CFR Part 412 addresses executive, management, and supervisory development.

**26.3 Functions.** The major functions of the Office include:

A. Development of state-of-the-art approaches that align with Departmental strategic goals to ensure that workforce competencies are addressed and that learning experiences are integrated across the Department.

B. Provision of consultation services on learning and development practices to senior management officials in the Department, including advice on program goals, issues, and trends for consideration in developing Departmental priorities and business goals.

C. Establishment of policy for human capital development that is consistent with the Department's strategic human capital management plan and applicable legislation and regulations.

04/24/13 #3965

Replaces 12/20/10 #3885

D. Creation of partnerships with other Federal organizations to leverage capability, and to ensure currency and validity in human capital development through projects, research, and needs assessments, including primary Departmental responsibility for coordinating human resources development matters with the Office of Personnel Management (OPM).

E. Delivery of mission critical training programs. The OSEOD supports enterprise-wide initiatives and mission related competency development. The OSEOD serves as the Department's leadership and executive training center, complements the technical training offered by bureau training centers, and promotes targeted learning and competency development through partnerships with bureau training assets.

F. Utilization of technology applications to support blended learning and increase just-in-time learning that address cross-generational learning styles, reduce pressure on travel to participate in formal learning, and improve information flow and knowledge sharing across geographically dispersed employee populations.

G. Development of training content by DOIU/NIPTC that supports the Department's fiduciary trust responsibilities to train American Indians. The DOIU/NIPTC interfaces with the Bureau of Indian Affairs, the Bureau of Indian Education, the Office of the Special Trustee, other DOI bureaus, Federal agencies, and tribes to ensure that the development and delivery of training meets learning requirements.

H. Delivery of management consulting, executive coaching, and performance measurement services for the Department and other Federal agencies.

**26.4 Organization.** The Office is headed by a Director who reports to the Deputy Assistant Secretary – Human Capital and Diversity in the Office of the Assistant Secretary – Policy, Management and Budget. The Director carries out the responsibilities of the Office with the assistance of a Deputy Director, four divisions, and administrative support staff. (See attached organization chart.)

A. The Director serves as the Chief Learning Officer for the Department. The Director provides executive leadership and serves as a key advisor and consultant to the Deputy Assistant Secretary – Human Capital and Diversity on the full spectrum of issues, initiatives, and policies related to Departmental workforce development and training programs.

B. Deputy Director. The Deputy Director assists the Director in carrying out the functions of the Office and is responsible for the leadership and strategic direction of the OSEOD business operations, plans, and policy; the Business Operations, Business Development, DOI University and Federal Consulting Group Divisions; training programs established by Executive Order and leadership programs that involve DOI Executive Resources Board or OPM review. The following divisions are headed by division chiefs who report to the Deputy Director.

(1) Business Operations. Manages the OSEOD budget, finance, and procurement processes; and coordinates internal communications, training reports, and business analytics.

(2) Business Development. Responsible for marketing and brand management of OSEOD services, developing relationships with client organizations, and assisting clients in determining needed leadership and executive services. The Division also manages performance processes, the OSEOD website, and social media strategy.

(3) Department of the Interior University (DOIU). The DOIU is responsible for the development and delivery of training, the DOIU Learning Centers, and DOIU/NIPTC.

(4) Federal Consulting Group. Headed by a Division Chief who reports to the Deputy Director, the Division is responsible for organization development consulting, leadership and executive development, and performance management services for Federal agencies.