

Department of the Interior Departmental Manual

Effective Date: 2/8/2022

Series: Organization

Part 112: Policy, Management and Budget

26: Office of Employee Development

Originating Office: Office of Employee Development

112 DM 26

26.1 Mission. The Office of Employee Development (OED) has primary responsibility for development, management, integration and oversight of planning and policy for workforce development, to include leadership, executive development, training and certification programs across the Department of the Interior (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 to accomplish the overall mission of the Department.

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 the following:

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

B. Provide 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. Establish policy for human capital development that is consistent with the Department's strategic human capital management plan and applicable legislation and regulations.

D. Create 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 capital development matters with the Office of Personnel Management (OPM).

02/08/22 #5076

Replaces 4/24/13 #3965

E. Deliver mission critical training programs. The OED supports enterprise-wide initiatives and mission related competency development. The OED 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. Utilize technology applications to support blended learning, virtual learning and increase just-in-time learning that address cross-generational learning styles, reduce need to travel to participate in formal learning, and improve information flow and knowledge-sharing across geographically dispersed employee populations.

G. Develop and deliver classroom and technology-enabled training and development to the Department of the Interior and other Federal employees through DOI University (DOIU) learning centers in Washington DC, Denver CO, and Albuquerque NM. The DOIU National Indian Programs Training Center (NIPTC) in Albuquerque, New Mexico, develops training that supports the Department's fiduciary trust responsibilities to provide training and developmental opportunities to Federal agencies that interact with Tribal governments, and learning opportunities to State, local, and Tribal governments. The DOIU/NIPTC interfaces with the Bureau of Indian Affairs, the Bureau of Indian Education, the Office of the Special Trust, other Departmental Bureaus, Federal agencies, and Tribal governments to ensure the development and delivery of training meet learning objectives.

H. Deliver 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 four divisions chiefs, training managers, program management, and administrative support staff. (See attached organization chart.)

A. The Director serves as the Chief Learning Officer (CLO) for the Department. The CLO 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. The CLO is responsible for the leadership and strategic direction of the OED business operations, plans and policy; the Business Operations, DOIU, and Federal Consulting Group Divisions; training programs established by Public Law, Executive Order, Department policy; and leadership programs that involve DOI Executive Resources Board or OPM review. The following divisions are headed by division chiefs who report to the Director:

(1) Business Operations manages the OED budget, finance, and procurement processes; and coordinates internal communications, training reports and business analytics. In addition, the Division develops, manages, and operates the Department-wide Learning Management System as the official record of learning for all employees.

(2) Department of the Interior University (DOIU), through its two divisions, develops and delivers classroom, virtual, online, and technology-enabled training and development to the Department and other Federal employees, to include leadership and executive development.

(3) Federal Consulting Group (FCG) develops contracts and agreements to support consulting, coaching, performance management, and any other acquisition project manager requirements the Department requires. FCG supports other Federal agencies through the use of an interagency agreement.

Office Employee Development

