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**Subject:** Update on Workforce Planning

**From:** [ChiefofStaff@peacecorps.gov](mailto:ChiefofStaff@peacecorps.gov)  
**Sent:** Friday, August 04, 2017 10:37 AM  
**To:** \*HQ ALL <[HQALL@peacecorps.gov](mailto:HQALL@peacecorps.gov)>  
**Subject:** Update on Workforce Planning



August 4, 2017

**TO:** HQ ALL  
**FROM:** Carl Sosebee, Acting Chief of Staff  
**SUBJECT:** Update on Workforce Planning

### Updated Personnel Action Processes

On Tuesday, August 8, my office will release updated guidance on processes for hiring and extensions. This guidance has been largely developed by the DIVE Task Force, which was established to develop processes, guidance, and communication on all hiring actions, reassignments, reorganizations, and other actions following the approval of FY18 Operating Plans on Monday, August 7. The new processes will standardize personnel actions and allow for strategic decision-making by supervisors, managers, and senior leadership.

Please note that senior leadership has committed to posting all vacancies internally (unless an exception applies) in an effort to allow employees in sunset positions to compete for these jobs. Also, senior leadership, in coordination with office heads, will be taking a very deliberative approach to extensions with the intention of reserving extensions for functions critical to continuity of operations, such as technical, professional, or managerial positions.

Prior to the issuance of the August 8 guidance, a meeting will take place between HR Liaisons, Administrative Officers, and the DIVE Task Force. At this meeting, the Task Force will share and explain revised processes for hiring and extensions, and Veterans' Preference. In order to ensure you follow the correct process, please do not submit any requests for personnel actions until Wednesday, August 9.

### Veterans' Preference

Also on Tuesday, August 8, HRM and OGC will issue updated guidance on the steps to follow with regard to Veterans' Preference in hiring, including preparation of memos involving a pass-over of a veteran.

## **Reorganizations**

On Tuesday, August 15, HRM will issue guidance on how to approach and complete reassignments and reorganizations. Going forward, reassignment actions will require a clearance process to ensure jobs are appropriately competed, whenever possible. The guidance on reorganizations will cover all staffing changes that occur between units in an office as well as inter-office reorganizations. We have delayed the issuance of this guidance to allow more time to focus on the information being shared next week. Please do not implement any reassignments or begin work on a reorganization until this guidance is released.

Once issued, all guidance will be available on the Intranet on the newly created [Comprehensive Workforce Plan](#) page on HR Central.

I want to thank all of you for your continued hard work. If you have questions, please feel free to email them to the DIVE Team Task Force at [Dive@peacecorps.gov](mailto:Dive@peacecorps.gov) .

*Peace Corps Internal Communication*