

PERSONNEL BULLETIN NO. XX-XX (412)

SUBJECT: Supervisory Development

1. **Purpose.** This Personnel Bulletin describes the Department of the Interior's (DOI) mandatory training requirements for developing supervisors and managers. DOI is committed to providing learning and development opportunities for its managers and supervisors to strengthen leadership and supervisory competencies and skill sets needed to lead the federal workforce and committed to achieving effective and efficient management as detailed in DOI's Strategic Plan.

All DOI employees who are incumbents of or candidates for supervisory positions in the General Schedule, or equivalent pay systems also covered by 5 CF.R. pts. 410 and 412 are governed by this guidance. Furthermore, this applies to employees newly appointed to the Senior Executive Service ("SES") who are New Supervisors to the Federal Government as well as to employees temporarily assigned or detailed to a supervisory position if that temporary assignment exceeds 90 days. Contract workers are not covered under this guidance.

Pursuant to OPM requirements, Federal Workforce Flexibility Act of 2004 (P.L. 108-411), DOI's Mandatory Supervisory Training program covers the use of appropriate actions, options, and strategies to improve employee performance and productivity, identify and assist poor performers, mentor employees, and conduct performance appraisals.

DOI's Mandatory Supervisory Training program is not intended to fulfill development in the complete range of knowledge, skills, and competencies required to be an effective supervisor.

2. **Scope.** All Department of Interior supervisors, managers, and executives.
3. **Effective.** This policy is effective as of the date of this Bulletin and will remain in effect until superseded or incorporated into 370 DM 412 on executive, manager, and supervisor development.
4. **Authorities.** 5 United States Code 410, 412.202, 4121(a)(10); 5 United States Code. 7103(a)(10); ; Federal Workforce Flexibility Act of 2004 (P.L. 108-411);Office of Personnel Management Supervisory Framework.
5. **Supercession.** This policy replaces Personnel Bulletin No. 06-04 (412).
6. **Policy.** Effective immediately, Department of Interior offices, operating units, and Bureaus must:

- a. Within 30 days of appointment, ensure the Federal Personnel Payroll System (FPPS) supervisory status indicator is properly triggered to identify all new supervisors and managers. The Supervisory Status Indicator will be used to assign and track learning completions.
- b. Allocate sufficient resources including funds, staff, and managerial support to provide continuous professional development and learning opportunities for supervisors, managers, and executives.

7. Definitions:

- a. **Supervisor** means "...an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment...", except that with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority.
- b. **Experienced Supervisor** means a Federal employee who has served a minimum of one year in a supervisory role within the Federal Government.
- c. **New Supervisor** a Federal employee who has served less than 12 months in a supervisory role within the Federal Government.

8. Training Requirements: Supervisory and managerial training and development are based on the requirements framework provided by OPM in the OPM Supervisory Training Framework.

- a. Note: To implement the minimum mandatory training requirements for probationary and non-probationary career supervisors and managers, OPM published a Final Regulation on Supervisory, Management, and Executive Development, 5 CFR Part 412. It addresses the systematic training and development of supervisors, managers, and executives and requires new supervisors to receive:
 - Supervisory training within one year of the new supervisor's initial appointment, and
 - Follow-up training in each of the four competency areas at least once every three years
- b. DOI must provide training when employees make critical career transitions, for instance, from a non-supervisory position to a supervisory position or from manager to executive.

- c. Below are the general requirements specific to each of the three categories of supervisors identifiable within the Agency.
- i. **Aspiring Leader** – An aspiring leader has specific requirements for development detailed in the OPM Supervisory Framework. The framework outlines mandatory training and recommended competency development for aspiring leaders. It also includes overarching topics encompassing critical HR-related technical knowledge represented as sub-headings. Departmental training for the Aspiring Leader must address the listed OPM competencies to satisfy the detailed learning objectives as listed in the Federal Supervisory and Managerial Frameworks and Guidance, dated September 28, 2015.
 - ii. **New Supervisor/Manager in the First 3 Months** – A new supervisor in the first 3 months of supervision has specific “technical” requirements for development detailed in the OPM Supervisory Framework. The framework outlines mandatory training and recommended competency development. Departmental training for the New Supervisor in Their First 3 Months must address the listed OPM competencies and satisfy the detailed learning objectives as listed in the Federal Supervisory and Managerial Frameworks and Guidance, Federal Supervisory and Managerial Training Framework Definitions and Learning Objectives (page 1) dated September 28, 2015.
 - iii. **New Supervisor/Manager in the First Year**– A new supervisor in their first year of supervision has specific requirements for development detailed in the OPM Supervisory Framework. The framework outlines mandatory training and recommended competency development. Departmental training for the New Supervisor in Their First Year must address the listed OPM competencies and satisfy the detailed learning objectives as listed in the Federal Supervisory and Managerial Frameworks and Guidance, Federal Supervisory and Managerial Training Framework Definitions and Learning Objectives (page 7) dated September 28, 2015.
 - iv. **Experienced Supervisor/Manager**– An Experienced Supervisor or Manager has specific requirements for development detailed in the OPM Supervisory Framework. The framework outlines mandatory training and recommended competency development necessary every 3 years. Departmental training for the Experienced Supervisor or Manager must address the listed OPM competencies and satisfy the detailed learning objectives as listed in the Federal

Supervisory and Managerial Frameworks and Guidance, Federal
Supervisory and Managerial Training Framework Definitions and
Learning Objectives (page 18) dated September 28, 2015. \

9. **Point-of-Contact.** The Departmental point of contact on the policy is the Department of the Interior; Policy, Management, and Budget, Human Capital and Diversity, Office of Strategic Employee and Organizational Development, Department of the Interior University.