

**Workforce Management Committee (WFMC)**  
**Terms of Reference (TOR)**

*Revisions to the 03/05/07 WFMC TOR are in Bold*

**Purpose:**

The Workforce Management Committee (WFMC) provides a forum for the NOAA Workforce Management (WFM) community to address NOAA people-related issues at a corporate level; to develop training and leadership policies; and to support the Human Capital Council (HCC) and its associated Committees in advancing a diverse, highly skilled, motivated and effective workforce capable of accomplishing NOAA's mission. Challenges for consideration by the Committee will focus around the implementation of the goals outlined in NOAA's Strategic Human Capital Management Plan and other priorities as set by the HCC.

The Committee's role includes:

- Building partnership between the Workforce Management Office (WFMO) and Line Office (LO) and Corporate Office (CO) WFM community **through dialog on WFM challenges/successes, lessons learned and best practices.**
- Championing excellence in the employment, retention, and development of an effective workforce within the LOs/COs and across NOAA
- Focusing on people as the primary drivers of "business" performance
- Enhancing the execution of human capital initiatives across line and corporate organizations and NOAA
- Recommending resources to implement programs
- Recommending improvements to end-to-end WFM processes (e.g. recruitment, performance management)
- Recommending strategies to develop the knowledge and skills of NOAA supervisors and managers who are accountable for effective workforce management
- Representing NOAA-wide views, concerns, and interests regarding workforce management and training issues
- Serving as an advocate to advance people issues and workforce solutions
- **When appropriate, discussing and determining how NOAA will comply with WFM-related requirements from external authorities.**

The Committee may also consider:

- Topics requested by any of its members
- Topics referred by the HCC or NOAA Executive Panel (NEP)

**Scope:**

In order to serve its purpose as outlined in the NOAA Strategic Human Capital Management plan and support the priorities of the Human Capital Council, the Workforce Management Committee has within its scope the following duties and activities.

- Work on priority initiatives aimed at strengthening the workforce management functional area (e.g., end-to-end processes). Priorities are both set by the HCC and self-identified by the committee
- Identify implementation challenges and risks associated with initiatives and recommend plans of action to execute initiatives
- Provide suggestions and insight on human capital challenges and initiatives to be discussed by the HCC
- Enable success of the WFMO
- 

### **Membership:**

- Co-Chair – Deputy Director for Workforce Management  
Co-Chair – Rotating LO/CO Representative- 2 year term
- Principals/Voting Members  
NOAA Chief Learning Officer (CLO)  
LO/CO CLOs  
LO/CO Resource Managers (if different from CLO)  
Director, WFM Client Services Office  
Office of Program, Analysis and Evaluation
- Advisors - provide technical advice and assist in the implementation of activities addressed in the Committee.

Director, NOAA Corporate and Strategic Human Capital Initiatives

Office of Civil Rights

### **Director, WFMO IT Systems Office**

Other ad hoc advisors/subject matter experts based on the issue or at the request of the Chair.

Non-NOAA representation will be included on appropriate subcommittees that will address issues which impact the servicing of these clients.

### **Roles and Responsibilities:**

- *Committee:* The WFMFC is established as a standing committee of the HCC and shall meet monthly or as needed. The WFMFC champions the development of partnerships between the WFMO and the LO/CO WFM community. Committee members encourage communication and collaboration at all levels and model the behavior within the WFMFC.
- *Members:*
  - Think corporately; represent NOAA and not just LO/CO opinions
  - Bring forward program interests and best practices of Line or Corporate Offices from both headquarters and the field to Committee discussions

- Lead and own initiatives; form and lead subcommittees as appropriate
  - Participate in the development of policies, programs, and other initiatives; be prepared to discuss the strengths and weaknesses of proposals brought before the Committee; and make recommendations and provide expertise to the HCC and NEP for final decision(s)
  - Champion the issues and decisions of the Committee in LOs/COs
  - Contribute to ongoing communications between an LO's HCC member, WFMC member, and CFO
- *Sub-Committees:* The Committee can establish sub-committees to effectively carry out its purpose and objectives. Any sub-committee(s) established will report its findings/recommendations back to the Committee on a regular basis, as determined by the Committee.

### **Priority Setting:**

The HCC sets strategic direction for the WFMC in determining priorities for implementing programs that help NOAA attain its strategic human capital goals. In addition to the priorities set by the HCC, the members of the WFMC may identify additional priority areas to focus attention that supports the NOAA Strategic Human Capital Management Plan and WFM programs at NOAA.

At the beginning of each fiscal year the WFMC will provide input to the HCC annual operating/management plan. As part of this plan the WFMC will identify the Committee's top priorities for each fiscal year and lay out a high-level roadmap, demonstrating how they will achieve progress on each priority. Once this plan is completed it will be presented to the HCC. The WFMC will assist the HCC during the PPBES process.

### **Decision Making Process:**

#### *Quorum*

In order for an item to be voted on by the WFMC, a quorum of a simple majority of its voting members must be present.

#### *Voting Procedures*

Committee decisions and recommendations will be accomplished by informed consensus. Only those members in attendance at Committee meetings will have a vote on items discussed. The Co-chairs will strive for consensus on every issue. Consensus means that each voting member accepts the proposal. Non-consensus means that one (or more) members votes against the proposal. Where consensus is not achieved, Chairs' will have 51% of the vote. Co-chairs do not reach consensus on their 51% vote, the issue will be automatically raised to the HCC for discussion. Any member of the Committee may request that a decision made by the WFMC be elevated to the HCC for discussion.

### **Charter:**

The Committee will support and advise the HCC and work collaboratively with other Committees associated with the HCC. The WFMC is tactical in nature. In coordination

with the WFMO, the Committee assists in attaining the WFM functional area goals.

- Strengthen the efficiency and effectiveness of NOAA-wide workforce management systems and processes
- Develop, implement, and maintain effective programs to enhance NOAA employees' performance, retention, and work-life balance
- Provide strategic, value-added services to assess, plan, and meet NOAA's current and future workforce needs
- Provide the processes, tools, and opportunities for knowledge sharing, continuous learning, and development

The WFMC balances its priorities with those received from the HCC. The WFMC works toward and assists with implementing a broad array of WFM initiatives that assist in attaining human capital and WFM functional area goals. The WFMC forms sub-committees to implement human capital and WFM priorities, which are led by a WFMC member and comprised of LO/CO staff and the WFMO Principals and staff, as appropriate. Sub-committees are formed and dissolved as needed.

#### **Committee Procedures:**

##### *Meeting Procedures*

Timely notifications will be provided by email to Committee membership specifying meeting date, time, location, agenda and any materials needed to make decisions. All background materials to be reviewed by members prior to a meeting will be sent to members at least four business days before the meeting.

A secretariat will be designated to record the actions, procedures and policies recommended, along with documentation of the decisions and rationale for policy approvals/disapprovals. Written records of meetings shall be maintained. Draft meeting summaries will be issued within five business days and finalized five business days thereafter. At each monthly meeting, the prior month's minutes and action items will be reviewed, and the current month's updated status and progress will be documented.

#### **Contact Persons:**

Co-Chair: Monica Matthews, 301-713-6301  
Co-Chair: Christine Carpino, 301-713-9210, x140  
Secretary: **Stephen Brown, 301-713-6338.**

**These Terms of Reference were approved by the WFMC on November 14 2007.**