High-Performing Organization Cross-Agency Strategy
FY 2015 End-Of-Year Action Plan Progress Report

As of September 30, 2015

Developing Employees and a Supportive Work Environment			
TASK	**PROJECT**	**STATUS**	**COMMENTS**
EPA University (OARM)	By May 31, 2015, develop and establish an annual process to analyze strengths and weaknesses of the existing EPA training catalog and identify gaps and upcoming training needs.	●	Completed EPA University will continue efforts to obtain feedback to identify and address gaps in training delivery.
	EPA-University (EPA-U) Mandatory Training Catalog: By August 15, 2015 obtain submission of all proposed mandatory training courses for FY 2016.	●	Completed EPA published the FY 2016 mandatory training courses.
	EPA-U Training Catalog: By September 30, 2015, plan, develop, and publish EPA's FY 2016 training catalog.	●	Completed EPA published the FY 2016 training catalog.
Succession Planning (OARM)	By November 30, 2014, share EPA's succession management process with the Human Resources (HR) community for their review and comment.	●	Completed EPA developed a Succession Management Guide.
	From January through August 2015, launch a succession management initiative for all Grants Management Officers (10 GS-14/15 positions) in EPA's ten regional offices.	●	Completed EPA completed a competency assessment gap analysis and finalized a report for management review.
	From February through September 2015, work with the Assistant Regional Administrators (ARAs) to identify one Senior Executive Service (SES) position with common duties across all regional offices. Launch a succession management initiative for that position in one region that eventually can be replicated across all regions.	◔	Work still underway. Two EPA regional offices will launch a First Line Supervisor (FLS) succession management initiative in FY 2016.
	By March, 31, 2015, develop a position management policy.	◑	Work still underway and is expected to be completed in FY 2016.
	By September 30, 2015, implement an SES Candidate Development Program (CDP).	●	Completed EPA's first SES-CDP in over 5 years. Includes 26 GS-15 employees from EPA and other federal organizations. EPA partnered with the Department of the Treasury to run the OPM-approved training program.
Diversity and Inclusion (OARM)	By June 30, 2015, issue guidance identifying best practices and establish a process for assessing the effectiveness of efforts to enhance employee inclusion and engagement.	●	Completed A new online Inclusion Toolkit was launched.

Diversity and Inclusion (OARM)	By September 30, 2015, develop and launch the second phase of the diversity and inclusion training curriculum to improve cultural competency and foster a supportive environment.		Completed An agency-wide diversity and inclusion training was successfully conducted. EPA also held an agency-wide Special Emphasis Program Manager (SEPM) training.
Skills Marketplace (OA)	Develop and implement an evaluation plan for the Skills Marketplace program.		Completed An evaluation plan was developed and implemented to help track participation in Skills Marketplace projects.
Supporting Performance and Accountability (OARM)	By September 30, 2015, plan, develop, and publish the EPA University's FY 2016 catalog for supervisory development opportunities for EPA's new and aspiring cadre of supervisors.		Completed The EPA-U Catalog is published in SharePoint and is continually updated.
	By September 30, 2015, review, redesign, and communicate to supervisors and managers restructured and enhanced support provided by Labor/Employee Relations (LER).		Completed Expanded coursework was delivered, and communication and outreach were undertaken to publicize the trainings.
Cybersecurity (OEI)	By September 30, 2015, OEI will develop an updated training plan, which will be published in EPA's FY 2016 catalog, and develop and implement credentialing criteria for two critical information security roles.		Completed The training plan, credentialing criteria, and role-based training have been completed.
Redesigned, Sustainable Workplace (OARM)	a) Regions 1, 2, and 5 – Space Redesign: By January 31, 2015, finalize design plans for new space and begin to move personnel no later than September 30, 2015.		Work still underway and will be continued in FY 2016.
	b) Regions 6 and 8 – New Leases: Deliver Program of Requirements to General Services Administration (GSA) by January 31, 2015 and conduct space planning through FY 2015.		Work still underway and will be continued in FY 2016.

Streamlining Business Processes			
TASK	**PROJECT**	**STATUS**	**COMMENTS**
Leaning Business Processes (OA)	Develop and/or continue to implement Lean projects agency-wide with each National Program Manager (NPM), in coordination with their Lead Region (and States as appropriate), identifying three Lean projects of high strategic value by October 30, 2014, to be delivered in Fiscal Year FY 2015.		Work still underway. EPA completed 27 Lean events in FY 2015 with 12 scheduled for completion in the first quarter of FY 2016.
	By June 30, 2015, develop and implement a strategy to make funds available for replication or scaleup of the results of previously completed Lean projects.		Completed EPA developed a Lean Replication Strategy and will continue implementation in FY 2016.
Next Gen (OECA)	By September 2015, EPA inspectors in at least one program area have smart mobile tools to help them prepare for, conduct, and document inspections, including checklists to guide the inspections and automated data flows to minimize manual data entry.		Work is still underway. EPA will begin software testing in FY 2016. Additional future milestones are captured in the FY 2016 Action Plan.
	By September 2015, all EPA inspectors who conduct inspections in which VOC emissions are likely have appropriate advanced monitoring equipment (such as infrared [IR] cameras).		Completed Each EPA region has at least one IR camera and staff are trained.
	By September 2015, 50% of all new rules and 75% of proposed rules that involve record keeping or reporting use electronic reporting as the requirement.		Work is still underway. A major rule requiring electronic reporting in the National Pollutant Discharge Elimination System (NPDES) was finalized in September 2015. Rules adding electronic reporting were proposed for New Source Performance Standards (NSPS) standards and hazardous waste shipments.) However no mechanism currently exists for tracking rules that use electronic reporting.
IT Improvements (OEI)	The IT Operations Workgroup (ITOWG) will develop a draft strategy, framework, and associated governance structure to consolidate, retire, and/or migrate Lotus Notes/Domino and Oracle collaboration workspaces and applications for approval by the EPA Quality Technology Subcomittee (QTS) by March 31, 2015.		Completed EPA is inventorying 24,000 Lotus Notes (LN) applications/databases and is preparing for appropriate disposition (i.e., migrate, delete, or archive) in FY 2016.
	NPMs/Regions will prepare to begin the Lotus Notes/Domino Application migration process under the oversight of the QTS by June 30, 2015.		Completed Future milestones for the migration process are captured in the FY 2016 Action Plan.

	100%	75%	50%	25%	0%
Progress Symbols					