

## FINAL RECOMMENDATION

Revised -- January 5, 2001  
October 16, 2000

### **Recommendation of the Action Plan Team: Leadership and Communications for Issue 6 - 30, Item # 105 (page 30 of the Action Plan):**

*Please consider concurrently with related Item # 108.*

#### **Summary:** (verbatim from the Action Plan)

“Develop a “fast track” capability for priority issues that allows deliverables to reach the field in time to meet customer needs.”

#### **Recommendations:**

#### **Time Frame:**

- The Action Plan team recommends
1. Designate a large quick access fund (May well cost more than it does for a typical development if we want a fast turnaround.)  
Could set aside at the beginning of the budget year a set amount, e.g. \$500,000 – \$1,000,000, off the top, like the “M account,” to be used at the COO’s discretion, if a “hot topic” arises for development. If nothing materializes by July 15, money could be used to fund some of the unfunded requirements. by FY 2003 budget cycle
  2. USFA Sr. Staff will identify a “Go Team” with the relevant content, audience and development expertise. Relieve them of some of their regular duties for the anticipated period of this higher priority project.  
“Go Team” decides which informational or educational products best meet the need, i.e. seminar, course, manual, electronic performance support system, etc., and contracts for development of them. by October 1, 2002

#### **Background:**

The following points need to be considered:

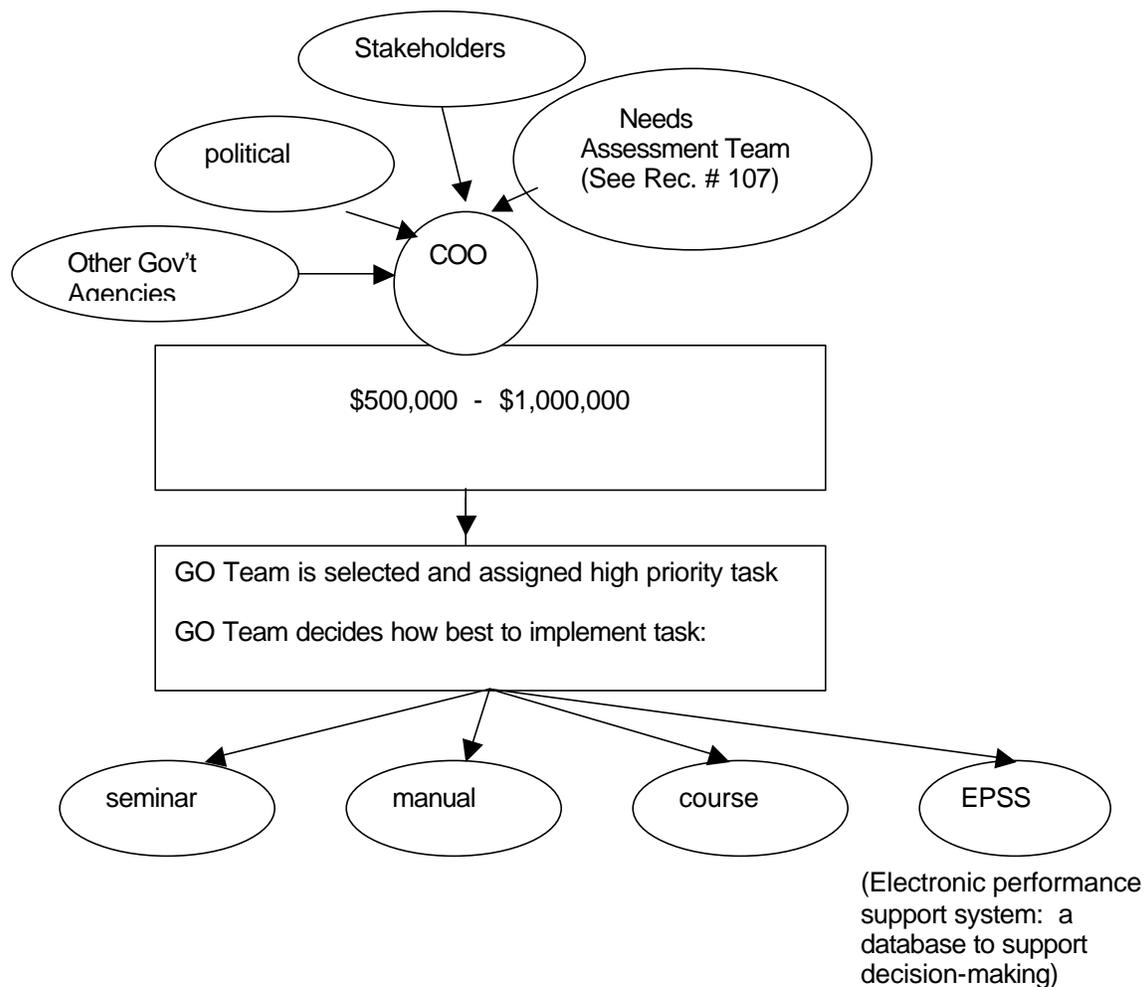
#### Delivery mechanism:

- Can do a job aid or put together a 2 –3 day training seminar quickly by bringing in a series of experts before we develop a course. Later on, course content could be based on that seminar.
- Regions could host these seminars, or seminar here could be teleconferenced to multiple sites.
- Could seek out and endorse or enrich an existing course product.

#### Communication mechanism:

- COO uses a designated color, e.g. a memo on blue paper, to commission the Go Team and designate the requirement as having the highest priority. The commissioning memo would also identify any cost limits, time limits or other resource constraints on the work. Because the “Go Team” would use this as their charter, in order to allow the team to implement creative solutions to the problem posed, the commissioning memo must describe as specifically as possible all and only those goals and constraints that management sees as essential to the work.

Graphic Summary:



Budget Impact:

\$500,000 - \$1,000,000 annually

(Funds would default to unfunded items if not needed.)

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APPROVED/Date

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DISAPPROVED/Date

Added Management Note: Management accepts this recommendation in principle except for the following conditions. Rather than encumbering (set-aside) any specific dollar amount as recommended, when the need arises, management will identify from a Programmatic Budget Account the amount of funds necessary for the "G0-TEAM" to accomplish their tasked mission.