

PN-ABW-996

U.S. Agency for International Development

Human Resources Business Area Analysis

Volume II

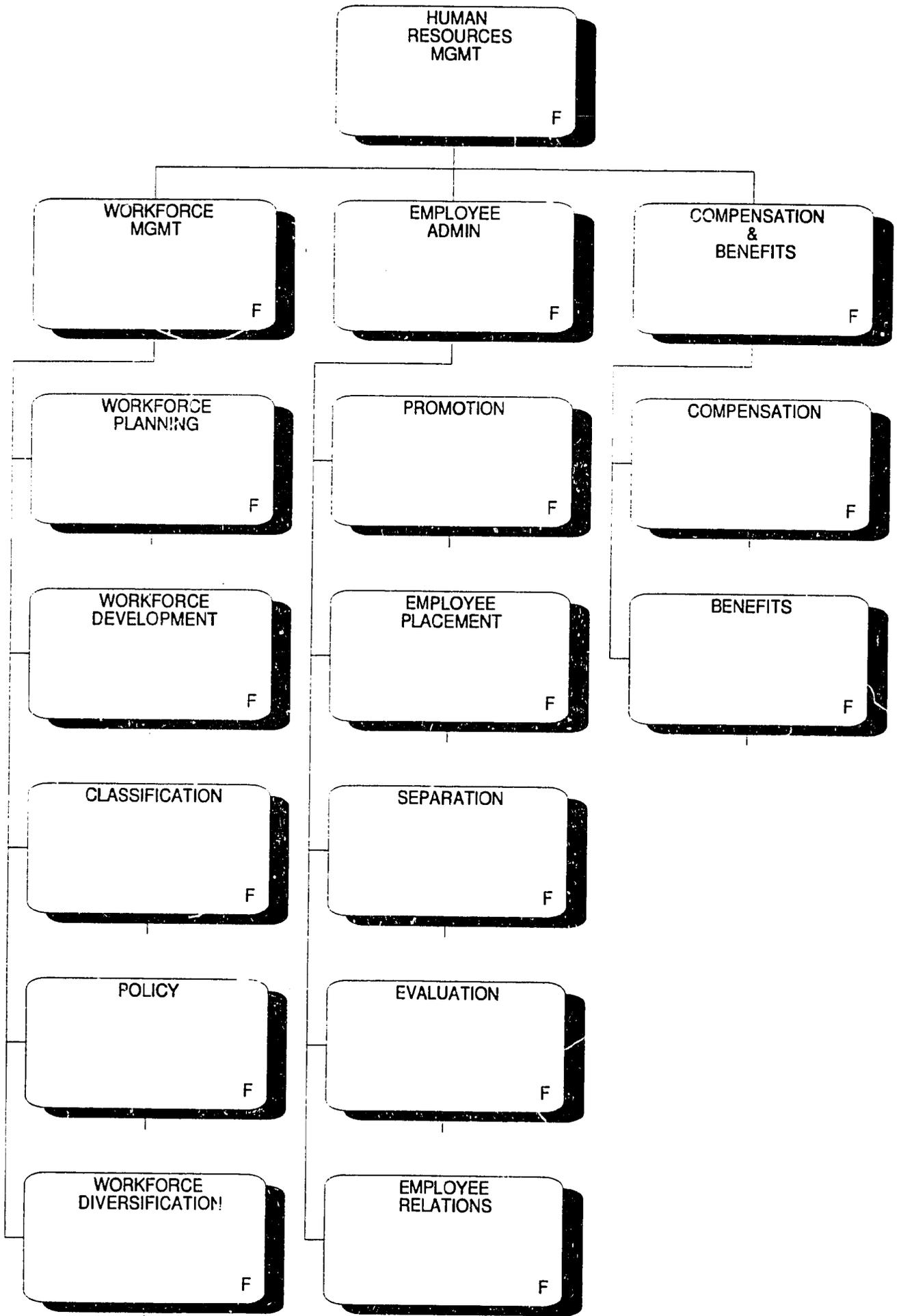
Information Engineering Models

Prepared by
Human Resources
Business Area Analysis Team
August 1995

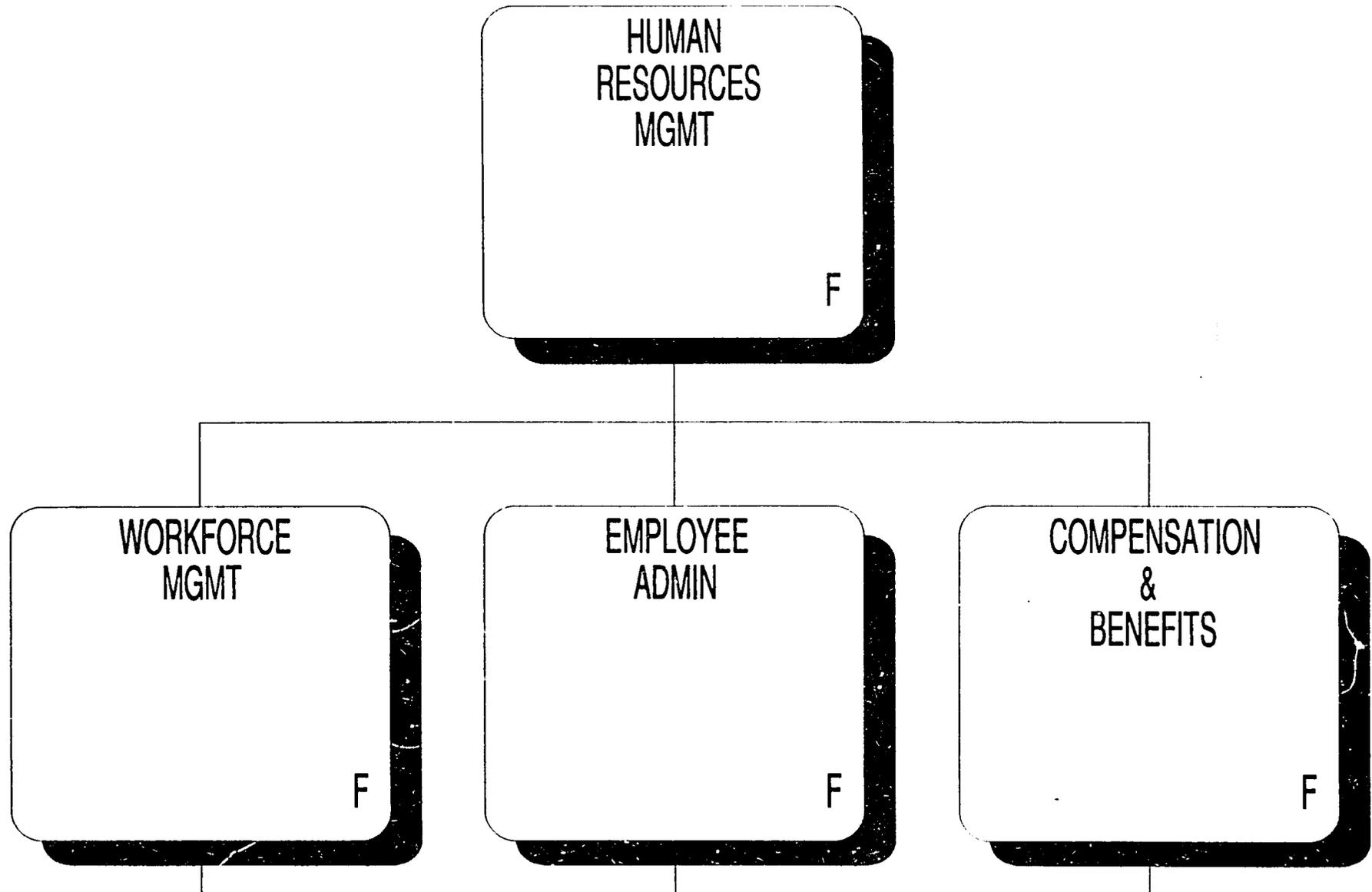
PN-ABW-996

Volume II
Information Engineering Models

HUMAN RESOURCES MGMT Top Level View

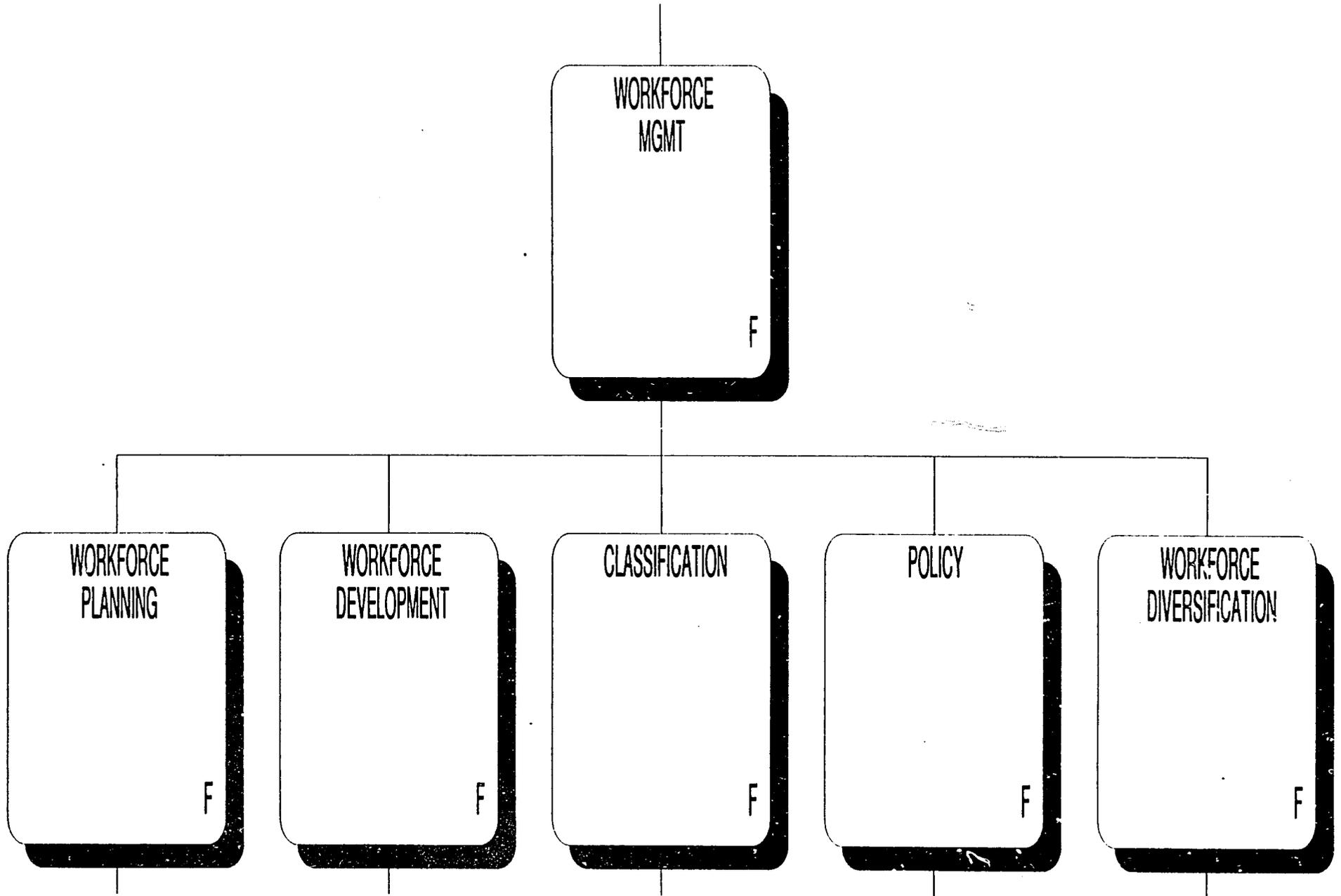


HUMAN RESOURCES MGMT Top Level View

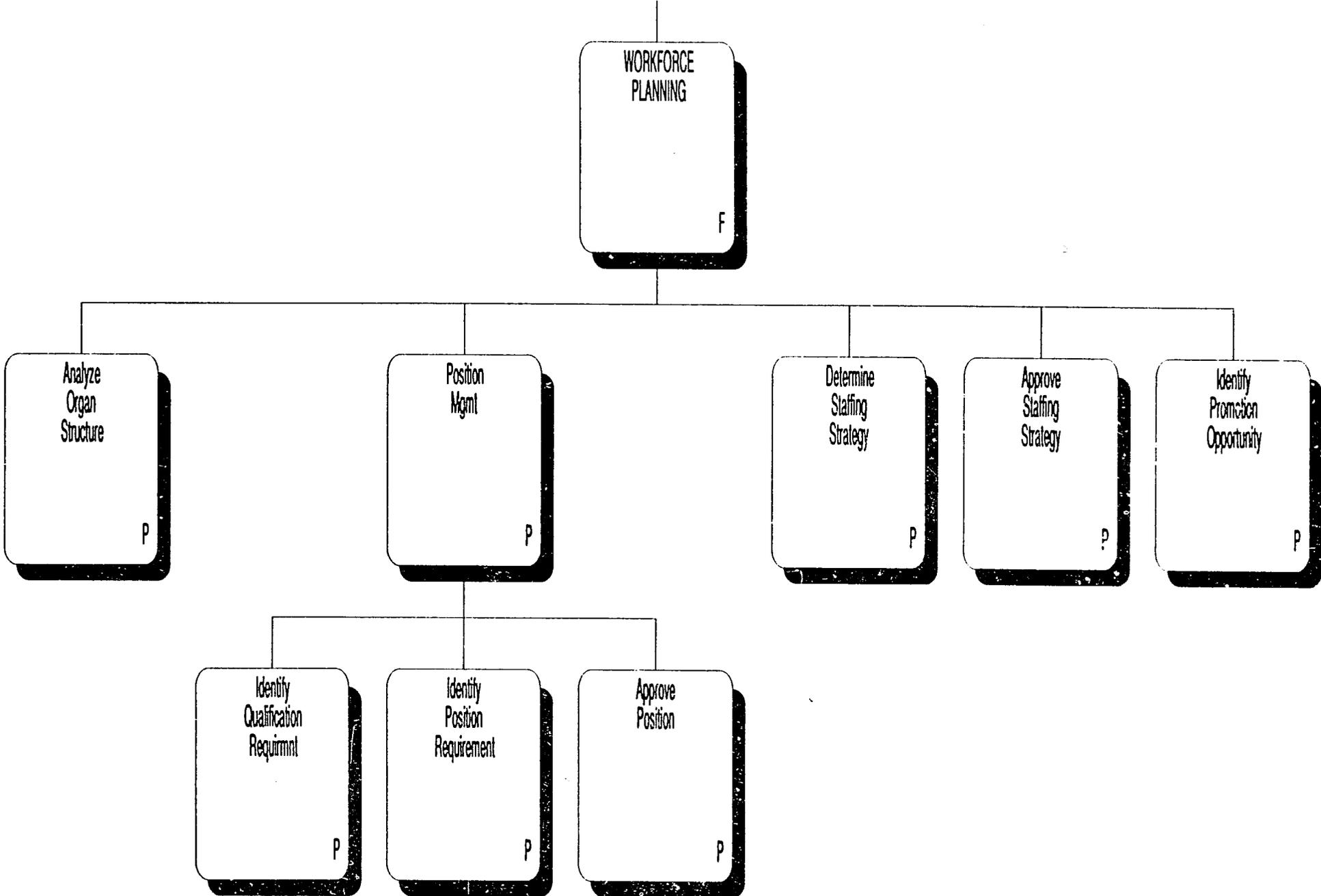


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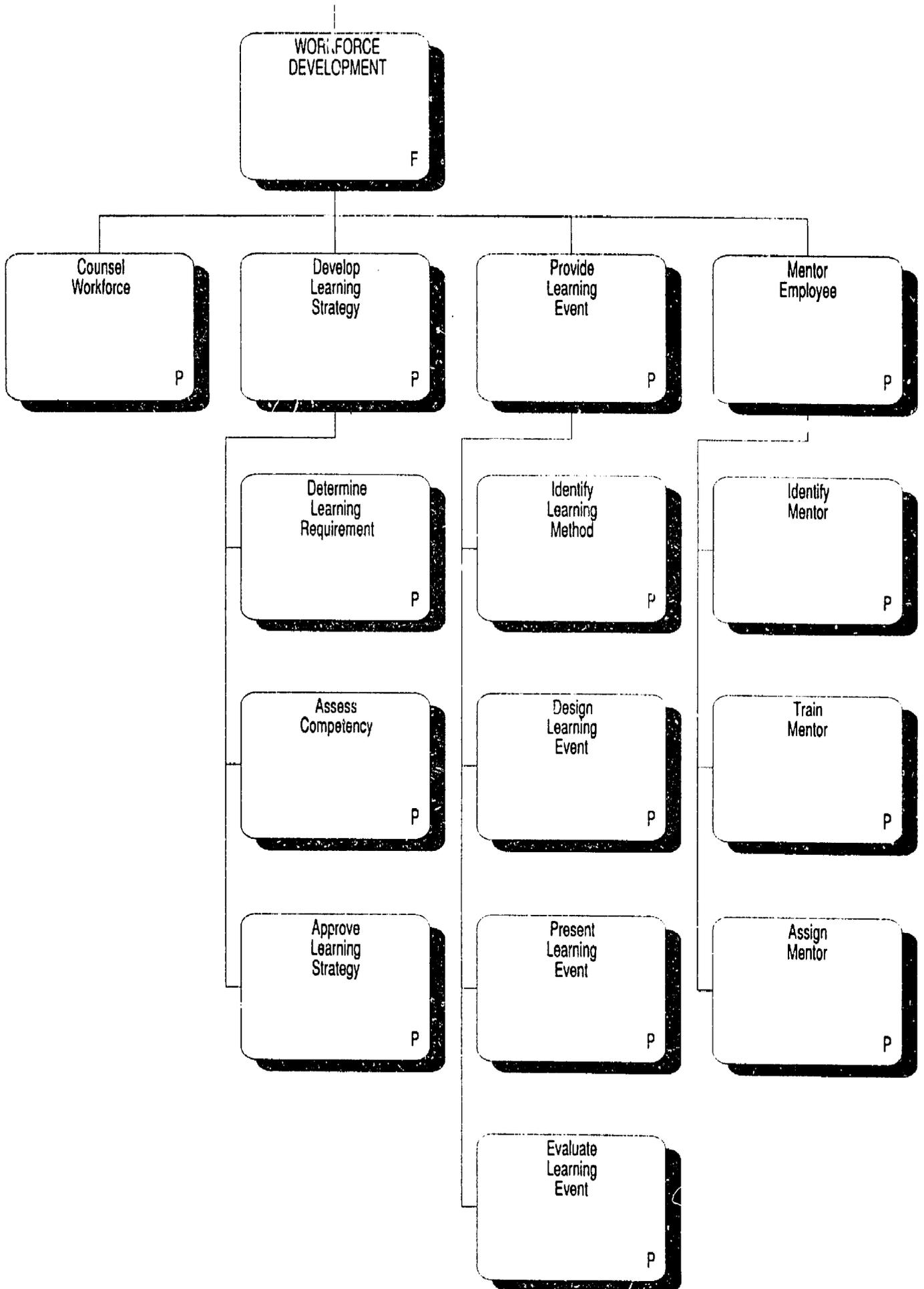
WORKFORCE MGMT



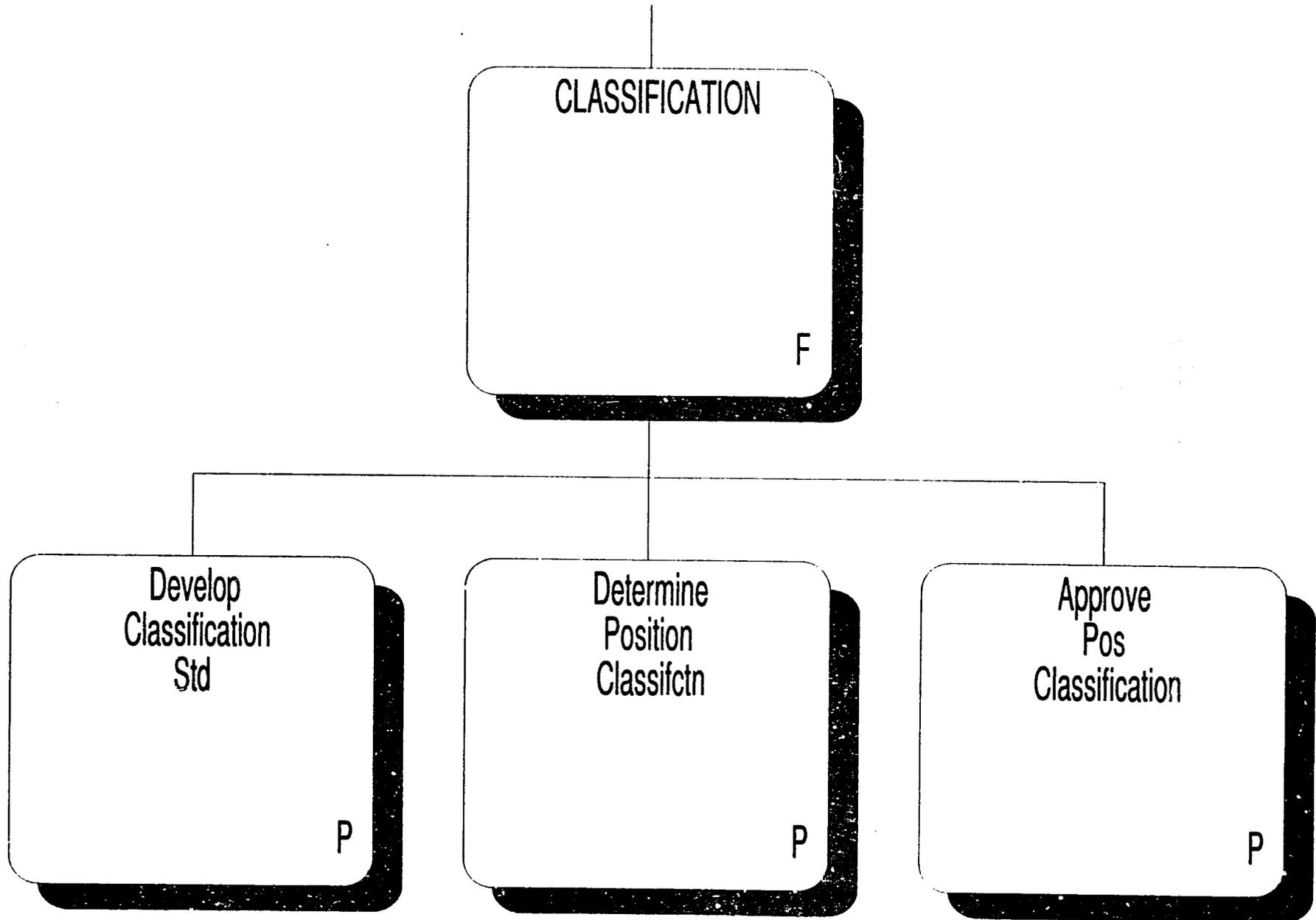
WORKFORCE PLANNING



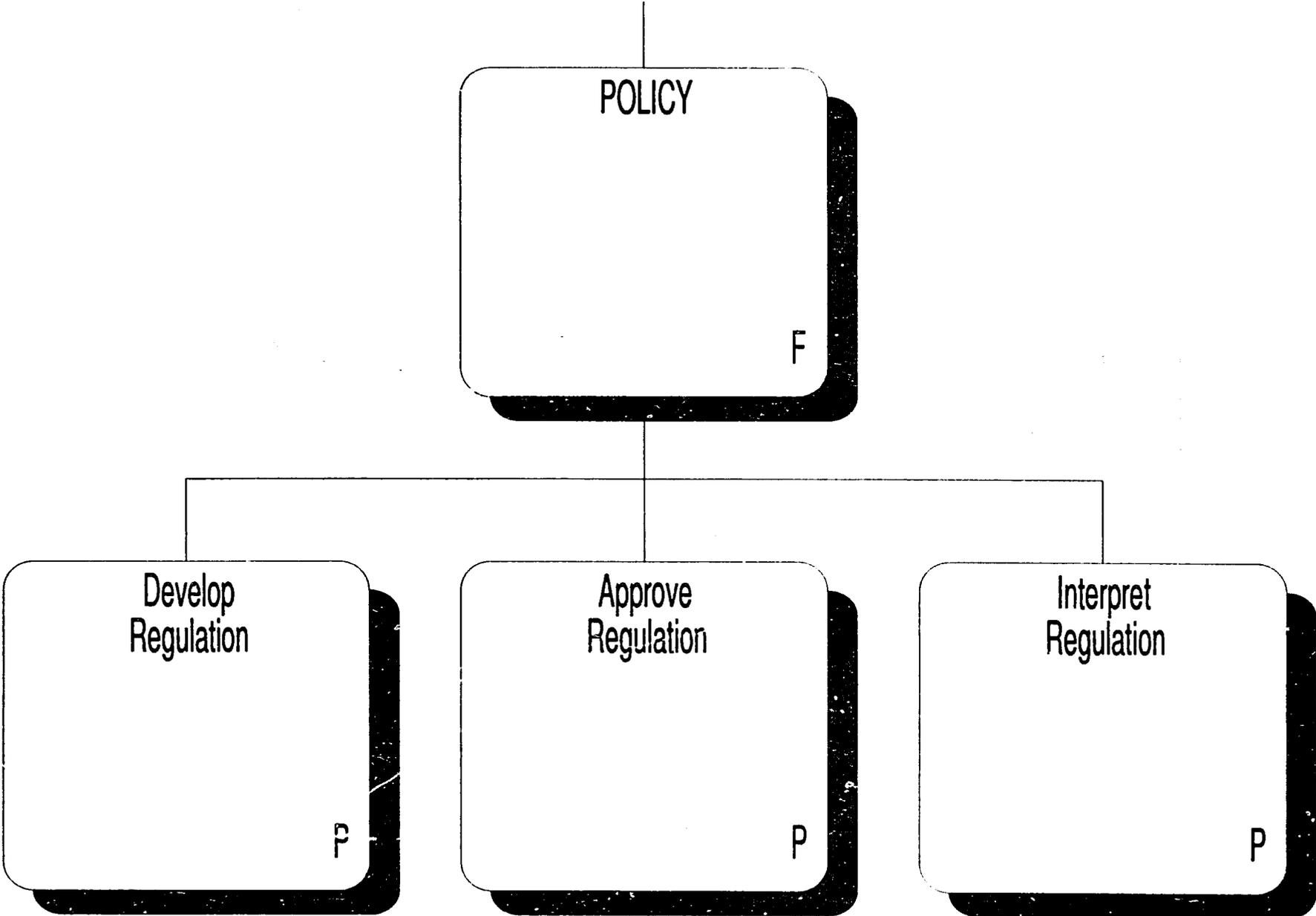
WORKFORCE DEVELOPMENT



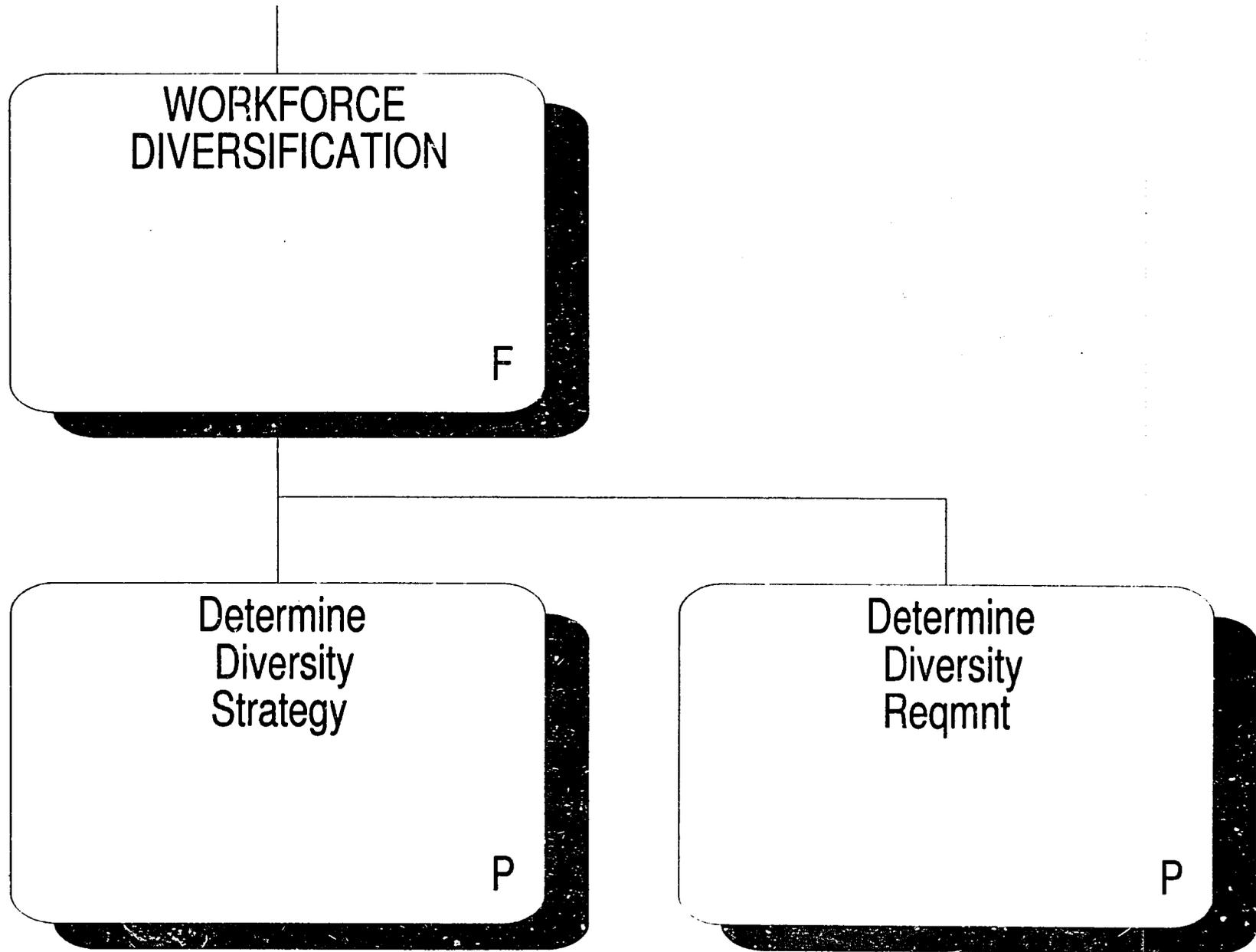
CLASSIFICATION



POLICY

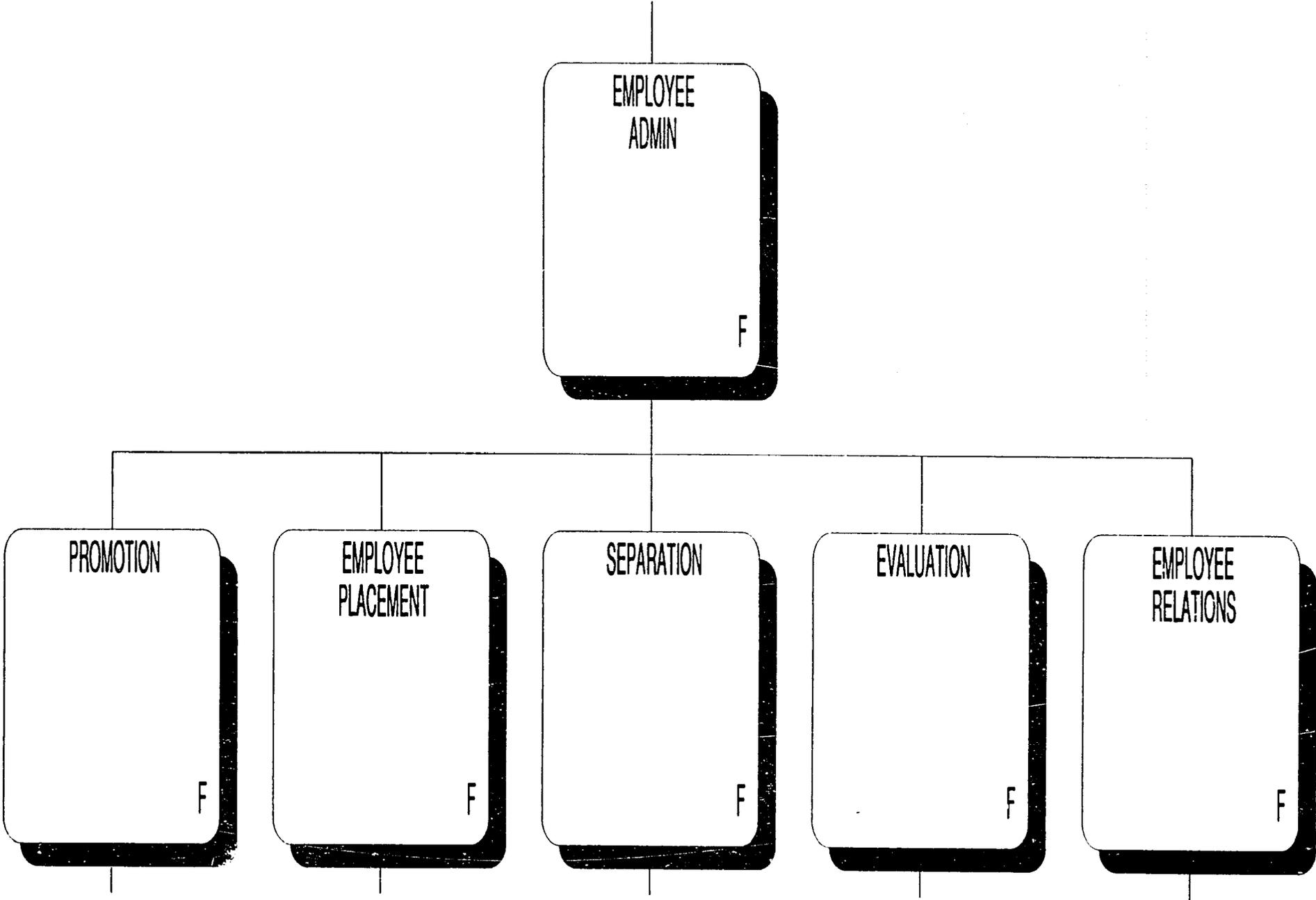


WORKFORCE DIVERSIFICATION

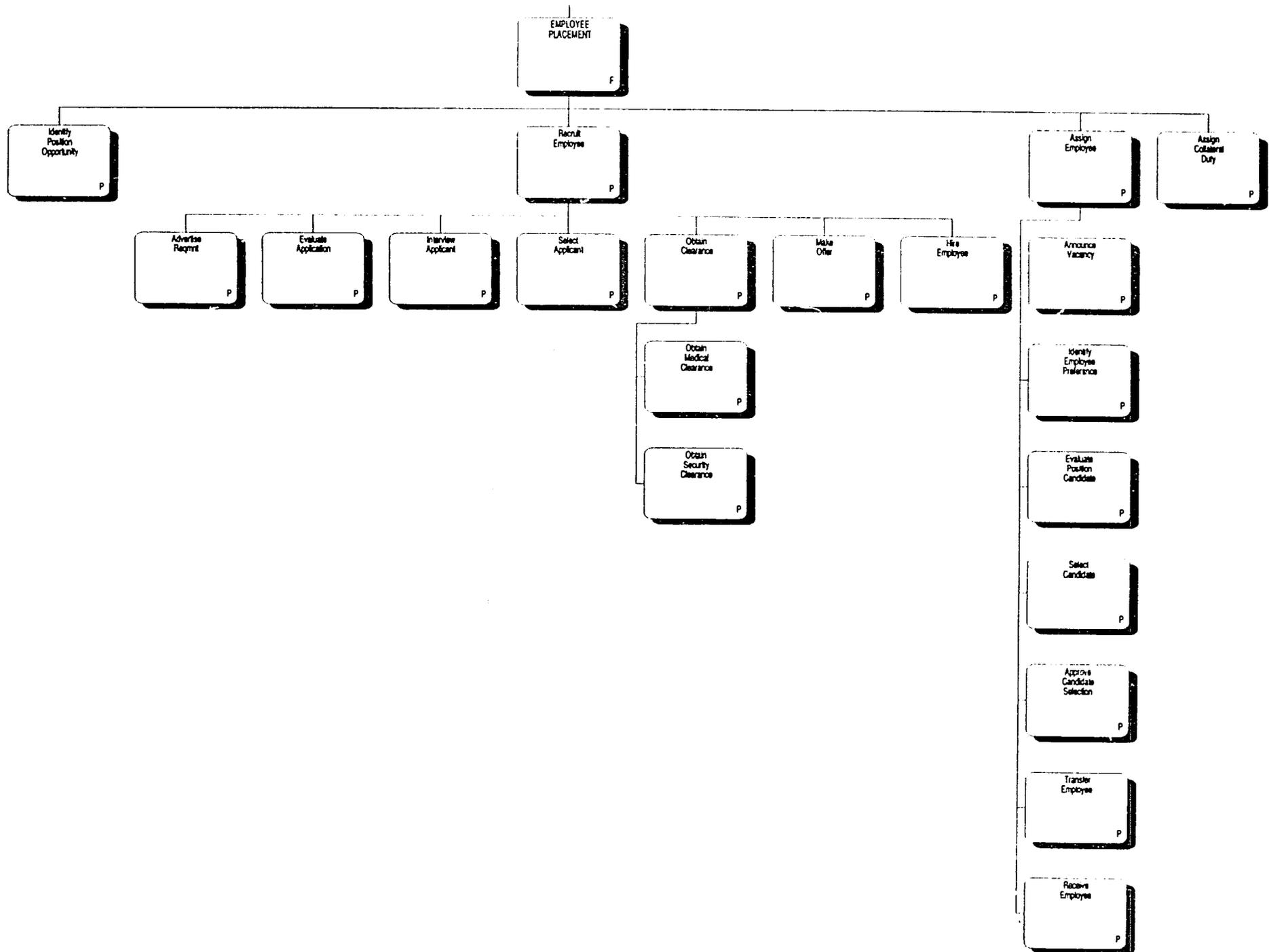


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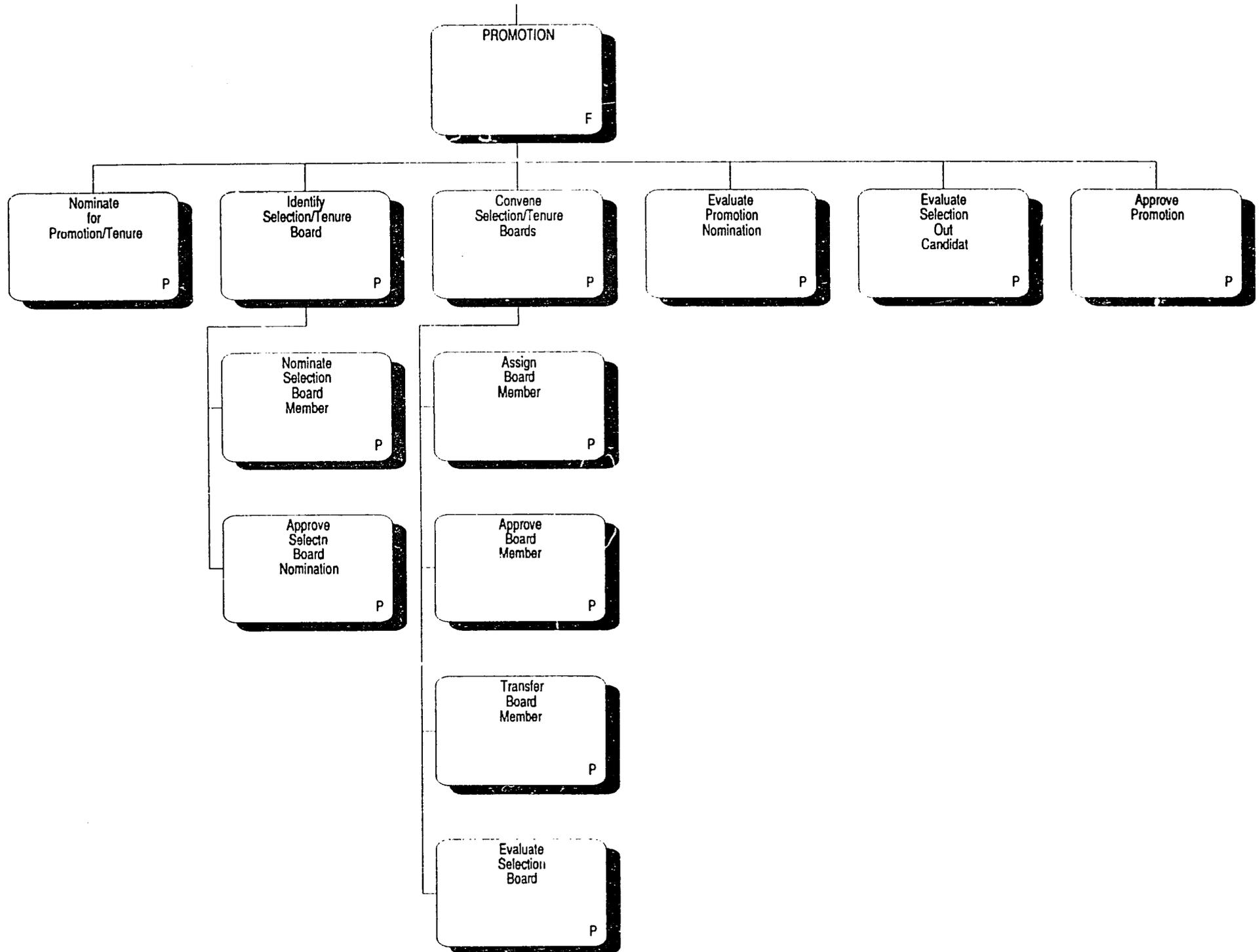
EMPLOYEE ADMIN



EMPLOYEE PLACEMENT

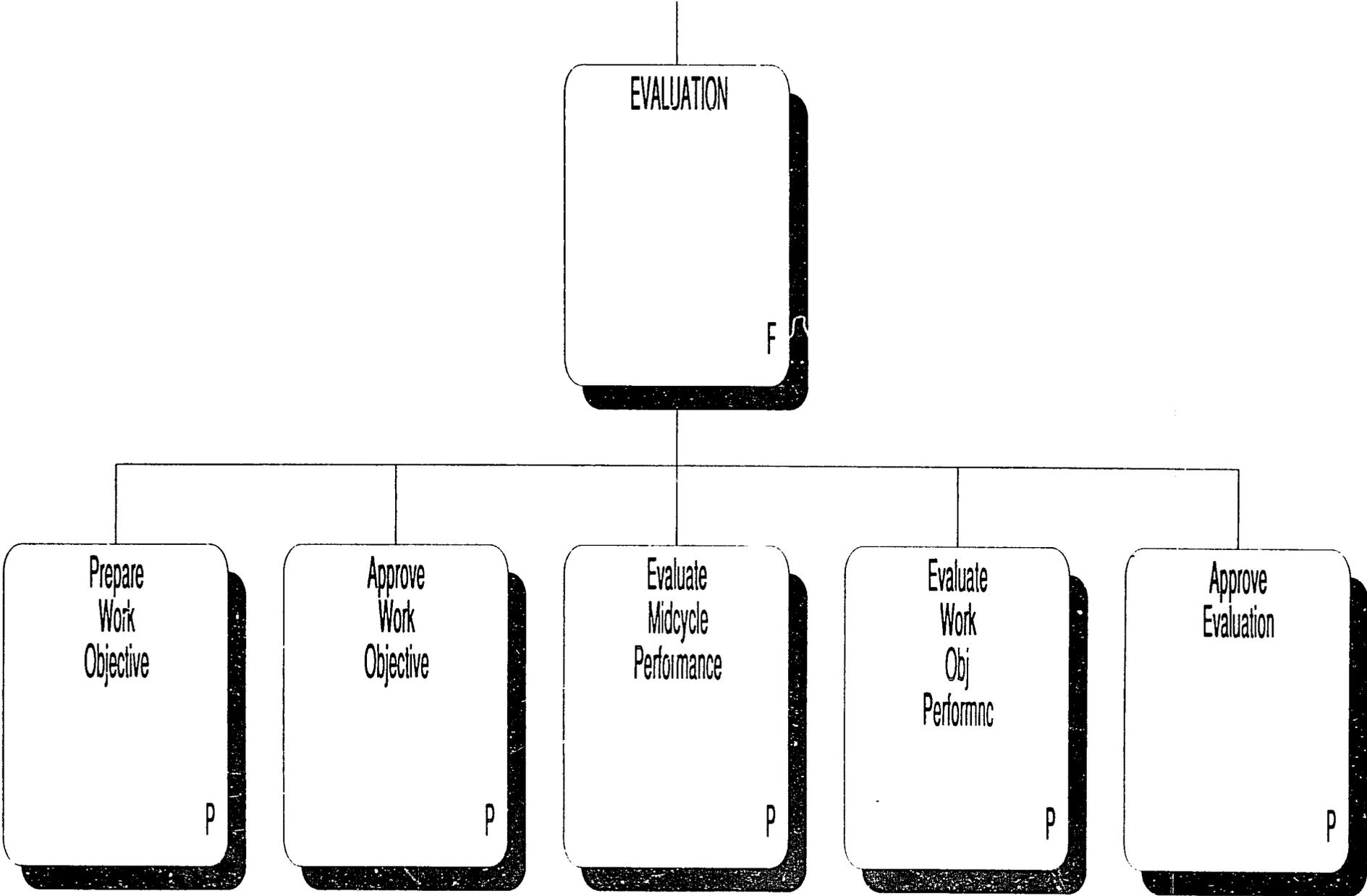


PROMOTION



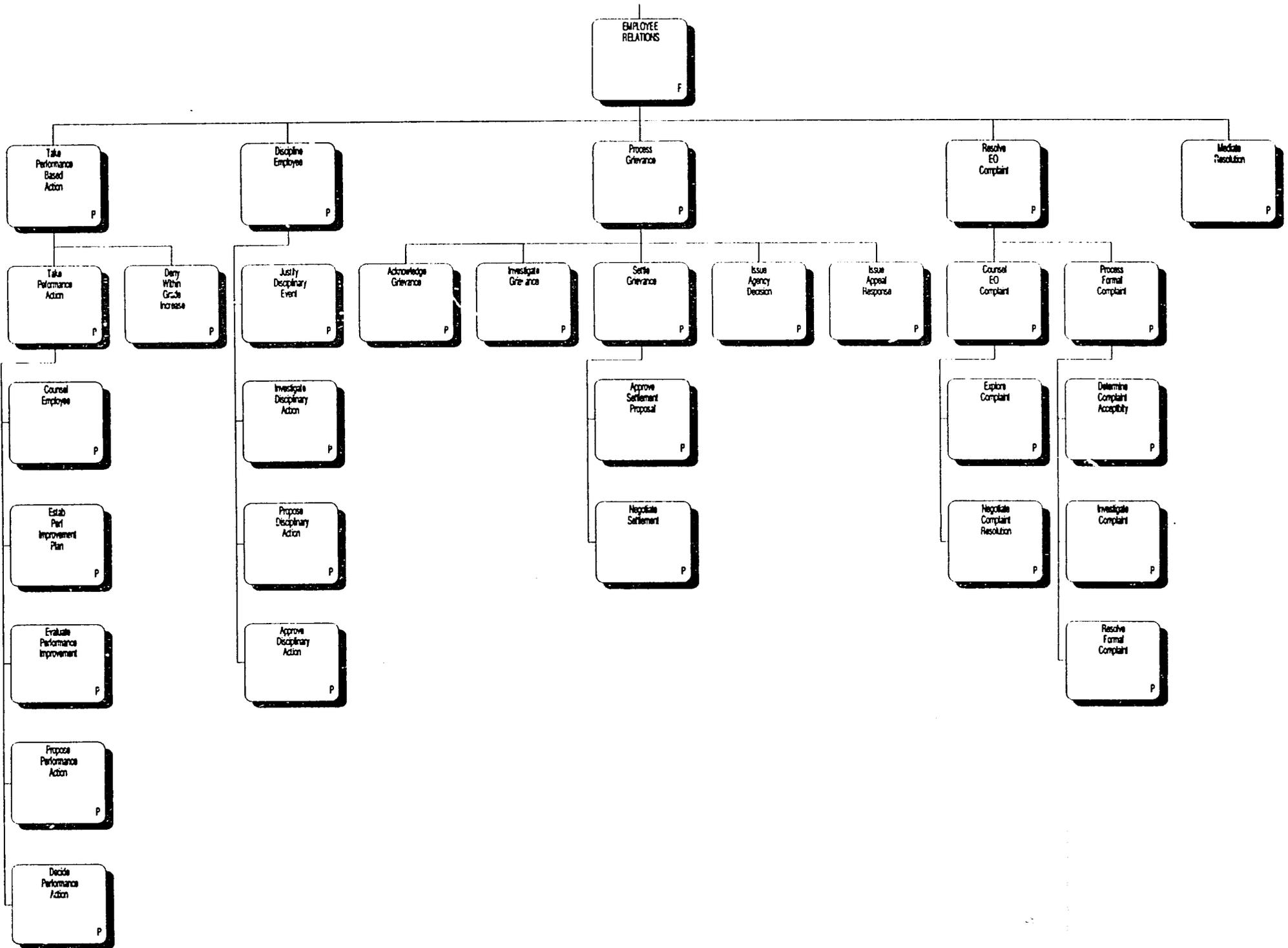
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EVALUATION

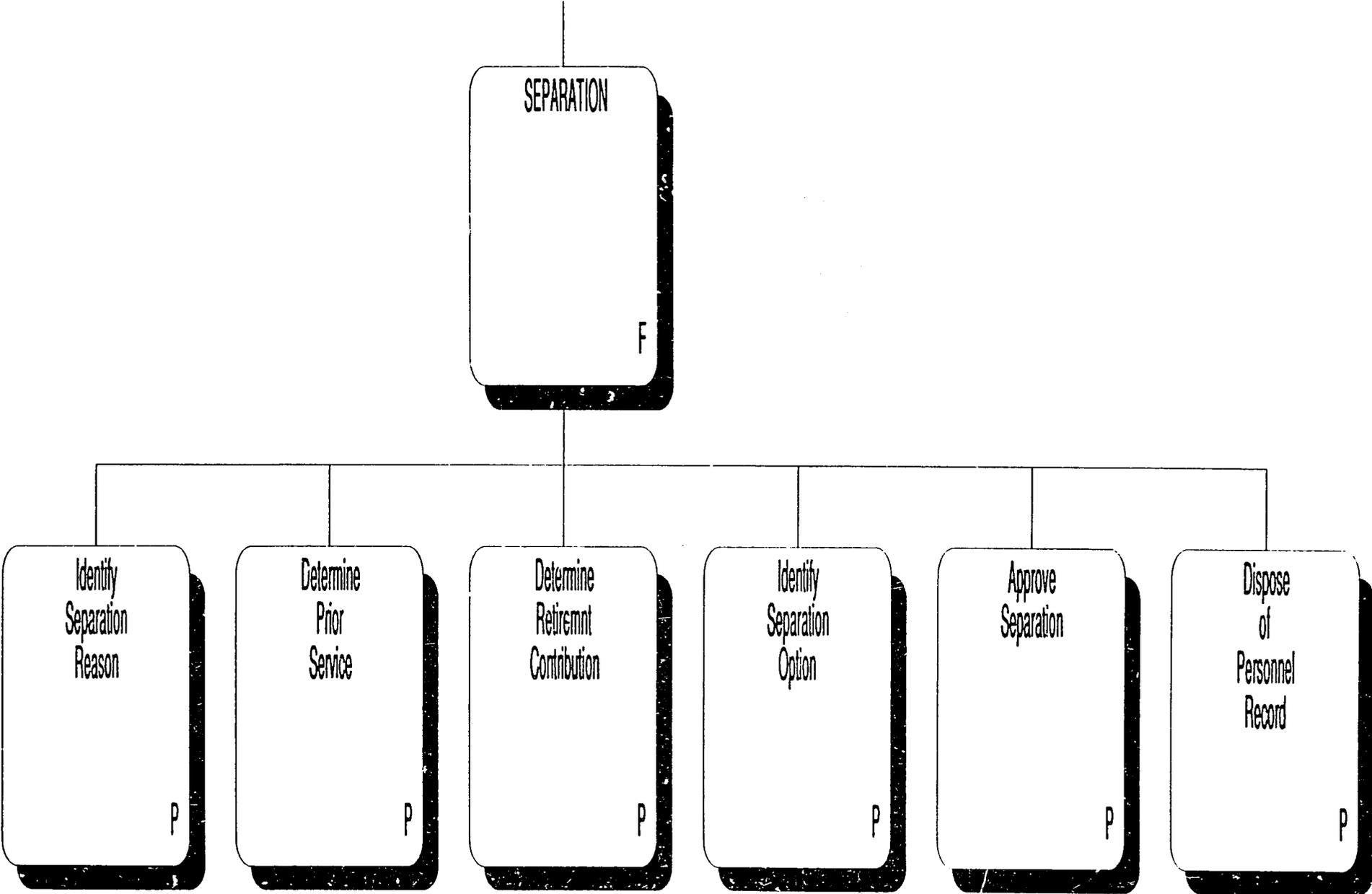


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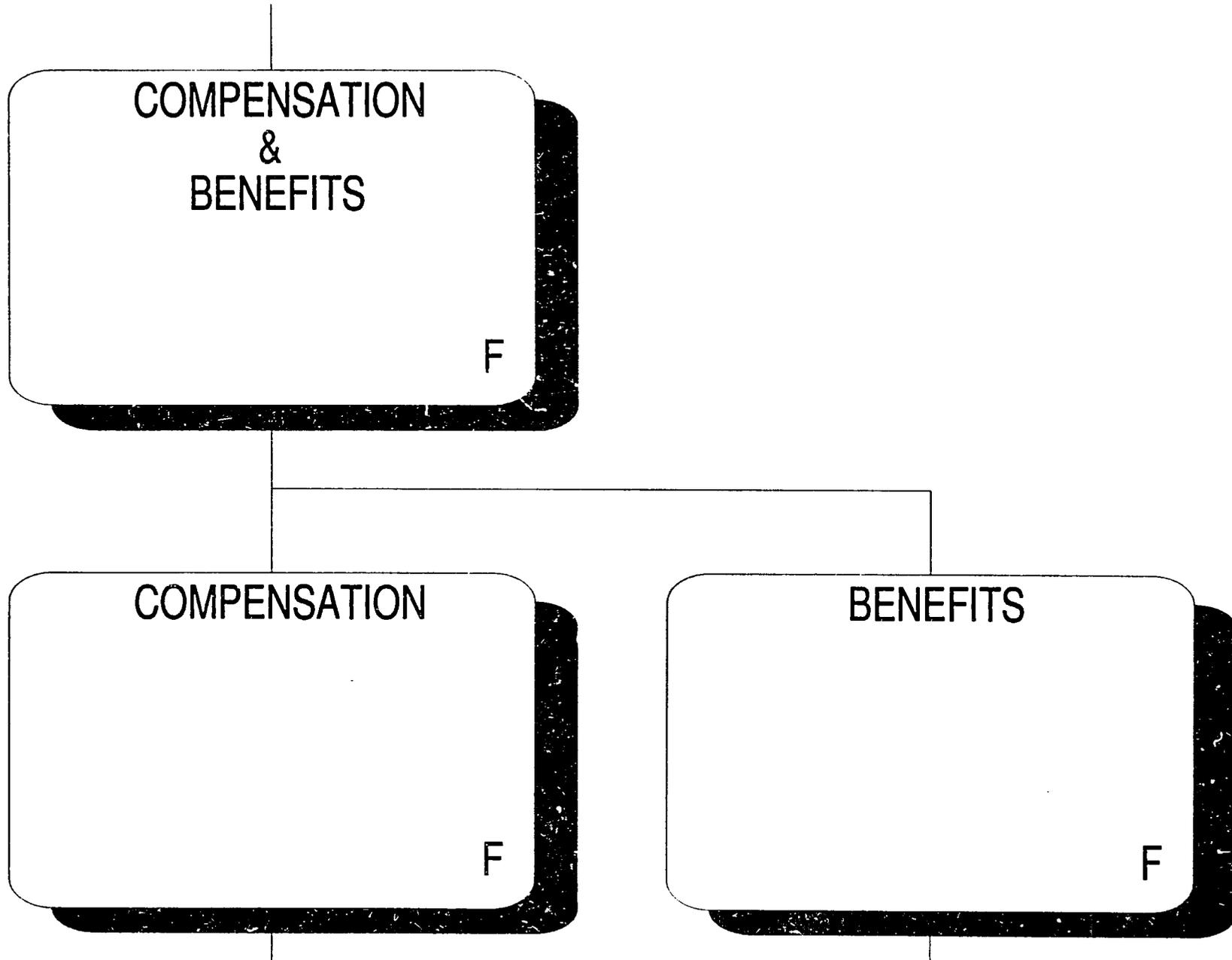
EMPLOYEE RELATIONS



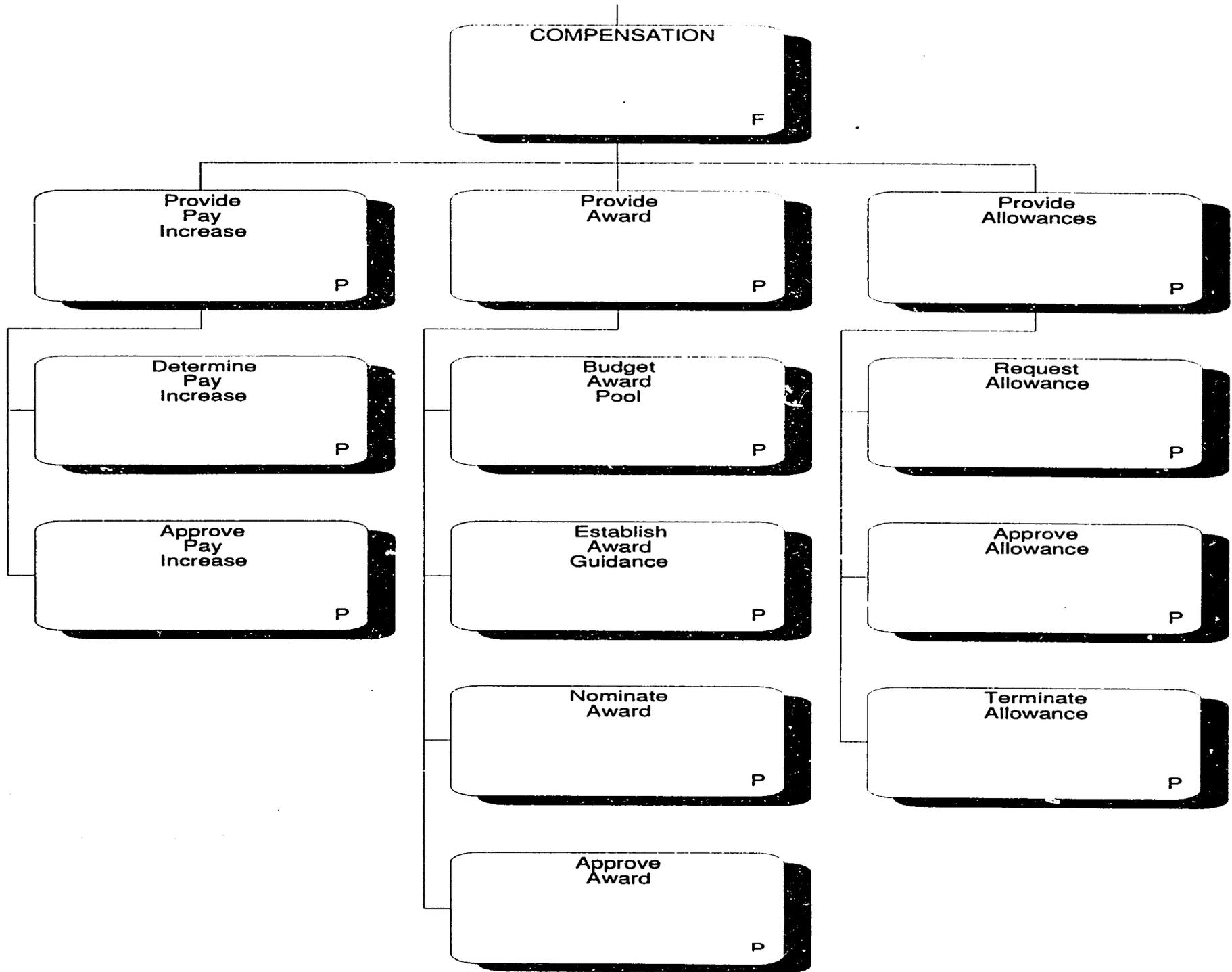
SEPARATION



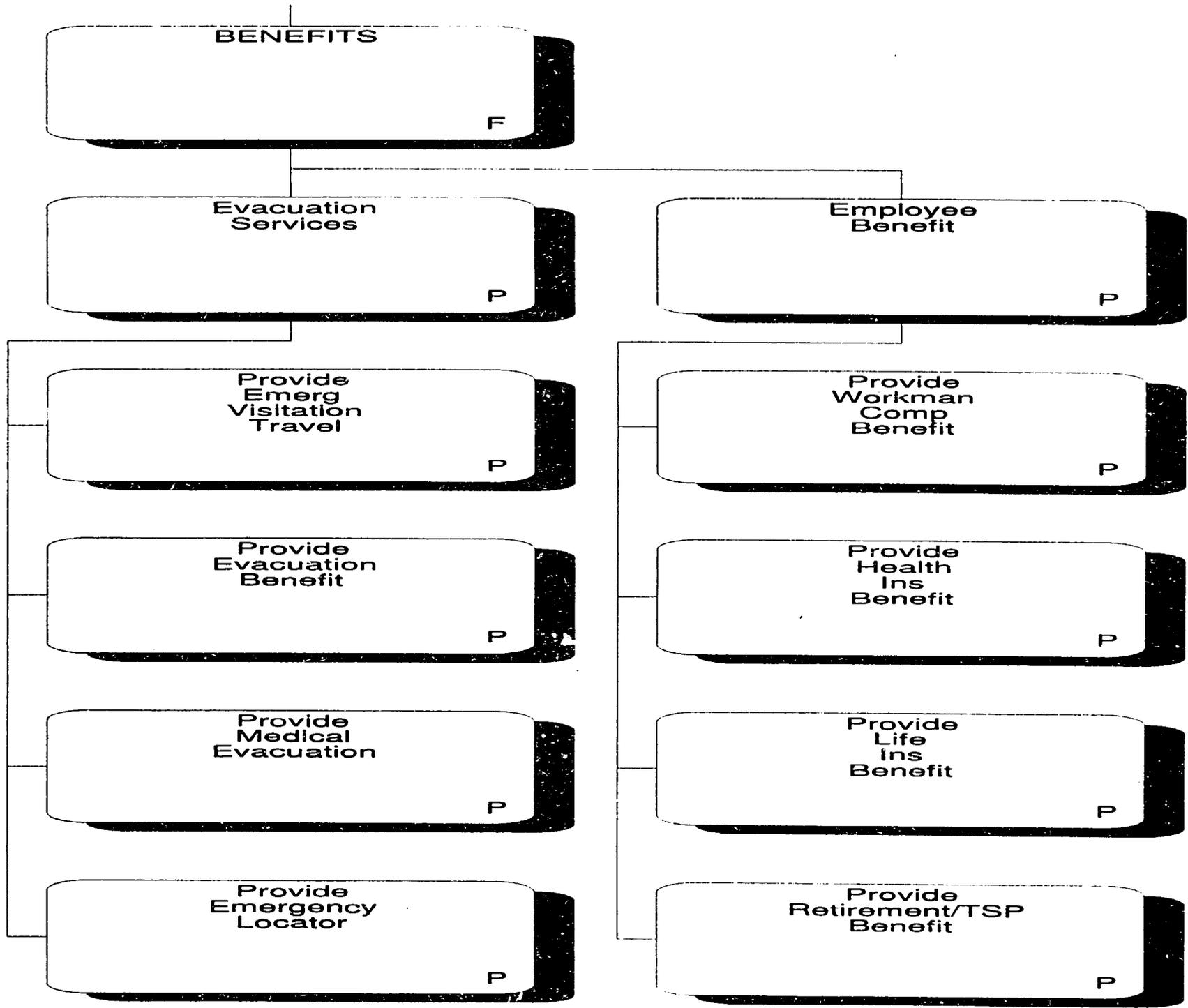
COMPENSATION & BENEFITS



COMPENSATION



BENEFITS



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Object Summary Report

Process Definitions

Process: Acknowledge Grievance.

Definition

Management's formal acceptance of employee's complaint.

Process: Advertise Reqmnt.

Definition

Request applications for existing or future position vacancy.

Process: Analyze Organ Structure.

Definition

Identify organizational function, location within agency hierarchy, resources available, structure and span of control.

Process: Announce Vacancy.

Definition

Announce within USAID current or projected position vacancy and position BID instructions.

Process: Approve Allowance.

Definition

Authorize the payment of an allowance to an employee.

Process: Approve Award.

Definition

Authorize the performance cycle or off-cycle award to an employee or team.

Process: Approve Board Member.

Definition

Official notification of employee, retiree or public member that they have been selected to serve on a selection board.

Process: Approve Candidate Selection.

Definition

Approving official authorizes selection of an individual candidate for a position.

Process: Approve Disciplinary Action.

Definition

Management authorizes proposed or determines appropriate disciplinary measure against an employee in response to a Disciplinary Event.

Process: Approve Evaluation.

Definition

Appraisal Committee approves an evaluation of an employee.

Process: Approve Learning Strategy.

Definition

Learning council approves individual or organizational unit Learning Plan. Learning council may be in mission, office, bureau or agency level. Council approves employee requests for specific Learning Events off of the Learning Plan.

Process: Approve Pay Increase.

Definition

Authorize the increase of an employee's pay level.

Process: Approve Pos Classification.

Definition

Authorize the grade/rank of a position based on the duties and responsibilities identified in the position description.

Process: Approve Position.

Definition

Authorize the creation or change of a position to satisfy a position and qualification requirement.

Process: Approve Promotion.

Definition

Authorize the increase in grade/rank of an employee.

Process: Approve Regulation.

Definition

Authorize the establishment of an Agency regulation or policy.

Process: Approve Selectn Board Nomination.

Definition

Agency management authorizes an employee to serve on a selection board.

Process: Approve Separation.

Definition

Authorize the separation of an employee from the Agency.

Process: Approve Settlement Proposal.

Definition

Authorize the proposed Grievance Settlement Agreement.

Process: Approve Staffing Strategy.

Definition

Authorize the staffing plan to be used in fulfilling projected agency human resources needs (skills required, position required, recruiting/position filling methods).

Process: Approve Work Objective.

Definition

Appraisal Committee reviews and authorizes an employee's evaluation work objectives.

Process: Assess Competency.

Definition

Evaluate individual or organizational units relative competency within identified learning areas. Identify opportunities where individual or organizational unit could improve competency (i.e. courses, OJT (on the job training), self-study, etc.).

Process: Assign Board Member.

Definition

Determine which selection board employee, retiree or public member will participate in. Estimate and determine fund cite for travel authorization, purchase order or consultancy.

Process: Assign Collateral Duty.

Definition

Record the additional duties (duties other than those in an employees position) to which an employee has been assigned. Examples include Appraisal Committee,

Process: Assign Employee.

Definition

Fill a position with a USAID employee in which no promotion is involved.

Process: Assign Mentor.

Definition

Assign an employee as a mentor to one or more employees.

Process: Budget Award Pool.

Definition

Establish a fund account for all monetary awards on an annual basis.

Process: Convene Selection/Tenure Boards.

Definition

Establish the date, time, duration, and location of the selection board.

Process: Counsel Employee.

Definition

Provide confidential advice and guidance to employee in terms of personal or work related problems.

Process: Counsel EO Complaint.

Definition

Explore complaint, negotiate complaint resolution, and perform alternative disputes resolution for an Equal Opportunity Complaint prior to the complaint being formally submitted.

Process: Counsel Workforce.

Definition

Provide formalized counseling support for employees. Counseling may support separation, tenure, entry, reassignment, promotion, selection out, low ranking, crises, retirement, assignment, graduation from IDI(International development interim), crossover between specialty, etc.

Process: Decide Performance Action.

Definition

Determine which performance action will be pursued against an employee in response to an employee's sub-standard performance.

Process: Deny Within Grade Increase.

Definition

Withhold the within-grade-increase of an employee because of poor performance.

Process: Design Learning Event.

Definition

Identify specific components of a learning event which are required to improve an employee's or organization's skills and/or qualifications.

Process: Determine Complaint Acceptblty.

Definition

Review an Equal Opportunity Complaint to determine if it meets statutory requirements.

Process: Determine Diversity Rcqmnt.

Definition

Identify the needed employee diversity factors through identifying and analyzing:
1) organizational barriers and regulatory requirements for affirmative action; 2) workplace environment for indicators of cultural sensitivity and valuing diversity.

Process: Determine Diversity Strategy.

Definition

Determine which course of action will be pursued in order to : 1) fulfill EEO/Affirmative Action legal requirements for the American workforce; 2) create an environment whereby the global workforce values diversity and culturally diverse teams;

3) educate and train the workforce on EEO, Affirmative Action and sexual harassment legal requirements and sensitivity to the various cultures within which USAID works.

Process: Determine Learning Requirement.

Definition

Identify skills, knowledges, attitudes and abilities needed by an individual or organizational unit in order to accomplish work or career objectives.

Process: Determine Pay Increase.

Definition

Establish the amount of pay an employee will receive.

Process: Determine Position Classification.

Definition

Establish the grade/rank a position merits based on the position description.

Process: Determine Prior Service.

Definition

Analyze history of government employment including temporary, Peace Corps, other Agency, military and any other federal government employment to determine retirement eligibility, length of service, and basis for contribution.

Process: Determine Retirement Contribution.

Definition

Costing of retirement contributions to include deduction or non-deduction, deposits, refundings.

Process: Determine Staffing Strategy.

Definition

Establish which method will be used to fill a vacant or potential vacant position. Strategies include recruit a GS, FS, FSN, or USPSC, assign an existing employee, or contract for services.

Process: Develop Classification Std.

Definition

Establish the criteria which will be used in determining the grade/rank a position merits based on the position description.

Process: Develop Learning Strategy.

Definition

Establish which method will be used to provide a learning event to an employee or group of employees.

Process: Develop Regulation.

Definition

Determine the requirement for an Agency regulation or policy in response to an statutory change or internal personnel requirement.

Process: Discipline Employee.

Definition

Carry out a personnel action against an employee in response to a disciplinary event.

Process: Dispose of Personnel Record.

Definition

Purge inappropriate documents or remove personnel record to appropriate storage place.

Process: Employee Benefit.

Definition

Provide a service to an employee including life insurance, health insurance, Thrift Savings Plan, and retirement.

Process: Estab Perf Improvement Plan.

Definition

Establish a plan for an employee to follow which sets specific performance actions (Work Objectives) and milestones to complete in order to improve the employee's performance.

Process: Establish Award Guidance.

Definition

Provide criteria to managers and employees for the awarding of an incentive.

Process: Evacuation Services.

Definition

Provide emergency visitation travel, emergency evacuation, medical evaluation, and emergency locator.

Process: Evaluate Application.

Definition

Assess a candidate's written credentials.

Process: Evaluate Learning Event.

Definition

Assess the relative worth, efficiency and effectiveness of learning event.

Process: Evaluate Midcycle Performance.

Definition

Assess the progress towards work objectives and performance to date during the course of the rating cycle.

Process: Evaluate Performance Improvement.

Definition

Assess the progress towards the work objectives and performance milestones established in an employee's performance improvement plan.

Process: Evaluate Position Candidate.

Definition

Recommend qualified candidate for position.

Process: Evaluate Promotion Nomination.

Definition

Establish the Employee's Report Card (relative ranking) by examining the evaluation and promotion nominations of an employee.

Process: Evaluate Selection Board.

Definition

Assess the selection board to determine methods used in ranking employees and any lessons learned.

Process: Evaluate Selection Out Candidate.

Definition

Assess those employees ranked in bottom 5% of class for two consecutive years or more in the Evaluate Promotion Nomination process for recommendation for selection out. This process applies only to Foreign Service Officers.

Process: Evaluate Work Obj Performnc.

Definition

Assess an Employee's attainment or non-attainment of work objective, behavioral skills, needs for improvement, and career development actions.

Process: Explore Complaint.

Definition

Informally investigate the circumstance surrounding an Equal Opportunity Complaint.

Process: Hire Employee.

Definition

Convert applicant to employee.

Process: Identify Employee Preference.

Definition

Determine an employee's preference for a particular position or positions.

Process: Identify Learning Method.

Definition

Identify which method of providing learning would be most effective and efficient in improving needed skills(Cost/Benefits analysis).

Process: Identify Mentor.

Definition

Identify an employee who is willing and interested in mentoring other employees.

Process: Identify Organization Function.

Definition

Identify functions to be performed by the organizational unit.

Process: Identify Position Opportunity.

Definition

Identify an existing or future position and position type which is or will be vacant.

Process: Identify Position Requirement.

Definition

Identify duties, responsibilities, clearance requirement, qualification competency, time, permanency, organization context(place in organization), location, type.

Process: Identify Promotion Opportunity.

Definition

Determine the number of Foreign Service Officers which will be promoted in the following promotion cycle.

Process: Identify Qualification Requirement.

Definition

Identify knowledges, skills and abilities required to perform the duties and responsibilities of a position.

Process: Identify Selection/Tenure Board.

Definition

Nominate Selection Board Member and Approve Selection Board Nomination.

Process: Identify Separation Option.

Definition

Calculate Retirement benefits including options and/or benefits available to potential retirees.

Process: Identify Separation Reason.

Definition

Determine the reason an employee is separating from the Agency.

Process: Interpret Regulation.

Definition

Grant a waiver for an existing Agency policy or regulation.

Process: Interview Applicant.

Definition

Assess candidate's technical and interpersonal capabilities in a personal interchange.

Process: Investigate Complaint.

Definition

Formally investigate the circumstance surrounding an Equal Opportunity Complaint.

Process: Investigate Disciplinary Action.

Definition

Formally investigate the circumstance surrounding an employee's Disciplinary Event.

Process: Investigate Grievance.

Definition

Formally investigate the circumstance surrounding an employee's grievance.

Process: Issue Agency Decision.

Definition

Decide which action will be taken in response to an employee's grievance.

Process: Issue Appeal Response.

Definition

Provide a response to an appeal by an employee for the employee's grievance.

Process: Justify Disciplinary Event.

Definition

Record the occurrence of a Disciplinary Event.

Process: Make Offer.

Definition

Propose to hire selected applicant with specified conditions (start date, grade, salary, etc.).

Process: Mediate Resolution.

Definition.

Determine whether an alternative resolution (informal resolution vice formal personnel action) may be possible in order to resolve a complaint.

Process: Mentor Employee.

Definition.

Provide informal counseling to an employee by another employee acting as a Mentor.

Process: Negotiate Complaint Resolution.

Definition

Informal attempt to resolve an employee's Equal Opportunity Complaint.

Process: Negotiate Settlement.

Definition.

Propose an informal settlement to an employee's grievance.

Process: Nominate Award.

Definition

Recommend an employee for performance cycle or off-cycle award.

Process: Nominate for Promotion/Tenure.

Definition

Propose an employee for promotion to the next higher rank/grade or for tenure in the foreign service.

Process: Nominate Selection Board Member.

Definition

Propose an employee, retiree or public members to serve on selection board.

Process: Obtain Clearance.

Definition

Obtain Medical and Security clearance for an employee or applicant.

Process: Obtain Medical Clearance.

Definition

Record level of medical clearance obtained by employee, employee's eligible family member(s), applicant, or applicant's eligible family member(s).

Process: Obtain Security Clearance.

Definition

Record the security clearance level granted to an employee.

Process: Position Mgmt.

Definition

Identify Position Requirement, Identify Qualification Requirement, and Approve Position.

Process: Prepare Work Objective.

Definition

Establish clear, measurable and realistic description of substantive results to be achieved by an employee during rating period.

Process: Present Learning Event.

Definition

Schedule learning event, arrange logistics, market, prepare materials, assign instructor and enroll students.

Process: Process Formal Complaint.

Definition

Determine Complaint Acceptability, Investigate Complaint, Resolve Formal Complaint.

Process: Process Grievance.

Definition.

Acknowledge Grievance, Investigate Grievance, Settle Grievance, Issue Agency Decision, and Issue Appeal Response.

Process: Propose Disciplinary Action.

Definition.

Propose a personnel action in response to an employee's disciplinary event.

Process: Propose Performance Action.

Definition.

Propose a personnel action in response to an employee's sub-standard performance.

Process: Provide Allowances.

Definition.

Request Allowance, Approve Allowance, Terminate Allowance.

Process: Provide Award.

Definition

Budget Award Pool, Establish Award Guidance, Nominate Award, Approve Award.

Process: Provide Emerg Visitation Travel.

Definition

Authorize travel for an employee or spouse from an overseas post to the U.S. due to severe illness, injury, or death of a member of the immediate family.

Process: Provide Emergency Locator.

Definition

Identify the emergency point of contact and location for an employee.

Process: Provide Evacuation Benefit.

Definition

Evacuation personnel out of a country in accordance with an Embassy's Emergency Action Plan.

Process: Provide Health Ins Benefit.

Definition

Medical insurance for federal employees in which the government pays a portion of the premiums.

Process: Provide Learning Event.

Definition

Identify Learning Method, Design Learning Event, Present Learning Event, and Evaluate Learning Event.

Process: Provide Life Ins Benefit.

Definition

Term life insurance for federal employees in which the government pays a portion of the premiums.

Process: Provide Medical Evacuation.

Definition

Authorize travel based on a medical need of an employee or eligible family member to the nearest locality where suitable medical care can be obtained.

Process: Provide Pay Increase.

Definition

Determine the increase of an employee's pay level.

Process: Provide Retirement/TSP Benefit.

Definition

TSP is a defined contribution plan for retirement savings and investments for federal employees.

Process: Provide Workman Comp Benefit.

Definition

The payment of nontaxable benefits, including money paid due to loss of wages, medical expenses, rehabilitation expenses, loss of use of major body functions, and death benefits, payable under the Federal Employees' Compensation Act (FECA).

Process: Receive Employee.

Definition

Record employee into new duty station.

Process: Recruit Employee.

Definition

Acquire non-USAID employee.

Process: Request Allowance.

Definition

Employee requests the payment of a specified allowance based on location, eligible family members, and Agency policy.

Process: Resolve EO Complaint.

Definition

Counsel EO Complaint and Process Formal Complaint.

Process: Resolve Formal Complaint.

Definition

Determine the action which the Agency will carry out in response to an Equal Opportunity Complaint.

Process: Select Applicant.

Definition

Make contingent offer to most qualified candidate.

Process: Select Candidate.

Definition

Identify the most qualified candidate for a position.

Process: Settle Grievance.

Definition

Determine the action which the Agency will carry out in response to an Employee's Grievance

Process: Take Performance Action.

Definition

Determine the personnel action which the Agency will carry out in response to an Employee's sub-standard performance.

Process: Take Performance Based Action.

Definition

Take Performance Action and Deny Within Grade Increase.

Process: Terminate Allowance.

Definition

Cease the payment of an allowance to an employee.

Process: Train Mentor.

Definition

Provide opportunities both formal and informal training for mentors.

Process: Transfer Board Member.

Definition

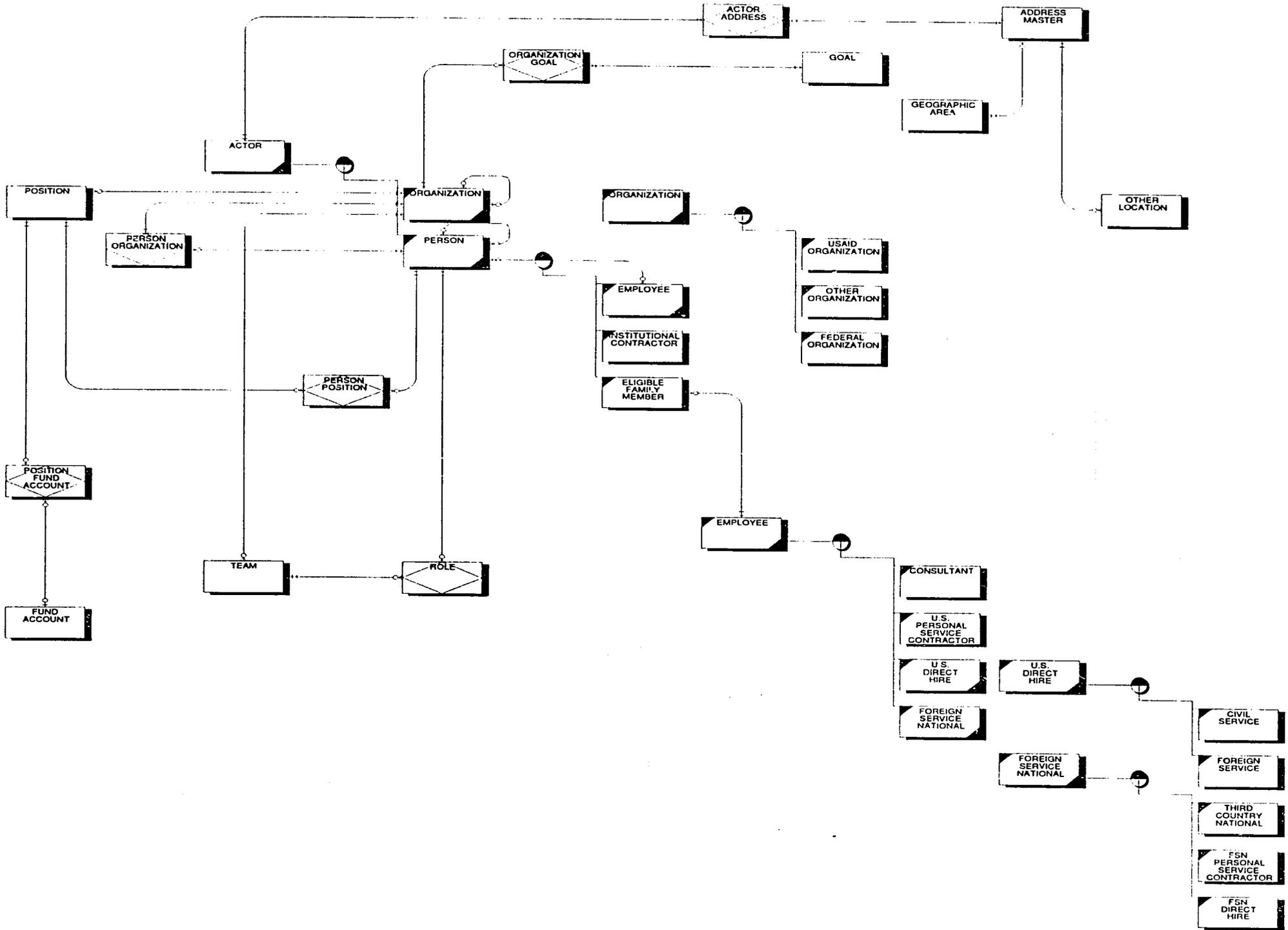
Execute travel authorization and record employee as being assigned to a selection board.

Process: Transfer Employee.

Definition

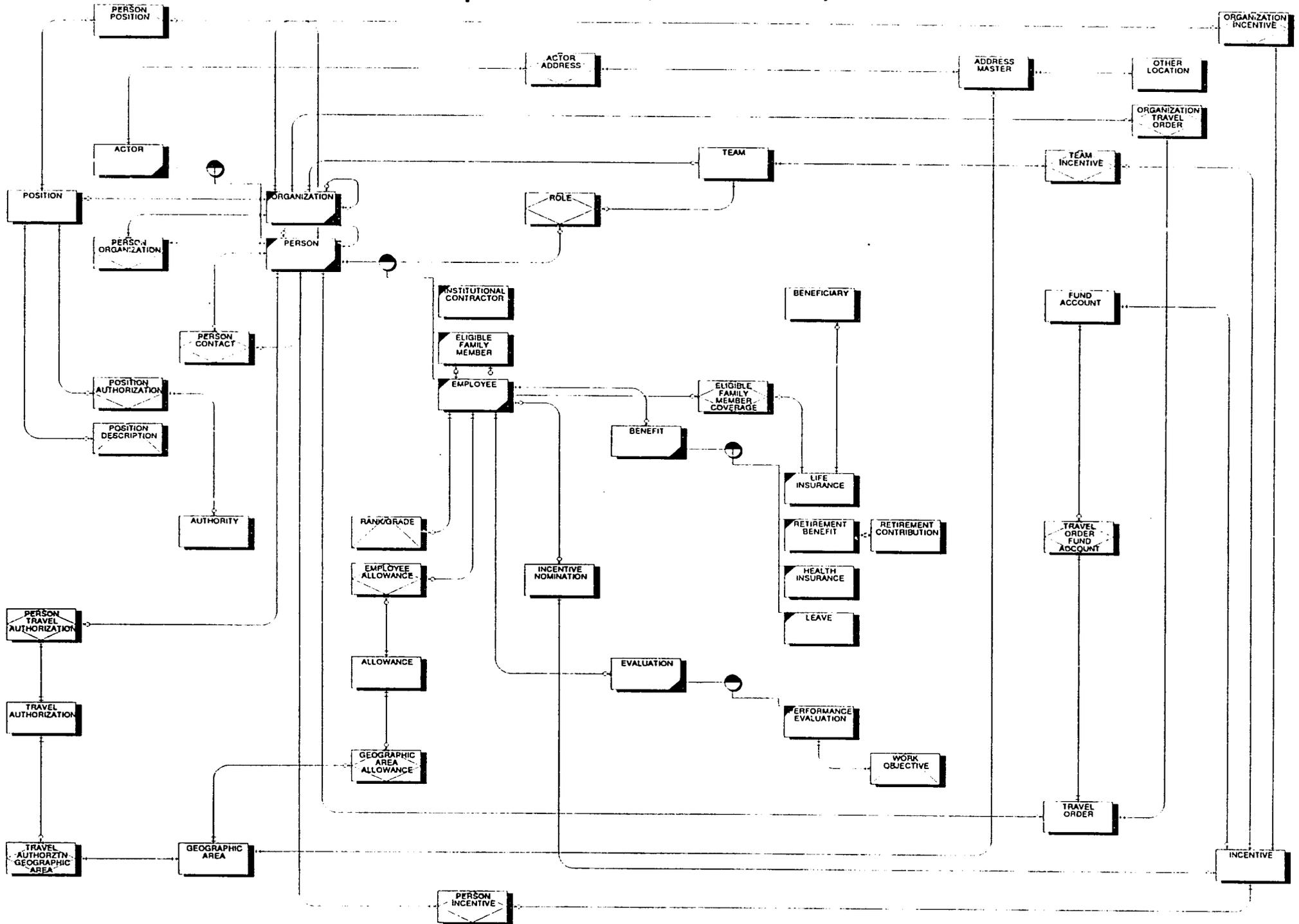
Relocate an employee from one duty station to another.

Actor

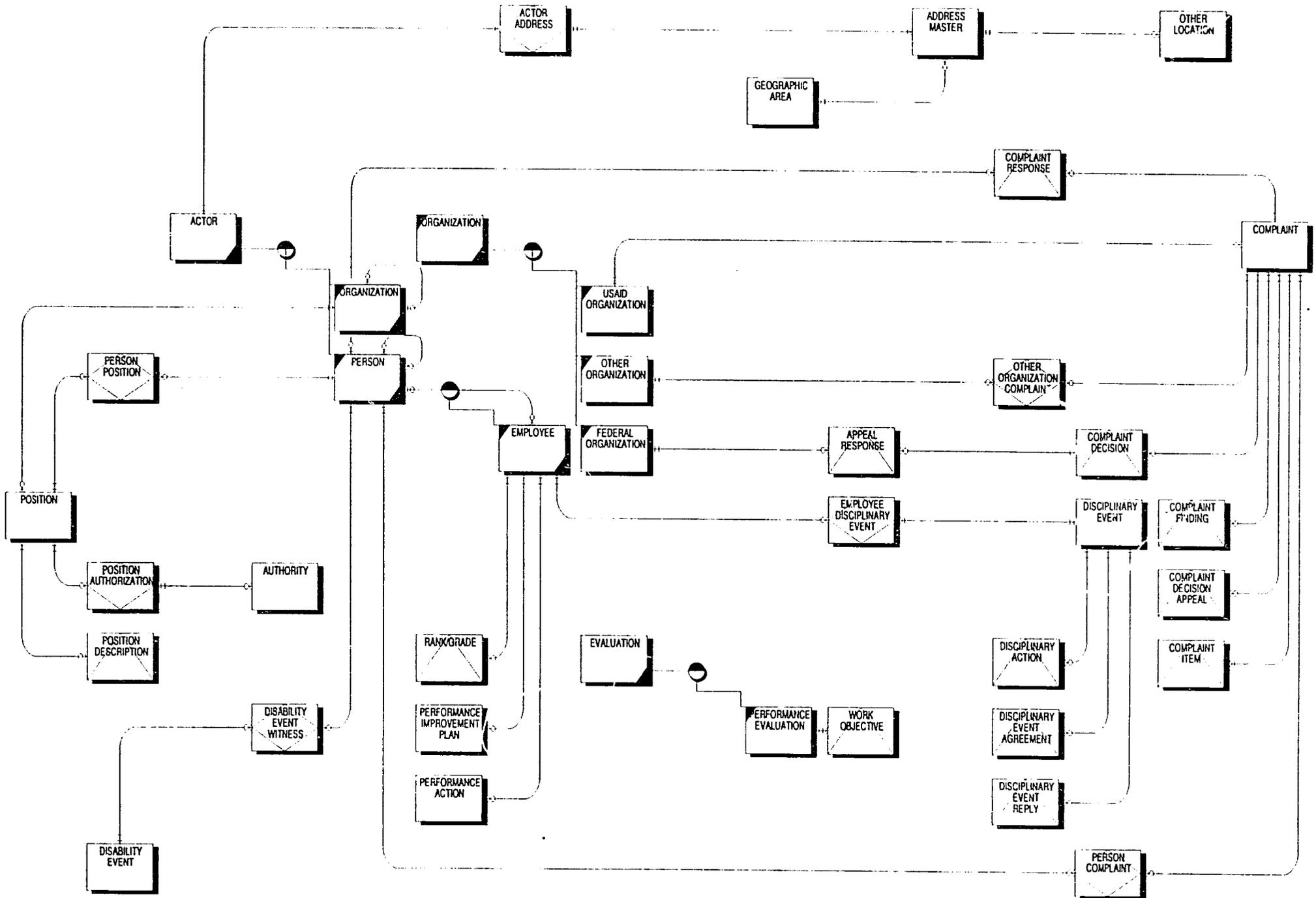


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Compensation, Benefits, Award

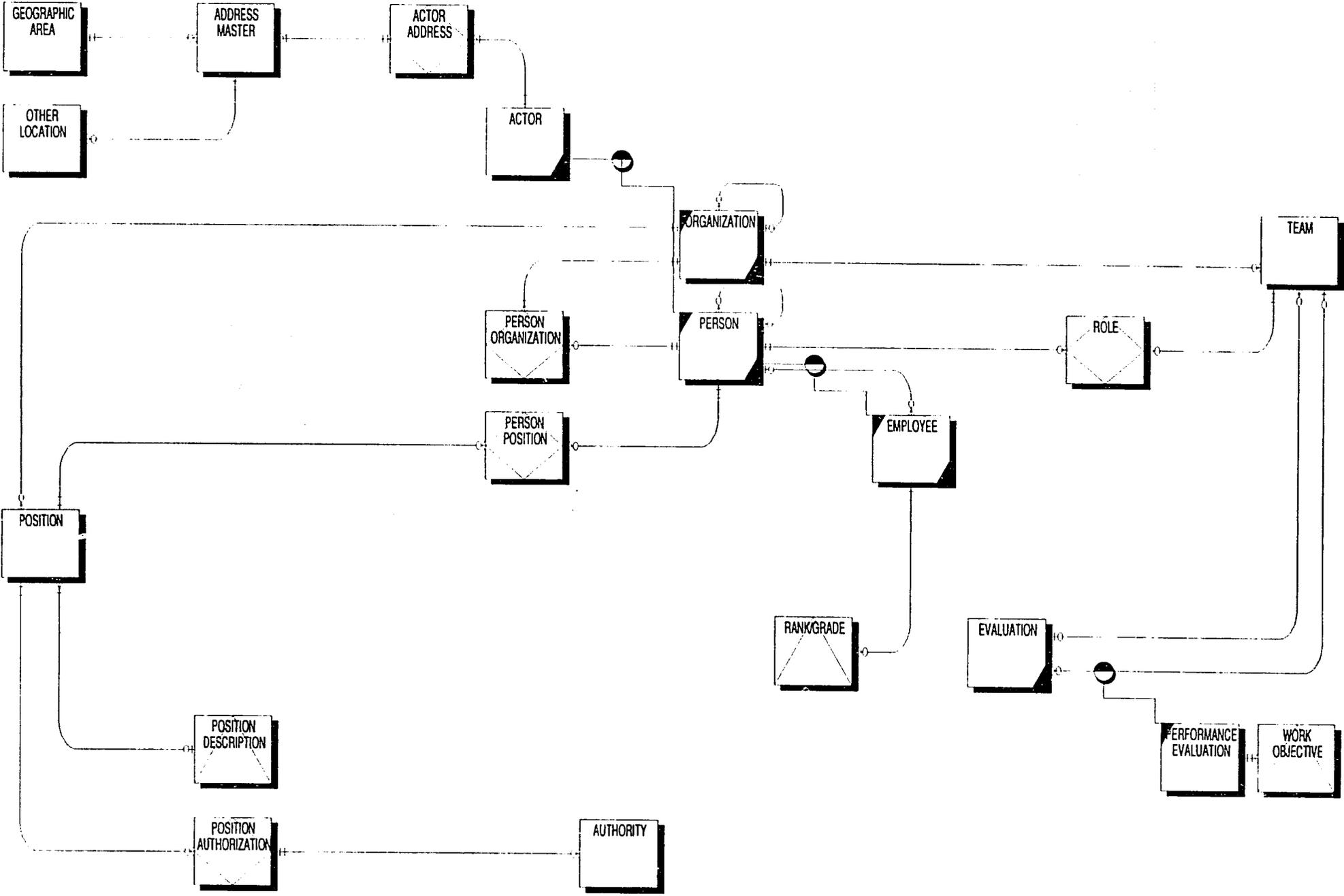


Employee Relations

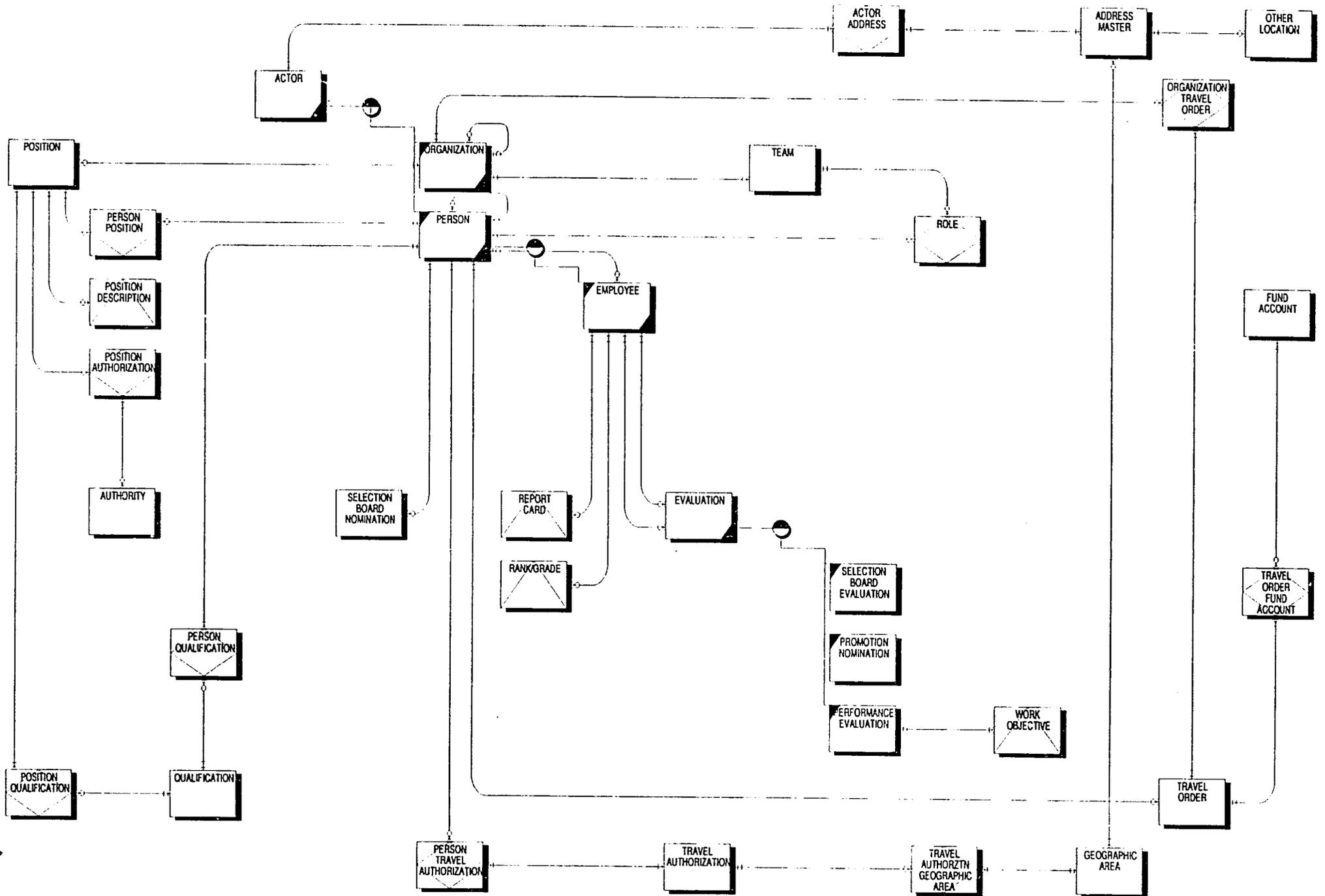


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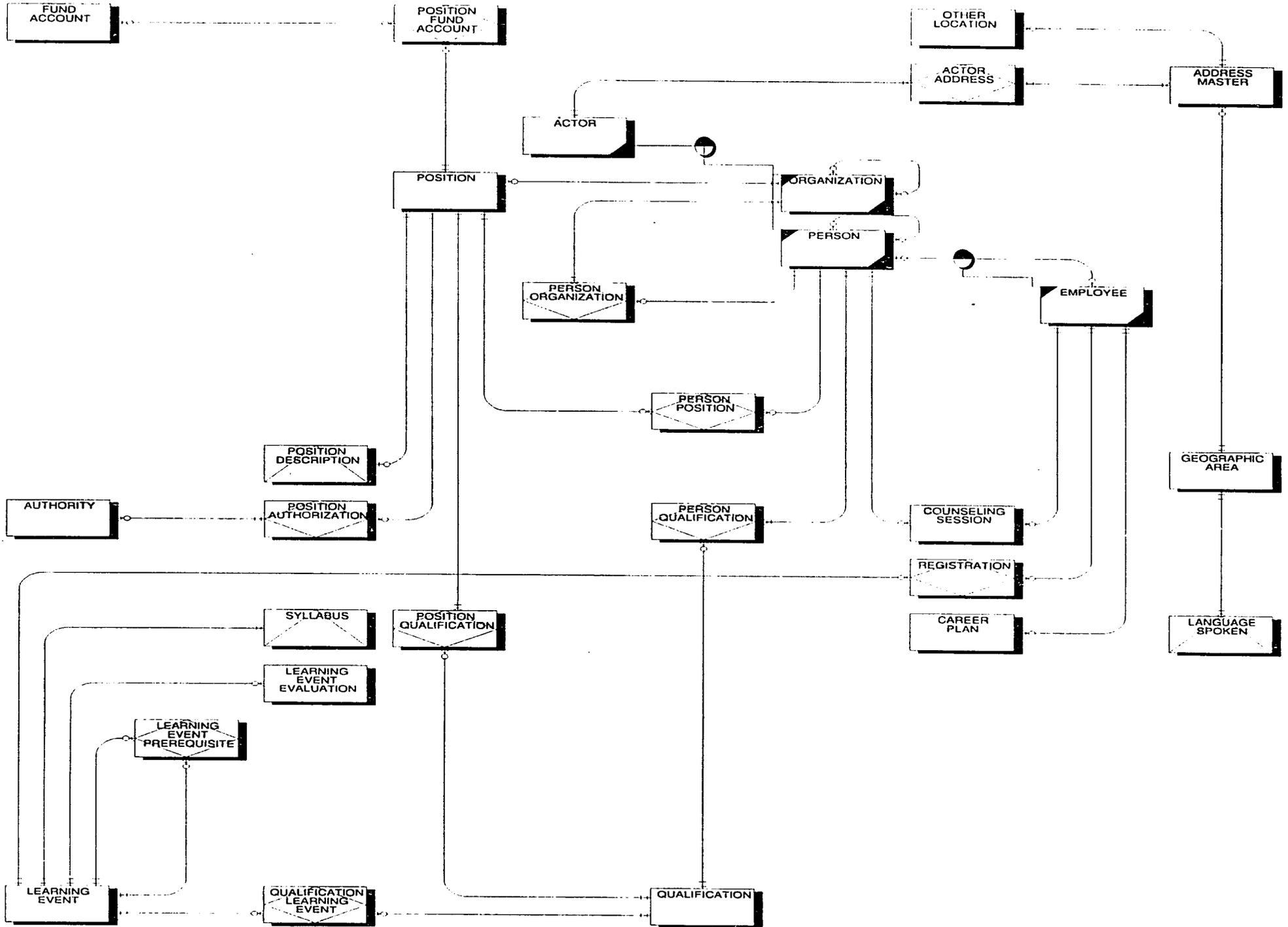
Evaluation



Promotion



Workforce Development



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Object Summary Report

Entity Definitions

Entity Type: ACTOR

Definition

A human being or organization.

Entity Type: ACTOR ADDRESS

Definition

A unique designation of the permanent or temporary residence of a PERSON or physical location of an ORGANIZATION.

Entity Type: ADDRESS MASTER

Definition

The main listing of an address for an ACTOR.

Entity Type: ADVERTISEMENT TARGET SOURCE

Definition

The association of a particular TARGET SOURCE with a particular ADVERTISEMENT.

Entity Type: ALLOWANCE

Definition

An entitlement associated with a particular country or GEOGRAPHIC AREA to compensate EMPLOYEES assigned to that location (e.g. education allowance, housing allowance, etc.)

Entity Type: APPEAL RESPONSE

Definition

The Agency's response to another FEDERAL ORGANIZATION's request for information regarding an appeal of a COMPLAINT DECISION.

Entity Type: AUTHORITY

Definition

Authorization to carry out a personnel action.

Entity Type: BENEFICIARY

Definition

A designated recipient of a LIFE INSURANCE BENEFIT.

Entity Type: BENEFIT

Definition

A service or entitlement provided by a USAID ORGANIZATION to its EMPLOYEES.

Entity Type: CAREER PLAN

Definition

A personal program or scheme for development and future advancement of an EMPLOYEE. It is created by the EMPLOYEE in consultation with his/her supervisor and career development officer and contains LEARNING EVENTS needed to effect development and advancement.

Entity Type: COMPLAINT

Definition

A formal statement of dissatisfaction with a particular ORGANIZATION, PERSON, or POLICY.

Entity Type: COMPLAINT DECISION

Definition

A judgment on a GRIEVANCE.

Entity Type: COMPLAINT DECISION APPEAL

Definition

Request for reconsideration of an AGENCY DECISION by the complainant.

Entity Type: COMPLAINT FINDING

Definition

A formal statement of fact or official comment regarding the circumstance of a COMPLAINT.

Entity Type: COMPLAINT ITEM

Definition

A particular problem detailed within a COMPLAINT.

Entity Type: COMPLAINT RESPONSE

Definition

The PERSON's or ORGANIZATION's reply to a COMPLAINT.

Entity Type: CONSULTANT

Definition

A type of EMPLOYEE. An EMPLOYEE who has been hired to work for a limited period of time on a short-term project or assignment. CONSULTANTS may be either generalists or "experts." General CONSULTANTS may (for example) conduct studies or serve as public members on panels. "Expert" CONSULTANTS have commitment authority for funds, and typically work for the Office of Procurement, replacing Mission Controllers on leave. CONSULTANTS are usually either retired federal employees (reemployed annuitants) or people from the private sector. CONSULTANTS

are considered to be direct hire employees, and are not institutional or personal service contractors.

Entity Type: COUNSELING SESSION

Definition

The occurrence of a meeting between an EMPLOYEE and another EMPLOYEE or PERSON to discuss the EMPLOYEE's CAREER PLAN, COMPLAINT, DISCIPLINARY EVENT, etc. The purpose of the meeting is to advise, guide, and to create a plan of action.

Entity Type: DISABILITY EVENT

Definition

The occurrence of an accident which renders an EMPLOYEE unable to work for a period of time.

Entity Type: DISABILITY EVENT WITNESS

Definition

The association of a particular DISABILITY EVENT with a particular PERSON.

Entity Type: DISCIPLINARY ACTION

Definition

A mechanism designed to correct or punish breaches of discipline.

Entity Type: DISCIPLINARY EVENT

Definition

An action of an EMPLOYEE which merits correction.

Entity Type: DISCIPLINARY EVENT AGREEMENT

Definition

The arrangement between EMPLOYEEs or PERSONs to resolve a DISCIPLINARY EVENT.

Entity Type: DISCIPLINARY EVENT REPLY

Definition

An EMPLOYEE's response to a DISCIPLINARY EVENT.

Entity Type: ELIGIBLE FAMILY MEMBER

Definition

A type of PERSON. A PERSON who is recognized by the Agency as being entitled to benefits based on the relationship to an EMPLOYEE.

Entity Type: ELIGIBLE FAMILY MEMBER COVERAGE

Definition

The association of a particular ELIGIBLE FAMILY MEMBER with a particular LIFE INSURANCE BENEFIT.

Entity Type: EMPLOYEE

Definition

A type of PERSON. A PERSON who performs authorized work under direct supervision in exchange for compensation and benefits directly from USAID.

Entity Type: EMPLOYEE ALLOWANCE

Definition

The association of a particular EMPLOYEE with a particular ALLOWANCE.

Entity Type: EMPLOYEE DISABILITY EVENT

Definition

The association of a particular EMPLOYEE with a particular DISABILITY EVENT.

Entity Type: EMPLOYEE DISCIPLINARY EVENT

Definition

The association of a particular EMPLOYEE with a particular DISCIPLINARY EVENT.

Entity Type: EMPLOYEE PAY LEVEL

Definition

The association of a particular EMPLOYEE with a particular PAY LEVEL.

Entity Type: EMPLOYMENT ADVERTISEMENT

Definition

Public notification of intent to acquire or employ one or more PERSONs to fill organizational staffing requirements.

Entity Type: EVALUATION

Definition

A corporate assessment of performance.

Entity Type: FEDERAL ORGANIZATION

Definition

A type of ORGANIZATION. Any U.S. federal organization other than USAID.

Entity Type: FOREIGN SERVICE

Definition

A type of U.S. DIRECT HIRE. A member of the U.S. government foreign service corps who is required to work overseas for a period of his/her career. Benefits applicable to the FOREIGN SERVICE differ from the GENERAL SERVICE corps.

Entity Type: FOREIGN SERVICE NATIONAL

Definition

A type of EMPLOYEE. An EMPLOYEE who is not a U.S. citizen or resident, and who typically works for the USAID mission in his or her country of citizenship.

Entity Type: FSN DIRECT HIRE

Definition

A type of FOREIGN SERVICE NATIONAL. A FOREIGN SERVICE NATIONAL who receives compensation and benefits directly from USAID. A direct employment mechanism (as opposed to a contract) is used to employ FSN DIRECT HIREs.

Entity Type: FSN PERSONAL SERVICE CONTRACTOR

Definition

A type of FOREIGN SERVICE NATIONAL. A FOREIGN SERVICE NATIONAL who has a contract to work for USAID. Benefits may vary depending on the contract.

Entity Type: FUND ACCOUNT

Definition

Annual financial information for each FUND.

Entity Type: GENERAL SCHEDULE

Definition

A type of US Direct Hire. A member of the US government civilian service corps who typically works in the United States.

Entity Type: GEOGRAPHIC AREA

Definition

A land area with specified boundaries that has international geo-political significance (e.g., a country).

Entity Type: GEOGRAPHIC AREA ALLOWANCE

Definition

The association between a GEOGRAPHIC AREA and an ALLOWANCE.

Entity Type: GOAL

Definition

The objective that a USAID ORGANIZATION seeks to achieve.

Entity Type: HEALTH INSURANCE

Definition

A type of BENEFIT. Insurance against expenses incurred through illness or injury of the insured.

Entity Type: INCENTIVE

Definition

A merit based recognition of the contributions of a PERSON or TEAM. May be either monetary or non-monetary.

Entity Type: INCENTIVE NOMINATION

Definition

A proposal to award a PERSON or TEAM with an INCENTIVE.

Entity Type: INSTITUTIONAL CONTRACTOR

Definition

A type of PERSON. A PERSON who is both employed by an OTHER ORGANIZATION (i.e., vendor) that has a contract to provide services to USAID and who performs work in accordance with that contract. INSTITUTIONAL CONTRACTORS are paid through OTHER ORGANIZATIONS and not directly by USAID.

Entity Type: INTERVIEW

Definition

A meeting to determine the QUALIFICATIONS of a PERSON.

Entity Type: LANGUAGE SPOKEN

Definition

The language(s) associated with a particular GEOGRAPHIC AREA.

Entity Type: LEARNING EVENT

Definition

An instructional activity provided for the purpose of enhancing the QUALIFICATIONS of the workforce or for providing awareness on topics of interest to the Agency.

Entity Type: LEARNING EVENT EVALUATION

Definition

An assessment of the effectiveness, worth, or value of a LEARNING EVENT.

Entity Type: LEARNING EVENT PREREQUISITE

Definition

The association of a particular LEARNING EVENT with another LEARNING EVENT (i.e., a LEARNING EVENT may be or have a prerequisite.)

Entity Type: LEAVE

Definition

Absence from work for any reason. Types of leave are: sick, vacation, leave without pay, administrative, holiday, etc.

Entity Type: LIFE INSURANCE

Definition

A type of BENEFIT. A guarantee that a specific sum of money will be paid to a BENEFICIARY upon the death of an EMPLOYEE.

Entity Type: LOCAL COMPENSATION PLAN

Definition

A type of PAY PLAN. The plan takes into account laws that exist in the country or region of compensation.

Entity Type: ORGANIZATION

Definition

A logical and formally recognized group of PERSONs united in an administrative and functional structure to achieve a common goal, mission, or objective.

Entity Type: ORGANIZATION GOAL

Definition

The association of a particular ORGANIZATION with a particular GOAL.

Entity Type: ORGANIZATION TRAVEL ORDER

Definition

The association of a particular ORGANIZATION with a particular TRAVEL ORDER.

Entity Type: OTHER LOCATION

Definition

Telephone, fax, or e-mail. A unique number that enables telecommunications with a PERSON or ORGANIZATION to be established.

Entity Type: OTHER ORGANIZATION

Definition

A type of ORGANIZATION. A group which is not a FEDERAL ORGANIZATION or a USAID ORGANIZATION. This includes NGOs, PVOs, host governments etc.

Entity Type: OTHER ORGANIZATION COMPLAINT

Definition

The association of a particular OTHER ORGANIZATION with a particular COMPLAINT.

Entity Type: PASSPORT

Definition

A formal document issued by an authorized official of a country to a PERSON, allowing exit from and reentry to the country.

Entity Type: PAY

Definition

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The amount of compensation an employee is given for services rendered.

Entity Type: PAY LEVEL

Definition

The amount an EMPLOYEE is paid by USAID ORGANIZATION or other FEDERAL ORGANIZATION.

Entity Type: PERFORMANCE EVALUATION

Definition

A type of EVALUATION. An assessment of an EMPLOYEE's performance of specific duties.

Entity Type: PERFORMANCE IMPROVEMENT PLAN

Definition

A strategy to raise the performance of an EMPLOYEE to an acceptable level.

Entity Type: PERSON

Definition

A human being of interest to the Agency.

Entity Type: PERSON COMPLAINT

Definition

The association of a particular PERSON with a particular COMPLAINT.

Entity Type: PERSON CONTACT

Definition

The association of a particular PERSON with another PERSON. Typically refers to the relationship between PERSONs for emergency recall purposes (such as in a telephone tree.)

Entity Type: PERSON HANDICAP

Definition

A physical impairment of a PERSON.

Entity Type: PERSON INCENTIVE

Definition

The association of a particular PERSON with a particular INCENTIVE.

Entity Type: PERSON INTERVIEW

Definition

A review of a PERSON's QUALIFICATIONS.

Entity Type: PERSON ORGANIZATION

Definition

The association of a particular PERSON with a particular ORGANIZATION.

Entity Type: PERSON POSITION

Definition

The association of a particular PERSON with a particular POSITION.

Entity Type: PERSON QUALIFICATION

Definition

The association of a particular PERSON with a particular QUALIFICATION.

Entity Type: PERSON TRAVEL AUTHORIZATION

Definition

The association of a particular PERSON with a particular TRAVEL AUTHORIZATION.

Entity Type: PERSONNEL ACTION

Definition

A recommendation to remove, demote, or move an EMPLOYEE based on failure to meet the criteria specified in a PERFORMANCE IMPROVEMENT PLAN.

Entity Type: POLICY

Definition

A corporate communication which specifies that certain procedures or regulations are prescribed or prohibited.

Entity Type: POLICY CHANGE REQUEST

Definition

The association of a particular ORGANIZATION with a particular POLICY.

Entity Type: POLICY WAIVER

Definition

The association of a particular POLICY with a particular EMPLOYEE.

Entity Type: POSITION

Definition

A specified grouping of duties and responsibilities that may be filled by one or more members of the core workforce.

Entity Type: POSITION AUTHORITY

Definition

The association of a particular POSITION with a particular AUTHORITY.

Entity Type: POSITION DESCRIPTION

Definition

Statement of DUTY/RESPONSIBILITY inherent in a POSITION. ????

Entity Type: POSITION FUND ACCOUNT

Definition

The association of a particular POSITION with a particular FUND ACCOUNT.

Entity Type: POSITION PREFERENCE

Definition

The association of a particular POSITION with a particular PERSON.

Entity Type: POSITION QUALIFICATION

Definition

The association of a particular POSITION with a particular QUALIFICATION.

Entity Type: PROMOTION NOMINATION

Definition

A type of EVALUATION. The judgment that an EMPLOYEE merits a promotion.

Entity Type: PROMOTION OPPORTUNITY

Definition

The number of EMPLOYEES who are authorized to be promoted in a given cycle.

Entity Type: QUALIFICATION

Definition

A learned talent or competence of interest to USAID. Refers to knowledge, skills, and abilities possessed by a PERSON, and to degrees or certifications awarded for achievement or demonstrated competence. QUALIFICATIONS can be categorized as either professional (e.g., technical or language skills) or behavioral (e.g., interpersonal skills, leadership abilities, etc.)

Entity Type: QUALIFICATION LEARNING EVENT

Definition

The association of a particular QUALIFICATION with a particular LEARNING EVENT.

Entity Type: QUALIFIED EMPLOYEE

Definition

The association of a particular EMPLOYEE with a particular POSITION.

Entity Type: RANK/GRADE

Definition

The grade and step level of an EMPLOYEE. This currently corresponds to a PAY LEVEL for GS, FS, SES, and FSN employees.

Entity Type: REGISTRATION

Definition

The association of a particular EMPLOYEE with a particular LEARNING EVENT.

Entity Type: REPORT CARD

Definition

A letter grade (A,B,C,D,or F) based on a panel's review of performance.

Entity Type: RETIREMENT BENEFIT

Definition

A type of BENEFIT.

Entity Type: RETIREMENT CONTRIBUTION

Definition

The amount of money an EMPLOYEE saves towards his/her retirement.

Entity Type: ROLE

Definition

The association of a particular PERSON with a particular TEAM.

Entity Type: SELECTION BOARD EVALUATION

Definition

A type of EVALUATION. An evaluation of the performance of the Selection Board.

Entity Type: SELECTION BOARD NOMINATION

Definition

The judgment that an EMPLOYEE merits serving on the Selection Board.

Entity Type: SYLLABUS

Definition

An outline of the main points of a LEARNING EVENT.

Entity Type: TARGET SOURCE

Definition

The group which the EMPLOYMENT ADVERTISEMENT is directed towards.

Entity Type: TEAM

Definition

A work group of inter-agency employees, partners and customers assembled to participate in one or more specific tasks needed to achieve a result.

Entity Type: TEAM INCENTIVE

Definition

The association of a particular TEAM with a particular INCENTIVE.

Entity Type: THIRD COUNTRY NATIONAL

Definition

A type of FOREIGN SERVICE NATIONAL. THIRD COUNTRY NATIONALS are like FSN EMPLOYEES but they work in a country other than their country of origin.

Entity Type: TRAVEL AUTHORIZATION

Definition

The authority to a person to travel and expend government funds.

Entity Type: TRAVEL AUTHORIZTN GEOGRAPHIC AREA

Definition

The association of a particular PERSON with a particular TRAVEL AUTHORIZATION LOCATION.

Entity Type: TRAVEL ORDER

Definition

The funding of travel for a person.

Entity Type: TRAVEL ORDER FUND ACCOUNT

Definition

The association of a particular TRAVEL ORDER with a particular FUND ACCOUNT.

Entity Type: U.S. DIRECT HIRE

Definition

A type of EMPLOYEE. An EMPLOYEE who is either FOREIGN SERVICE or GENERAL SERVICE.

Entity Type: U.S. PERSONAL SERVICE CONTRACTOR

Definition

A type of EMPLOYEE. An EMPLOYEE who is a U.S. citizen who contracts directly with USAID and who is paid directly by USAID.

Entity Type: USAID ORGANIZATION

Definition

A type of ORGANIZATION. A group composed of strictly USAID employees.

Entity Type: VISA

Definition

An endorsement made on a PASSPORT by an authorized official of a country indicating that the PERSON is allowed entry into the country.

Entity Type: WORK OBJECTIVE

Definition

A goal that an EMPLOYEE needs to work toward or strive to achieve.

Cluster Analysis
Compensation and Benefits
Design Area

	ORGANIZ ATION	USAID ORGANIZ ATION	LOCAL COMPEN SATION PLAN	PERSON	TELEPH ONE	ADDRES S	ELIGIBLE FAMILY MEMBER	EMPLOY EE PAY LEVEL	INCENTI VE	INCENTI VE NO. INAT ION	TEAM INCENTI VE	PERSON INCENTI VE	ALLOWA NCE	LEAVE	TRAVEL AUTHORI ZATION	DISABILI TY EVENT	HEALTH INSURAN CE	LIFE INSURAN CE	BENEFIC IARY	RETIEM ENT CONTRIB UTION	RETIEM ENT BENEFIT	
Determine Pay Increase			R					CRUD														
Budget Award Pool	R	R							CRUD	R	R	R										
Nominate Award				RU					R	CRUD	CRUD	CRUD										
Request Allowance				R			RU															
Terminate Allowance				R			RU						CRUD									
Provide Emerg Visitation Travel				R		R	RU						RU	RU	CRUD							
Provide Evacuation Benefit				R		R	RU						RU	RU	CRUD							
Provide Medical Evacuation				R		R	RU						RU	RU	CRUD							
Provide Emergency Locator				CRU	CRUD	CRUD	CRU															
Provide Workman Comp Benefit			R	RU										RU		CRUD						
Provide Health Ins Benefit			R	RU			RU										CRUD					
Provide Life Ins Benefit			R	RU			RU											CRUD	CRUD			
Provide Retirement Benefit			R	RU			RU														CRUD	CRU D
Identify Separation Reason				RU																		
Determine Prior Service				R				R						R								
Determine Retirement Contribution				R										R							R	R
Identify Separation Option				RU													RU	RU	RU	R	R	R

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Cluster Analysis
Employee Administration
Design Area

	ORGANIZATION	USAID ORGANIZATION	QUALIFICATION	POSITION	LOCAL COMPENSATION PLAN	ADVERTISEMENT	PERSON	RANK/GRADE	PERSON POSITION	TELEPHONE	ADDRESS	ELIGIBLE FAMILY MEMBER	POSITION PREFERENCE	QUALIFIED EMPLOYEE	TRAVEL ORDER
Identify Position Opportunity	R	R		R					RU						
Advertise Reqmnt	R	R		R		CRUD									
Evaluate Application			R		R		CRUD			C	C				
Interview Applicant			R				RU			RU	RU				
Select Applicant							RU				RU				
Obtain Medical Clearance							RU					RU			
Obtain Security Clearance							RU					RU			
Make Offer							RU				R				
Hire Employee				R	R		CRUD	CRUD	CRUD	CRUD	CRUD	CRUD			
Announce Vacancy	R	R	R	R		CRUD									
Identify Employee Preference				R			R						CRUD		
Evaluate Position Candidate				R			R							CRUD	
Select Candidate				R			R		CRUD					RU	
Transfer Employee				R			PU		RU						CRUD
Receive Employee				R			RU		RU		RU				
Assign Collateral Duty							R								
Nominate for Promotion/Tenure					R		R								
Nominate Selection Board Member							R								
Assign Board Member							R								
Transfer Board Member				RU			R								
Evaluate Selection Board															
Evaluate Promotion Nomination							R		RU						
Evaluate Selection Out Candidat							R								
Prepare Work Objective							R								
Evaluate Work Obj Performnc							R								
Evaluate Midcycle Performance							R								
Estab Perf Improvement Plan							RU								
Evaluate Performance Improvement							R								
Propose Performance Action							R								
Decide Performance Action							R								
Deny Within Grade Increase					R		R								
Justify Disciplinary Event							R								
Investigate Disciplinary Action							R								
Propose Disciplinary Action							R								
Acknowledge Grievance	R	R					RU								
Investigate Grievance							R								
Negotiate Settlement							R								
Issue Agency Decision							R								
Explore Complaint							R								
Negotiate Complaint Resolution							R								
Determine Complaint Acceptbilty							R								
Investigate Complaint							R								
Resolve Formal Complaint							R								
Mediate Resolution							R								
Issue Appeal Response							R								

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Cluster Analysis
Employee Administration
Design Area
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	PROMOTION NOMINATION	SELECTION BOARD NOMINATION	TEAM	CONSULTANT	SELECTION BOARD EVALUATION	REPORT CARD	PERFORMANCE EVALUATION	WORK OBJECTIVE	PERFORMANCE IMPROVEMENT PLAN	PERFORMANCE ACTION	COMPLAINT	COMPLAINT FINDING	COMPLAINT RESOLUTION RECOMMENDATION	COMPLAINT DECISION	APEAL RESPONSE
Identify Position Opportunity															
Advertise Reqmnt															
Evaluate Application															
Interview Applicant															
Select Applicant															
Obtain Medical Clearance															
Obtain Security Clearance															
Make Offer															
Hire Employee															
Announce Vacancy															
Identify Employee Preference															
Evaluate Position Candidate															
Select Candidate															
Transfer Employee															
Receive Employee															
Assign Collateral Duty			CRUD												
Nominate for Promotion/Tenure	CRUD														
Nominate Selection Board Member		CRUD		CRUD											
Assign Board Member			CRUD	RU											
Transfer Board Member			RU	RU											
Evaluate Selection Board			R		CRUD										
Evaluate Promotion Nomination	RU					CRUD	R	R							
Evaluate Selection Out Candidat						RU	R	R							
Prepare Work Objective							CRUD	CRUD							
Evaluate Work Obj Performnc							RU	RU							
Evaluate Midcycle Performance							R	RU							
Estab Perf Improvement Plan							R		CRUD						
Evaluate Performance Improvement									RU						
Propose Performance Action										CRUD					
Decide Performance Action										RU					
Deny Within Grade Increase															
Justify Disciplinary Event															
Investigate Disciplinary Action											CRUD				
Propose Disciplinary Action										R		CRUD		CRUD	
Acknowledge Grievance											RU				
Investigate Grievance												CRUD			
Negotiate Settlement															
Issue Agency Decision											R			CRUD	CRUD
Explore Complaint											CRUD	CRUD	CRUD	CRUD	
Negotiate Complaint Resolution											RU	RU	RU	RU	
Determine Complaint Acceptblty											RU	RU	RU	RU	
Investigate Complaint											RU	CRUD	R	R	
Resolve Formal Complaint											RU	RU	R	R	
Mediate Resolution											RU	RU	RU	RU	
Issue Appeal Response											R				CRUD

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Cluster Analysis
Workforce Management
Design Area

	ORGANIZATION	USAID ORGANIZATION	GOAL	QUALIFICATION	POSITION	POSITION DESCRIPTION	POSITION QUALIFICATION	LOCAL COMPENSATION PLAN	PROMOTION OPPORTUNITY	POLICY	CASE	COUNSELING SESSION	CAREER PLAN	PERSON QUALIFICATION	LEARNING EVENT	LEARNING EVENT EVALUATION
Analyze Organization Function	CRUD	CRUD	CRUD					CRUD								
Identify Qualification Requirement	RU	RU		CRUD	RU	RU	CRU									
Identify Position Requirement	RU	RU		RU	CRUD	CRUD	CRU									
Determine Position Classification	R	R		R	RU	RU	RU									
Determine Staffing Strategy	R	R	RU	R	R											
Identify Promotion Opportunity	R	RU			R				CRUD							
Determine Diversity Requirement	R	RU	RU						RU							
Determine Diversity Strategy	R	R	CRUD						RU							
Develop Classification Standard	R	R		R	R	R		R		CRUD						
Develop Regulation										CRUD						
Interpret Regulation										CRUD	R					
Counsel Employee											CRUD					
Determine Learning Requirement				R			R					CRUD				
Assess Competency				R									RU	CRUD		
Identify Learning Method				R										R		
Design Learning Event				R											CRUD	
Present Learning Event															CRUD	
Evaluate Learning Event															RU	
Identify Mentor																CRUD
Train Mentor				R												RU
Assign Mentor																

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Distribution Analysis Processes

Process	Location		
	HR-AIDW	Bureau	Office/ Mission
Analyze Organization Function	✓		✓
Identify Qualification Requirement	✓		✓
Identify Position Requirement	✓		✓
Determine Position Classification	✓		✓
Develop Classification Standard	✓		
Determine Staffing Strategy	✓		✓
Identify Promotion Opportunity	✓		
Determine Diversity Requirement	✓	✓	✓
Determine Diversity Strategy	✓	✓	✓
Develop Regulation	✓		
Interpret Regulation	✓		✓
Counsel Employee	✓		
Determine Learning Requirement	✓		✓
Assess Competency	✓		✓
Identify Learning Method	✓		✓
Design Learning Event	✓		✓
Present Learning Event	✓		✓
Evaluate Learning Event	✓		✓
Identify Mentor	✓		✓
Train Mentor	✓		✓
Assign Mentor	✓		✓
Identify Position Opportunity	✓		✓
Advertise Requirement	✓		✓
Evaluate Application	✓		✓
Interview Applicant	✓		✓
Select Applicant	✓		✓
Obtain Medical Clearance	✓		✓
Obtain Security Clearance	✓		✓
Make Offer	✓		✓
Hire Employee	✓		✓
Announce Vacancy	✓		✓
Identify Employee Preference	✓		✓
Evaluate Position Candidate	✓		✓
Select Candidate	✓		✓
Transfer Employee	✓		✓
Receive Employee	✓		✓
Assign Collateral Duty	✓		✓
Nominate for Promotion/Tenure	✓	✓	✓
Nominate Selection Board Member	✓	✓	✓
Assign Board Member	✓		
Transfer Board Member	✓		
Evaluate Selection Board	✓		
Evaluate Promotion Nomination	✓		
Evaluate Selection Out Candidate	✓		
Identify Separation Reason	✓		✓
Determine Prior Service	✓		
Determine Retirement Contribution	✓		✓
Identify Separation Option	✓		✓
Prepare Work Objective	✓	✓	✓
Evaluate Work Object Performance	✓	✓	✓
Evaluate Midcycle Performance	✓	✓	✓
Establish Performance Improvement Plan	✓	✓	✓
Evaluate Performance Improvement	✓	✓	✓
Propose Performance Action	✓	✓	✓
Decide Performance Action	✓		✓
Deny Within Grade Increase	✓		✓
Justify Disciplinary Event	✓		✓
Investigate Disciplinary Action	✓		✓
Propose Disciplinary Action	✓		✓
Acknowledge Grievance	✓		
Investigate Grievance	✓		✓
Negotiate Settlement	✓		
Issue Agency Decision	✓		
Issue Appeal Response	✓		
Explore Complaint	✓	✓	✓
Negotiate Complaint Resolution	✓		✓
Determine Complaint Acceptability	✓		✓
Investigate Complaint	✓		✓
Resolve Formal Complaint	✓		✓
Mediate Resolution	✓	✓	✓
Determine Pay Increase	✓		✓

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Distribution Analysis Processes

	L e a d e r s h i p	HR-AIDW	Bureau	Office/ Mission
Budget Award Pool		√	√	√
Nominate Award		√	√	√
Request Allowance		√		√
Terminate Allowance		√		√
Provide Emerg Visitation Travel		√		√
Provide Evacuation Benefit		√		√
Provide Medical Evacuation		√		√
Provide Emergency Locator		√		√
Provide Workman Comp Benefit		√		√
Provide Health Ins Benefit		√		√
Provide Life Ins Benefit		√		√
Provide Retirement Benefit		√		√

**Distribution Analysis
Entities**

	HR-AIDW	Bureau	Office/ Mission
ORGANIZATION	√		
USAID ORGANIZATION	√		
GOAL	√	√	√
QUALIFICATION	√		√
POSITION	√		√
POSITION DESCRIPTION	√		√
POSITION QUALIFICATION	√		√
LOCAL COMPENSATION PLAN			√
PROMOTION OPPORTUNITY	√		
POLICY	√		√
CASE	√		√
COUNSELING SESSION	√		
CAREER PLAN	√		√
PERSON QUALIFICATION	√		√
LEARNING EVENT	√		√
LEARNING EVENT EVALUATION	√	√	√
ADVERTISEMENT	√		√
EMPLOYEE	√	√	√
RANK/GRADE	√		√
PERSON POSITION	√	√	√
TELEPHONE	√	√	√
ADDRESS	√	√	√
POSITION PREFERENCE	√		√
QUALIFIED EMPLOYEE	√		√
TRAVEL ORDER	√	√	√
PROMOTION NOMINATION	√	√	√
SELECTION BOARD NOMINATION	√	√	√
TEAM	√	√	√
CONSULTANT	√		
SELECTION BOARD EVALUATION	√		
REPORT CARD	√		
PERFORMANCE EVALUATION	√	√	√
WORK OBJECTIVE	√	√	√
PERFORMANCE IMPROVEMENT PLAN	√		√
PERFORMANCE ACTION	√		√
DISCIPLINARY EVENT	√	√	√
DISCIPLINARY ACTION	√	√	√
FINDING	√	√	√
DISCIPLINARY EVENT AGREEMENT	√		
APPEAL RESPONSE	√		
COMPLAINT	√	√	√
EMPLOYEE PAY LEVEL	√		√
INCENTIVE	√	√	√
INCENTIVE NOMINATION	√	√	√
TEAM INCENTIVE	√	√	√
PERSON INCENTIVE	√	√	√
ALLOWANCE	√	√	√
LEAVE	√	√	√
TRAVEL AUTHORIZATION	√	√	√
DISABILITY EVENT	√	√	√
ELIGIBLE FAMILY MEMBER	√		√
HEALTH INSURANCE	√		√
LIFE INSURANCE	√		√
BENEFICIARY	√		√
RETIREMENT CONTRIBUTION	√		√
RETIREMENT BENEFIT	√		√