

## **Implementing the President's Management Agenda on the Fair Act**

Topic: Implementing the Fair Act - Competitive Sourcing Progress and Lessons Learned

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Summary:

1. What numbers are you facing studying this year and next?  
  
FY 2003 - 110 (Office Automation Clerks)  
FY 2004 - 370 (Biological Science Technicians and Animal Caretakers)
2. What approach have you taken to identify the type of work to be studied?
  - Managed at National level
  - The Service contracted with a private firm who provided recommendations on general priorities for competitive sourcing consultation and cost comparison of positions
  - Service Director determined proposed occupations
  - Service recommendations submitted to Department for approval
  - Service requested funds in 2003 and 2004 budgets for the studies
3. What experience have you had with full studies and what has been your experience?
  - No studies yet completed
  - Currently studying 326-Series Office Automation Clerks
  - Utilizing private contractor (different from the one who performed the initial analysis-see #2)
  - The 2003 study still in progress to be completed by September 30
    - Review of the function and marketplace by Service Region
    - Determined 5 of 8 Regions needed no further study (qualified for an Agency Cost Comparison Waiver)
    - Determined a more detailed study in 3 Regions (salaries/benefits in a range comparable to private sector salary estimates.)

- The 2004 study proposal is pending Departmental approval
  - The budget item for the 2004 study is pending approval
4. What are your lessons learned with your studies?
- Keep all agency employees informed of the competitive sourcing initiative
  - Confer with unions having national consultation rights
  - Ensure key staff are trained/educated in competitive sourcing
  - Keep all management officials with occupations under study fully informed
  - Ensure all employees being studied are aware of what is going on
  - Do not underestimate employee anxiety
  - Ensure adequate funding

#### **To Get More Information**

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