

Graphics Team Action Plan

Concept/Vision

The Graphics functional area under Department of Energy Competitive Sourcing Studies, 2002-2003, is being conducted with a core team of representatives from various offices within the Department. The vision for this activity is to provide a fair and equal review of government functions that values the interests of the taxpayers, meets the needs of the agency, maintains the rights of employees and addresses contractor concerns. Through fair, effective and efficient competition, all citizens of the United States will receive high quality, reliable and sustainable performance and cost savings in Government commercial activities.

Number of Study – 1

Type of cost comparison – Single function

Geographical locations

Washington, DC

Germantown, MD

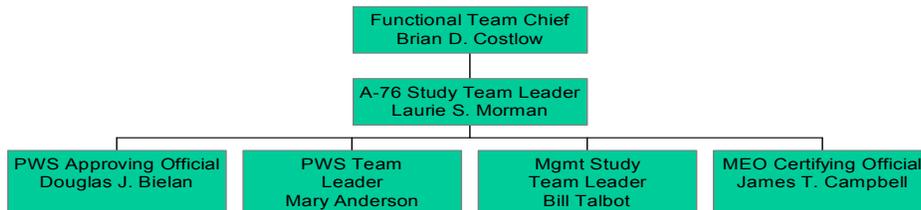
How studies divided –

Additional FTE's

None

Roles and Responsibilities

Graphics Study Team



- A. Functional Team Chief
 - Overall responsibility and accountability for Graphics Study
 - Responsible for providing periodic updates to the Executive Steering Group
 - Provide overall strategic guidance to teams
 - Provide talent for evaluation panels

- B. A-76 Study Team Leader
 - Work with Functional Team Chief to keep him informed of relevant issues associated with the Study
 - Serve as Technical Monitor for Contractors
 - Provide strategic guidance to PWS and Management Study Team Leaders, and project coordinators
 - Ensure overall project milestones met

- C. PWS Team Leader
 - Coordinates all of the aspects of the development of the Performance Work Statements for all of the functions under the Graphics Study
 - Provides assistance to the Contracting Office as required during the solicitation process

- D. Management Study Team Leader
 - Coordinates all aspects of the Management Study including the development of the Most Efficient Organization (MEO), the Technical Performance Plan (TPP), and the Transition Plan (TP) for the Graphics Study
 - Ensures that MEO completely and appropriately addresses PWS
 - Provides final review and approval of MEO before submission to the MEO Certifying Official

- E. PWS Approving Official
 - Ensures that the PWS correctly specifies the tasks needed to meet the missions of the functions being studied

- F. MEO Certifying Official
 - Certify that MEO meets all the specifications of and can perform the requirements of the PWS

- G. Performance Work Statement Team
 - Develop the PWS including the development of technical requirements, performance standards, technical exhibits, and contract data requirements
 - Perform the job analysis including identification of functions, workload, performance measures, performance standards, reporting requirements, and resource requirements (facilities and personal property)
 - Determine Government Furnished Inventories, Government Furnished Facilities and Equipment, Government Furnished Services and Utilities,

Government Furnished Information Systems Support, and current Inter-Service Support Agreements

- Determine applicable directives and regulations (including environmental, security and customer requirements)
- Develop the QASP, which is the plan the Government will follow to assure that the desired levels of quality will be met by either a contractor or the MEO

H. Most Efficient Organization Team

- Complete the Management Plan including consideration of re-engineering, process and productivity improvements, consolidation, personnel classification, market analysis, etc. The Management Plan must identify organization structure, staffing requirements, operating procedures, facility and equipment requirements, and a transition plan
- Develop MEO
- Develop Technical Performance Plan (TPP)
- Develop the Transition Plan (TP)

I. Cost Comparison Team

- Develop the Government In-House Cost Estimate (IHCE) based on the Management Plan developed by the MEO Team

J. Contracting Officer

- Assist with the development of the business strategy and preparation of the Acquisition Plan
- Review the source selection plan approved for Federal Acquisition Regulation (FAR) compliance
- Prepare the solicitation and submit for review and approval by the SSA
- Ensure that the proposing activity's cost or price proposals are not made available to the technical and management evaluation panels
- Provide the SSEB the evaluation of reasonableness of each offeror's proposed price
- Recommend the competitive range and determine which proposals are in the competitive range to the SSA
- Obtain all required reviews and approvals, with the exception of the Congressional notification, before the final briefing to the SSA for the final selection decision

K. Contracting Officer Representative

- Coordinates with prime and subcontractors for task assignments and completion
- Coordinates with Contracting Officer for documentation to prepare solicitation

L. Human Resource Representative

- Assist in continuing performance during the review

- Create a list of vacancies and other opportunities for potential placement during the transition period
- Eliminate grade creep
- Provide flexibility in classification to allow multi-skilled positions
- Provide flexibility in compensation to allowed improved incentives
- Resolve conflicts between Reduction in Force (RIF) schedules, procurement schedules, and the need for quick and smooth transitions
- Assist in eliminating one-time related personnel costs without using mock RIF's

M. Independent Review Official (IRO)

- Review the PWS, QASP, and Management Plan including MEO, IHCE, TPP, TP and assets discussion, along with all supporting documentation
- Certify the Management Plan

N. Appeal Authority

- Review appeals received
- Issue appeals report

O. Financial Team

- Provide financial data throughout the review
- Assist the Cost Comparison Team
- Reconcile the cost comparison form decision with budget documentation
- Obtain the funding commitments for MEO improvements

P. Union Representatives

- Provide assistance as indicated in the Collective Bargaining Agreement
- Assist in communicating with all affected bargaining unit employees
- Encourage bargaining unit employees to cooperate during the review process
- Represent bargaining unit employees during the transition period
- Participate as team members on the PWS and MEO teams
- Participate in communication forums
- Respect confidentiality of procurement-sensitive data

Training Requirements

- Several A-76 Core Team members will attend a 2-day workshop “OMB Circular A-76 Workshop”, Washington, D.C. May 9-10, 2002 conducted by Potomac Forum, Ltd, located at 1300 Pennsylvania Avenue, N.W., Ronald Reagan Building and International Trade Center. Attendees: John Harrison, Virginia Bitler, Terry Butler, Nicole McGowan, Roger Lewis.
- Additional A-76 Team members as recruited, will attend a workshop sponsored by the Office of Competitive Sourcing/A-76 (Date TBD)
- Staff employees – web sites, DOECASTS, individual group meetings by Team Coordinators, Unions, monthly scheduled All Hands meetings, Brown Bag lunches, video-conference meetings

- Executive Overview for leaders and managers: a short course to familiarize senior leadership with the A-76 program and processes, completed April 11, 2002
- Workforce Orientation for affected employees: a familiarization with the A-76 processes, why it is being conducted, the process, timelines, and potential outcomes (Date TBD)
- Core Team - Performance work statement (PWS) and MEO training for study participants: in-depth training in the A-76 process and how to successfully conduct an A-76 Study (Date TBD)
- Core Team - Human Resources (HR) Role in A-76 for HR support staff: familiarization for HR personnel to successfully support an A-76 Study and provide maximum support to the workforce throughout the process (Date TBD)

Taking Care of Workforce

In order to successfully compete the functions included in the Graphics area in a manner that would provide the appropriate level of opportunities for the current federal employees, a decision was made to conduct a full A-76 Competition rather than a Direct Conversion of these functions.

There are a variety of actions that will occur depending on the outcome of the study, including:

If Government Bid Selected – implement MEO

- Union Notification and assistance
- Attrition
- Buyout
- Voluntary Early Retirement Authority
- Reduction in Force
 - Competitive Areas (boundaries for employee competition)
 - Competitive Levels (group of positions in same grade/class series, similar duties)
 - Retention Registers (list of competing employees)
 - Bumping and Retreating rights
 - Compensation – severance pay, payment of annual leave, unemployment compensation in State
 - Career transition assistance (outplacement and job search assistance)

If Contractor Bid Selected

- Union Notification and assistance
- Administrative Appeal Process (20-30 days)
- Transition Plan
- Right of First Refusal
- DOE Priority Placement Program (PPP)
- Request Voluntary Early Retirement Authority (VERA)

- Voluntary Separation Incentive Payments (VSIP) to reduce or eliminate involuntary separations
- Reduction in Force
- Unemployment benefits (State in which employed-Servicing Personnel Office assistance)

Residual Organization, remaining regardless of which group selected

- Schedule training “Moving through Change”
- Offer individual assistance through Employee Assistance Program
- Provide skills training to meet new challenges

Budget and Resource Requirements

Resources

- Contractor support one week per month on site, 3 weeks offsite (for duration of study)

Training -- \$5,000

Risk Assessment

The Graphics A-76 Study has several significant risks associated with conducting the study thoroughly and within the 12-month study period. These risks are addressed below along with a discussion of possible risk mitigation strategies.

1. Competing Staff Resource Requirements. The Graphics A-76 Study Team is committed to dedicating the most experienced and capable DOE professionals to the study. Most of the individuals identified to work on the PSW and Management Study teams also have significant responsibilities in meeting the on-going mission requirements of their respective organizations. To mitigate the effects of staff resource conflicts, the Graphics Study will develop detailed action and milestone schedules, aggressively track progress, and assure that potential slippages are corrected forcefully and early.
2. Availability of Financial Resources. We have identified the need for funding support service contractors, Federal employee travel, and possibly commercially-obtained training. Should these resources not materialize, the Graphics Study team’s effectiveness, and the value of its related deliverables, would be adversely affected. To mitigate this risk, the Functional Team Chief and Study Team Leader will aggressively champion the request for budgetary resources, and will, if need be, pursue identification of existing resources that could be diverted to this study.
3. Employee Morale Considerations. Persistent downsizing efforts, ever-increasing workloads, and proliferation of new initiatives have already created a strained workforce. The workforce restructuring probabilities inherently associated with commercial activities studies will further create the potential for employee morale erosion. Our communications plan and

the proactive care-giving of DOE's Graphics community will provide effective counter balances to these inherent risks.

A-76 Study Function Nomination Matrix

See Attachment A

A-76 Study Team Participants

See Attachment B

A-76 Tentative Study Process Milestones

See Attachment C

Initial Action Milestones

See Attachment D

Communications Plan

See Attachment E

Attachment A

A-76 Study Function Nomination Matrix

Organization	Activity	Function	Position Title	Auth.	Assig.	Pay Class	Position Series	Pay Level
ME	Graphics	Y570	Visual Info Specialist	1	0	GS	1084	13
ME	Graphics	Y570	Visual Info Specialist	9	8	GS	1084	12
ME	Graphics	Y570	Visual Info Specialist	1	1	GS	1084	11
ME	Graphics	T000	Secretary (OA)	1	1	GS	318	6
ME	Graphics	T000	Program Analyst	1	1	GS	343	12

Attachment B

A-76 Study Team Participants

A-76 Study Team Role	Participants Name	A-76 Activity Assigned	Phone Number/ Fax Number	E-mail Address
A-76 Management				
Functional Team Chief	Brian D. Costlow	Graphics	202-586-5710 phone 202-586-1937 fax	Brian.Costlow@hq.doe.gov
A-76 Study Team Leader	Laurie S. Morman	Graphics	202-586-5710 phone 202-586-1937 fax	Laurie.Smith@hq.doe.gov
A-76 Core Team				
PWS Team Leader	Mary Anderson	Graphics	202-586-4375 phone 202-586-5460 fax	Mary.Anderson@hq.doe.gov
Management Study Team Leader	Bill Talbot	Graphics	202-586-2732 phone 202-586-0574 fax	Bill.Talbot@hq.doe.gov
A-76 Points of Contact				
Contract Officer/ Representatives	Craig S. Frame	Graphics	202-287-1463 phone 202-287-1457 fax	Craig.Frame@hq.doe.gov
General Counsel	Maryann M. Shebek	Graphics	202-586-1519 phone 202-586-8685 fax	Maryann.Shebek@hq.doe.gov
Public Affairs Office	TBD	Graphics		
Human Resources	Marvin H. Jackson	Graphics	202-586-8481 phone 202-586-4568 fax	Marvin.Jackson@hq.doe.gov
Security	Robert Walsh	Graphics	202-586-6591 phone 202-586-5039 fax	Bob.Walsh@hq.doe.gov
Inspector General	TBD	Graphics		
PWS Approving Official	Douglas J. Bielan	Graphics	202-586-9285 phone 202-586-0576 fax	Douglas.Bielan@hq.doe.gov
MEO Certifying Official	James T. Campbell	Graphics	202-586-4171 phone 202-586-7366 fax	Jim.Campbell@hq.doe.gov
SSEB Members	TBD	Graphics		
IRO Personnel	TBD	Graphics		
Consultant Support (Add rows as required)				
	Joe Alexander, Program Manager, Jupiter	Graphics		
	Others TBD			
Union Representation	Al Knight	TBD	202-586-4768 phone	Al.Knight@hq.doe.gov
	Joel Kristal	TBD	301-903-7143 phone	Joel.Kristal@em.doe.gov

Attachment C

Task	Start	Finish
1. Study Planning & Organizing	8 August 02	19 September 02
2. Requirements Analysis and Workload Validation	27 August 02	9 September 02
3. PWS Preparation	10 September 02	21 October 02
a. 1 st Draft Development and Review	10 September 02	7 October 02
b. Final	7 October 02	21 October 02
4. Quality Assurance Plan Development and Review	23 September 02	8 November 02
a. 1 st Draft Development and Review	24 September 02	25 October 02
b. Final	25 October 02	8 November 02
5. Issue Solicitation	26 November 02	3 February 03
a. Draft Solicitation	26 November 02	26 December 02
b. Final Solicitation	2 January 03	1 February 03
6. Source Selection Evaluation	5 February 03	19 February 03
7. Management Plan	26 November 02	21 April 03
a. MEO	26 November 02	26 December 02
1 st Draft	26 November 02	26 December 02
Final	5 February 03	7 March 03
b. In-House Cost Estimate	10 March 03	20 March 03
c. Technical Performance Plan	31 March 03	22 April 03
1 st Draft	31 March 03	14 April 03
Final	18 April 03	22 April 03
8. MEO Certification	25 April 03	29 April 03
9. Independent Review	30 April 03	27 May 03
10. Cost Comparison	27 June 03	1 July 03
11. Tentative Decision Announcement	5 July 03	5 July 03

Attachment D

Initial Action Milestones

Initial Activity	Date
Identify A-76 Team Participants:	
A-76 Management	July 2002
A-76 Core Team	August 2002
A-76 Points of Contact	August 2002
Develop Initial Study Plan	August 2002
Communications Strategy:	
Develop Communications Plan	September 2002
Brief Senior Leadership	September 10, 2002
Brief Workforce, Unions, Stakeholders, Customers	Begin October 2002
Attend A-76 Training:	
Executive Overview	July 5, 2002
Initial A-76 Team Training	August 20, 2002
Workforce Orientation	August 22, 2002
Package Studies	October 2002
Obtain Consultant Support	October 2002

Attachment E

UNITED STATES DEPARTMENT OF ENERGY

**Graphics Competitive
Sourcing (A-76)
Communications Plan**

July 2002

Graphics Competitive Sourcing (A-76) Communications Plan

1.0 Purpose

The Graphics Team Chief has been charged with the lead in administering the Department's OMB Circular A-76, Performance of Commercial Activities Study of a variety of Graphics functions. To that end, the Graphics Communications Plan has been developed to help implement the Graphics Competitive Sourcing (A-76) study. This Plan provides guidelines for developing and releasing internal and external information on Headquarters and field Competitive Sourcing activities. Use of this plan will aid in the timely, accurate and useful dissemination of information to the affected DOE community including customers and stakeholders. The Communications Plan will also encourage participation and feedback from all parties directly and indirectly affected by the Graphics Study.

2.0 Background

The President and the Secretary have tasked the Department with creating the most efficient and effective organization possible. Their goal is to reduce the size and cost of government, to strengthen accountability, maintain effective oversight, and enhance performance reporting. One of the ways to accomplish this objective is through a public-private competition conducted via an OMB Circular A-76 Commercial Activities study. A-76 has been in existence for over 35 years but primarily implemented, with great success, at the Department of Defense. The purpose of A-76 is to ensure that government employees only perform those activities that must be performed by the government. All other activities are subsequently contracted out if they can be performed by the private sector, or another government agency, at less cost. When a function is announced for an A-76 Commercial Activity (CA) study, both the government and private sector have an opportunity to bid for the work. The A-76 CA study involves the development of a Performance Work Statement (similar to a Statement of Work), which serves as the cornerstone of the government's solicitation for bids that both the government provider of services and private firms use as the basis for developing their bids. The A-76 CA study also involves the development of the government's Management Plan consisting of: an Most Effective Organization (MEO) concept of operations; an In-House Cost Estimate (IHCE) which is the MEO's cost estimate for providing the service; a Technical Performance Plan (TPP) which is the government's technical proposal; and, a Transition Plan. The A-76 competition concludes with a cost comparison between the government's In-House Cost Estimate and the "best value" selected from the private sector offeror proposals.

The following activities and personnel have been identified from the FAIR Act Inventory as commercial activities eligible for competition in the Logistics area and will be announced for study in 2002:

Function (Department-Wide)	Federal Employees Announced	Functional Team Chief
Graphics	13	Brian Costlow

3.0 Overall Strategy

Because the A-76 process directly impacts employees, their families and the local community, as well as DOE union agreements, the announcement of the areas to be studied will be carefully coordinated. It will be the primary responsibility of the Graphics Team Chief, assisted by the Graphics A-76 Coordination Team, to oversee the timing, content, and implementation of all communications concerning A-76 matters.

3.1 Preparation

The Office of Competitive Sourcing has created a Competitive Sourcing web page to include a FAIR Act subcategory and an A-76 subcategory with links to A-76 regulations, news releases, anticipated dates of study announcements, and other pertinent information, as needed.

The Graphics Team Chief will conduct regularly scheduled meetings with managers and points of contact, as information is available to discuss the A-76 process.

The Office of Congressional Affairs will be involved in all preliminary meetings in order to properly prepare the necessary groundwork for Congressional notification(s).

All A-76 related press releases will be coordinated with the Office of Competitive Sourcing and Office of Public Affairs.

The Office of Competitive Sourcing will prepare an e-mail to go out to all DOE employees through the DOECAS electronic mail system, with details of the announcement and the web page address where they can read the transcript of the announcement, and other associated materials.

The Office of Competitive Sourcing will post a transcript of the announcement to the A-76 web page as soon as it is official.

3.2 Initial Announcement

The initial announcement to Congress will include the announcement date, functions, and total number of FTEs to be studied, will be handled through the Office of Congressional Affairs, and the Functional Area Team Leaders will then announce the number of FTEs by location and provide a milestone schedule. Notification to the workforce and the unions will occur simultaneously. The Graphics Team Chief will announce the areas of study to the management staff involved with union representation after receiving

concurrence of this plan from the HQ Office of Competitive Sourcing, and assistance of the A-76 Coordination Team during June 2002.

3.3 Immediate Follow-up as Firm Schedules are Identified for the Studies

As soon as possible after the announcement, the Office of Competitive Sourcing will coordinate additional notifications to customers and other stakeholders. The Graphics Team Chief will provide information regarding the announced positions, potential impacts to the customer/stakeholder, the Competitive Sourcing web page address, and applicable POCs.

3.4 The Competitive Sourcing (A-76) Coordinating Team

The Graphics Study Team will include members from: Office of Management, Budget and Evaluation; General Counsel; Office of Procurement and Assistance Management; Office of Human Resource Management; Assistant Secretary for Energy Efficiency and Renewable Energy; Office of Independent Oversight and Performance Assurance; National Nuclear Security Administration; union representative; and others as deemed appropriate.

3.5 Continuing Information During The Studies

The Graphics Team Chief will begin sending information about study schedules, local news articles, frequently asked questions (FAQ), and scheduled employee meetings to the Office of Competitive Sourcing and will provide information to the employees affected by the study on a continual basis. Each A-76 study will have its own communication plan.

Appropriate Departmental staff will keep the union chapters informed on the status of the study. It is anticipated that union chapters will periodically meet with the directly affected employees and will seek out local A-76 team members to give and solicit feedback on the study progress. To encourage accurate information sharing, a union representative will be included on the Graphics Study Team.

The Graphics Team Chief will periodically keep customers/stakeholders updated and respond to their questions.

3.5 Announcement Date

The announcement of the final competition results requires the same careful coordination as the initial announcement. Principal management for the function under study will inform directly affected employees in a closed meeting with HR and legal representatives capable of responding to questions and concerns that may arise from the decision.

4.0 General Communication Guidelines Important Points to Remember

Below are general communication guidelines that will be followed for successfully implementing the Competitive Sourcing program throughout the Department:

- Due to the sensitivity of the A-76 study process, the Office of Competitive Sourcing and the Competitive Sourcing (A-76) Coordinating Team will be involved in any internal or public communication regarding the studies.
- Face-to-face communication is the most effective communications tool, followed by written material. Each will be used as appropriate.
- Feedback is essential to the evolution of the communication strategy.
- Communication efforts must keep in mind that employees fear the unknown perhaps more than the outcome of the A-76 effort.
- Open communication between employees and their supervisors is essential.
- Ensure that there is a POC established for employees to get HR-related information.

5.0 Objectives

This comprehensive Communication Plan will build a strong foundation for DOE-wide understanding and acceptance of the A-76 process and will serve to:

- Increase awareness and promote understanding of the A-76 process;
- Serve as a guide for providing consistent communication about A-76;
- Describe the messages, target audience, vehicles and timing of communications geared to mitigate resistance and obtain support and commitment from leadership staff, LPSOs, Headquarters Elements, and field offices, union, directly affected employees, stakeholders and customers; and
- Serve as a method for obtaining buy-in and participation during the A-76 process.

This plan was created with general guidelines in order to accommodate fluid communication needs during the A-76 study process. The success of the communications will depend on the Graphics Team Chief's ability to assess each situation and to adjust the communication product or frequency as dictated by the feedback of the participants. This plan will be continuously updated to meet the needs of all affected by the Graphics Coordination Team. In large part, the success of the A-76 study process will hinge on effective communication to both internal and external audiences.

5.1 Identify the target audiences and their basic information needs

Identifying the target audiences and their information needs is an important step in the communication process. The target audience dictates the amount and type of information to be provided to ensure that all participants in the A-76 process remain informed and involved. Table 1 shows A-76 target audiences and the types of information they require, as a minimum, to effect the A-76 program.

Table 1: Target Audiences And Information Needs

Target Audience	Information
Internal Audience	
Office of Human Resource Management	<ul style="list-style-type: none"> • A-76 Study Program progress and personnel issues involving federal employees, the unions, and the contractor workforce affected by the A-76 process to include schedules for meeting with employees
Lead Program Secretarial Offices, Heads of Headquarters Elements, Field Offices and Program Secretarial Offices	<ul style="list-style-type: none"> • Information on A-76 Team decisions that may have policy, programmatic, or legal implications • Progress updates from A-76 teams • Information necessary to update the DOE Study Team Tracking System (CAMIS) • Independent Review Guidance • Information on funding requirements including contractor support
Headquarters Office of Competitive Sourcing	<ul style="list-style-type: none"> • A-76 Team decisions that may have policy or legal implications • Policy Guidance • A-76 Study Program progress • Independent Review Guidance • Lesson Learned during the A-76 Study • Reports on contractor support performance • Budget Funding Needs • A-76 Team meeting schedules
Federal Employee Union Representatives at affected sites for Graphics Study	<ul style="list-style-type: none"> • Need for the study and choice of functions under study • An explanation of A-76 study process • A-76 Study Program progress • A-76 Team meeting schedules • Employee rights and benefits

Target Audience	Information
Internal Audience	
DOE Federal Employees announced for Graphics Study	<ul style="list-style-type: none"> • An explanation of the A-76 study process • An understanding of the need for the study • Constant communications to allay any undue fears and maintain morale • Reinforcement of the importance of employee participation in the A-76 study process • Rights of and benefits to employees during, and as a result of, A-76 study process • A-76 Study Program progress

5.2 Identify Communication Needs and the Responsible Office

Identifying communication needs and the individual/office responsible is also important to ensure that all levels of DOE understand their responsibilities as partners in the communication process. Table 2 identifies common communication needs during the A-76 process and the responsible office.

Table 2: Communication Needs and Responsible Office

Communications Need	Department
Updates on FAIR Act inventory	<ul style="list-style-type: none"> • Graphics Team Chief through the Office of Competitive Sourcing
Manpower management	<ul style="list-style-type: none"> • Graphics Team Chief through the Office of Human Resource Management
PWS/QASP guidance, schedules of studies and their progress	<ul style="list-style-type: none"> • Graphics Team Chief through the Office of Competitive Sourcing
Oversight for the Graphics Competitive Sourcing (A-76) study	<ul style="list-style-type: none"> • Graphics Team Chief
Acquisition planning, source selection, and other procurement assistance	<ul style="list-style-type: none"> • Graphics Team Chief through the Office of Procurement and Assistance Management
Overall policy guidance	<ul style="list-style-type: none"> • Graphics Team Chief through the Office of Competitive Sourcing and A-76 Executive Steering Group
Specific A-76 guidance and overall progress of current A-76 Program	<ul style="list-style-type: none"> • Graphics Team Chief through the Office of Competitive Sourcing

5.3 Identify Methods of Communication

Identifying the most effective methods of communication for each target audience and a schedule that ensures that participants will receive current, timely information is another important step in the implementation of an effective Communication Plan. Table 3 identifies common target audiences and the recommended methods of communication for A-76 studies.

Table 3: Methods of Communication and the Target Audience

Method of Communication	Type of Communication	Target Audience	Schedule	Responsible Party
Announcement by Graphics Study Team Chief	<ul style="list-style-type: none"> Competitive Sourcing program implementation 	<ul style="list-style-type: none"> All affected DOE Employees in Graphics Study and Unions 	<ul style="list-style-type: none"> Program start – begin June 2002 	<ul style="list-style-type: none"> Graphics Study Team Chief
<u>All Hands Meetings on Competitive Sourcing</u>	<ul style="list-style-type: none"> Schedule of A-76 studies A-76 study progress HR information 	<ul style="list-style-type: none"> Impacted employees 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Graphics Team Chief with assistance from supporting human resource offices
<u>DOE Competitive Sourcing Web Pages (HQ and local)</u>	<ul style="list-style-type: none"> DOE A-76 information OMB Policy Publications and Guidance Frequently Asked Questions Lesson Learned Templates of PWS/QASP 	<ul style="list-style-type: none"> A-76 teams, unions, impacted employees 	<ul style="list-style-type: none"> Update as often as possible 	<ul style="list-style-type: none"> Graphics Study Team Chief through Office of Competitive Sourcing

5.4 Create a Schedule for Implementing the Communication Plan

The plan of action to implement the ongoing Communication Plan identifies the type of message, target audience and vehicle with assigned tasks and scheduled release dates. Table 4 provides the method to monitor the implementation plan. The table pulls the information from Table 2, Communication Needs and Responsible Office, and then assigns a Scheduled Completion Date and the office/individual assigned the task.

Table 4: Communication Schedule

Communications Need	Target Audience	Method of Communications	Scheduled Completion Date	Responsible Parties
Graphics Team Chief Announcements Begin June 2002	Principal Site Management to reach Affected Employees/Union Representatives	Letters and briefings	TBD	Graphics Team Chief through Office of Competitive Sourcing

6.0 Additional Communication Contacts

6.1 Internal Media Outlets

- DOE internal newsletters
- DOE web pages
- DOECAST emails

6.2 External Media Outlets

- ABC Affiliate WJLA
- CBS Affiliate WUSA
- NBC Affiliate WRC
- Fox WTTG

6.3 National Newsprint

- Washington Post
- Washington Times
- USA Today
- Inside Energy

6.4 Local Newsprint

TBD

6.5 General Information Approved for Release
 TBD (coordinated by the Office of Public Affairs)

6.6 Proposed Schedule for Media Announcements

6.7 Points of Contact

Table 5

Title/Position	Name	Phone Number	Fax Number	Email Address
A-76 Graphics Study Management				
• Graphics Study Team Chief	Brian D. Costlow	202-586-5710	202-586-1937	Brian.Costlow@hq.doe.gov
• Graphics Study Team Leader	Laurie S. Morman	202-586-5710	202-586-1937	Laurie.Smith@hq.doe.gov
• PWS Team Leader	Mary Anderson	202-586-4375	202-586-5460	Mary.Anderson@hq.doe.gov
• Management Study Team Leader	Bill Talbot	202-586-2732	202-586-0574	Bill.Talbot@hq.doe.gov
Office of the General Counsel	Maryann Shebek	202-586-1519		maryann.shebek@hq.doe.gov
Office of the Inspector General	TBD	TBD	TBD	TBD
Office of Procurement and Assistance Management	Craig Frame	202-287-1463	202-287-1457	Craig.Frame@hq.doe.gov
Office of Human Resource Management	Marvin H. Jackson	202-586-1542		Marvin.Jackson@hq.doe.gov
Customer/Stakeholder Liaisons	TBD	TBD	TBD	TBD
Union Representative	Al Knight, #213	202-586-4768	TBD	Al.Knight@hq.doe.gov

