

Clinton Administration History:
Submission Materials & Correspondence Checklist

Name of Agency OPM

Date:	Description of Submission or Correspondence:	Contact Information:
10/05/00	History outline	John Fenzel



"Fenzel, John" <JFENZEL@opm.gov>
10/05/2000 04:19:52 PM

Record Type: Record

To: Edward L. Widmer/WHO/EOP

cc:

Subject: OPM Outline

Ted,

Here is the OPM outline for the history project. Let me know if you need any additional information!

<<OPM History Project Outline.doc>>

Thanks,

John Fenzel

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- OPM History Project Outline.doc

DRAFT

Outline of OPM's contribution to Clinton-Gore Administration History Project *

9/30/00

- **Introduction** (5 pages) – Overview of OPM's role during the Clinton-Gore Administration in reinventing government; creating the civil service of the future; promoting diversity and building a high quality workforce through: sound recruitment and hiring practices, a supportive work environment, learning and development, rewards and recognition. Additional focus will be placed on sustaining the commitment to diversity and quality with a cultural framework that promotes accountability, results, communications and development, and recognition of success. OPM's Office of Merit Systems Oversight and Effectiveness reviews and reports will also be provided, to include annual reports to Congress and the President. The leadership role that OPM has played in advancing the health care issue, as well as in being an advocate of Federal employees are the two keystone achievements.
 - Documents to be appended: annual year end accomplishments/goals/priorities memoranda from the Director to the President, Congress and Federal Agencies; and transition, and other documents.
 - Assignment – Special Assistant to the Director.
- **The Reinvention of OPM and Downsizing Government: Creating the Civil Service of the Future** (10 pages)
 - Introductory summary focused on a more agile, efficient and strategic in outlook. A more responsive and flexible, more customer-focused, less prescriptive, and more "user friendly." bring hiring and performance management decisions closer to the line managers who are directly responsible for accomplishing each agency's specific mission. The summary will include key initiatives, analysis and studies that have supported the evolution of OPM as the primary manager of Federal Human Resources and Services through a series of innovative approaches.
 - Significant Administration accomplishments and efforts to increase opportunity and to the goal of making the Federal Government the model employer for the Nation (e.g Organizational Changes/Management)
 - Documents to be appended: Ford Foundation Innovation Award documentation; Weekly reports; Director's letters to Congress; Presidents, Vice Presidents, Directors and Deputy Director's speeches and testimony; materials prepared for transmission to Congress; OPM reports; decision memoranda for the Director; and other documents (Comprehensive Study of the Federal Human Resources Community, Poor Performers in Government, Openness in the Employment Process, etc.), Annual Federal Civilian Workforce Statistics.
 - Assignment – Associate Directors.
- **Creating Strong Bonds with Federal Labor Management** (5 Pages)
 - Building cooperative labor-management relationships

- National Partnership Council
 - Partnership, not confrontation
 - Assignment – Associate Directors.
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- **Medical Care for Federal Employees (10 pages)**
 - Long Term Care Security Act signed by the President on September 19, 2000 (providing long-term care insurance for all federal employees).
 - Senate approved H.R. 4040, the “Long-Term Care Security Act,” on July 25, 2000. Public Law 106-265.
 - Implementation of the Patients' Bill of Rights, Mental health parity, Premium conversion
 - Director Lachance’s statement upon passage of the legislation by the Senate Governmental Affairs Committee (June 15, 2000)
 - Director Lachance’s Testimony, Subcommittee on International Security, Proliferation and Federal Services; Committee on Governmental Affairs United States Senate (May 16, 2000)
 - Assignment –Office of Congressional Relations, Retirement and Insurance Service.
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- **Equal Opportunity Policy and Diversity Initiatives (15 pages)**
 - Introductory summary focusing on diversity in the Federal Workforce from FY 93 to FY 00
 - Important OPM events and achievements (e.g. 1999 Plan for Employment of People with Disabilities in the Federal Government, Addressing Sexual Orientation Discrimination in Federal Civilian Employment (May 28, 1998 Executive Order 13087 prohibiting discrimination based on sexual orientation within the Executive Branch civilian employment). Revised regulations for employment in the Senior Executive Service; Revision of SES Leadership Competency; Management Development seminar entitled “Diversity: A Business Necessity for the Millenium”; “Building and Maintaining a Diverse, High Quality Workforce—a Guide for Federal Agencies”; White House Initiative on Asian Americans and Pacific Islanders.
 - Religious Freedom
 - Documents to be appended: Reports; Director’s letters, speeches and testimony; and other documents.
 - Assignment – Office of Human Resources and EEO, Employment Service, Office of Merit Systems and Effectiveness.
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- **Supporting the Family-Friendly Workplace (10 pages)**
 - Introductory summary focusing on the Family and Medical Leave Act of 1993
 - Important OPM achievements and policy initiatives (e.g. telecommuting, alternate work schedules, part-time employment and job sharing, Executive Order Prohibiting Discrimination Against Federal Employees Based on their Status as Parents). The child care assistance program, the expanded Sick Leave program
 - Presidential Priorities of Adoption and Organ Donation

- Documents to be appended: decision memoranda for the Director; Director's letters to Congress; President's, Vice President's, Director's and Deputy Director's speeches and testimony; and other documents.
- Assignment – Strategic Initiatives Coordinator, Retirement and Insurance Service, Office of Merit Systems and Oversight, Office of Congressional Relations.
- **Personnel Changes (2 pages)**
 - Brief narrative on Directors of the OPM and other senior officials
 - Documents to be appended: President's, Vice President's, Director's and Deputy Director's speeches; press releases; text of award citations; and other documents.
 - Assignment: Associate Directors

Input Required From:

Office of Merit Systems Oversight and Effectiveness

Strengthening our oversight of the merit system

Modernizing HR information technology

Employment Service

Providing flexibilities and tools for recruitment and hiring

Workforce Compensation and Performance Service

Improving the linkage between pay and performance

Payment of Incentives in the Fight to Suppress Western Wildfires

Total Compensation Reform

Investigations Service

Privatization Initiative

Office of Workforce Relations

Building cooperative labor-management relationships

Office of Executive Resources Management

Refocusing attention on learning

Performance Regulation Management

Executive Core Qualifications

Office of Executive and Management Development

Retirement and Insurance Service

Office of the Chief Information Office

Modernizing HR information technology

Office of Human Resources and Equal Employment Opportunity

Awards Initiated for HR Improvements

Office of the Chief Financial Officer

Office of Contracting and Administrative Services

Office of Executive Direction

Office of the Director

Director Lachance's Trip to China (first-ever meeting between heads of national civil services in China)

Office of Congressional Relations
Office of the General Counsel
Office of the Inspector General

Legislation:

Drafted Administration Proposal

- Public Law 103-226 – 3/30/94
Federal Workforce Restructuring Act of 1994

Contributed to Enactment

- Public Law 103-3 – 2/5/93
Family and Medical Leave Act of 1993 – Title II – Federal employees
- Public Law 103-94 – 10/6/93
Hatch Act Reform Amendments of 1993
- Public Law 103-103 – 10/8/93
Federal Employee Leave Sharing Amendments Act of 1993
- Public Law 103-172 – 12/2/93
Federal Employees Clean Air Incentives Act – Transit subsidies
- Public Law 103-409 – 10/25/94
FEGLI Living Benefits Act

Continued....

*Format will consist of roughly 20-50 total pages of narrative, followed by roughly 500 total pages of appended documents with a detailed table of contents. Working with each of the Departmental offices, John Fenzel will be primarily responsible for the compilation of supporting documents (Special Assistant to the Director, (202) 606-1000).

**The examples listed are not exclusive of those that can be included.