

# Department of Commerce Office of Human Resources Management

## Service Catalog *Fiscal Year 2025*



### Learn about OHRM Offerings

Discover the wide range of services offered by the Office of Human Resources Management (OHRM)



### Research Individual Services

Explore specific services with which you need assistance



### Find Points of Contact

Locate the right contact to answer your questions and provide more information on service offerings

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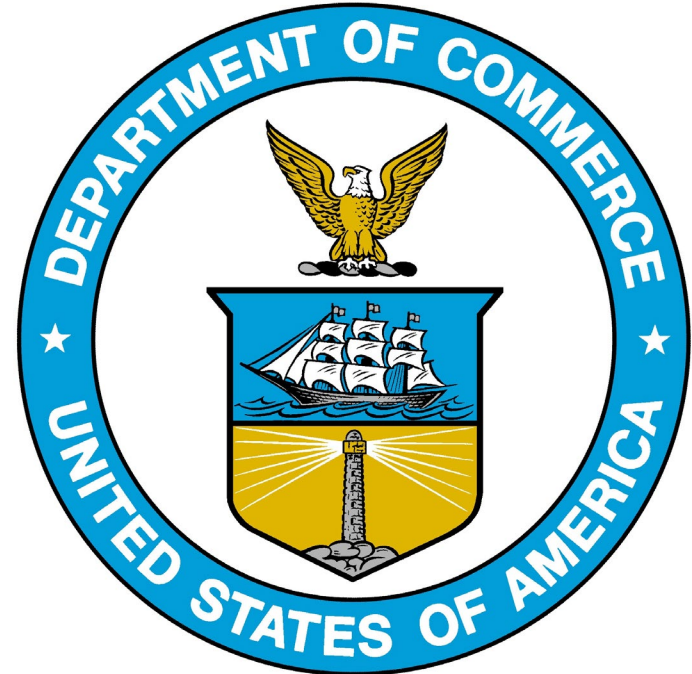
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***Office of  
Human Resources Management***

# OVERVIEW OF OHRM

The Office of Human Resources Management is comprised of fourteen offices that are split between **strategic** and **operational** services.

Feel free to **click** on the office name or icon to explore their services directly.



**FRONT OFFICE:** Provides program leadership for OHRM's functions and exercises supervision over OHRM's operating offices.

## Human Capital Strategy

Provide guidance and alignment to Federal and Commerce human capital strategic policy and statutes

## Policy & Benefits

Oversee policy compliance and provide guidance on benefit options to employees

## HRIT & Strategy

Provide reporting on human capital objectives and guidance on human resources technology

## Executive Resources

Manage HR Functions for Senior Executive Service (SES)/Senior-Level (SL)/Scientific & Professional (ST) and Schedule C positions

## Workforce Relations

Provide guidance in the areas of employee and labor relations

## Payroll

Guidance and services related to issues that affect an employee's compensation

## Talent Acquisition

Provide guidance on recruiting and retaining Department employees



## Learning & Development

Provide guidance on employee professional development and partner with Bureau Chief Learning Officers

## Talent Strategy

Provide guidance on position management and workforce functions for the Department

## Accountability & Risk

Serve as central office for audits and human capital program evaluations

## Occupational Safety & Health

Enforce workforce safety standards and examine workplace conditions

## Personnel Action Request (PAR)

Leverage the PAR to notify HR on a variety of employee specific requests and transactions

## Benefits

Access information on all programs and processes offered across the Department

## HRIT Implementation



# OFFICE OF HUMAN CAPITAL STRATEGY



The Office of Human Capital Strategy (OHCS) provides oversight and direction for all DOC offices in the areas of workforce and succession planning, leadership and development, training, strategic recruitment for veterans and persons with disabilities, and other initiatives directed by the Presidential Management Agenda and other government entities. This office also manages and communicates the results of the Government-wide Federal Employee Viewpoint Survey along with other programs.

*Click on the individual services to learn more about OHCS responsibilities.*

<a href="#"><u>Corporate Engagement Programs</u></a>	<a href="#"><u>Dashboarding</u></a>	<a href="#"><u>Data Coordination Stakeholder Engagement</u></a>	<a href="#"><u>Department of Commerce Human Capital Operating Plan</u></a>
<a href="#"><u>Department of Commerce Mission Critical Occupation Staffing Reporting</u></a>	<a href="#"><u>Federal Employee Viewpoint Survey Administration and Management</u></a>	<a href="#"><u>Federal Employee Viewpoint Survey Analysis and Strategy</u></a>	<a href="#"><u>Federal Employee Viewpoint Survey Data Analytics and Visualization</u></a>
<a href="#"><u>Human Capital Report Analysis and Strategy</u></a>	<a href="#"><u>Human Capital Reporting</u></a>	<a href="#"><u>Human Capital Strategic Planning</u></a>	<a href="#"><u>Human Capital Survey Analysis</u></a>
<a href="#"><u>Human Resources Strategy Development and Execution</u></a>		<a href="#"><u>Secretary's Mission Critical Priority Programs Hiring: Strategies and Reporting</u></a>	<a href="#"><u>Strategic Consultative Partnerships</u></a>
<a href="#"><u>Succession Planning</u></a>	<a href="#"><u>Survey Administration</u></a>	<a href="#"><u>Workforce Planning</u></a>	

**CONTACT US**

For questions about OHCS or OHCS services, please reach out to [\*\*OHCS@doc.gov\*\*](mailto:OHCS@doc.gov)

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## CONTACT

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The Office of Human Capital Strategy (OHCS) provides oversight and direction for all DOC offices in the areas of workforce and succession planning, leadership and development, training, strategic recruitment for veterans and persons with disabilities, and other initiatives directed by the Presidential Management Agenda and other government entities. This office also manages and communicates the results of the Government-wide Federal Employee Viewpoint Survey along with other programs.



## CORPORATE ENGAGEMENT PROGRAMS

Lead the marketing and communications for corporate engagement programs (Feds Feed Families, Bring Your Child to Work Day, etc.) and organize Department-wide initiatives and events for Public Service Recognition Week.

## DASHBOARDING

Compile key data inputs into a user interface for a relevant objective and update existing dashboards and reports at user and customer request. This includes dashboards, human capital reports, and other ad-hoc requests.

## DATA COORDINATION STAKEHOLDER ENGAGEMENT

Engage with stakeholders to perform data calls, dashboarding and reporting requests, and other HRIT related items, and provide data exports and routine reports to stakeholders.



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### DEPARTMENT OF COMMERCE HUMAN CAPITAL OPERATING PLAN

Gather human capital data and create or update the Department of Commerce's Human Capital Operating Plan.

### DEPARTMENT OF COMMERCE MISSION CRITICAL OCCUPATION STAFFING REPORTING

Allow bureaus to monitor staffing of the Department of Commerce Mission Critical Occupancies (MCO) in relation to identified goals or targets.

### FEDERAL EMPLOYEE VIEWPOINT SURVEY ADMINISTRATION AND MANAGEMENT

Provide functional oversight for the overall administration of the Federal Employee Viewpoint Survey (FEVS) within DOC, including the release of results, socialization, action planning, and presentation to senior leaders. Additionally, provide direction to bureau FEVS points of contact.



**CONTACT**

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### FEDERAL EMPLOYEE VIEWPOINT SURVEY ANALYSIS AND STRATEGY

Interpret data, pull most relevant findings, and direct next steps to close human capital gaps related to the Federal Employee Viewpoint Survey (FEVS).

### FEDERAL EMPLOYEE VIEWPOINT SURVEY DATA ANALYTICS AND VISUALIZATION

Validate Office of Personnel Management (OPM) data files, review bureau data submissions, and build cascading organizational data levels needed for OPM to administer the Federal Employee Viewpoint Survey (FEVS).

### HUMAN CAPITAL REPORT ANALYSIS AND STRATEGY

Interpret data, pull most relevant findings, and direct next steps to close human capital gaps related to human capital reports.



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### HUMAN CAPITAL REPORTING

Provide oversight of the reporting process including data collection, reviews, and submissions in accordance with guidelines. Design and develop new reporting to meet the Department's evolving human capital and workforce analytics and reporting needs. Example reporting includes the Annual Performance Plan and Report and HRStat program processes.

### HUMAN CAPITAL STRATEGIC PLANNING

Support efforts to write the Department of Commerce Strategic Plan and Human Capital Operating Plan.

### HUMAN CAPITAL SURVEY ANALYSIS

Lead development of survey analysis and insights from surveys including the Federal Employee Viewpoint Survey and organizational climate surveys made available to, or produced by, the Office of Human Resources Management.



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### HUMAN RESOURCES STRATEGY DEVELOPMENT AND EXECUTION

Assist customers with the development and execution of a bureau-specific human resources strategy.

### SECRETARY'S MISSION CRITICAL PRIORITY PROGRAMS HIRING: STRATEGIES AND REPORTING

Assist customers by providing a centralized status tracking with projected interventions and outlined strategy for Mission Critical Priority Program vacancies.



## CONTACT

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## STRATEGIC CONSULTATIVE PARTNERSHIPS

Provide consultative partnership services to customers focused on Department-level strategy.

## SUCCESSION PLANNING

Lead Department-wide succession planning efforts (i.e., researching best practices, establishing policy, and providing tools/resources, etc.) by serving as a consultative advisor to customers as they mature their succession planning capabilities. Facilitate intergovernmental and DOC Succession Planning Communities of Practice (COPs).

## SURVEY ADMINISTRATION

Assist with the administration of surveys including the General Services Administration Customer Satisfaction Survey and Pulse Survey.



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### WORKFORCE PLANNING

Oversee workforce planning process which will inform the formulation of a budget justification, personnel investigation and vetting forecasting, and the design, implementation, and monitoring of agencies' human capital strategy.



# OFFICE OF LEARNING AND DEVELOPMENT



The Office of Learning and Development (OL&D) for the Department of Commerce is responsible for training and development policies, the business operation of the enterprise-wide Commerce Learning Center (CLC), and providing strategic advice to Bureau Level Chief Learning Officers (CLOs) and senior leadership on learning and development initiatives.

*Click on the individual services to learn more about OL&D responsibilities.*

[Commerce Learning Center \(CLC\)](#)

[Learning and Development Strategy and Execution](#)

[Office of the Secretary \(OS\) Training and Support](#)

[SF-182 Management, Policies, and Reporting](#)

[Learning Policy Subject Matter Experts \(SMEs\) for the Department](#)

[Retirement Financial Literacy and Education Strategy](#)

[Supervisory Training](#)

[Department of Commerce Chief Learning Officer \(CLO\) Council](#)

[Mandatory Federal Training Requirements](#)

[Section 508 Compliance Consulting](#)

[Expanded Leadership Development Programs](#)

[Mentoring Services](#)

[Senior Executive Service \(SES\) Candidate Development Program \(CDP\)](#)

**CONTACT US**

For questions about OL&D or OL&D services, please reach out to [learningdevelopment@doc.gov](mailto:learningdevelopment@doc.gov)

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**CONTACT**

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### COMMERCE LEARNING CENTER (CLC)

Work with vendors and subject matter experts to identify courses offered through CLC and manage the CLC platform for the Department of Commerce. Responsible for reporting on CLC trainings to the Office of Personnel Management.

### DEPARTMENT OF COMMERCE CHIEF LEARNING OFFICER (CLO) COUNCIL

Chair the Department of Commerce CLO Council, represent the Department of Commerce on the Federal CLO Council, and distribute departmental data calls that affect learning and development.



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### EXPANDED LEADERSHIP DEVELOPMENT PROGRAMS

Provide employees across the Department of Commerce with broad access to leadership development programs that enhance their skillsets.

### LEARNING AND DEVELOPMENT STRATEGY AND EXECUTION

Assist with the development and execution of a bureau-specific learning and development strategy.

### LEARNING POLICY SUBJECT MATTER EXPERTS FOR THE DEPARTMENT

Provide guidance and interpretation on training policy, processes, and guidance documents in support of department learning and development initiatives.



**CONTACT**

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### MANDATORY FEDERAL TRAINING REQUIREMENTS

Provide oversight of employee compliance with Department of Commerce training requirements.

### MENTORING SERVICES

Manage Department-level activities in support of mentoring programs and/or required guidance including matching mentors and mentees as requested.

### OFFICE OF THE SECRETARY (OS) TRAINING AND SUPPORT

Provide mandatory and developmental training services along with administrative support (account creation, password reset, compliance and regulation maintenance, purchase card responsibilities, etc.) for the OS population.



## CONTACT

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## RETIREMENT FINANCIAL LITERACY AND EDUCATION STRATEGY

Educate DOC's Federal employees who are in the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) on the need for retirement savings and investment, provide information on how to plan for retirement, and how to calculate the retirement investment needed to meet their retirement goals.

## SECTION 508 COMPLIANCE CONSULTING

Provide Section 508 compliance consulting services related to employee training to all Commerce employees.

## SENIOR EXECUTIVE SERVICE (SES) CANDIDATE DEVELOPMENT PROGRAM (CDP)

Oversee the SES CDP in coordination with the Office of Personnel Management and the Office of Executive Resources. Program activities include executive leadership training and development, personal skills and behavioral assessments, executive mentoring, executive-level developmental assignments, and action learning projects.



**CONTACT**

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### SF-182 MANAGEMENT, POLICIES, AND REPORTING

Provide guidance and oversight to customers on how to use the Standard Form (SF) 182 to procure individual and group trainings.

### SUPERVISORY TRAINING

Plan and host supervisory development trainings.



# OFFICE OF POLICY AND BENEFITS



The Office of Policy and Benefits (OPB) provides Department-wide policy and program formulation, execution, and advisory services to all human resources offices.

*Click on the individual services to learn more about OPB responsibilities.*

<a href="#"><u>Adverse and Disciplinary Actions Policy Management</u></a>	<a href="#"><u>Alternative Work Schedule Policy Management</u></a>	<a href="#"><u>Benefits Management</u></a>	<a href="#"><u>Benefits Policy</u></a>
<a href="#"><u>Classification Analysis</u></a>	<a href="#"><u>Commerce Alternative Personnel System (CAPS) Program and Performance Management</u></a>	<a href="#"><u>Compensation and Pay Policy Management</u></a>	<a href="#"><u>Cyber Security Reporting</u></a>
<a href="#"><u>Department Policies Approval</u></a>	<a href="#"><u>Department Ceremonial Awards Program Management</u></a>	<a href="#"><u>Departmental Mandate Policy Management</u></a>	<a href="#"><u>Drug Free Workplace Program Management</u></a>
<a href="#"><u>Employee Assistance Plan (EAP) Coordination</u></a>	<a href="#"><u>Employee &amp; Labor Relations Program Management</u></a>	<a href="#"><u>Fair Labor Standards Act (FLSA) Policy Management</u></a>	<a href="#"><u>Family and Medical Leave Act (FMLA) Policy Management</u></a>
<a href="#"><u>Furlough Support</u></a>	<a href="#"><u>Government Shutdown Response</u></a>	<a href="#"><u>Hiring Reform Policy Management</u></a>	<a href="#"><u>Leave Donor Program Management</u></a>
<a href="#"><u>Merit Assignment Plan Approvals and Policy Management</u></a>	<a href="#"><u>Pathways Program Policy Management and Reporting</u></a>	<a href="#"><u>Performance Awards Program Management</u></a>	<a href="#"><u>Performance Management Policy</u></a>
<a href="#"><u>Recruitment, Relocation and Retention Incentive Approval</u></a>	<a href="#"><u>Reduction in Force Program Management</u></a>	<a href="#"><u>Reorganizations Approval</u></a>	<a href="#"><u>Retirements Counseling</u></a>
<a href="#"><u>Suitability Program Management</u></a>		<a href="#"><u>Thrift Savings Plan (TSP)</u></a>	<a href="#"><u>VERA and VSIP Program Management</u></a>

**CONTACT US**

For questions about OPB or OPB services, please reach out to [OPBServices@doc.gov](mailto:OPBServices@doc.gov)

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# OFFICE OF POLICY AND BENEFITS

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**CONTACT**

## ADVERSE AND DISCIPLINARY ACTIONS POLICY MANAGEMENT

Provide policy oversight for adverse and disciplinary actions.

## ALTERNATIVE WORK SCHEDULE POLICY MANAGEMENT

Oversee policy related to alternative work schedule and respond to inquiries.

## BENEFITS MANAGEMENT

Process and manage benefits cases and provide benefits support.



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### CONTACT

#### BENEFITS POLICY

Issue policy and human resources bulletins related to 'Benefits'.

#### CLASSIFICATION ANALYSIS

Review classification requests and other labor management related requests.

#### COMMERCE ALTERNATIVE PERSONNEL SYSTEM (CAPS) PROGRAM AND PERFORMANCE MANAGEMENT

Manage the CAPS program, provide guidance on all aspects of CAPS, and facilitate CAPS Board meetings and decision-making.



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## CONTACT

### COMPENSATION AND PAY POLICY MANAGEMENT

Update compensation policies for the Department of Commerce.

### CYBER SECURITY REPORTING

Comply with Office of Personnel Management guidance, respond to data calls, and coordinate with the Office of the Chief Information Officer on program reporting.

### DEPARTMENT POLICIES APPROVAL

Approve Department-level policies including Details, Assignments, Experts and Consultants, Dual Compensation Waivers, Direct Hire Authority Requests.



## OFFICE OF POLICY AND BENEFITS

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### CONTACT

#### DEPARTMENTAL CEREMONIAL AWARDS PROGRAM MANAGEMENT

Manage Department-wide awards programs including Honor Awards Ceremony.

#### DEPARTMENTAL MANDATE POLICY MANAGEMENT

Formulate Department-wide policy, execution and advisory services to all human resources offices. Ensure that the Department of Commerce's policies are updated according to Federal mandates and Executive Orders.

#### DRUG FREE WORKPLACE PROGRAM MANAGEMENT

Provide technical management, guidance, and programmatic oversight for the Drug Free Workplace program.



## OFFICE OF POLICY AND BENEFITS

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### CONTACT

#### EMPLOYEE ASSISTANCE PLAN (EAP) COORDINATION

Coordinate EAP inquiries through Federal Occupational Health.

#### EMPLOYEE & LABOR RELATIONS PROGRAM MANAGEMENT

Provide oversight of policy for employee and labor relations.

#### FAIR LABOR STANDARDS ACT (FLSA) POLICY MANAGEMENT

Provide oversight of FLSA to ensure compliance with FLSA standards including premium pay compensation policy.



## OFFICE OF POLICY AND BENEFITS

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**CONTACT**

### **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY MANAGEMENT**

Provide oversight of policy and implementation of the program for FMLA.

### **FURLOUGH SUPPORT**

Provide information to employees in case of a furlough.

### **GOVERNMENT SHUTDOWN RESPONSE**

Plan for Government shutdown including disseminating instructions to employees, categorizing essential employees, and building closures.



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**CONTACT**

### **HIRING REFORM POLICY MANAGEMENT**

Confirm Department of Commerce compliance with the President's Hiring Reform agenda and attracting the best-qualified candidates.

### **LEAVE DONOR PROGRAM MANAGEMENT**

Manage the leave donor program transfers and maintain files on leave transfers.

### **MERIT ASSIGNMENT PLAN APPROVALS AND POLICY MANAGEMENT**

Grant exceptions to modify Section 5.02, "Mandatory Department requirements for all merit assignment plan policies," and to any other section of this Order that is not mandated by law or regulation and provide policy oversight.



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**CONTACT**

### **PATHWAYS PROGRAM POLICY MANAGEMENT AND REPORTING**

Manage policy for Pathways program and provide reporting on program to the Office of Personnel Management.

### **PERFORMANCE AWARDS PROGRAM MANAGEMENT**

Manage Department-wide performance awards programs.

### **PERFORMANCE MANAGEMENT POLICY**

Maintain the performance management handbook and respond to inquiries regarding performance.



## OFFICE OF POLICY AND BENEFITS

The Office of Policy and Benefits (OPB) provides Department-wide policy and program formulation, execution, and advisory services to all human resources offices.



### CONTACT

#### RECRUITMENT, RELOCATION, AND RETENTION INCENTIVE APPROVAL

Approve retention incentives at the Department level.

#### REDUCTION IN FORCE PROGRAM MANAGEMENT

Provide written notification of the reduction in force action to the entity designated to carry out rapid response activities under Title I of the Workforce Investment Act of 1998, the chief elected official of local government(s) within which these separations will occur, and Office of Personnel Management when 50 or more employees in a competitive area receive separation notices.

#### REORGANIZATIONS APPROVAL

Review requests from a position management perspective, consider the impact on affected employees and other bureaus and operating units, establish new organizational codes, and update current codes in the National Finance Center.



## OFFICE OF POLICY AND BENEFITS

The Office of Policy and Benefits (OPB) provides Department-wide policy and program formulation, execution, and advisory services to all human resources offices.



**CONTACT**

### RETIREMENTS COUNSELING

Provide retirements counseling and manage inquiries related to retirement eligibility and retirements benefits.

### SUITABILITY PROGRAM MANAGEMENT

Provide oversight of policy in accordance with suitability guidelines.



## OFFICE OF POLICY AND BENEFITS

The Office of Policy and Benefits (OPB) provides Department-wide policy and program formulation, execution, and advisory services to all human resources offices.



**CONTACT**

### THRIFT SAVINGS PLAN

Provide counseling to employees on Thrift Savings Plan available resources.

### VERA AND VSIP PROGRAM MANAGEMENT

Manage the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP) programs.



# OFFICE OF TALENT STRATEGY



The Office of Talent Strategy (OTS) promotes the integration of HR with the Department of Commerce by serving as a strategic office within OHRM providing strategic advice to business leaders to support mission objectives. Talent Strategy works with and provides expert consultation and advice on HR matters such as position marketing, position sensitivity, and classification standards to bureau human capital offices. Additionally, Talent Strategy works with local Bureau leadership to direct an HR agenda that supports organizational growth and mission objectives.

*Click on the individual services to learn more about OTS responsibilities.*

<a href="#"><u>Department of Homeland Security Volunteer Force Coordinator</u></a>	<a href="#"><u>Disability Hiring Program Management</u></a>		<a href="#"><u>Expert Classification</u></a>
<a href="#"><u>Governmentwide Hiring Initiatives &amp; Solutions</u></a>	<a href="#"><u>Internships and Early Career Talent Programs</u></a>	<a href="#"><u>Mission Critical Occupation Management for Bureaus</u></a>	<a href="#"><u>Non-Citizen Employment</u></a>
<a href="#"><u>Organizational Change Management</u></a>	<a href="#"><u>Position Marketing Consultation</u></a>	<a href="#"><u>Presidential Management Fellows</u></a>	<a href="#"><u>Retention Program</u></a>
<a href="#"><u>Selective Placement Program Management</u></a>	<a href="#"><u>Selective Service System - Alternative Service Program</u></a>	<a href="#"><u>Strategic Planning and Recruitment</u></a>	<a href="#"><u>Student Loan Repayment Plan Program Management</u></a>
<a href="#"><u>Veterans and Military Spouse Strategies</u></a>	<a href="#"><u>Veterans Hiring Program Management</u></a>		

CONTACT US

For questions about OTS or OTS services, please reach out to [OTSServices@doc.gov](mailto:OTSServices@doc.gov)

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## CONTACT

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## DEPARTMENT OF HOMELAND SECURITY VOLUNTEER FORCE COORDINATOR

Oversee the Department of Homeland Security (DHS) Volunteer Force program for the Department of Commerce.

## DISABILITY HIRING PROGRAM MANAGEMENT

Administer the Disability Hiring Program, including coordination amongst selective placement program coordinators, and training and development programs. Provide guidance on employment opportunities and the associated special hiring authorities.



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## EXPERT CLASSIFICATION

Advise on classification standards.

## GOVERNMENTWIDE HIRING INITIATIVES & SOLUTIONS

Ensures DOC awareness, implementation, and tracking of Governmentwide hiring regulation and guidance, including Executive Orders (EOs), OPM-led initiatives, legislative hiring surges, and emerging hiring tools and strategies.

## INTERNSHIPS AND EARLY CAREER TALENT PROGRAMS

Provide programmatic oversight of the Department's internships and early career talent programs (Pathways Internship Program, Recent Graduates Program, Post-Secondary, College Graduate, etc).



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## MISSION CRITICAL OCCUPATION MANAGEMENT FOR BUREAUS

Identify mission critical occupations to allow strategic decision making regarding the current and future staffing, development and retention needs across the government, and track Department of Commerce mission critical occupations for recruitment, retention, succession planning, and other human capital strategies.

## NON-CITIZEN EMPLOYMENT

Receive and approve/deny submissions on requests to employ non-citizens, and, if approved, submit to the Office of Personnel Management for final approval.

## ORGANIZATIONAL CHANGE MANAGEMENT

Provides implementation guidance and support for realignments, reorganizations, and general position management.



## CONTACT

# OFFICE OF TALENT STRATEGY

The Office of Talent Strategy (OTS) promotes the integration of HR with the Department of Commerce by serving as a strategic office within OHRM providing strategic advice to business leaders to support mission objectives. Talent Strategy works with and provides expert consultation and advice on HR matters such as position marketing, position sensitivity, and classification standards to bureau human capital offices. Additionally, Talent Strategy works with local Bureau leadership to direct an HR agenda that supports organizational growth and mission objectives.



## POSITION MARKETING CONSULTATION

Advise and assist customers with innovative marketing of key open positions across various mediums (e.g. professional organizations, DOC Careers LinkedIn Page, Colleges and Universities, etc).

## PRESIDENTIAL MANAGEMENT FELLOWS

Manage the Presidential Management Fellows program.

## RETENTION PROGRAM

Oversee, administer, and engage in activities related to the Department of Commerce Recruitment, Relocation, and Retention Incentives Plan.



## CONTACT

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## SELECTIVE PLACEMENT PROGRAM MANAGEMENT

Help manage recruiting, hiring, and accommodating people with disabilities including coordination with Selective Placement Coordinators across the Department, including the Office of the Secretary and coordinators.

## SELECTIVE SERVICE SYSTEM - ALTERNATIVE SERVICE PROGRAM

Administer the DOC partnership within the national program to find alternative civilian work opportunities for Selective Service System (SSS) registrants conscientiously opposed to combatant and noncombatant military service during conscription.

## STRATEGIC PLANNING AND RECRUITMENT

Develop processes and plans for actively seeking out, identifying, and hiring candidates for specific Department of Commerce positions.



## CONTACT

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## STUDENT LOAN REPAYMENT PLAN PROGRAM MANAGEMENT

Oversee the Student Loan Repayment Plan program and implementation of new guidelines and policy.

## VETERANS AND MILITARY SPOUSE STRATEGIES

Develop recruitment strategies, development opportunities, retention strategies for veterans, and military spouses incentives.

## VETERANS HIRING PROGRAM MANAGEMENT

Administer the Veterans Hiring Program, including coordination amongst selective placement program coordinators, and training and development programs. Provide guidance on employment opportunities and the associated special hiring authorities.

The Office of Human Resources Information Technology (HRIT) and Strategy Platforms (OHRIT) provides reporting on human capital objectives and guidance on human resources technology.

*Click on the individual services to learn more about OHRIT responsibilities.*

[Consultative Services](#)

[Data and Analytics Product Strategy](#)

[Data Gathering](#)

[Human Resources Business Requirements Gathering](#)

[Human Resources Data Hosting](#)

[OHRM Data Call Management](#)

[Systems Operations and Management](#)

[Workforce Analytics Reporting Requests](#)

**CONTACT US**

For questions about OHRIT or OHRIT services, please reach out to [OHRITServices@doc.gov](mailto:OHRITServices@doc.gov)

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# OFFICE OF HRIT AND STRATEGY PLATFORMS

The Office of Human Resources Information Technology (HRIT) and Strategy Platforms (OHRIT) provides reporting on human capital objectives and guidance on human resources technology.



## CONTACT

### CONSULTATIVE SERVICES

Provide consultative HRIT/analytic product support to bureaus upon request. Partner with the Office of the Chief Information Officer and Enterprise Services on departmental HRIT related issues.

### DATA AND ANALYTICS PRODUCT STRATEGY

Create and govern comprehensive data repositories, data quality assurance, and data strategies, gather requirements and develop analytics tools and reports for stakeholders, and provide guidance on stakeholder-collected data collection practices, and potential use cases.

### DATA GATHERING

Compile key data inputs from external and internal customers.



# OFFICE OF HRIT AND STRATEGY PLATFORMS

The Office of Human Resources Information Technology (HRIT) and Strategy Platforms (OHRIT) provides reporting on human capital objectives and guidance on human resources technology.



## CONTACT

### HUMAN RESOURCES BUSINESS REQUIREMENTS GATHERING

Lead requirements gathering and implementations of new HRIT platforms, provide guidance for preferred human capital technology platforms, and identify organizational processes that can be maintained through a tool or platform.

### HUMAN RESOURCES DATA HOSTING

Host Department-wide or program-wide workforce data and tools and manage access for each in collaboration with the Office of the Chief Information Officer and OHCS.

### OHRM DATA CALL MANAGEMENT

Coordinate responses for data calls to ensure timely response.



# OFFICE OF HRIT AND STRATEGY PLATFORMS

The Office of Human Resources Information Technology (HRIT) and Strategy Platforms (OHRIT) provides reporting on human capital objectives and guidance on human resources technology.



**CONTACT**

## SYSTEMS OPERATIONS AND MANAGEMENT

Lead implementation of systems management for the Office of Human Resources Management including research, sourcing, implementation, and hypercare, manage HR technology platforms for OHRM (versioning, updates, etc.), and manage access to IT platforms and supporting systems.

## WORKFORCE ANALYTICS REPORTING REQUESTS

Create workforce planning process outputs in coordination with stakeholders.



# OFFICE OF ACCOUNTABILITY AND RISK



The Office of Accountability and Risk (OAR) is designed to improve the Department of Commerce's human resources (HR) management practices by serving as the central office for conducting audits and human capital program evaluations focusing on effectiveness, efficiency, and compliance with merit system principles, prohibited personnel practices, laws, regulations, and Departmental and Bureau-specific policies and procedures.

*Click on the individual services to learn more about OAR responsibilities.*

[Assess and Perform Changes Resulting from Federal Policy Mandates](#)

[Department of Commerce Delegated Examining Unit](#)

[Department of Commerce Evaluation Systems Assessment \(ESA\) Development](#)

[Department of Commerce Independent Audit Program](#)

[Government Accountability Office \(GAO\)](#)

[Quality and Risk Management Practices](#)

**CONTACT US**

For questions about OAR or OAR services, please reach out to [OAR@doc.gov](mailto:OAR@doc.gov)

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**CONTACT**

## OFFICE OF ACCOUNTABILITY AND RISK

The Office of Accountability and Risk (OAR) is designed to improve the Department of Commerce's human resources (HR) management practices by serving as the central office for conducting audits and human capital program evaluations focusing on effectiveness, efficiency, and compliance with merit system principles, prohibited personnel practices, laws, regulations, and Departmental and Bureau-specific policies and procedures.



### ASSESS AND PERFORM CHANGES RESULTING FROM FEDERAL POLICY MANDATES

Respond to data calls as requested and confirm that the Department is compliant with current policies, executive orders, and other Federal policy mandates.

### DEPARTMENT OF COMMERCE DELEGATED EXAMINING UNIT

Provide oversight and management of the Department of Commerce Delegated Examining Unit.

### DEPARTMENT OF COMMERCE EVALUATION SYSTEMS ASSESSMENT DEVELOPMENT

Gather data, documentation, and responses for the Office of Personnel Management's Evaluation Systems Assessment.



**CONTACT**

## OFFICE OF ACCOUNTABILITY AND RISK

The Office of Accountability and Risk (OAR) is designed to improve the Department of Commerce's human resources (HR) management practices by serving as the central office for conducting audits and human capital program evaluations focusing on effectiveness, efficiency, and compliance with merit system principles, prohibited personnel practices, laws, regulations, and Departmental and Bureau-specific policies and procedures.



### DEPARTMENT OF COMMERCE INDEPENDENT AUDIT PROGRAM

Serve as the central office for audits and human capital program evaluations.

### GOVERNMENT ACCOUNTABILITY OFFICE (GAO)

Respond to or collect information from the Office of Human Resources Management (OHRM) for GAO requests for OHRM and/or Bureau human resources offices.

### QUALITY AND RISK MANAGEMENT PRACTICES

Review current state of a program/data call and identify gaps.



# OFFICE OF EXECUTIVE RESOURCES



The Office of Executive Resources (OER) manages the Department-wide Executive Resources policy program for Senior Executive Service (SES), Senior Level (SL), Scientific and Professional (ST), Presidential, and political appointees.

*Click on the individual services to learn more about OER responsibilities.*

[Candidate Development Program \(CDP\)  
Operations Management](#)

[Executive Core Qualifications \(ECQ\)  
Development and Submission](#)

[Executive Development Plan \(EDP\) and  
Rotations](#)

[Executive Level Awards](#)

[Executive Level Classification and Position  
Management](#)

[Executive Level Drug Testing](#)

[Executive Level Employee Relations](#)

[Executive Level Incentives](#)

[Executive Level Onboarding and Orientation](#)

[Executive Level Performance Management](#)

[Executive Level Reporting and  
Communications](#)

[Executive Resources Policy](#)

[Experts and Consultants](#)

[Financial Disclosure](#)

[Foreign Service Officers HR Promotion  
Board Concurrence](#)

[Information Technology Systems  
Management](#)

[Political Appointees/Office of the White  
House Liaison \(OWHL\)](#)

[Recruitment and Staffing for SES, SL, ST](#)

**CONTACT US**

For questions about OER or OER services, please reach out to [ExecutiveResources@doc.gov](mailto:ExecutiveResources@doc.gov)

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## OFFICE OF EXECUTIVE RESOURCES

The Office of Executive Resources (OER) manages the Department-wide Executive Resources policy program for Senior Executive Service (SES), Senior Level (SL), Scientific and Professional (ST), Presidential, and political appointees.



### CONTACT

#### CANDIDATE DEVELOPMENT PROGRAM (CDP) OPERATIONS MANAGEMENT

Perform all HR Operations regarding the management of the Candidate Development Program.

#### EXECUTIVE CORE QUALIFICATIONS (ECQ) DEVELOPMENT AND SUBMISSION

Provide guidance, assistance, and submission to the Office of Personnel Management for selectees to obtain certification and approval.

#### EXECUTIVE DEVELOPMENT PLAN (EDP) AND ROTATIONS

Monitor EDP completion for SES employees, sabbaticals, and rotations.



# OFFICE OF EXECUTIVE RESOURCES

The Office of Executive Resources (OER) manages the Department-wide Executive Resources policy program for Senior Executive Service (SES), Senior Level (SL), Scientific and Professional (ST), Presidential, and political appointees.



**CONTACT**

## EXECUTIVE LEVEL AWARDS

Provide oversight and program management for performance and special act awards and recognition for SES/SL/ST employees.

## EXECUTIVE LEVEL CLASSIFICATION AND POSITION MANAGEMENT

Develop and maintain Departmental Classification Authority.

## EXECUTIVE LEVEL DRUG TESTING

Coordinate Drug Testing Program for applicants and employees.



## OFFICE OF EXECUTIVE RESOURCES

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**CONTACT**

### EXECUTIVE LEVEL EMPLOYEE RELATIONS

Consult and provide operational support to bureaus and the Office of General Counsel.

### EXECUTIVE LEVEL INCENTIVES

Provide oversight for executive level recruitment, relocation, and retention incentives.

### EXECUTIVE LEVEL ONBOARDING AND ORIENTATION

Provide coordination of career executive onboarding and orientation sessions for SES, Political Appointees, Senior Level, and Senior and Professional Positions.



# OFFICE OF EXECUTIVE RESOURCES

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## CONTACT

### EXECUTIVE LEVEL PERFORMANCE MANAGEMENT

Provide oversight of performance management for all executives including SES, SL/ST, and PA and PAS employees that elect to retain SES performance pay and awards.

### EXECUTIVE LEVEL REPORTING AND COMMUNICATIONS

Create executive reports for office and departmental leadership, the Office of Personnel Management, and other external stakeholders as requested.

### EXECUTIVE RESOURCES POLICY

Draft and maintain policies (e.g., bulletins, manuals, etc.) governing executive resources.



## OFFICE OF EXECUTIVE RESOURCES

The Office of Executive Resources (OER) manages the Department-wide Executive Resources policy program for Senior Executive Service (SES), Senior Level (SL), Scientific and Professional (ST), Presidential, and political appointees.



### CONTACT

#### EXPERTS AND CONSULTANTS

Plan, develop, and implement staffing operations and support of new and existing experts and consultants during their tenure with the Department.

#### FINANCIAL DISCLOSURE

Conduct the distribution of financial disclosure requirements as part of onboarding in conjunction with the Office of General Counsel.

#### FOREIGN SERVICE OFFICERS HR PROMOTION BOARD CONCURRENCE

Provide concurrence with ITA requests for Foreign Service Officer promotion requests.



## OFFICE OF EXECUTIVE RESOURCES

The Office of Executive Resources (OER) manages the Department-wide Executive Resources policy program for Senior Executive Service (SES), Senior Level (SL), Scientific and Professional (ST), Presidential, and political appointees.



### CONTACT

#### INFORMATION TECHNOLOGY SYSTEMS MANAGEMENT

Perform data entry and management for SES information in core HR systems at the Department of Commerce and the Office of Personnel Management's Executive and Schedule C System, manage allocations and position data in Top Level administrative system, and validate data entry for all SES performance data that impacts career progression and pay increases.

#### POLITICAL APPOINTEES/OFFICE OF THE WHITE HOUSE LIAISON (OWHL)

Provide Department-wide operational and other support in coordination with bureaus and the Office of the White House Liaison.

#### RECRUITMENT AND STAFFING FOR SES, SL, ST

Perform full-cycle recruitment and hiring process and noncompetitive actions for the designated employee groups and review and prepare documentation for Chief Financial Officer/Assistant Secretary for Administration approval of SES/SL/ST actions including selections, reassignments, details, and compensation (e.g., 3Rs and critical pay).

The Office of Occupational Safety and Health (OOSH) develops Department-wide occupational safety, health, and Workers' Compensation (WC) policy and provides oversight and guidance to the Department's bureaus and organizations.

*Click on the individual services to learn more about OOSH responsibilities.*

<a href="#"><u>Commerce Learning Center Assessment for Safety/Workers' Compensation Training</u></a>	<a href="#"><u>Herbert C. Hoover Building (HCHB) Health Unit (HU) Operations</u></a>	<a href="#"><u>Office of Human Resources Management (OHRM) Continuity of Operations Plan (COOP)</u></a>	<a href="#"><u>Occupational Health and Safety Loss Source and Cost Analysis</u></a>
<a href="#"><u>Safety and Workers' Compensation (WC) Work Group</u></a>	<a href="#"><u>SES-Level Training on Safety, Workers' Compensation, and Risk Assessment</u></a>	Wellness Plan/Work Life	<a href="#"><u>Workers' and Employees' Compensation Operations and Management Portal (ECOMP)</u></a>





# OFFICE OF OCCUPATIONAL SAFETY AND HEALTH

The Office of Occupational Safety and Health (OOSH) develops Department-wide occupational safety, health, and Workers' Compensation (WC) policy and provides oversight and guidance to the Department's bureaus and organizations.



## CONTACT

### COMMERCE LEARNING CENTER ASSESSMENT FOR SAFETY/WORKERS' COMPENSATION TRAINING

Assess current safety and workers' compensation training on Commerce Learning Center (CLC) in FY24 and determine additional training needed in coordination with the Office of Learning and Development. Incorporate new training Department-wide in the CLC in FY24 and FY25.

### HERBERT C. HOOVER BUILDING (HCHB) HEALTH UNIT (HU) OPERATIONS

Oversee HCHB health unit interagency agreement with Federal Occupational Health which provides health services for the HCHB population including pre-hire and annual exams, screenings, etc.

### OFFICE OF HUMAN RESOURCES MANAGEMENT (OHRM) CONTINUITY OF OPERATIONS PLAN (COOP)

Manage the OHRM COOP plan on an as-needed basis and coordinate with OHRM Directors for policy updates.



# OFFICE OF OCCUPATIONAL SAFETY AND HEALTH

The Office of Occupational Safety and Health (OOSH) develops Department-wide occupational safety, health, and Workers' Compensation (WC) policy and provides oversight and guidance to the Department's bureaus and organizations.



## CONTACT

### OCCUPATIONAL HEALTH AND SAFETY LOSS SOURCE AND COST ANALYSIS

Analyze job functions and workplace conditions for potential risks to employee health and identify work-related injury and illness trends across the Department.

### SAFETY AND WORKERS' COMPENSATION (WC) WORK GROUP

Design working groups to discuss/review current safety and WC policy, share best practices, to enhance safety and workers' compensation program performance.

### SENIOR EXECUTIVE SERVICE LEVEL TRAINING ON SAFETY, WORKERS' COMPENSATION, AND RISK ASSESSMENT

Develop Senior Executive Service (SES)-level workers' compensation/safety training and work with the Office of Executive Resources on implementation. Training will consist of federal agency requirements (e.g. 29 CFE 1960, "Occupational Safety and Health (OSHA) Programs for Federal Employees," Title 29, Code of Federal Regulations, etc).



# OFFICE OF OCCUPATIONAL SAFETY AND HEALTH

The Office of Occupational Safety and Health (OOSH) develops Department-wide occupational safety, health, and Workers' Compensation (WC) policy and provides oversight and guidance to the Department's bureaus and organizations.



## CONTACT

### WELLNESS PLAN/WORK LIFE

Assist bureaus with wellness development and interact with other Office of Human Resources Management offices and bureau liaisons to incorporate wellness related activities to increase workforce productivity.

### WORKERS' AND EMPLOYEES' COMPENSATION OPERATIONS AND MANAGEMENT PORTAL (ECOMP)

Process and track employee claims for occupational injury, illness, or disease; consult with medical providers, supervisors, the Office of Workers' Compensation Programs, etc. to obtain or provide information for case adjudication; maintain records, logs, and databases for summary information data retrieval and reports, and perform studies and revise the existing policies and procedures.



# OFFICE OF WORKFORCE RELATIONS



The Office of Workforce Relations (OWR) serves as subject matter experts in developing effective workforce strategies for employee engagement and performance management in order to establish expectations and how they align to bureau missions and objectives.

*Click on the individual services to learn more about OWR responsibilities.*

[Administrative Grievances](#)

[Adverse and Disciplinary Actions and Guidance](#)

[Conduct Administrative Investigations](#)

[Conduct Office of Inspector General \(OIG\) Investigations](#)

[Employee Relations Guidance](#)

[Family and Medical Leave Act \(FMLA\) and Paid Parental Leave \(PPL\) Approval and Guidance](#)

[Labor Relations Guidance](#)

[Performance Management Actions and Guidance](#)

[Suitability Adjudications Review and Determination](#)

[Unemployment Claims Guidance](#)

**CONTACT US**

For questions about OWR or OWR services, please reach out to [OWRServices@doc.gov](mailto:OWRServices@doc.gov)

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# OFFICE OF WORKFORCE RELATIONS

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## CONTACT

### ADMINISTRATIVE GRIEVANCES

Provide labor and employee relations consultations to Agency managers, supervisors, and employees related to administrative grievances.

### ADVERSE AND DISCIPLINARY ACTIONS AND GUIDANCE

Manage discipline, adverse actions, standards of conduct and personnel issues, and advise managers, supervisors and employees regarding prohibited activities, regulations, policies, procedures, and process grievances and rebuttals.

### CONDUCT ADMINISTRATIVE INVESTIGATIONS

Conduct Administrative Investigation when warranted as the result of conduct matter and allegations of harassment prohibited by law.



## OFFICE OF WORKFORCE RELATIONS

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### CONTACT

#### CONDUCT OFFICE OF INSPECTOR GENERAL (OIG) INVESTIGATIONS

Conduct OIG investigations on behalf of the Office of General Counsel for headquarter bureaus and referrals from the Office of the Chief Financial Officer/Assistant Secretary for Administration and manage high profile information that is reported up to senior leaders.

#### EMPLOYEE RELATIONS GUIDANCE

Provide guidance and administer employee relations related programs such as discipline, adverse actions, grievance processes, etc.

#### FAMILY AND MEDICAL LEAVE ACT (FMLA) AND PAID PARENTAL LEAVE (PPL) APPROVAL AND GUIDANCE

Provide day-to-day eligibility determinations, approvals, and guidance on use of FMLA.



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## CONTACT

### LABOR RELATIONS GUIDANCE

Provide day-to-day support for labor relations matters and when necessary, participate in negotiations, mediations, or other meetings with third-party groups (e.g., bargaining units).

### PERFORMANCE MANAGEMENT ACTIONS AND GUIDANCE

Assist Supervisors and Managers in identifying and taking appropriate action on performance issues (General Schedule and Commerce Alternative Personnel System populations) by guiding them through the documentation process to take performance-based actions, reviewing evidence and preparing Performance Improvement Plans (PIP's), adverse action notices, and decisions.

### SUITABILITY ADJUDICATIONS REVIEW AND DETERMINATION

Review case files, gather documentation, and conduct assessments in accordance with suitability guidelines.



## OFFICE OF WORKFORCE RELATIONS

The Office of Workforce Relations (OWR) serves as subject matter experts in developing effective workforce strategies for employee engagement and performance management in order to establish expectations and how they align to bureau missions and objectives.



**CONTACT**

### UNEMPLOYMENT CLAIMS GUIDANCE

Provide employee dates of employment and documents of departure to Equifax on unemployment claims.



# PERSONNEL ACTION REQUEST

Access [myService Hub](#) to submit your digital service requests!



As part of the Talent Management Office (TMO), PAR, Payroll, and Benefits services are offered to assist with guidance and inquiries to navigate common and unique situations. **Personnel Action Request (PAR)** is a communication tool used by an office or supervisor to notify Human Resources about a variety of employee transactions.

*Click on the individual services to learn more about PAR responsibilities.*

<a href="#">Change in Duty Station</a>	<a href="#">Change in Work Schedule/Hours</a>	<a href="#">Change to Lower Grade</a>	<a href="#">Conversions</a>
<a href="#">Detail</a>	<a href="#">Extensions</a>	<a href="#">Internal Competitive Actions</a>	<a href="#">Name Change</a>
<a href="#">Non-Pay and Non-Duty Status</a>	<a href="#">PAR Corrections and Cancellations</a>	<a href="#">PAR Submission Guidance</a>	<a href="#">Personnel Action Requests (PAR) 101</a>
<a href="#">Promotions</a>	<a href="#">Quality Step Increase (QSI)</a>	<a href="#">Realignment</a>	<a href="#">Reassignment</a>
<a href="#">Required Attachments for PARs via HRConnect Manager Self-Service (MSS)</a>	<a href="#">Tenure in Competitive Service</a>	<a href="#">Veterans' Preference</a>	<a href="#">Within-Grade Increase</a>

CONTACT US

For questions about PAR or PAR services, please reach out to [myservicehub@doc.gov](mailto:myservicehub@doc.gov)

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**CONTACT**

# PERSONNEL ACTION REQUEST

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## CHANGE IN DUTY STATION

Submit a PAR for a change in duty station, which is the city/town, county, and state in which an employee works. For most employees this is the location of the employee's work site as determined by the Department of Commerce.

## CHANGE IN WORK SCHEDULE/HOURS

Submit a PAR for an adjustment in a full-time employees work schedule or work hours. This can include an adjustment in the time basis of which an employee is paid, including change between seasonal and non-seasonal work schedule.

## CHANGE TO LOWER GRADE

Submit a PAR to request a change to a lower grade, which allows a manager to change the employee to a lower grade and/or to a position with a lower rate of basic pay.



**CONTACT**

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## CONVERSIONS

Submit a PAR for a conversion, which changes an employee's current appointment to a different type of appointment without a break in service.

## DETAIL

Submit a PAR when requesting the initiation of a detail for an employee.

## EXTENSIONS

Submit a PAR for an extension to continue a time-limited action up to the maximum amount allowed by the authority under which it was affected or to the not to exceed (NTE) date.



# PERSONNEL ACTION REQUEST

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**CONTACT**

Access [myService Hub](#) to submit your digital service requests!



## INTERNAL COMPETITIVE ACTIONS

Submit a PAR for Internal Competitive Actions, which are defined as competitive conversions, promotions, and reassignments for employees that are already employed by one of the Department of Commerce Bureaus.

## NAME CHANGE

Submit a PAR to initiate a legal name change for a variety of reasons: marriage, court action such as divorce, or an optional name change (provided the change is in line with the laws of an employee's state of residence).

## NON-PAY AND NON-DUTY STATUS

Submit a PAR for when an employee is in a non-pay and non-duty status. They will not be paid until they return to duty and the non-pay status may affect their service dates.



**CONTACT**

# PERSONNEL ACTION REQUEST

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Access [myService Hub](#) to submit your digital service requests!



## PAR CORRECTIONS AND CANCELLATIONS

Correct or cancel a PAR, which may happen due to quality assurance audits that identify the need for corrective actions.

## PAR SUBMISSION GUIDANCE

Understand the process for submitting a PAR to the appropriate personnel, the required time for the PAR to become effective, and other actions necessary for proper action to be taken.

## PERSONNEL ACTION REQUESTS (PAR) 101

Receive answers on what a PAR is, how to submit, and the process between submission and implementation.



**CONTACT**

# PERSONNEL ACTION REQUEST

As part of the Talent Management Office (TMO), PAR, Payroll, and Benefits services are offered to assist with guidance and inquiries to navigate common and unique situations. **Personnel Action Request (PAR)** is a communication tool used by an office or supervisor to notify Human Resources about a variety of employee transactions.

Access [myService Hub](#) to submit your digital service requests!



## PROMOTIONS

Submit a PAR for a promotion, which occurs when an employee, while continuously employed, changes from one General Schedule (GS) grade to a higher GS grade or one CAPS band to a higher CAPS band.

## QUALITY STEP INCREASE (QSI)

Submit a PAR for quality step increase (QSI), which is an additional step increase used to recognize and reward General Schedule (GS) employees at any grade level who display outstanding performance.

## REALIGNMENT

Submit a PAR for realignment, which occurs when both an employee and their encumbered position move due to an organization change (such as reorganization or transfer of function).



**CONTACT**

# PERSONNEL ACTION REQUEST

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Access [myService Hub](#) to submit your digital service requests!



## REASSIGNMENT

Submit a PAR for reassignment, which is the change of an employee from one position to another without promotion or change to lower grade, level, or band.

## REQUIRED ATTACHMENTS FOR PARS VIA HRCONNECT MANAGER SELF-SERVICE (MSS)

Detail the required attachments that the Talent Management Office (TMO) needs to process Personnel Action Requests (PAR) actions that are initiated in HRConnect Manager Self-Service (MSS).

## TENURE IN COMPETITIVE SERVICE

Understand how career tenure factors into eligibility for reinstatement and retention standing in a reduction of force (RIF). Tenure is acquired upon completion of three years of total qualifying service in the competitive service.



**CONTACT**

# PERSONNEL ACTION REQUEST

As part of the Talent Management Office (TMO), PAR, Payroll, and Benefits services are offered to assist with guidance and inquiries to navigate common and unique situations. **Personnel Action Request (PAR)** is a communication tool used by an office or supervisor to notify Human Resources about a variety of employee transactions.

Access [myService Hub](#) to submit your digital service requests!



## VETERANS' PREFERENCE

Submit a PAR request for veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns, who, in recognition of their service, may be entitled to preference over others for retention during reductions in force.

## WITHIN-GRADE INCREASE

Submit a PAR for a within-grade increases (WGI) or step increases, which are periodic increases in a General Schedule (GS) and Wage Grade (WG) employee's rate of basic pay from one step of the grade to the next higher step of that grade.



# PAYROLL

Access [myService Hub](#) to submit your digital service requests!



As part of the Talent Management Office (TMO), PAR, Payroll, and Benefits services are offered to assist with guidance and inquiries to navigate common and unique situations. **Payroll** provides guidance and services related to issues that may affect an employee’s compensation and support in addressing unique situations with an employee’s pay to meet employee needs.

*Click on the individual services to learn more about Payroll responsibilities.*

<a href="#">CD-529 Quick Reference Guide</a>	<a href="#">Combined Federal Campaign (CFC) Contribution</a>	<a href="#">Credit Hours &amp; Compensatory Time Payout</a>	<a href="#">Dual Pay and Employment</a>
<a href="#">Garnishment</a>	<a href="#">Garnishment: HR Professional’s Responsibilities</a>	<a href="#">Lump Sum Payment</a>	<a href="#">Pay Advance</a>
<a href="#">Pay Cap Waiver</a>	<a href="#">Professional Liability Allowance</a>		

CONTACT US

For questions about Payroll or Payroll services, please reach out to [myservicehub@doc.gov](mailto:myservicehub@doc.gov)

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# PAYROLL

As part of the Talent Management Office (TMO), PAR, Payroll, and Benefits services are offered to assist with guidance and inquiries to navigate common and unique situations. **Payroll** provides guidance and services related to issues that may affect an employee's compensation and support in addressing unique situations with an employee's pay to meet employee needs.

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## CD-529 QUICK REFERENCE GUIDE

[Placeholder]

## COMBINED FEDERAL CAMPAIGN (CFC) CONTRIBUTIONS

Receive guidance on the Combined Federal Campaign (CF) contributions, an annual workplace charity campaign that allows federal employees to pledge contributions to non-profit organizations of their choosing.

## CREDIT HOURS & COMPENSATORY TIME PAYOUTS

Understand eligibility for credit hours and/or compensatory time payouts while employed by the Department of Commerce.



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## DUAL PAY AND ENROLLMENT

Oversee dual compensation regulations for the Department of Commerce.

## GARNISHMENT

Provide DOC employees with advice on garnishment, which is a court-ordered or commercial payroll deduction from an employee's salary and wages.

## GARNISHMENT: HR PROFESSIONAL'S RESPONSIBILITIES

Provide additional resources specific to HR on how to help with understanding and supporting employees with garnishment, which is a court-ordered or commercial payroll deduction from an employee's salary and wages.



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## LUMP SUM PAYMENT

Aid DOC employees with information if they are eligible for a lump sum payment for any unused annual leave when they separate from Federal service, enter active duty in the armed forces, or change to a non-leave earning position.

## PAY ADVANCE

Assist DOC employees with receiving a pay advance, which allows access to up to two pay periods of basic pay and is available to new hires and employees under evacuation orders for the purpose of living and other expenses.

## PAY CAP WAIVER

Support DOC employees through the process of getting a pay cap waiver, which allows the approval for an employee to exceed their premium pay cap in special circumstances.



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## PROFESSIONAL LIABILITY ALLOWANCE

Assist DOC employees with inquiries and applications of professional liability insurance, which protects qualified employees from potential liability and attorney's fees for actions arising out of the conduct of official duties.



# BENEFITS

Access [myService Hub](#) to submit your digital service requests!



As part of the Talent Management Office (TMO), PAR, Payroll, and Benefits services are offered to assist with guidance and inquiries to navigate common and unique situations. **Benefits** supports DOC employees with accessing and processing all programs offered by the Department, ensuring that employees have a full understanding and access to the processes and eligibility requirements to get the most out of their benefits.

*Click on the individual services to learn more about Benefits responsibilities.*

[Benefits Submission Guidance](#)

[Change in Service Computation Date \(SCD\)](#)

[Federal Employees' Health Benefits –  
Enroll/Modify/Terminate Service Request  
Guidance](#)

[Non-Appropriated Fund \(NAF\) Employment](#)

[Reemployed Annuitants](#)

[Student Loan Repayment](#)

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### BENEFITS SUBMISSION GUIDANCE

Highlight the 2024 submission deadlines and effective dates for benefits transactions received by the Talent Management Office (TMO).

### CHANGE IN SERVICE COMPUTATION DATE (SCD)

Initiate a change in a Service Computation Date (SCD), which is either an actual or constructed date that is used to determine benefits and is generally based on how long an employee has been in federal service.

### FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB)– ENROLL/MODIFY/TERMINATE SERVICE REQUEST GUIDANCE

Receive support in enrolling, modifying, or terminating your Federal Employee Health Benefits (FEHB) coverage.



**CONTACT**

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### NON-APPROPRIATED FUND (NAF) EMPLOYMENT

Understand NAF employment which applies to employees who are not paid from funds appropriated by Congress but from funds generated by Non-appropriated Fund Instrumentalities (NAFIs).

### REEMPLOYED ANNUITANTS

Provide assistance to retired employees who return to Federal civilian service and continue receiving annuity during reemployment.

### STUDENT LOAN REPAYMENT

Learn about the Commerce Student Loan Repayment Plan (SLRP) and eligibility requirements for how Commerce can support.



# TALENT ACQUISITION

Access [myService Hub](#) to submit your digital service requests!



As part of the Talent Management Office (TMO), **Talent Acquisition** focuses on recruiting talented employees to meet the Department's goals and human capital needs. It includes services to validate that talent is being compensated and utilized correctly, and ensures any gaps are filled using effective consultation with subject matter experts.

*Click on the individual services to learn more about Talent Acquisition responsibilities.*

[CAPS Desk Audits](#)

[Position Sensitivity Consultation](#)

[Recruitment](#)

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## CAPS DESK AUDIT

Evaluate and determine whether a Commerce Alternative Personnel System (CAPS) position should be upgraded in terms of grade, pay level, title, or classification series.

## POSITION SENSITIVITY CONSULTANT

Confirm the standards of position sensitivity using the Position Designation System.

## RECRUITMENT

Provide assistance with in-person and virtual recruitment, including the design, development, and execution of strategies used to connect and engage with active and passive candidates to support the Department of Commerce's hiring and talent needs.



# HRIT IMPLEMENTATION

Placeholder Description

Access [myService Hub](#) to submit your digital service requests!



*Click on the individual services to learn more about HRIT Implementation responsibilities.*

PLACEHOLDER

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# HRIT Implementation

HRIT Implementation...

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**[PLACEHOLDER]**

[Placeholder]



# FRONT OFFICE



The OHRM Front Office is the general management arm of OHRM. It provides program leadership for OHRM's functions and exercises supervision over OHRM's operating offices. The Front Office carries out program functions that may be assigned by the CHCO and provides administrative and other support services for designated operating units.

*Click on the individual services to learn more about the Front Office responsibilities.*

[OHRM Contracts & Interagency Agreements](#)

[OHRM Customer Collaboration](#)

[OHRM Employee Onboarding and Recognition](#)

[OHRM Finance and Operations](#)

[OHRM Freedom of Information Act \(FOIA\) Requests](#)

[OHRM Strategic Communications](#)

[OHRM Task Management](#)

[OHRM Website Maintenance](#)

**CONTACT US**

For questions about the Front Office or Front Office services, please reach out to [OHRMFOServices@doc.gov](mailto:OHRMFOServices@doc.gov)

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**CONTACT**

## FRONT OFFICE

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### OHRM CONTRACTS & INTERAGENCY AGREEMENTS

Manage internal and inter-office contracts and purchase agreements on behalf of OHRM.

### OHRM CUSTOMER COLLABORATION

Facilitate collaborative meetings with OHRM customers and stakeholders across the Department, including the Principal Human Resources Managers and the Human Capital Collaborative Group.



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**CONTACT**



### OHRM EMPLOYEE ONBOARDING AND RECOGNITION

Facilitate OHRM new employee onboarding and recognize staff achievements through awards such as Employee of the Year.

### OHRM FINANCE AND OPERATIONS

Manage OHRM budget, contracts, Interagency Agreements, purchase card, timekeeping, equipment, IT, travel, and physical space.

### OHRM FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Track and process all Office of Human Resources Management FOIA requests according to the law.



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### OHRM STRATEGIC COMMUNICATIONS

Manage OHRM internal and external communications including DOC human capital broadcasts, policy updates, initiatives, and accomplishments.

### OHRM TASK MANAGEMENT

Lead task management of top Chief Human Capital Officer's priorities and special projects.

### OHRM WEBSITE MAINTENANCE

Oversee and make necessary updates and edits to the Office of Human Resources Management controlled websites.