

For: All FSA Federal Managers and Supervisors with official supervisory duties (GS-12 and above)

Federal Competency Assessment Tool for Managers (FCAT-M)

Approved by: Deputy Administrator, Management



1 Overview

A Background

The Federal Government is making a concerted effort to:

- ensure that its leaders, who are deemed mission critical, have the necessary skills to manage a 21st century workforce
- guarantee our leadership pipelines position us for future success.

Recently, the Office of Personnel Management (OPM):

- revised the Executive Core Qualifications for the Senior Executive Service (SES) cadre
- issued guidance for managerial development
- introduced FCAT-M.

FCAT-M:

- is a Web-based instrument for assessing the skill levels of managers, supervisors, team leaders, and others in key leadership and performance management competencies
- allows an individual to conduct a self-assessment and receive a supervisory assessment to determine competency strengths and areas for improvement.

Note: The results of the assessments:

- can assist agencies to support their leadership competency gap analysis, succession management, and development efforts
- will provide a strategic leadership competency analysis of the skill level of an agency's future and current leadership cadre.

Disposal Date	Distribution
July 1, 2007	All FSA Federal Managers and Supervisors with official supervisory duties (GS-12 and above)

Notice PM-2590

1 Overview

A Background (Continued)

- assesses the proficiency levels of agency leaders against OPM's 34 leadership and performance management competencies
- supports the agencies' human capital efforts in succession management, leadership competency gap closure, leadership development, and recruitment and retention
- assesses the agencies' readiness to manage in a pay-for-performance environment.

USDA, Office of Human Capital Management:

- made the web-based tool available between May 1, 2007, and June 11, 2007
- requested that all managers and supervisors voluntarily participate in the initial assessment to meet the requirements set forth by OPM.

B Purpose

This notice:

- provides guidelines and instructions for using FCAT-M
- ensures that managers and supervisors comply to the USDA request to participate in the governmentwide leadership development and succession planning initiative.

2 Action

A Manager and Supervisor Responsibilities

All FSA full-time, permanent, GS, senior level, and SES employees, **except political appointees**, with official supervisory duties should:

- complete the registration and self-assessment of 34 leadership competencies according to Exhibit 1
- upon receiving confidential individual results:
 - analyze and identify developmental opportunities
 - discuss with supervisor a mutually agreeable developmental plan.

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2 Action (Continued)

B Managers and Supervisors With Subordinate Supervisors Responsibilities

All FSA full-time, permanent, GS, senior level, and SES employees, **including political appointees**, with official supervisory duties and who have subordinate supervisors should do the following:

- upon receiving an e-mail message from FCAT-M@opm.gov, follow the instructions to complete a confidential assessment of the incumbent supervisor and position according to Exhibit 2
- when requested by the subordinate supervisor, discuss a mutually agreeable developmental plan that addresses the gaps in any or all of the 34 competencies.

C FFAS Human Resources Division (HRD) Responsibilities

FFAS HRD is responsible for the following actions.

- The Strategic Human Capital Management (SHCM) Section, the Training and Development Branch in Washington, DC, and the Employee Development Section in Kansas City will review the results of the FCAT-M and provide an analysis and competency gap closure strategies to USDA, upon request, for approval.
- The SHCM Section will ensure that USDA-approved competency gap closure strategies are implemented in FSA.

D Deadline for Completing FCAT-M Assessments

USDA has declared June 11, 2007, as the deadline to participate in FCAT-M.

E Contact Information

Offices shall direct questions about registration or completing the assessment to Joseph Migyanka, Program Manager, Human Capital Management, by either of the following

- e-mail to joe.migyanka@wdc.usda.gov
- telephone at 202 205 9282

Instructions for Completing FCAT-M Registration and Self-Assessment

All Federal managers and supervisors, except political appointees, shall complete FCAT-M registration and self-assessment according to the instructions in this table.

Step	Action
1	Access FCAT-M web site at http://64.210.244.55/OPM_FCATM and begin the registration process.
2	Click " Self-Register for a new FCAT-M Account " and the FCAT-M 2.0 Registration Page will be displayed. Note: The registration process includes 4 steps. Users shall complete all required information in each step.
3	Complete Step 1 of the registration according to the following instructions. Note: All information except middle initial is required. <ul style="list-style-type: none"> • Enter your e-mail address; this will be used as your username. • Enter a password (must be at least 8 characters) and then retype the password. • Enter first name, middle initial, and last name. • Select your work role from drop-down menu. • Select "Department of Agriculture" from the Agency/Department drop-down menu; the screen will refresh. • Select "Bureau/Agency" from the drop-down menu, "Farm and Foreign Agricultural Services-FAS, FSA, or RMA", as appropriate. • Enter the access code, "USDA", in all capital letters. • Select the appropriate series information from the "Occupational Group/Family" drop-down menu. • Select "Pay Plan" information, such as GS or ES. • Select your appropriate grade level or other designation from the "Grade" drop-down menu. • Click "Next" at the bottom of the page; Step 2 of the registration will be displayed..
4	Complete Step 2 of the registration according to the following instructions. <ul style="list-style-type: none"> • Enter street address of your official duty station. • Enter city. • Select State from the drop-down menu. • Enter ZIP Code. • Select country from the drop-down menu. • Enter 10-digit telephone number; enter numbers only, do not use spaces or any other punctuation. • Click "Next" at the bottom of the page; Step 3 of the registration will be displayed..

Instructions for Completing FCAT-M Registration and Self-Assessment (Continued)

Step	Action
5	<p>Complete Step 3 of registration according to the following instructions.</p> <ul style="list-style-type: none"> • Select your highest level of education from the drop-down menu. • Select years of professional service from the drop-down menu following additional instructions on page. • Select years of government service from the drop down menu following additional instructions on page. • Select years before projected retirement from the drop-down menu. • Click "Next" at the bottom of the page; FCAT-M Assessment Home Page will be displayed.
6	<p>On the FCAT-M Assessment Home Page, click on the link, "Click here to begin your self assessment", to begin the assessment. Each leadership and performance management competency on the assessment is provided with a definition and proficiency (1-5 point) scale. Answer all questions using the 5-point scale, including performance management. Select "0" if the competency is not applicable to your position.</p> <p>Notes: Save the assessment by clicking the "Update" button on the assessment screen. Users may login at a later time to update the assessment.</p> <p>Do not click the browser "Back" button before saving the assessment because all information will be lost.</p>
7	<p>The FCAT-M Assessment Home Page will be redisplayed.</p>
8	<p>Click the "Request a Supervisor Assessment" button and following the instructions on the page.</p> <p>Note: Check the "Update Previous Assessment" box if you want to update any previous input.</p> <p>After clicking the "Email Request" button, the FCAT-M Assessment Home Page will be redisplayed.</p>
9	<p>Following these instructions to print your self-assessment:</p> <ul style="list-style-type: none"> • click on the link "Click her to print your assessment report" • from the browser menu, select "File", then "Print" • click the browser "Back" button to return to FCAT-M Assessment Home Page.
10	<p>After completing the assessment process, click the "Sign Out" link in the upper left hand corner in the FCAT-M Menu box or the "Sign Out" link in the upper right corner of the screen to sign out from the FCAT-M assessment.</p>

Instructions for Completing Assessment of Subordinate Supervisors

All Federal managers and supervisors, including political appointees, shall complete the assessment of subordinate supervisors according to the instructions in this table.

Step	Action
1	<p>You will receive an email message from FCAT-M@opm.gov requesting that you complete an evaluation of a subordinate supervisor.</p> <p>Note: Follow the login instructions carefully.</p>
2	<p>Click the "Go to Competency Assessment Form" link on the left under "Options".</p>
3	<p>Select and complete assessments on both of the following:</p> <ul style="list-style-type: none"> • current proficiency (what level the employee is currently) • desired proficiency (what levels are required for the position).
4	<p>Each proficiency level includes a definition that can be accessed by clicking the icon next to the proficiency level. Use the descriptions to guide your selection of the proficiency level of the individual.</p> <ul style="list-style-type: none"> • If the competency is not required for the assessed employee’s job, leave the rating as “0” – "Not Needed". • Once finished assessing current proficiencies, click the "Update" button at the bottom of the screen. • Click the "Send Complete Message to Employee" link on the left under "Options". This will inform the assessed employee that your assessment is complete. <p>Note: The employee will not have access to your assessment. However, you are encouraged to discuss your assessment with the employee to ensure understanding of the areas required for development and improvement.</p>
5	<p>To print a copy of the report, click "Print Report of your Feedback" link and from the browser menu select "File", then "Print". Click on “Back” at the top right under the red bar.</p>
6	<p>After completing assessment and printing, click the "Sign Out" link (left column) and close the browser.</p>