

USGS Workforce Plan Template

In an effort to support a consistent approach to written workforce plans across USGS, please use this template as an outline to develop your workforce plan. The elements of the workforce plan align with the five steps of the USGS Workforce Planning Model.

1. Strategic Direction

- short-term goals (1-2 years)
- long-term goals (3-5 years)
- ideal workforce to achieve short-term and long-term goals
- internal drivers (i.e. technology and equipment, USGS strategic goals, USGS Science Strategy, budget projections.)
- external drivers (i.e. Departmental and/or Administrative initiatives, legislative and regulatory changes, economic and environmental factors, emerging science issues, customer demands, cooperator/partner program needs)

2. Supply, Demand , Discrepancies

2A Supply

- Base Program
- Missions covered by your organization
- Current budget and sources of funding for your organization
- Current workforce demographics
- Occupations in your organization
- Skills/expertise in your organization

2B Demand

- Historical data
- Occupations need to fulfill future workforce needs in the next 3-5 years
- Skills/expertise needed in your organization in the next 3-5 years

2C Discrepancies

- Gaps in occupations and skills/expertise

3. Develop Action Plan

Describe the strategies to address the gaps identified.

4. Implement Action Plan

Describe who, what, when, and how strategies will be implemented to include action steps, milestones, and resources needed.

5. Monitor, Evaluate, Revise

Describe how and when progress will be monitored.