

# Office of General Counsel

# Mission

To represent the interests of the participants and beneficiaries of the Thrift Saving Plan by providing advice to the Executive Director, Board Members, and staff of the Federal Retirement Thrift Investment Board concerning their legal duties and responsibilities under the Federal Employees' Retirement System Act of 1986 and other applicable laws.

# Primary Responsibility: Provide Legal Advice to Clients

- Advise the Executive Director and Board Members (the “named fiduciaries” of the Thrift Savings Plan) concerning their fiduciary and other legal duties and responsibilities under FERSA
- Advise the Executive Director and the staff of the FRTIB and its contractors concerning the proper interpretation of the provisions of FERSA and other applicable laws and regulations in administering the TSP
- Advise the Executive Director and the staff of the FRTIB concerning issues arising from the FRTIB’s status as an independent agency within the Executive Branch of the United States

# Substantive Areas of Focus:

## Agency Counsel

- Fiduciary and ethics
- Contracts
- Freedom of Information/Privacy
- Personnel and employment
- Applicability of laws and regulations

## Plan Counsel

- Death benefits
- Child support
- Divorce orders
- Taxes

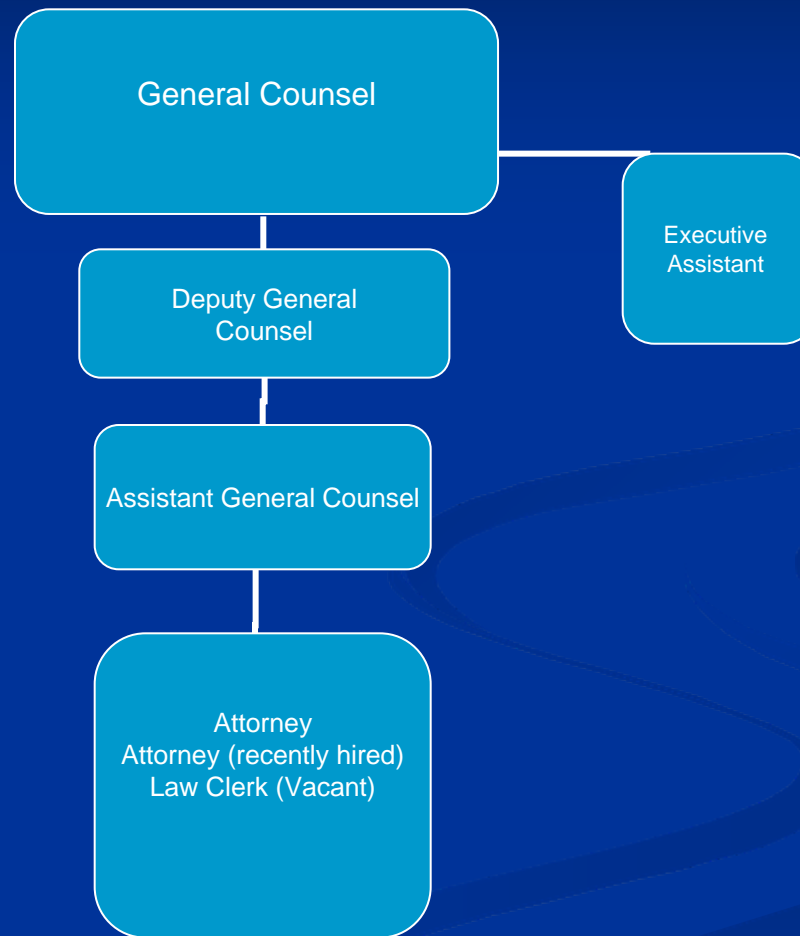
# Areas of Increasing Focus

- Privacy
- Death Benefits
- MVRA (Mandatory Victims Restitution Act)
- Tax levies
- Contracts
- Human Resources

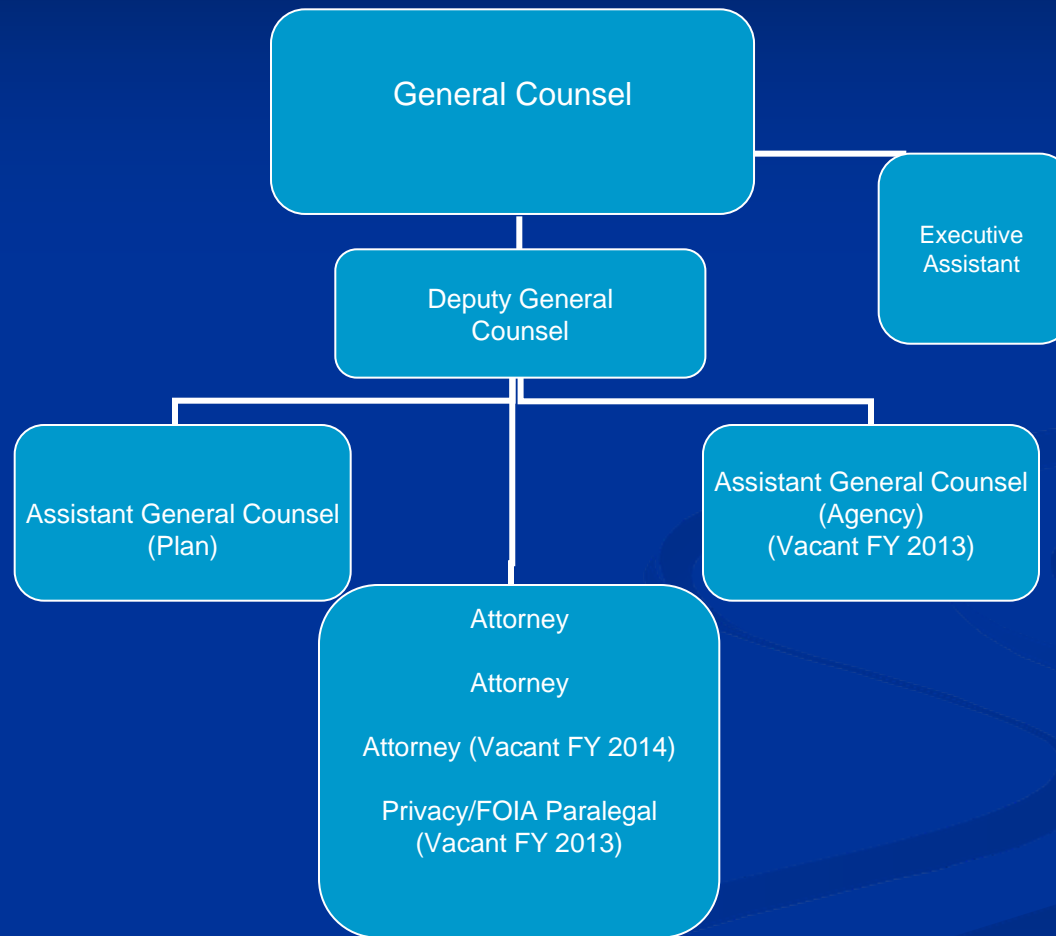
# Other major responsibilities

- Regulations: Draft and handle the publication of all regulations for the FRTIB, including regulations required by FERSA and other applicable laws
- Legislation: Work with the Office of External Affairs (OEA) to draft and review legislation affecting the TSP or FRTIB, including legislation proposing changes to FERSA
- Litigation: Work with Department of Justice to handle all litigation involving TSP or FRTIB.

# OGC Organization – Current



# OGC Organization – Future





# Office of Resource Management (ORM)



October 22, 2012

# ORM Agenda

- ◆ ORM Mission
  - Key accomplishments
- ◆ ORM Initiatives
  - Human Resources Division
    - FRTIB Strategic Human Capital Plan
  - Administrative Services Division
    - Expansion space
    - Employee/Contractor background investigations

# ORM Mission

The Office of Resource Management serves as a strategic partner with leadership of the Federal Retirement Thrift Investment Board to develop and deliver innovative administrative services and human resource programs designed to support the employees and overall mission of the Agency

# ORM Key Accomplishments

- ◆ Successful relocation and move of Agency staff and equipment to 77K by Administration Services Division staff
- ◆ Increase in recruitment and hiring by Human Resource Division staff
  - Additional HR staff to support increase in hiring workload
  - Interagency Agreement signed with the U.S. Office of Personnel Management (OPM) to pick-up backlog of hiring actions for FY 2012 – 2014
  - 17 new hires in the last two quarters of FY 2012

# ORM Initiatives

- ◆ Human Resources Division
  - Agency Strategic Human Capital Plan
    - Talent management-skills assessment
- ◆ Administrative Services Division
  - Expansion space
  - Employee/contractor background investigations

# ORM Initiatives

## Human Resources Division

### FRTIB Strategic Human Capital Plan

- ◆ The Chief Human Capital Officers (CHCO) Act of 2002, provides a framework for all Federal agencies to support strategic management of the Federal workforce
- ◆ Each agency publishes its Strategic Human Capital Plan
  - The Plan provides details on the efforts an agency will take to ensure they employ and retain a highly skilled, empowered, and engaged workforce
  - The Plan allows an agency to focus on setting achievable goals to improve upon human capital elements over a one-five year period

# ORM Initiatives

## Human Resources Division

### FRTIB Strategic Human Capital Plan

- ◆ FRTIB Human Capital focus areas
  - Training
  - Leadership Development
  - Leadership Succession
  - Knowledge Management
  - Performance Appraisals
  - Recruitment and Attrition

# Strategic Management of Human Capital





# ORM Initiatives

## Human Resources Division

### Talent Management

- ◆ Addresses competency gaps
- ◆ Primarily targets mission-critical positions
- ◆ Allows the Agency to focus on training and development to improve skills of existing staff; determine skill set and competencies of future staff

# ORM Initiatives

## Human Resources Division

### Talent Management (cont'd)

- ◆ Gap analysis factors
  - Diversity
  - Attrition
  - Competency and capacity
    - Management skills assessment
    - Employee skills self-assessment
    - Results in identifying Agency-wide or office-specific training and development

# ORM Initiatives

## Administrative Services Division

### Expansion Space

- ◆ 10<sup>th</sup> Floor
  - Expected completion March 2013
- ◆ The Agency is exploring additional space options for increase in staff

# ORM Initiatives

## Administrative Services Division

### OPM Background Investigations

- ◆ FRTIB requirements:
  - All Agency employees are subject to the OPM background investigation process
    - New employees subject to background investigation and final adjudication for full access to applicable FRTIB systems related to his/her work
    - Current employees renew investigations every 5/10 years

# ORM Initiatives

## Administrative Services Division

### OPM Background Investigations (cont'd)

- ◆ FRTIB requirements:
  - Contractor staff will become subject to OPM background investigation process
    - Current contracts require background checks completed by the contractor
    - New contracts and extensions will require OPM background investigations
    - Approximately 800 contractor staff are affected by this change

# ORM Organization Chart

