



**DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER
WASHINGTON DC 20420**

March 19, 2021

Mr. Austin Evers
foia@americanoversight.org
1030 15th Street, NW
Suite B255
Washington, D.C. 20005

Dear Mr. Evers:

On July 28, 2020, you filed a Freedom of Information Act (FOIA) request 21-01727-F, seeking all calendars and calendar entries for the following individuals: Secretary Robert Wilkie, Acting Deputy Secretary Pamela J. Powers, and Acting Chief of Staff Brooks D. Tucker. This search should include any calendars maintained on their behalf, reflecting events that took place from January 1, 2020 to the date the search is conducted. For calendar entries created in Outlook or similar programs, the documents should be produced in "memo" form to include all invitees, any notes, and all attachments. Please do not limit your search to Outlook calendars—we request the production of any calendar—paper or electronic, whether on government-issued or personal devices—used to track or coordinate how these individuals allocate their time on agency business. The search should include any calendars associated with an agency official's individual email account, as well as any official calendars maintained for the official, including by his or her administrative assistant or scheduler. Your request was assigned the FOIA Tracking Number 21-01727-F.

I am writing today to respond to your request on behalf of the Department of Veterans Affairs Office of the Chief Human Capital Officer. Information responsive to this request is attached as a PDF document, totaling 1 pages.

If you have any questions regarding our response to your request, or any other issues discussed in this letter, you may contact me directly at (202)-461-7547 or by email at erica.cabbagestalk@va.gov.

Sincerely,

Erica Cabbagestalk

Erica Cabbagestalk
Program Specialist



U.S. Department of Veterans Affairs

Office of the Chief Human Capital Officer

VA Central Office
Washington, DC

July 2, 2020

OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (OCHCO) BULLETIN

SUBJECT: The Office of Personnel Management's Pathways Programs Talks and Information Sessions

The President's Management Agenda is leading the process to define the future of the Civil Service. This Administration is pursuing lasting progress through the holistic efforts of key drivers, including "People- Workforce of the Future." Acquiring top talent is critical for your mission success. The Recruitment Policy and Outreach (RPO) team at the U.S. Office of Personnel Management (OPM) is bringing back the popular, no-cost Pathways Talks Series with technical assistance sessions on topics such as staffing, public notification, recruitment and outreach, and others. These sessions contain in-depth information, step-by-step guidance, and resources about the Pathways Programs.

OPM's Pathways Programs Talks Series provides technical assistance and guidance to Human Resources (HR) Specialists, Pathways Programs Officers (PPOs) and hiring officials. The sessions are designed to:

- Raise awareness of the Pathways Programs to recruit and hire top talent.
- Provide foundational information to staff responsible for administering the Pathways Programs.
- Encourage collaboration between hiring managers, HR staff, and PPOs.
- Promote effective strategic outreach and recruitment strategies to attract qualified and diverse applicants.

Human Resources Specialists from OPM will serve as lead presenters to strategically deliver these coordinated Pathways sessions for maximum effectiveness to Federal agency audiences. Whether you are just starting out or you are a seasoned subject matter expert, you will find some valuable information, tips, and best practices in these online sessions.

The professional development sessions which run from July 9, 2020 through August 27, 2020 are:

Background and Regulations, Description of Programs, Program Requirements and Workforce Planning, July 9, 2020 at 1:30 PM (Eastern)

This webinar provides the regulatory background of the Pathways Programs in the historical context of student programs in the Federal Government, an introduction and description of each individual Pathways Program and offers a comparison of the similarities and differences between each. Participants will receive an overview of the Pathways Programs requirements as they relate to an agency's establishment of a Memorandum of Understanding (MOU) with OPM and the establishment of an agency PPO and will emphasize the importance of workforce planning as it relates to the Pathways Programs and to permanent and term conversion opportunities for participants.

Register: <https://www.eventbrite.com/e/pathways-talks-overview-of-programs-tickets-108911489196>

Classification, Qualifications, and Assessments, July 16, 2020 at 1:30 PM (Eastern)

Effective recruitment and hiring for Pathways begin with the proper classification of positions based on appropriate occupational groups. Making quality hires also depends on identifying accurate qualifications and assessment methods used to narrow down the pool of qualified applicants. Participants will learn how positions are classified based on occupational groups, be able to describe the criteria used to qualify and evaluate individuals for Pathways, learn the criteria by which agencies may assess individuals for Pathways and identify resources available to agencies for classification, qualifications, and assessments.

Register: <https://www.eventbrite.com/e/pathways-talks-classification-qualifications-and-assessments-tickets-108997989922>

Hiring Official/Human Resources Collaboration, July 23, 2020 at 1:30 PM (Eastern)

Effective recruitment for Pathways positions depends on a collaborative effort between hiring managers, HR professionals, and PPOs. Participants will be able to describe hiring official, HR, and PPO roles in the administration of Pathways and how to overcome potential barriers to effective recruitment learn collaborative strategies for targeted Pathways recruitment and understand the importance of networking and relationship-building to ensure consistent engagement with sources of talent for Pathways positions and know how to build and prepare a recruitment team.

Register: <https://www.eventbrite.com/e/pathways-talks-hiring-officialhuman-resources-collaboration-tickets-110629022384>

Public Notification, July 30, 2020, at 1:30 PM (Eastern)

Fairness and transparency in recruitment and hiring are critical to compliance with fundamental merit system principles. In this webinar, participants will learn how to understand the requirement for public notification, know the difference between public notification and posting a job announcement, be able to identify the required information in a job announcement and gain strategies to more effectively manage the number of applications for Pathways.

Register: <https://www.eventbrite.com/e/pathways-talks-public-notification-tickets-110632867886>

Recruitment and Outreach, August 6, 2020 at 1:30 PM (Eastern)

If agencies are to hire the best qualified candidates, they require sound strategies for recruitment and outreach. Participants will learn the difference between recruitment and outreach as they relate to Pathways, know the conditions agencies must meet to ensure fair and open competition identify the information to be included on a Pathways job announcement, and understand what is necessary to achieve effective recruitment.

Register: <https://www.eventbrite.com/e/pathways-talks-recruitment-and-outreach-tickets-110636426530>

Staffing Part 1, August 13, 2020 at 1:30 PM (Eastern)

In this session, participants will receive a comprehensive overview of the many issues associated with staffing for each of the Pathways Programs. Upon completion, participants will be able to identify and describe the main concepts associated with staffing for Pathways, understand agency requirements and responsibilities at each stage of the Pathways experience (e.g., schedules, training, conversion, etc.) and know the distinction between Interns with and without Not-to-Exceed (NTE) dates.

Register: <https://www.eventbrite.com/e/pathways-talks-staffing-part-1-tickets-110839538042>

Staffing Part 2, August 25, 2020 at 1:30 PM (Eastern)

A continuation of Staffing from August 13, 2020.

Register: <https://www.eventbrite.com/e/pathways-talks-staffing-part-2-tickets-110840404634>

Onboarding, August 27, 2020 at 1:30 PM (Eastern)

Agencies thrive when new employees are properly onboarded because their new hires are effectively integrated into the organization's culture and mission and are brought quickly to productivity. Participants will understand the importance of onboarding as compared to orientation, identify the desired objectives for an effective onboarding program, learn specific steps to implement at strategic phases of a new hire's employment and know how the PPO and mentor roles impact onboarding.

Register: <https://www.eventbrite.com/e/pathways-talks-onboarding-tickets-110841371526>

Who should attend?

- Human resources professionals
- Recruiters
- Hiring officials
- Employees who participate in recruiting and outreach activities
- Pathways Program Officers

Attendance will be online using Adobe Connect. You will be provided a link to the webinar and login information upon registration. Requests for **reasonable accommodation** will need to be submitted to the Event Organizer upon registration no later than one week prior to the session.

Required Action: HR Offices should share this information with their staff. Questions concerning this bulletin may be directed to pathways@va.gov

Issued by: VA/OCHCO/Recruitment and Placement Policy Service and Human Capital Services Center (HCSC)/Pathways Program Office (PPO)