



**Environmental Management Consolidated Business Center (EMCBC)**

**Subject: Leadership Knowledge Management Succession Plan**

PLAN

APPROVED: (Signature on File)  
EMCBC Director

ISSUED BY: Office of Human Resources

---

1.0 PURPOSE

To promote and improve knowledge sharing, professional development, and continuous learning that focuses on partnership development, succession processes based on the agency's planning and deployment strategy. In addition, the purpose of this plan is to provide measurable efforts to create a well-trained organization, which new and existing leader's skill sets and competency gaps will be developed, to ensure success in their position and mission goals and objectives.

2.0 APPLICABILITY

This plan applies to all Assistant Directors, Supervisors, and Team Leads permanent within EMCBC. In addition, EMCBC employees on details for 120-days or more to a Supervisory or Team Lead position must comply during the period of the detail.

3.0 REQUIREMENTS AND REFERENCES

3.1 Requirements

- 3.1.1 P.L. 85-507, "The Government Employees Training Act of 1958"
- 3.1.2 USC 41, "Training"
- 3.1.3 5 CFR 410, "Training"
- 3.1.4 DOE O 360.1B, Federal Employee Training
- 3.1.5 DOE Human Capital Strategic Plan

3.2 References

- 3.2.1 P.L. 85-507, "The Government Employees Training Act of 1958"
- 3.2.2 CFR 335, "Promotion and Internal Placement"
- 3.2.3 EMCBC Strategic Plan

4.0 DEFINITIONS - Not Applicable

5.0 RESPONSIBILITIES

5.1 The EMCBC Director will implement a comprehensive leadership and organizational succession planning policy. This policy is inevitable for all organizations and can be a very challenging, during a period when age 50 is the average age of the EMCBC workforce. Therefore, it is the policy of the EMCBC Director, to support leadership and development activities in leadership succession planning – either planned or unplanned – to insure the stability and accountability of leadership throughout the organization.

5.2 The Assistant Directors will be responsible for implementing this plan in partnership with the Director.

5.3 The Assistant Director for OHR will be responsible for delegating task associated with assessing leadership mandatory training, career development, and requested training needs.

**EMCBC RECORD OF REVISION**

**DOCUMENT:** PL-361-05 Leadership Knowledge Management Succession Plan

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

---

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	New Document	All	6/14/11