

Detail Opportunity: Knowledge Management

We are pleased to announce a detail opportunity for Federal employees to work in Open Government at OPM. **Please note that this is a non-reimbursable position:**

Position: Program Analyst

Location: Washington D.C.

Duration: 4-6 months (non-reimbursable)

Introduction

On December 8, 2009, the White House issued a memorandum, the [Open Government Directive](#), requiring federal agencies to take immediate, specific steps to achieve key milestones in transparency, participation, and collaboration.

OPM's Open Government Web site is called [OpenOPM](#). On April 7, OPM posted its Open Government Plan on OpenOPM, and both employees and the public are invited to comment on the Plan. Besides data sources, OpenOPM provides links to Open Government news at the Agency and contact information for the Agency Open Government champions, Chief Information Officer Matthew Perry and Associate Chief Financial Officer Rochelle Bayard.

Creation of a knowledge management (KM) system is the "Flagship" Initiative of this plan, and its purpose is to provide the infrastructure and tools for OPM to increase transparency, widen participation, and foster collaboration both internally and externally. We seek greater and more varied participation to integrate feedback and fresh ideas into our policies and business processes. These modifications to our business processes will help us improve service and efficiency; they form part of our continuous self-improvement.

Description of Responsibilities

In the role of presenter, the selectee will lead a team using Action Learning Techniques to provide needed research to create and integrate the existing OPM system infrastructure into a workable knowledge management system. This selectee's responsibilities will include but not be limited to the following:

- Establishing meeting agenda, recording decisions, and preparing all documents for Flagship Team distribution;
- Assigning action items, communicating timelines for the Flagship Team, and tracking them to completion;
- Centralizing all external communication channels for feedback to and receipt of fresh ideas from stakeholder groups to the CORE TEAM;
- Centralizing agency responses by providing the public with a consistent "One OPM Voice";
- Providing transparency of data so that knowledge transfer can occur among the various stakeholders;
- Administrating customer feedback on questions and internal responses to make our KM robust and responsive;
- Incorporating ideas expressed by members of the public into the current OPM Open Government Plan in response to news articles, agency blogs, and other media; and
- Exploring social media tools and sites for their potential to bring new and varied stakeholders to the table.

Point of Contact

Dr. Mary Volz-Peacock, open@opm.gov. Please include "KM detail" in the subject line of your email.