



# CAPABILITIES BRIEF





FOR YOUR  
INFORMATION, INC.



## HUBZone

- **Dedicated to building up communities**
- Creating jobs, and supporting the local economy
- Strengthening our local Beltsville, Maryland community



## WOSB

- **Woman-Owned Small Business**
- GSA MAS vendor
- Recognized leader in the Human Capital sector
- Successfully fulfill small and large HR task orders



## Success

- **Diversified skills and knowledge of Human Capital SMEs**
- Proven record of success
- Project Management Professionals
- Experienced Human Capital Support Consultants

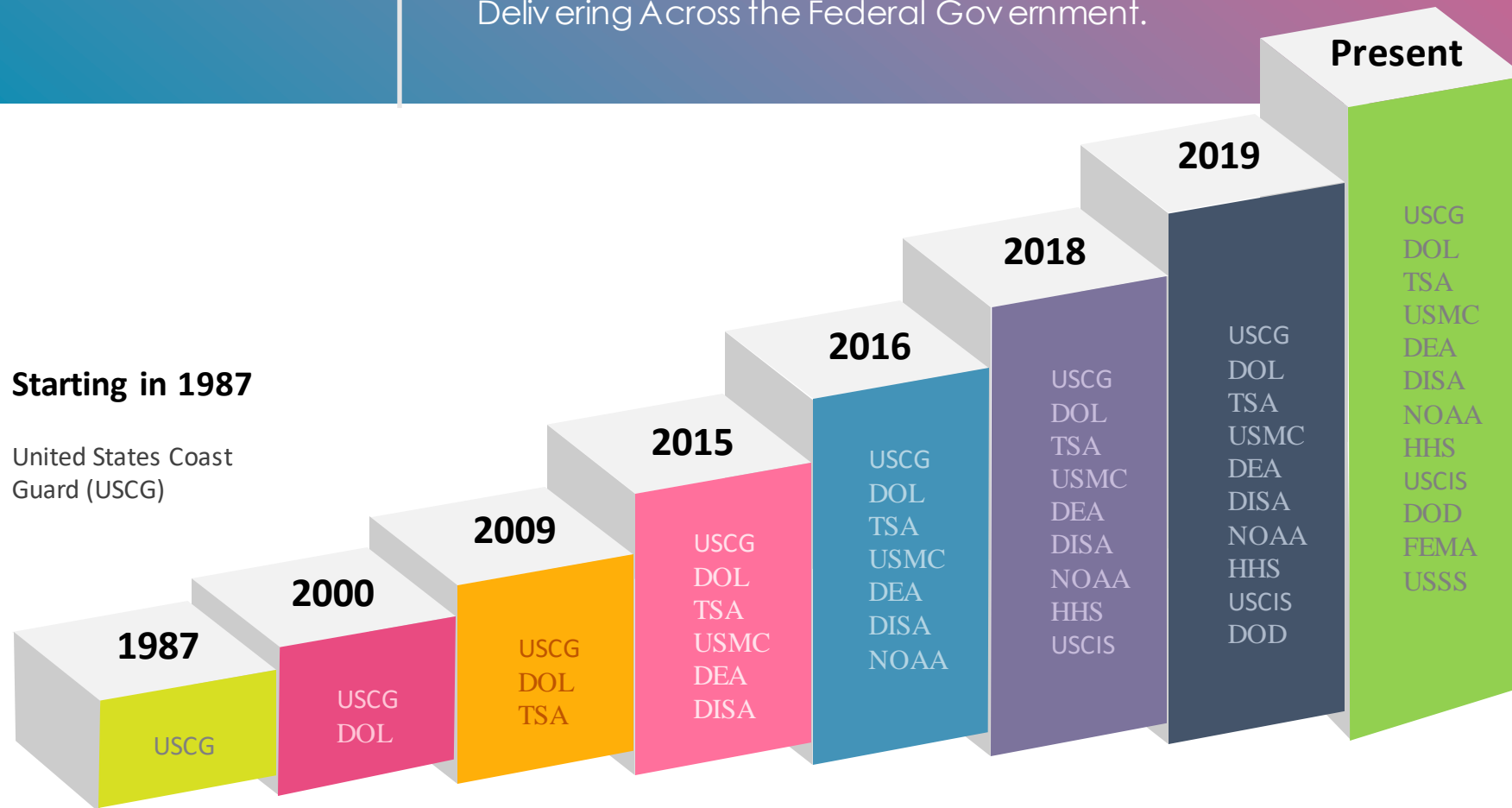


# 35 YEAR HISTORY

FYI Has a 35-Year History of Proven Experience  
Delivering Across the Federal Government.

## Starting in 1987

United States Coast Guard (USCG)



## TODAY

- United States Coast Guard (USCG)
- Department of Labor (DOL)
- Transportation Security Administration (TSA)
- U.S. Marine Corps (USMC)
- U.S. Drug Enforcement Administration (DEA)
- Defense Information Systems Agency (DISA)
- National Oceanic and Atmospheric Administration (NOAA)
- Health and Human Services (HHS)
- United States Citizenship and Immigration Services (USCIS)
- Department of Defense (DoD)
- Federal Emergency Management Agency (FEMA)
- U.S. Secret Service (USSS)



# FYI STAFFING AND RECRUITMENT EXPERTISE

## Staffing Services

Provided staffing services to DEA, USCG, HUD, HHS, DOL, NTSB, DOI, NSF, TSA, USDA, EEOC, and NGA.

## DEA Assistance

Met 100% of DEA's hiring goals for FY '19, helped hire over 200 Special Agents and 160 support personnel, and drafted over 600 tentative and final offer letters.

## Applicant Processing

Processed and ranked 95,000 job applications in six months for HUD to provide surge support and to hire 1,000 employees by year's end.

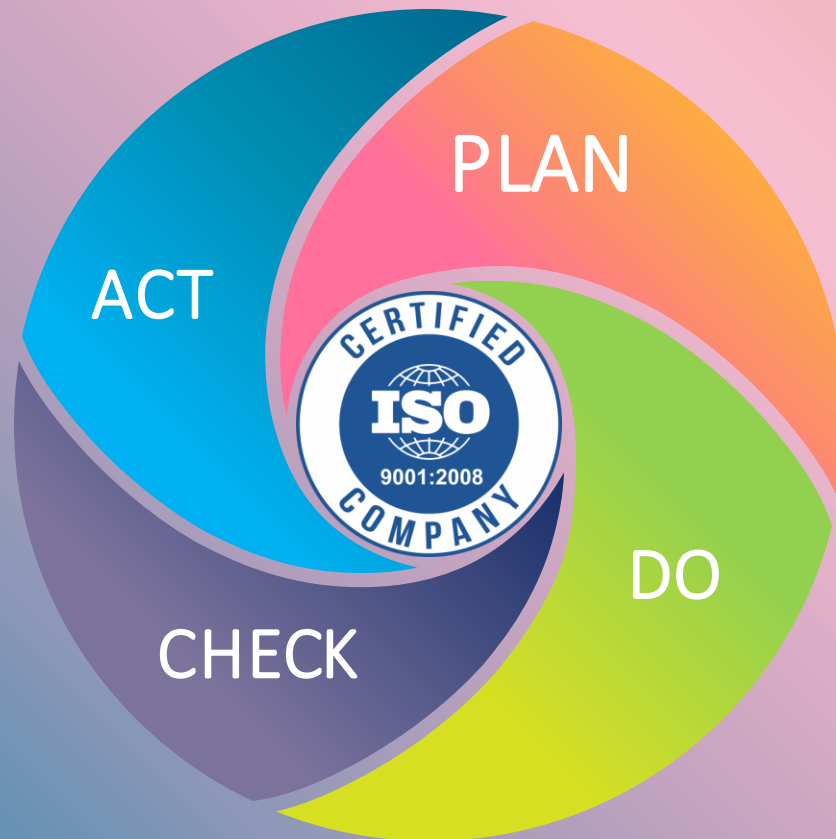
## Direct-hire

Helped the National Geodetic Survey secure a direct-hire authority from OPM.





# PROGRAM AND PROJECT MANAGEMENT



**Team FYI is a mature, process-oriented team** dedicated to continually improving services and solutions to ensure the highest quality. Our approach to quality management is based on ISO's **Plan, Do, Check, Act** cycle (PDCA).

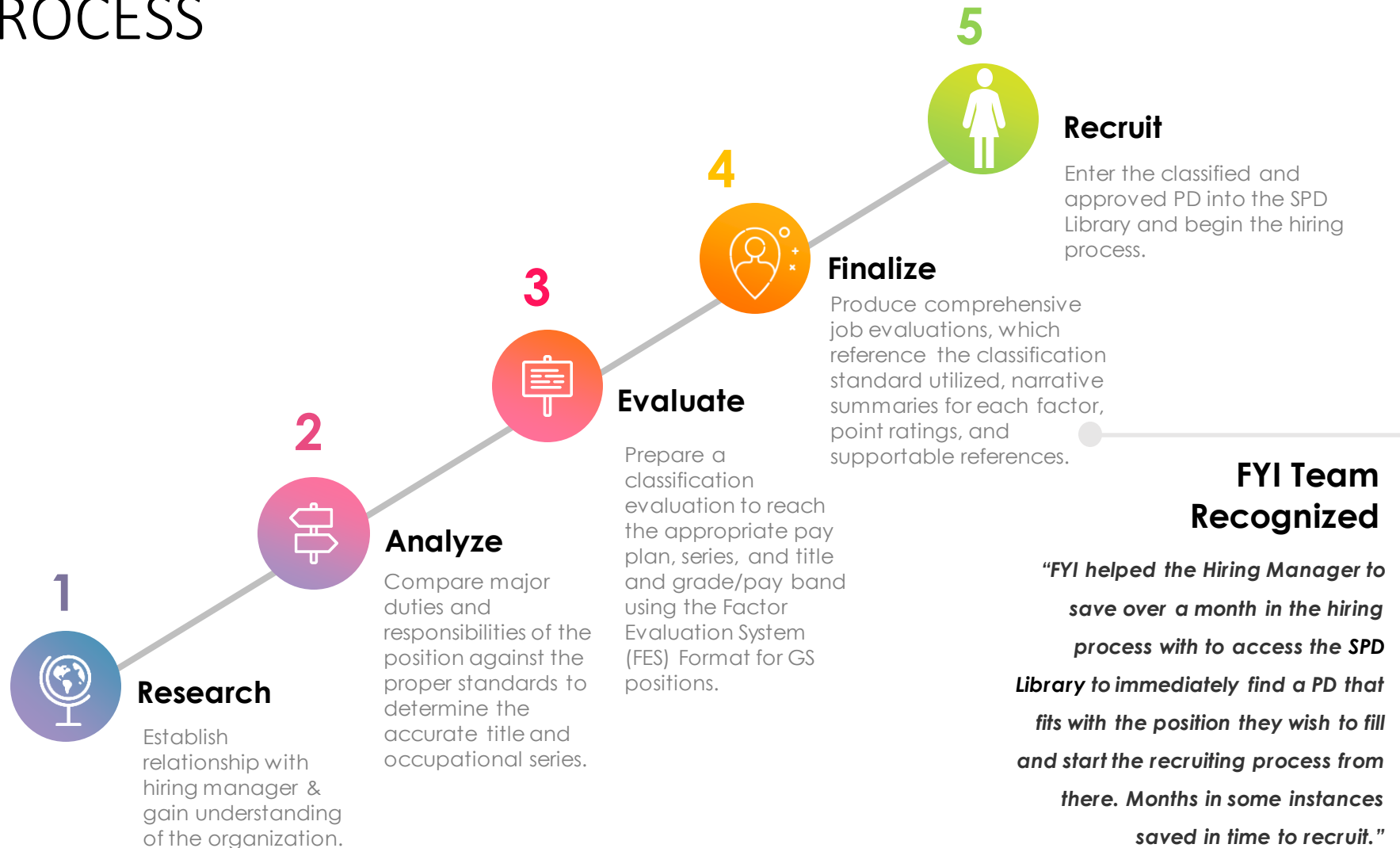


# POSITION MANAGEMENT AND CLASSIFICATION PROCESS

## Example

### FYI Position Management

*FYI assisted NOAA in developing a Standardized Position Description (SPD) Library in FY '22 to help streamline recruitment for priority positions across NMFS Project was completed ahead of schedule with 48+ position descriptions created and delivered ahead of schedule.*

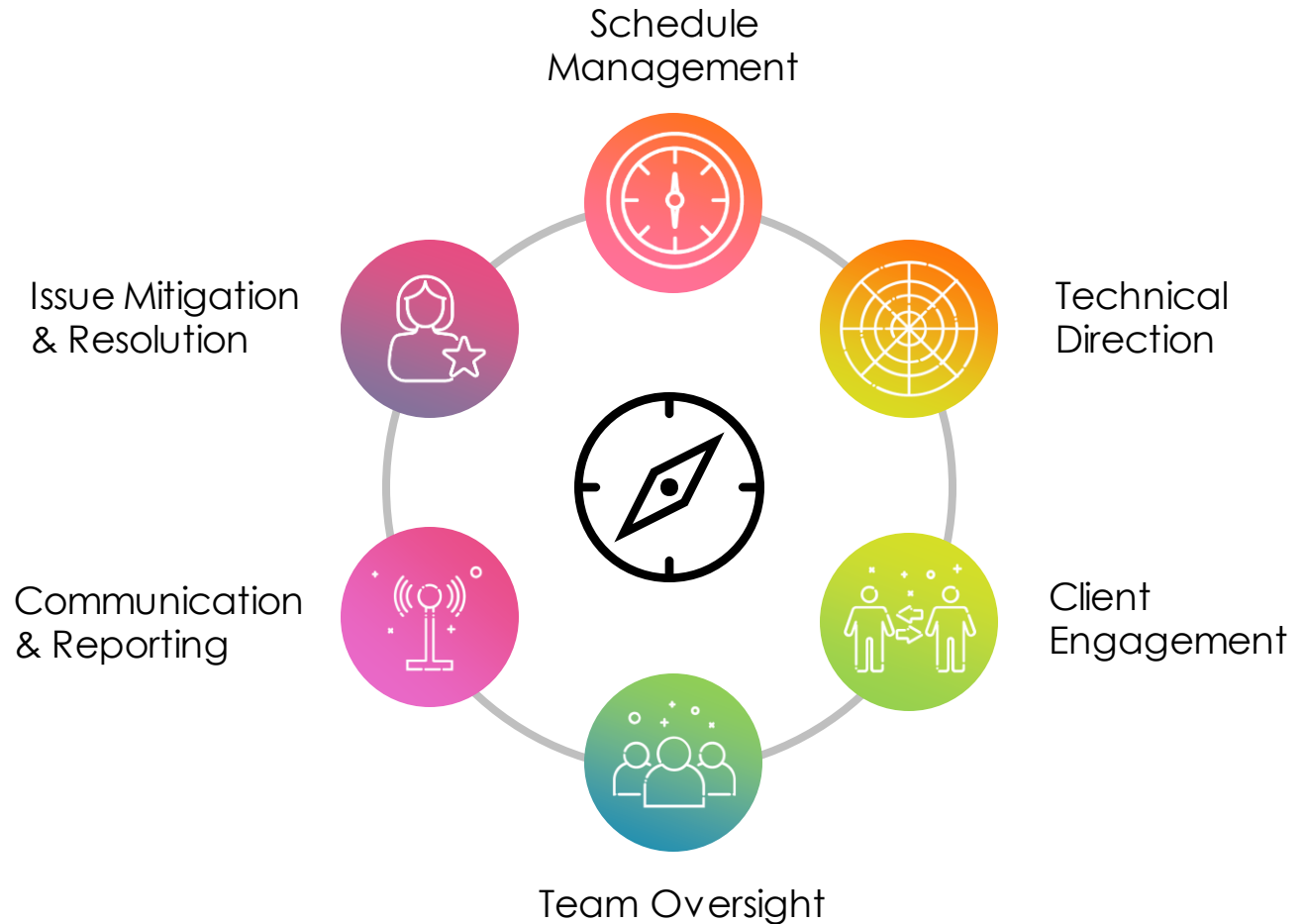




# INTEGRATED HUMAN CAPITAL SOLUTIONS

## Our Approach and Capability:

Team FYI incorporates principles from the Project Management Institute (PMI) and CMMI and ISO 9001:2015 standards for Quality Control and Management. These processes provide an integrated framework for ensuring adherence to project schedules, quality of our support services and deliverables, and successful project oversight





# PROGRAM AND PROJECT MANAGEMENT

## Staffing Services

- HC, HR program and thought leaders.
- Merit principles and relationship to statutes and implementing regulations.
- 5 USC, 5CFR, OPM, and Departmental HC guidance.
- HR business processes and service delivery approaches.
- OPM Human Capital Framework.
- Board with 50+ years of experience provides strategic advisory over all services

Strategic Advisory







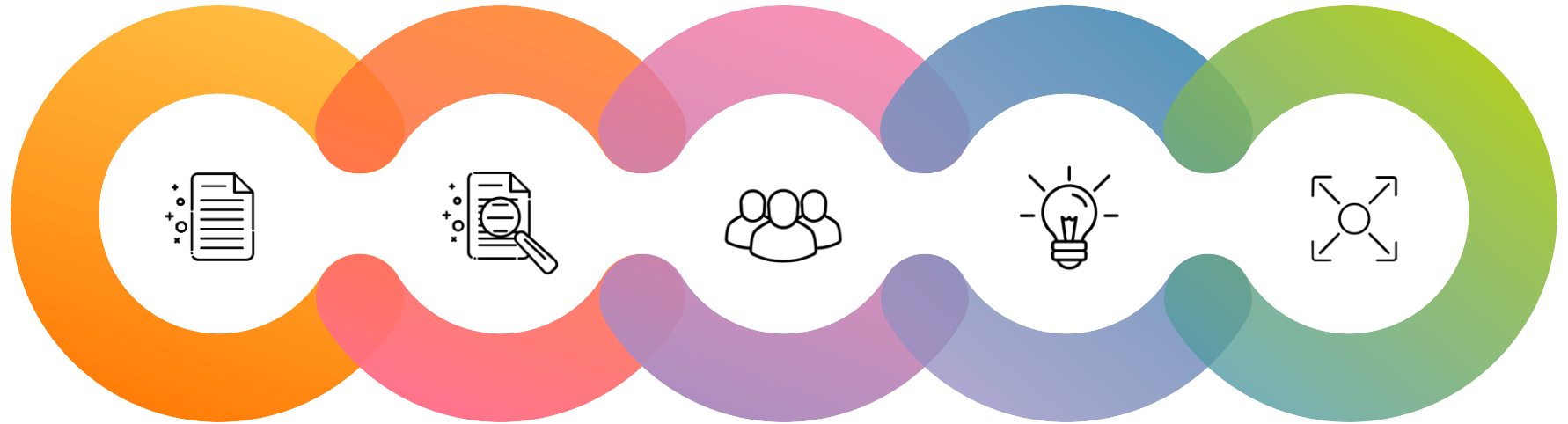
# WORKFORCE PLANNING

## Example

### Workforce Planning

OCCHCO used FYI to undertake workforce planning, organizational design and position description improvements.

Findings presented key focus areas of analysis, reference, and solutions for compliance.



#### Define

- Identity workforce related issues or challenges
- Establish priorities and scope

#### Examine

- Determine data most relevant to issues or challenges

#### Understand

- Gather knowledge of current workforce.

#### Envision

- Develop insights to inform future actions

#### Monitor

- Monitor success of analytics solutions
- Regularly analyze data to improve outcomes



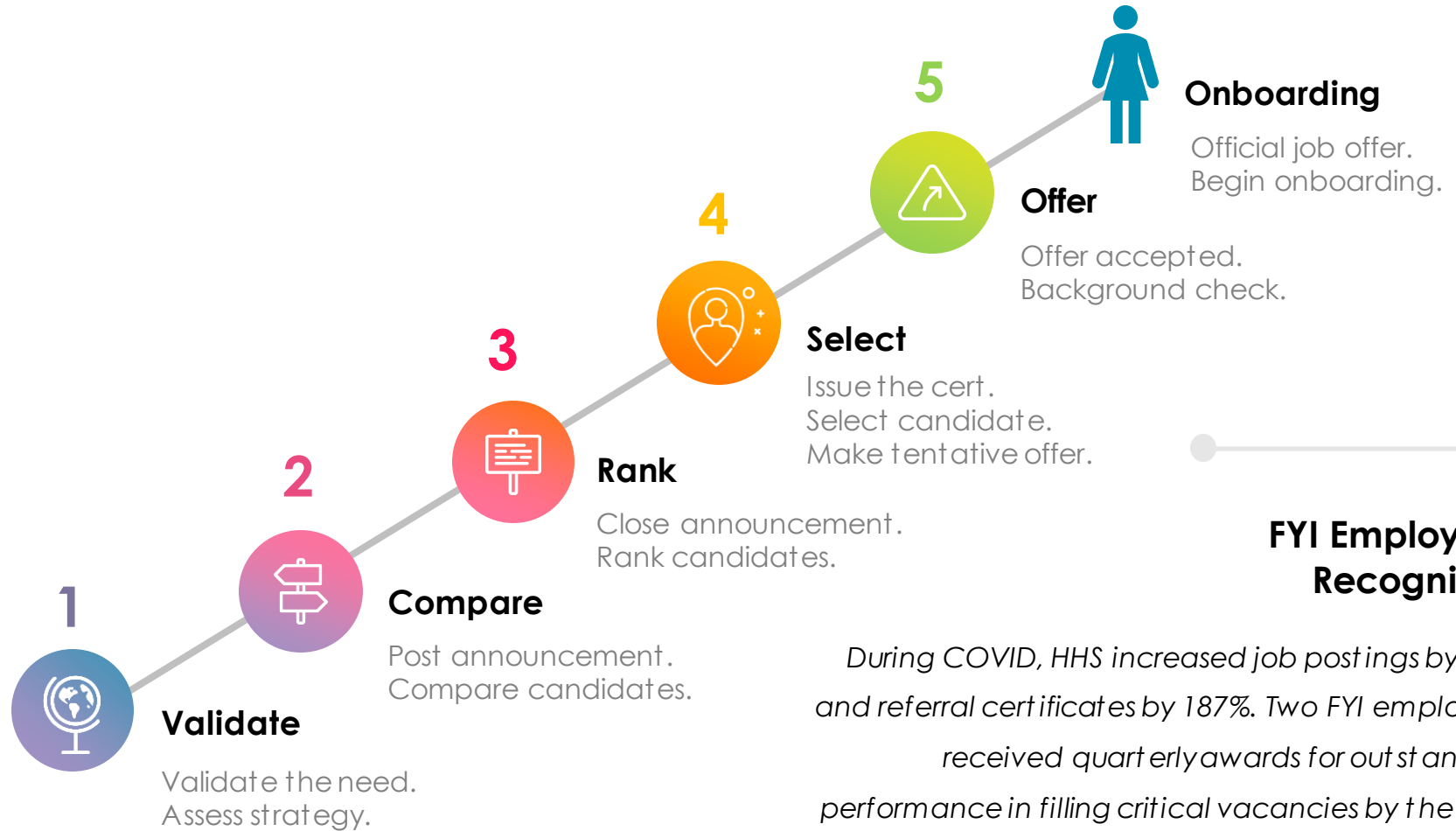
# HIRING AND RECRUITMENT PROCESS

## Example

### FYI Specialized Hiring

*FYI assisted DEA in meeting 100% of its hiring goals in FY '19:*

- 200+ Special Agents
- 160 support personnel
- 600 tentative / final offer letters.

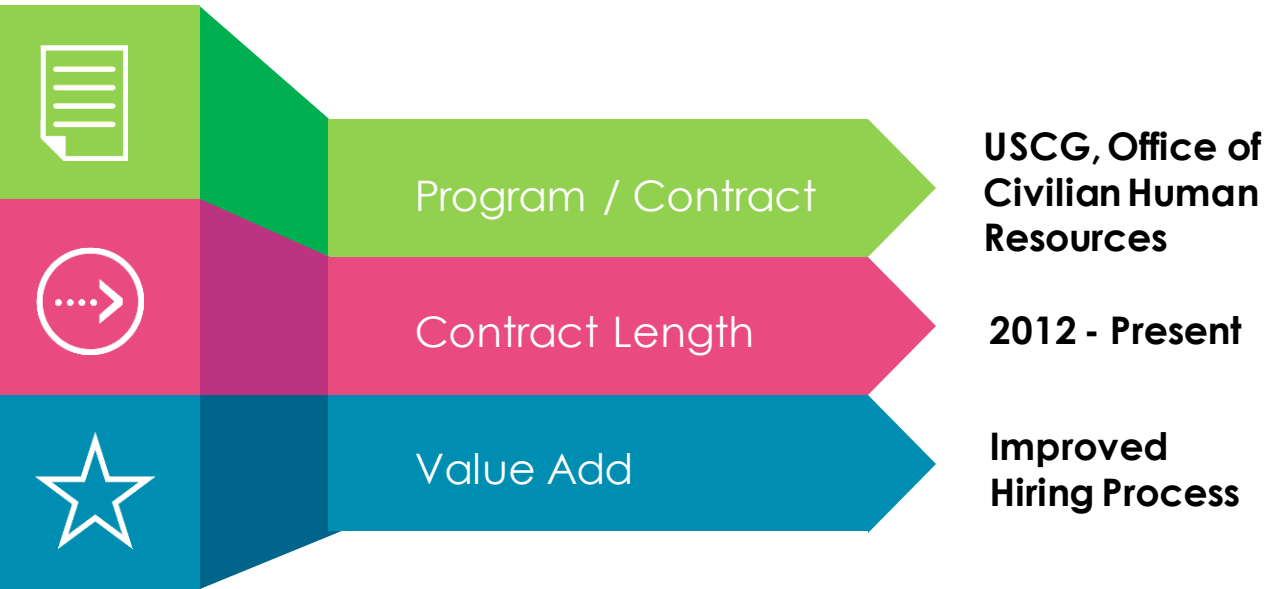


### FYI Employees Recognized

*During COVID, HHS increased job postings by 88% and referral certificates by 187%. Two FYI employees received quarterly awards for outstanding performance in filling critical vacancies by the HHS.*



# United States Coast Guard (USCG)



Over the past 11 years, FYI has been **providing robust HR position classification and staffing support** services in partnership with Civilian Human Resources. Additionally, the FYI USCG Service team provides staffing support to include drafting new vacancy announcements and job analysis, developing assessment questions, and conducting qualification analysis, and related tasking. They also provide HR Assistant support which includes helpdesk support, the review and consolidation of applicant security packages, e QIP initiation and review, as well as processing transactions to update and/or change personnel actions.

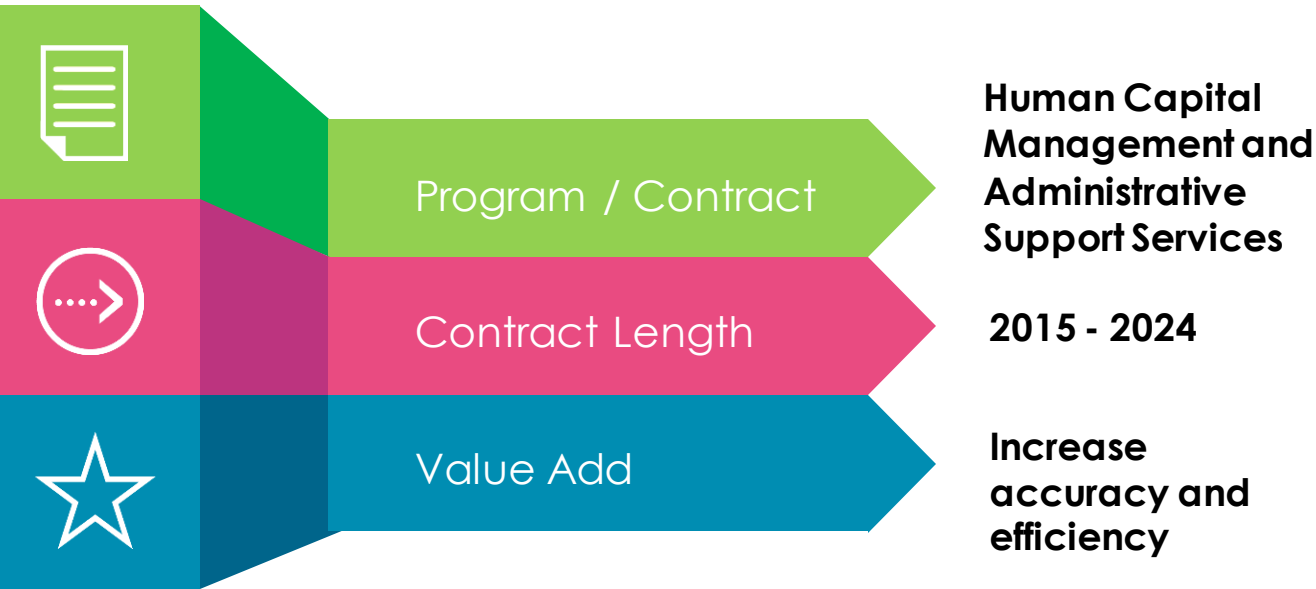
## FYI Kudos

*"I can't thank each of you enough. With so many federal vacancies and the workload increasing, your support and willingness to step in and keep things moving is appreciated by me more than you will ever know."*

Diane Beatriz, Chief, USCG Office of Civilian Human Resources Operations



# Drug Enforcement Administration (DEA)



**FYI has supported the DEA since 2015** and provides a full range of services, including Program Management, Administrative Support Services; Talent Acquisition and Development; Compensation and Benefits; Agency Human Capital Strategy, Policy, Operational Planning; HR Support in Pre-employment Background Investigations; Workforce Analytics and Employee Records:

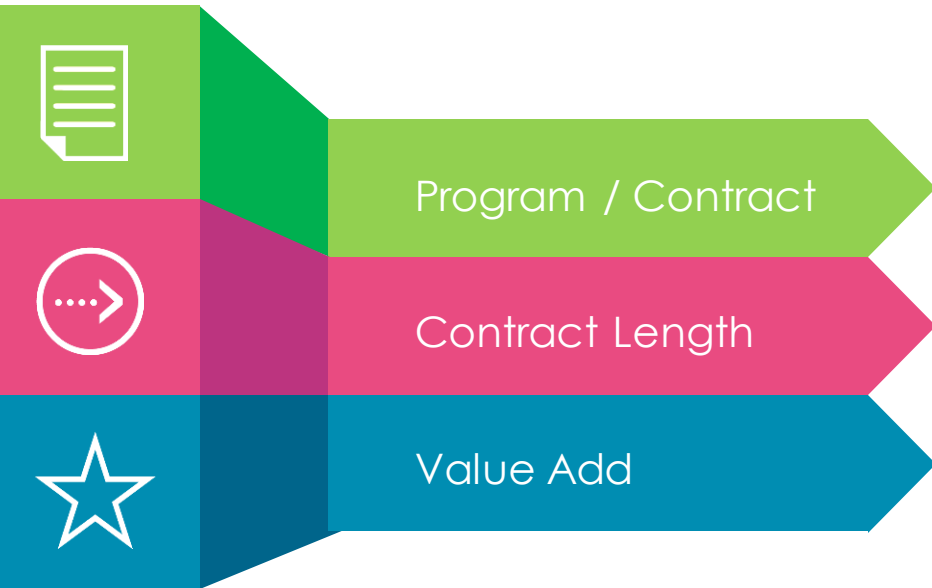
- writing position descriptions up to GS-15 level
- reviewing and analyzing occupational series
- position evaluation reports
- technical support
- research, write, and recommend adjustments
- ensure all legal citations are correct
- efficiency in NFC, EmpowHR, and e OPF applications

## FYI Kudos

*In 2020, FYI scanned, uploaded, and indexed over 1,100 position descriptions within SharePoint over a 3-month period. This transition impacted all Divisions within the DEA, allowing hiring officials and HR Specialists to easily access PDs and expedite recruitment actions.*



# U.S. Secret Service (USSS)



**U.S. Secret Service (USSS)**

**2020 - 2025**

**Retain effective talent**

FYI offers USSS a **broad range of support** with HR staff in all areas of Federal HR, including recruiting, staffing, personnel action processing, classification, HR project management, security processing, and administrative support. **FYI has formed strategic partnerships throughout the organization** to effectively provide the services needed for USSS to continue to deliver on its mission. FYI assists in drafting and classifying positions, allowing the USSS to recruit, hire, promote, and retain the most effective, talented workforce, from interns to GS-15-level Section Chiefs.



## THE DETAILS



### Address

For Your Information, Inc.  
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MD 20910



### Identifiers

DUNS: 17-531 9912  
CAGE Code: 0Z3B8  
Tax ID: 52-1517612  
Unique Entity Identifier  
(UEI): RB12LWUDKK41



### Socioeconomic

Woman Owned  
Small Business  
HUBZone certified



### Contract Vehicles

GSA MAS: GS-02F-0009U  
595-21 - Human  
Resources Services  
  
HCaTS: GS-02-Q16DCR0091  
Human Capital  
and Training Solutions



### Contact

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