

Civilian Think Tank

Target Audience: Commanders, Directors, or Supervisors

Purpose

To create an ad-hoc forum of civilian employees to formally evaluate and study topics of concern, and propose solutions.

Description

This forum provides the commander, director, or supervisors a generational and cross-functional insight into a myriad of organizational issues and challenges, while also developing and fostering an open climate of participation and innovation. It gives civilian employees a voice in the organization and challenges them to exercise the character necessary to make sound decisions. Allowing civilian employees ownership of this process will enable them to share their thoughts and recommendation with organization's decision makers.

Employ

- Choose a topic (e.g., unit awards program, Government Travel Card misuse, or time card fraud, etc.):
 - Topics should be one in which an civilian employee perspective would be relevant
 - Designate an out-brief suspense date
- Select a team:
 - Announce “Think Tank” effort at Commander’s Call or other relevant venue
 - 5 to 8 civilian employees with varied occupational series
 - Could be at flight or branch-level project
 - May be a competitive, volunteer, or nominee process
- Team Guidelines:
 - Work independently to research, study, and propose solutions to the topic
 - Conduct weekly meetings over a one to two month period
 - Choose a leader who will be responsible for the out-brief
 - Have lively discussions, challenge each other, and keep the big picture in mind
 - Team leader conducting out-brief should direct questions asked by leadership to the other team members to allow inclusion in the out-brief process
 - Develop an Action Plan with OPRs and due dates to ensure findings are implemented once approved by leadership
- Assign a mentor:
 - Select most senior civilian involved with project
 - Mentor does not influence the decisions/recommendations or lead the group
 - Acts as an advisor only and does not attend every meeting session
 - Provides advice as needed and assists team’s communication with senior leaders
- Conduct an out-brief:
 - At commander’s, director’s, or supervisor’s discretion, share briefing at the appropriate organizational level being impacted by the Think Tank’s findings
 - As appropriate, commander director, or supervisor will act on the recommendations
 - Implement approved solutions in accordance with the Action Plan to enable team to see tangible outcome of their recommendations