

**South Carolina Military Department
Office of the Adjutant General
1 National Guard Road
Columbia, South Carolina 29201**

(Updated 31 August 2007)

In accordance with Proviso 72.59 (Best Management Practices), this agency is providing on its website a self-assessment of its use of best practices for the prior fiscal year. As stipulated, each best practice is rated as in compliance, in progress or in non-compliance. This report is based solely on State Operations of the agency and its support of the mandated military mission and the mission of providing protection of life and property provided by the Emergency Management Division. There is no reference in this report to federal (both Army and Air National Guard) initiatives since these issues are of a classified nature. Questions concerning the South Carolina National Guard are referred to COL Pete Brooks, Public Affairs Officer, at 803-806-4327.

The best management practices reflected herein are in direct *line-of-sight* with the agency's goals as set forth in its "Strategic Plan." Detailed explanations, to include metrics, are to be found in the agency's "Annual Accountability Report," which is also provided on this website.

General Comment: The South Carolina Military Department makes every effort to benchmark with other agencies and partner with them in the exchange of mutually beneficial methods, practices and techniques. The "Accountability Report" recaps the various methods used from "Town Hall Meetings" to on-site surveys.

GOAL	COMPLIANCE			COMMENTS
	YES	IN PROGRESS	NO	
I. Safety				
A. HRO conducts employee training in drivers' education, hostile work environment, HAZMAT, sexual harassment, new employee orientations and "Culture for Change" courses. Complies with all state directives.	X			See Accountability Report for details.
B. EMD personnel receive additional training as required by FEMA and other federal agencies, such as Department of Justice.	X			See Accountability Report for details.
C.HRO tracks and monitors claims on Workers Comp issues in order to keep premiums and payouts to a minimum. Provides training where indicated and	X			

coordinates with the agency's federal "Safety Council" for employees working under "Cooperative Agreements."				
D. HRO ensures all agency policies are updated when necessary and communicated to employees.	X			
E. EMD conducts courses, seminars and exercises at state-wide and county levels for emergency, SLED, firefighters and first responders to ensure compliance with the State Emergency Operations Plan. Maintains liaison with the Governor's Office on critical issues, i.e., evacuations and lane reversals.	X			See Accountability Report for details.
II. Personnel Readiness				
A. Tracks and monitors FTE positions to maximize use of state dollars. Transfer of personnel to federal "Cooperative Agreement" positions where possible, thereby saving jobs and state dollars.	X			See Accountability Report for details.
B. Promotes job opportunities through use of the agency website.	X			
C. Promotes the use of "flextime" where possible to ensure employee morale and enhance the work environment.	X			
D. Empowers employees if clear direction, appropriate information and training are available.		X		
E. On-going search by EMD for qualified personnel to carry out mission as defined by legislative mandate. Too few people to do the job of protecting the lives and property of South Carolinians.			X	Inadequate funding. Reference Governor's Report and Accountability Report.
F. Upgrading to meet minimum standards at National Guard Armories.		X		Priority #1 in budget supplements and priority #1 in capital improvements.
III. Training Readiness				
A. While mainly a National Guard issue, training readiness is an on-going prerequisite for state employees. Every effort is made to recruit and retain – as well as train – state employees.		X		From the state perspective, "Training Readiness" spills over into "Safety" and "Strength" goals.
IV. Equipment Readiness				
A. State Operations is unable to meet its commitment to the military mission lacking superior and state-of-the-art		X		See Accountability Report for details.

technology. In this on-going process, Information Technology has met its goals of updating programming and equipment even during difficult budget times.				
V. Quality of Life				
A. Upgrading armory facilities. See “II. Strength” Goal, F.			X	Lack of adequate state funding.
B. State Active Duty (SAD) Pay – correct and timely pay for Guard personnel called to state duty by the Governor in times of emergency.	X			In compliance, but this is a process that is continually monitored for improvement.
C. Construction of new “joint usage” armories, i.e., Spartanburg – USC, and federal partnerships, i.e., Beaufort Readiness Center and the Marine Corps.	X			A new initiative of the agency in an effort to seek innovative financing for construction.
D. Establishing an automated work order process system that allows remote access to the status of orders within the system.	X			Innovation in the workplace.
E. Administration of the state retirement program for National Guard personnel.	X			Fiscal responsibility transferred to the SC Retirement System effective January 1, 2006.
F. Agency environmental section monitors and enforces state and federal rules/regulations. Assigned personnel trained to respond, evaluate and correct environmental events.	X			
G. The bidding/procurement process with regards to construction and maintenance/repair projects is effectively monitored. This ensures that all armory construction projects are in compliance with the State Procurement Code and State Engineer regulations.	X			See Accountability Report for details.
VI. State & Federal Missions				
A. Increased role of State Guard in support of law enforcement, first responders and various community activities.	X			See Accountability Report for details.
B. Support of at-risk youth in South Carolina through federally funded Youth ChalleNGe and StarBase programs.	X			See Accountability Report for details.