Message from the Human Resources Functional Community Manager

Hello, everyone! Welcome to the July 2022 issue of our Human Resources Functional Community (HRFC) Newsletter. As part of the HRFC mission to develop the Department's human resources functional community, I am thrilled to update you on current HR workforce initiatives, programs, and upcoming events.

In June 2022, the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD(CPP)) in her role as the delegated Chief Human Capital Officer (CHCO) for the Department of Defense (DoD) civilian workforce released the Fiscal Year (FY) 2022–2026 DoD Civilian Human Capital Operating Plan (HCOP). This is exciting as the HCOP is a critical and strategic roadmap for many DoD human capital management business goals and initiatives. The HCOP also aligns these goals and initiatives with the priorities of our Secretary of Defense and the expectations of the President as outlined in the Biden-Harris President's Management Agenda. Meeting the overarching human capital goals – investing in our national security workforce and ensuring an agile, information-advantaged, motivated, diverse, and highly-skilled workforce – is most important. The HCOP identifies three human capital objectives: (1) Manage People, (2) Cultivate a Culture of Engagement and Inclusion, and (3) Advance Human Resources. Each objective provides strategies and initiatives that further support comprehensive HR efforts such as implementing a DoD-wide Diversity, Equity, Inclusion, and Accessibility plan. The HCOP is now a four-year plan that will be reviewed annually and updated when appropriate to reflect the evolving nature of workplace flexibilities; HR policies as a result of the COVID-19 pandemic; the ever changing technological and global landscape; and to foretell the exciting future and workforce planning needs of our civilian workforce!

The HCOP's second objective, to cultivate a culture of engagement and inclusion, directly addresses the theme for this month's HRFC Newsletter: "Performance Management." More specifically, the HCOP established three strategies and corresponding initiatives to promote and retain a healthy workforce and maximize performance. The articles in this issue highlight the actions under these strategies and initiatives by providing a high-level overview of performance management,

examples of DoD performance appraisal systems, and a few best practices to make performance management beneficial and meaningful to you, your team, and your organization.

I hope the information featured in this issue inspires you throughout your appraisal cycle, enables your personal and professional growth as an HR Professional, and as a result, improves workplace culture and organizational performance. I would also like to personally thank those individuals who contributed and/or provided input into this issue.

As always, thank you in advance for your commitment and support!

Daniel J. Hester
Director, Defense Civilian Personnel Advisory Service

The DoD FY22–26 HCOP is available on the DCPAS website: https://www.dcpas.osd.mil/hrfunctionalcommunity/policyandgovernance/humancapitaloperatingplan

An Overview of Performance Management

Title 5, Code of Federal Regulations (CFR) §430.102 defines performance management as the "systematic process by which an agency involves its employees, as individuals and members of a group, in improving organizational effectiveness in the accomplishment of agency mission and goals." Even though the term "systematic process" may sound robotic, if you think about its meaning, this phrase broadly describes the purpose of performance management and how employee achievements are tied to mission success.

Agency Relationship

Title 5 CFR §430.205 prescribes that each agency shall establish at least one appraisal program of specific procedures and requirements to be implemented in accordance with the applicable agency appraisal system. At a minimum, each appraisal program shall specify the employees covered by the program and include the procedures and requirements for planning performance, monitoring performance, and rating performance. This is important, as performance management integrates the processes an agency uses to:

(1) *Communicate and clarify organizational goals to employees;*
(2) *Identify individual, and where applicable, team accountability for accomplishing organizational goals;*
(3) *Identify and address developmental needs for individuals, and where applicable, teams;*
(4) *Assess and improve individual, team, and organizational performance;*
(5) *Use appropriate measures of performance as the basis for recognizing and rewarding accomplishments; and*
(6) *Use performance as the basis for appropriate personnel actions.*

Continuous Engagement

Effective performance management necessitates continuous engagement by the supervisor and employee. Gone are the days of vague goals and once-a-year evaluations. DoD performance management programs are designed to foster a culture that recognizes and rewards employees based on their performance and contribution to the mission. When individual performance expectations are set, communicated, and align with organizational goals, an employee's value to the organization is enhanced. All of the DoD performance management programs require several performance discussions between employees and their supervisors. As DoD HR practitioners, you should be extremely knowledgeable in good performance evaluation processes and should encourage supervisors to think of the process as a continual opportunity to document not only the brilliant achievements, but also the areas for improvement. Similarly, you should encourage all personnel to make a habit of jotting down kudos when they are received, no matter how small, and to document areas where they may have concerns or challenges. When the performance management process becomes continuous, it will be more easily recalled, employees and supervisors will be more

aligned, and mission requirements better supported. Later in this issue, we provide some tools on how you can start to make reflection on your performance a habit and not a chore (see "Setting and Reflecting on Strategic and Meaningful Goals")!

Examples of DoD Performance Management Systems

While the Defense Performance Management and Appraisal Program (DPMAP) covers the vast majority of the Department's civilian workforce (approximately 570,000 employees), there are many civilian personnel excluded from coverage under DPMAP, notably those occupying positions in intelligence, research labs, demonstration projects, and the senior executive service (a complete list of DPMAP exclusions can be found in Appendix 3A: Exclusions from Coverage in Department of Defense Instruction 1400.25, Volume 431). To ensure we give the HRFC a broader perspective on performance management across the Department, this article highlights both DPMAP and the DoD Acquisition Workforce Personnel Demonstration Project (AcqDemo), Contribution-Based Compensation and Appraisal System (CCAS).

DPMAP

When the National Defense Authorization Act (NDAA) for FY 2010 (Public Law 111-84) repealed the National Security Personnel System, the Department set out to establish a results-oriented performance culture tying individual performance to organizational goals via the "New Beginnings" initiative. DPMAP was born of that initiative and is governed by DoD Instruction 1400.25, Volume 431. DPMAP provides a framework for supervisors and managers to communicate job performance expectations through meaningful and ongoing dialogue with employees throughout the appraisal cycle, link bonuses and other performance-based actions to performance, and provide a fair and meaningful assessment of job performance.

Key Characteristics

Coverage. Most Wage Grade and General Schedule employees

Appraisal Cycle. Generally, April 1 – March 31 each calendar year; exceptions to this review period may exist (e.g., schools and colleges operating on an academic cycle)

Systematic Process. Planning, Monitoring, Evaluating, and Recognizing and Rewarding

Performance Discussions. Supervisors must hold a minimum of three formal documented performance discussions (i.e., the initial performance plan meeting to discuss performance expectations, at least one

progress review, and the final performance appraisal discussion to communicate the rating of record). Additional progress reviews are highly encouraged throughout the appraisal cycle to increase one-on-one performance discussions and provide ongoing feedback.

Performance Expectations. Identified using performance elements and standards. Performance elements broadly describe what an employee does and aligns the employee's roles and responsibilities with organizational goals. Performance standards measure how an employee accomplishes performance elements by using SMART (specific, measurable, achievable, relevant, and timely) criteria.

Performance Rating Levels. Three summary levels: Level 1 – Unacceptable, Level 3 – Fully Successful, and Level 5 – Outstanding.

Forms of Compensation. In general, performance is rewarded through performance-based monetary awards, such as cash awards, quality step increases, and suggestion awards, and/or non-monetary awards, such as honorary awards, time-off awards, and tokens or certificates of appreciation. Performance should be recognized and rewarded throughout the cycle in a timely manner.

For more information on DPMAP, please visit: https://www.dcpas.osd.mil/policy/performance/dodperformancemanagementappraisal.

AcqDemo CCAS

CCAS is the appraisal system used by employees who participate in AcqDemo. More than 50,000 civilians including representatives from the Army, Navy, Marine Corps, Department of the Air Force, DoD Office of the Secretary organizations, Defense Agencies and Field Activities, participate in AcqDemo. The purpose of AcqDemo, implemented in 1999 through the Federal Register notice (64 FR 1426), is to demonstrate an enhanced effectiveness in supporting DoD's complex acquisition mission and workforce needs. AcqDemo accomplishes this goal by providing a flexible, responsive personnel system that retains, recognizes, and rewards employees for their contributions, and supports their personal and professional development.

Key Characteristics

Coverage (limited to 130,000). Three career paths with three or four broadband levels: Business Management and Technical Management Professional (NH), Technical Management Support (NJ), and Administrative Support (NK)

Appraisal Cycle. October 1 – September 30 plus three months immediately following the appraisal period for the pay pool panel review process

Key Process Components. Contribution Plan, Midpoint Review (employees are highly encouraged to complete a mid-point self-assessment) and Annual Assessment (employees are also highly encouraged to complete an annual self-assessment)

Performance Discussions. The supervisor must hold at least three performance discussions during the contribution planning, midpoint review, and annual assessment. However, additional feedback is highly encouraged throughout the entire appraisal cycle.

Contribution Appraisal Factors. Job Achievement and/or Innovation; Communication and/or Teamwork; and Mission Support

Appraisal Ratings. AcqDemo's CCAS is unique in that it provides two ratings – a performance rating very similar to DPMAP, and a Contribution Score that is used for compensation and reward. The performance rating levels are Outstanding; Fully Successful; or Unacceptable (based on three levels of performance appraisal quality criteria). The Contribution Score is a numerical rating from 1–100 that represents the employee's contribution based on expected levels.

Forms of Compensation through a Pay Pool Funding Allocation. General pay increase; contribution rating increase; contribution award; and performance award. Also, eligible employees in formal developmental programs may be recognized through Accelerated Compensation for Developmental Positions (separate from the pay pool funding).

For more information about AcqDemo and CCAS, including the recently released updated AcqDemo Operating Guide, please visit: https://acqdemo.hci.mil/about.html.

Setting and Reflecting on Strategic and Meaningful Goals

Continuous engagement is key to ensuring employee success in any industry. Seems simple enough, but how can you and your supervisor put this into practice? Setting and continuously reflecting on strategic goals that are meaningful to you, your team, and your organization can positively impact employee engagement. This article will help you understand the overall process and offer some tangible steps to improve employee success in your organization.

Setting Strategic and Meaningful Goals

Plan your work, and work your plan. Prepare for your success. We've heard mottos like these time and time again. Why? Because they get to the heart of how to achieve a desired outcome, which is the very reason the planning phase of the appraisal cycle is so critical. Conversations between the employee and supervisor occurring during the planning phase are geared

towards establishing personal and career goals, outlining expectations for meeting team and organizational goals, and providing an understanding of how the employee's performance will be evaluated. This provides the framework for an employee to operate under and functions as a valuable opportunity for the supervisor and employee to work together to clarify the employee's responsibilities and how those responsibilities align to organizational and individual success.

For example, to ensure performance standards are written in a manner that addresses what we just covered, participants are encouraged to write standards using the SMART criterion. Start by answering the questions below:

Specific: What needs to be accomplished? The performance standard should be stated as simply, concisely, and explicitly as possible to answer questions such as how much, for whom, for what, and how often?

Measurable: Where is the performance target? This is the gauge for quantifying the accomplishment of the performance element and calls for criteria to measure progress toward the goal. Writing measurable performance standards delivers an objective evaluation.

Achievable: Can the element be accomplished with the resources, personnel, and time available, and is it sufficiently challenging but not so complex as to be unrealistic?

Relevant: Why is the element important? This links the element to the organization and Department mission.

Timely: When will the element start, or be completed? If a multiple process project is being evaluated, name the specific outcome expected for the current appraisal cycle.

In addition to putting a sharp focus on the planning phase of the appraisal cycle, establishing an Individual Development Plan (IDP) is another tool used in both performance and contribution-based appraisal systems to expand upon planning discussions. IDPs include short and long-term personal and career development goals such as formal training, on-the-job training, mentoring, and coaching that further enhance your contribution to the organization.

Reflecting on Goals

Okay, you've planned the work. What's next? Continuous engagement and monitoring by both the employee and supervisor; the interplay of communication between these roles drives high performance and engagement.

Supervisors are charged with providing ongoing, timely, and constructive and positive feedback, and encouraging employee input during the performance management process. Although a required progress review will be delivered, going above and beyond the requirement to provide ongoing feedback enables supervisors to determine if performance and organizational goals are being met, to identify ways to enhance or improve performance, and to recognize and reward employees (i.e., through non-monetary compensation) in real time. Supervisors may also benefit from coaching and mentoring

focused on helping employees succeed. In fact, the DoD FY22–26 HCOP encourages supervisors to receive mentoring and coaching support to augment their supervisory training. Look for the September issue of the HRFC Newsletter for more information on coaching and mentoring!

While continuous feedback from supervisors is essential, the employee's ongoing self-assessment is key to their ownership of future success. Through their own assessment, the employee may be more likely to share accomplishments and challenges when they occur and career goals as they solidify or change. In turn, this allows the supervisor to provide more efficient and specific guidance to immediately address challenges and changes in career vision as well as recognize achievements.

It's understandable that this feels overwhelming, as finding the time to both meet mission requirements and self-reflect is extremely challenging. Let's face it, sometimes finding the time to eat lunch can be challenging! But there are simple practices employees can apply, such as:

- Maintaining a weekly or monthly list of achievements/challenges in a document
- Managing a daily or weekly "to do" list in Outlook
- Sharing accomplishments/challenges with colleagues in short daily or weekly scrums
- Journaling on paper or on your phone
- Creating a "kudos" folder for yourself in Word or OneNote
- Using individual and team work management planners such as Trello (with IT permission of course!) or Microsoft Planner in Microsoft Teams

Embracing the Challenge

In today's fast-paced world, it can be challenging to take the time to strategize and reflect. However, focusing this effort on performance management is imperative, as it can correlate to improved employee engagement and decreased attrition rates. Those types of results are worth it!

HRFC UPDATES

Highlights from the HRFC Executive Council!

The purpose of the HRFC Executive Council is to ensure effective management in the areas of leadership and governance, workforce planning, resource planning, and workforce development by implementing competency and evidence-based Strategic Human Capital Planning through the design, development, and establishment of workforce policies and procedures to identify gaps, resolve issues, determine priorities, and facilitate decision making in support of the civilian HR workforce.

The HRFC Executive Council meets biannually and met recently on 19 May 2022. The agenda for the May council covered a wide range of topics to include a brief discussion about the Department's functional community construct, updates from our Community of Practice (CoP) leaders on workforce initiatives and HR technical area credentialing programs, and proposed themes and topics for our upcoming World-Wide Human Resources Training Event (WWHRTE).

Another noteworthy conversation involved a recap on all the **GREAT** things we are doing, but also included discussion on what **MORE** we could be doing for our HR Functional Community.

On that note, we want to hear from **YOU** and if you have ideas on how we can **IMPROVE** our HR Functional Community please contact us at: dodhra.mc-alex.dcpas. mbx.hr-functional-community-team@mail.mil.

The next HRFC Executive Council will be in November, more to follow!

Section 246 Pilot Program Releases New Training Module

Section 246, "Training Program for Human Resources Personnel in Best Practices for Technical Workforce," of the NDAA for FY 2021 mandated the Secretary of Defense, acting through the Under Secretary of Defense for Personnel and Readiness and the Under Secretary of Defense for Research and Engineering, to develop and implement a pilot program to provide covered HR personnel with training in public and private sector best practices for attracting and retaining technical talent. The training areas include appropriate direct hiring authorities; excepted service authorities; personnel exchange authorities; authorities for hiring special government employees and highly qualified experts; special pay authorities; and private sector best practices to attract and retain technical talent.

The Section 246 working group, led by DCPAS, recently finalized the "Employment of Highly Qualified Experts, Highly Qualified Expert Senior Mentors, and Employment of Senior Scientific Technical Managers in the Science and Technology Reinvention Laboratories" training module. In this module, HR practitioners will:

- Learn about the Highly Qualified Expert (HQE) & HQE-Senior Mentor (SM) hiring authority

- Be introduced to the DoD Issuance that provides policy for implementing HQE & HQE-SM authority across the DoD

- Gain an understanding of what HQE/HQE-SMs are and reasons to hire them

- Learn about Science and Technology Reinvention Laboratory (STRL) Senior Scientific Technical Managers (SSTM)

- Be introduced to classification, recruitment, compensation, and performance management requirements for SSTMs

The other four existing modules are "Direct Hire Authorities," "Excepted Service Authorities," "Special Pay Authorities," and "DoD Personnel Exchange Authorities/PPTE."

All of the training modules are available at https://www.milsuite.mil/book/groups/ndaa246.

Washington Headquarters Services Human Resources Directorate (HRD) continuously assesses how to more effectively serve as a strategic partner to its customers covered by DPMAP. HRD views reoccurring engagement and open communication as driving forces for feedback that improves service delivery. Below are some of the tools HRD deployed which resulted in positive outcomes.

1. **Engagement with Stakeholders and Partners:** HRD is focused on communicating effectively and often to those involved in the performance management process. In preparation for each performance cycle, a memorandum outlining requirements for the planning and monitoring phases, as well as sample elements and standards and upcoming training, is distributed to build a strong foundation for the new cycle. Monthly newsletters are circulated to reinforce these requirements and content focuses on a range of topics, such as progress reviews in the fall and early annual appraisals in the new year. Additionally, monthly open forum conference calls are conducted with organizational representatives to share emerging information. More specifically, these calls ensure requirements associated with planning, monitoring, appraising, recognizing, and managing poor performing employees are understood. Finally, in February, a memorandum outlining close out requirements, award approval rules, and training offerings is released to customers.

2. **Execution of Annual Performance Plan Audit:** In 2020, HRD conducted its first audit of DPMAP performance plans. Audits have been conducted annually each year since. A random sample of plans from across the serviced community is reviewed for the inclusion of mandatory elements, use of SMART performance standards, and appropriate use of absolute standards. A high-level overview of the results is shared in a conference call setting with all customers. Delivering the findings in this setting, as well as generalized course of action plans to address specific outcomes, provides an overall picture of successes and areas for improvements. Where individual organizational findings require attention, HRD communicates directly with the organization to find resolution. The execution of this annual audit has served as a springboard for productive dialogue and creativity in identifying ways to better partner with and support customers.

3. **Delivery of Virtual Learning Opportunities:** HRD has focused attention on developing an array of more diverse learning opportunities to support its customers. HRD instituted specialized training, including facilitated call-in series and personalized trainings and workshops for rating officials and employees. The call-in series have expanded from sessions solely at the end of the performance cycle, to now include series for the beginning of the cycle, progress reviews, and a training tailored specifically for employees. These sessions review processes and procedures, as well as system navigation and policy guidance, and are scheduled appropriately to prepare customers with the tools for each phase of the DPMAP performance cycle. Realizing there was a need to provide tailored training to manage poor performance, HRD developed and facilitated a new offering in 2022. The course was open to supervisors only, providing a safe place for questions about management of poor performance.

More CARATS, Less Stick
By Francesca Nice
Air Force Personnel Center Force Support Career Field Team

Leadership plays a key role in helping employees meet professional standards and goals, but not all evaluation processes are created equal. Leaders (of all kinds) can maximize their effectiveness by incorporating CARATS - seven assets of effective performance management:

C – Collaboration: Be clear that you are working **with** the employee and success is something you both contribute to and create. Ask for their input on how you can best support them with the resources available.

A – Attainability: Be clear with performance expectations and guidance for how to meet them.

R – Regularity: Give feedback "in the moment" throughout the rating period, not just as mandated. At a timely and appropriate time, give employees the information they need in order for them to know they are on the right track or they need to change course before something becomes problematic.

A – Appreciation: There are many established ways (bonuses, additional leave, merit awards) to reward employees, but even a little recognition goes a long way! A deliberate, positive comment that identifies employees' efforts and any resulting achievement can reassure employees you notice and value their work.

T – Tools: As you collaborate with your employees, communicate your interest in providing the tools needed for them to succeed. Extra training? Cooperation from other divisions? Access to different technology? It might not be possible to provide everything, but you will get a better understanding of the challenges and limitations your team is facing.

S – Support: Sometimes you need to make performance management a team effort! Explore opportunities for employees to receive coaching/mentoring, shadow counterparts, or be placed on details to projects that support their development.

Although this list is by no means comprehensive, taken singly or as a group they are easily-identified assets that can help maximize opportunities to develop your team and yourself.

Adapted from https://hr.nih.gov/workforce/performance-management/seven-performancemanagement-tips-supervisors

Recognizing Excellence: Department of the Navy Human Resources and Equal Employment Opportunity Community 2021 Awards for Excellence Winners

The Department of the Navy's Human Resources (HR) and Equal Employment Opportunity (EEO) Advisory Committee developed an awards program to recognize the exceptional performance of DON employees. The program objective is to recognize DON employees for their contributions and accomplishments that result in exceptional impact and improvement to services, processes, or practices for the DON HR and EEO communities.

Winners for the 2021 Awards for Excellence are:

Rising Star

Equal Employment Opportunity Specialist – Schalor Blackshear, Naval Surface Warfare Center (NSWC) Philadelphia Division, Naval Sea Systems Command (NAVSEA)

Human Resources Specialist – Meredith Miller, NSWC Carderock Division, NAVSEA

Equal Employment Opportunity Assistant – Marlee Simon, United States Pacific Fleet (US PACFLT), San Diego

Human Resources Assistant – Danielle Fetchen, Office of Civilian Human Resources (OCHR) Philadelphia Operations Center

Outstanding HR or EEO Assistant

Teena Widner, HR Assistant, OCHR Stennis Operations Center

First Line Supervisor

Teresa Smith, Supervisory HR Specialist/Branch Head, OCHR San Diego Operations Center

Leadership

Jacqueline Boyle, Supervisory HR Specialist/Director, Staffing Department, OCHR Philadelphia Operations Center

Innovation & Problem Solving

Mie Matsuda, EEO Complaints Program Manager, US PACFLT, Hawaii

Technical Excellence

Employee/Labor Relations – Jim Clinkscales, OCHR San Diego Operations Center

Equal Employment Opportunity – Patricia Corrales, US PACFLT, Hawaii

Planning, Policy, Analysis & Program Management – Diane Brown, NSWC, Carderock Division, NAVSEA

Staffing, Classification, Recruitment and Outreach – Mariavictoria Alimbuyao, OCHR San Diego Operations Center

Workforce Development – Jeannie Monico, Naval Air Weapons Center Aircraft Division (NAWCAD), Patuxent River, Naval Air Systems Command (NAVAIR)

Workforce Relations – Lisann Leyva, US PACFLT, Bremerton

HR & EEO Community Support (Individual)

Individual – Vernan Cortez, US Fleet Forces Command (FFC), Portsmouth

HR & EEO Community Support (Team/Group)

Small – Business Systems Center (BSC) Barrier Analysis Team, Naval Supply   Systems Command (NAVSUP), Mechanicsburg

Medium – EEO Activity Committee,   Weapon Systems Support (WSS) Philadelphia, NAVSUP

Team Impact

Small – Individuals With Disabilities Advisory Team (IWDAT),   Naval Air Warfare Center Training Systems Division, Orlando, NAVAIR

Medium – Human Capital Operating Plan Strategy Team, Strategic Systems Programs (SSP)

Lifetime Achievement

Barbara Strahley, NSWC Crane Division, NAVSEA

AN ENTHUSIASTIC HRFC CONGRATULATIONS GOES OUT TO ALL!
For award details please visit:
https://www.milsuite.mil/book/docs/DOC-1163365.

Benefits and Work Life: Get Ready for the Benefits and Work Life Programs Symposium!

The Defense Civilian Personnel Advisory Service will host the biannual Benefits and Work Life Programs Symposium on September 27-29, 2022. This year's theme is *"Emerge to Greater Heights: Evolve, Expand, Excel."*

The Symposium will feature six keynote speakers considered to be prominent subject-matter experts in the Federal Benefits and Work Life Programs Communities. Topics will include:

- Work-Life, Portability of Benefits-Nonappropriated Fund (NAF)

- Injury & Unemployment Compensation, Federal Employee Compensation Act (FECA) Fraud, Thrift Savings Plan (TSP)

- The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Retirement Benefits & Entitlements

This will be an exciting three days, full of lively discussions and case studies that will prepare Human Resources Specialists for the daily challenges they face when administering Federal Benefits, Work-Life, and Injury and Unemployment Compensation Programs. The symposium seminars will provide an opportunity for participants to engage and collaborate and will focus on some of the most complex topics and issues faced by our workforce.

For more information, please visit our DCPAS website: Benefits and WorkLife Symposium (https://www.dcpas.osd.mil/hrfunctionalcommunity/learningevents/benefitsconference).

EVOLVE EXPAND EXCEL
Emerge to Greater Heights
2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

DoD Virtual Benefits Symposium

SAVE THE DATE!

DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

Event Details:
September 27-29, 2022
Theme – Emerge to Greater Heights: Evolve, Expand, Excel
Time – 8:15am to 4:30pm EST
Location – Virtual
Registration – Details Forthcoming

Keynote Speakers:
JoAnna Spicer, OPM: Retirement Processing

David Santana, HHS:
Social Security, Retired Military w/Tricare& FEHB impact w/Social Security

Mei Shan Josephine Kammer: TSP: New Features

Pao Maryland, MD, NIH:
Mental Health Surrounding COVID & Returning to Workplace

Marie A. Obiekwe, ESGR: USERRA Benefits

Inquiries:
Send inquiries to:
dodhra.mc-alex.dcpas.
mbx.benefits-contacts@mail.mil

Human Resources Information Systems

Last year, the DoD competency team transitioned from the legacy Defense Competency Assessment Tool (DCAT) system to the DCAT Cloud System for our DoD competency assessment tool. The change in process drove a requirement for a new collection approval and ultimate issuance of a Report Control Symbol (RCS) which is a requirement of DoDI 8910.01 for information collected from sources internal to the Federal Government. As a result, our ability to conduct DCAT assessments has been on hold and our Human Resources Information Systems (HRIS) competency model build is at a stand-still.
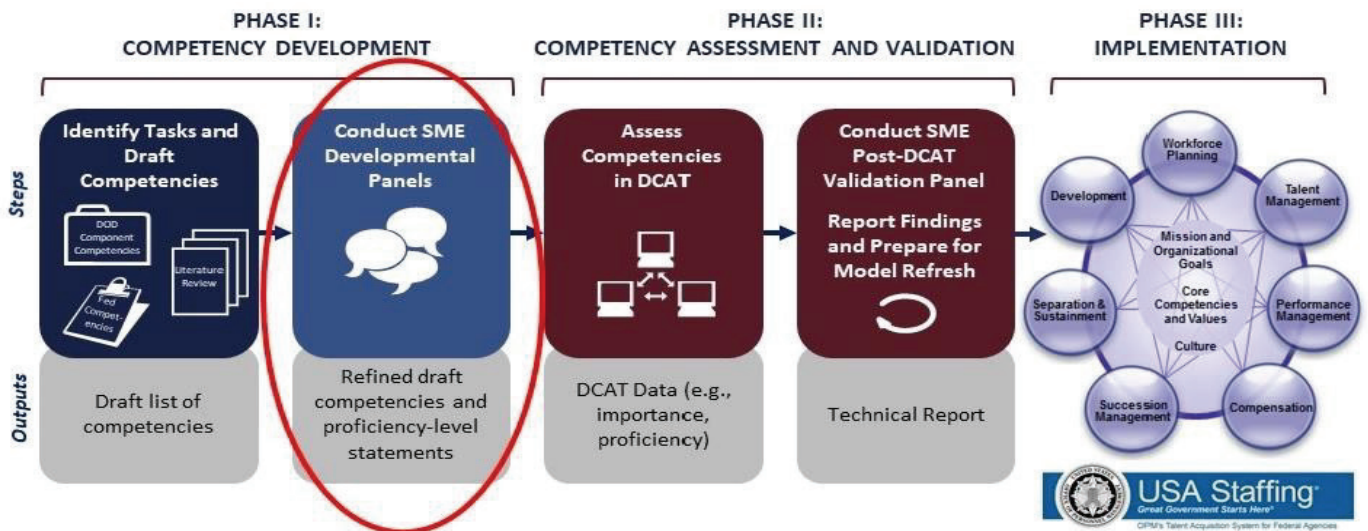
HRIS Competency Model Process and Status

The competency team continues to work with respondent offices and hopes to have DCAT collection instrument approved soon; however, until they obtain the license they are unable to distribute surveys and continue into Phase II.

For additional information and questions regarding DCAT Cloud or the RCS process, please contact Martha Epperly at martha.j.epperly.civ@mail.mil.

HRFC CREDENTIALING PROGRAM UPDATES

HR Classification Credentialing Program

The DCPAS Employment and Compensation team hosted a HR Classification Level I (Basic) Credentialing Program kickoff meeting on 7 June 2022. During the meeting, the team discussed team member roles and responsibilities, the overall curriculum development process, and key tasks and dates for each project phase.

The Level I Classification Credentialing Program will consist of the followzing 8 components:

- Pre-Course Assessment
- Instructor-Led Training
- Post-Course Assessment
- Post-Course Evaluation
- Study Session
- Practice Test
- Credentialing Exam
- Post-exam Evaluation Survey

Up next is the analysis phase of the project (i.e., identify performance expectations, current performance, and performance gaps). The estimated timeframe for implementation of the first Level I Classification Credentialing pilot is early FY 2023.

HR Credentialing Recipients

Level I for Employee Benefits Advisor (EBA)

Aundrea Johnson	Air Force	May 3, 2022
Melanie Young	Department Of Veterans Affairs	May 9, 2022
Stephanie Kohler	Defense Logistics Agency	May 23, 2022
Derrick Outland	Navy	June 7, 2022
Sharon Oldham	Navy	June 8, 2022
Marla Perry	Defense Logistics Agency	June 27, 2022

Level II for EBA

Kelli Jackson	Defense Logistics Agency	May 2, 2022
Katrina King	Air Force	May 3, 2022
Jeanne Minor	Air Force	May 5, 2022
Steven Lisenbee	Air Force	May 5, 2022
Harry Fisher	Defense Logistics Agency	May 12, 2022
Jessica Taylor	Air Force	May 26, 2022
Jody Swan	Defense Logistics Agency	June 8, 2022

Level III for EBA

Irene Wilson	Navy	May 5, 2022
Carol Ehrenreich	Defense Logistics Agency	May 25, 2022
Nicole Locke	Defense Logistics Agency	May 26, 2022

Level I for Injury Compensation Program Administrator (ICPA)

Karin Ventresca	Navy	May 11, 2022
Kathleen Tourtelotte	Navy	May 11, 2022

Level II for Injury Compensation Technical Advisor (ICTA)

Sylvia Thomas	Department of Defense	June 8, 2022
Michelle Lynn	Navy	June 13, 2022

Level I Labor & Employee Relations (LER)

Angela Sears	Navy	May 17, 2022
Richard Manning	Navy	May 17, 2022

HR SPOTLIGHT

ATTENTION ALL HR PRACTITIONERS!

The theme and dates for the 2022 WWHRTE have been approved!

The theme for this year's WWHRTE is
"Embracing Forward: Expanding HR Capability and Competitive Advantage."

The general sessions are scheduled to take place virtually on 1-2 November 2022.
More information will be forthcoming in the September issue of the HRFC Newsletter.

LEADERSHIP DEVELOPMENT

There's Still Time for Military Components to Submit Nominations for the DoD Leadership Development Programs!

On 14 June 2022, DCPAS released a numbered message (#2022059) to remind Fourth Estate Agencies and Military Components about the combined call for nominations for the next cycle of the Defense Senior Leader Development Program (DSLDP) and Defense Civilian Emerging Leader Program (DCELP). The deadline for Fourth Estate Agencies expired on July 8; however, DoD Military Components may submit nomination packages for **DSLDP** to DCPAS' Talent Development Directorate **no later than 31 August 2022**, and for **DCELP no later than 9 September 2022**.

DSLDP: The DSLDP mission is to provide structured learning opportunities that enable the deliberate development of a diverse group of senior civilian leaders with the Enterprise-wide perspective and competencies needed to lead organizations, programs, and people in order to achieve results in the joint, interagency, and multinational environments. This program is designed for civilian leaders with the potential and aspiration to serve as senior executives. GS-14/GS-15 and equivalent civilians with at least 1 year of recent managerial or supervisory experience are eligible to apply. DSLDP tuition is funded centrally by DCPAS and the travel requirements for DSLDP participants are funded by the Component organizations. Program requirements, application forms, and submission deadline information for DSLDP are available at https://www.dcpas.osd.mil/learning/civilianleaderdevelopment/defenseseniorleader.

DCELP: The DCELP mission is to recruit and develop the next generation of innovative leaders who possess the technical and leadership competence to meet the future leadership imperatives of the Department. GS-7 through GS-12 and equivalent civilians and interagency partners are eligible to apply. Please note that DCELP will have two separate cohorts. The first cohort (March to May 2023) will include 144 participants from the Human Resources, Financial Management, and Acquisition functional communities. The second cohort (June to September 2023) will include 146 participants from all DoD occupational series and federal interagency partners. DCELP tuition is funded centrally by DCPAS, and the travel requirements for DCELP participants are funded by the Component organizations, unless the Functional Community makes other travel payment arrangements. Program requirements, application forms, and submission deadline information for DCELP are available: https://www.dcpas.osd.mil/learning/civilianleaderdevelopment/defensecivilianemerging.

For more information on all DoD Civilian Leadership Development and Broadening Programs, please visit the DCPAS Talent Development web page: https://www.dcpas.osd.mil/learning/civilianleaderdevelopmentbroadeningother.

Career Impact 2022

If you would like to post announcements on the DoD Civilian Careers website including jobs, employee spotlights, Agency or Component mission highlights, or highlight the work a certain position does to contribute to national security, please reach out to heather.r.shaner2.civ@mail.mil to learn more.

The HR Functional Community milSuite page!
*Home to all things HRFC*

The HR Functional Community milSuite page *is home to all things HRFC* and includes the latest news affecting your DoD HR Community! Look at some recent postings:

- Leadership Development Programs Call for Nominations,
- (FY) 2022–2026 DoD HCOP,
- 2022 Federal Employee Viewpoint Survey,
- Supporting the Mental Health and Well-Being of Federal Employees, and much, much more!

Please bookmark this link and check it often to stay up to date on the latest HR news.

https://www.milsuite.mil/book/community/spaces/dodhrfc

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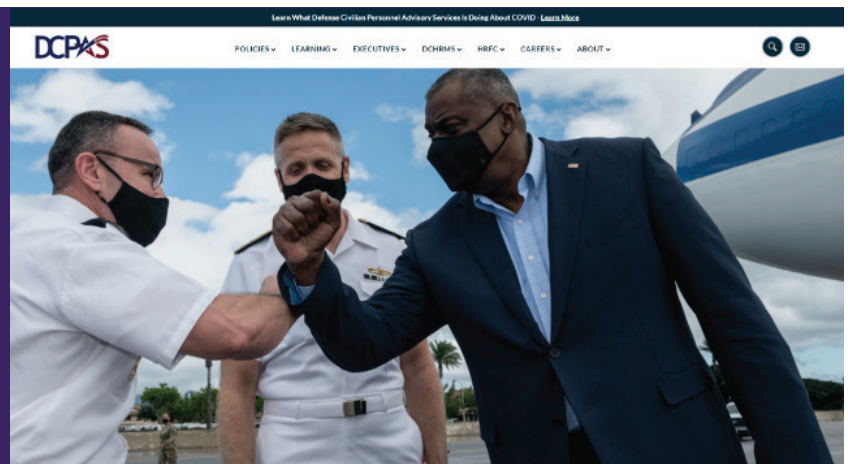
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