1 Course Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Identify topics covered in this course.
- Identify the top challenges HR Practitioners perceive as related to DCIPS.

Topics

LESSON 1: COURSE INTRODUCTION

Duration: Allow 35 minutes for this lesson.

Instructor Notes:

- While participants arrive, show title slide, "Welcome to HR Elements for HR Practitioners."

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**Welcome to
HR Elements for
HR Practitioners**

HR Elements for HR Practitioners

- Provide each participant with a Participant Guide, a Supplemental Reference Guide, and a name tent.
- Check participant names on the class roster and ensure participant data is correct.

Instructor Notes:

▪ Show slide "Welcome & Agenda."

▪ Participant Guide page 1-3

Your Notes:

Instructor Notes:

- Officially welcome participants, introduce yourself, and have participants introduce themselves.

- Review the facility layout with the participants. Discuss classroom policies, class hours and break times, and the location of restrooms, water fountains, and emergency exits.

- Review the course materials; briefly introduce and review the purpose of each one.

    - The Participant Guide includes the course slides, 'What You Should Know' or WYSK boxes, and a place to record notes.

    - The Supplemental Reference Guide includes relevant policy documents that are referred to for use in this course, large-scale diagrams, and other useful information on particular course topics.

- Ask participants not to read ahead but to wait for directions to proceed. Ensure that they are familiar with the course layout and can follow the materials.

- Let participants know that we will work for the full 8 hours as to not get behind or have too much material left on Day 3.

- Review the simplified course agenda (page PG 1-4 in the Participant Guide) and explain how the lessons are designed as building blocks from one lesson and topic to the next.

Agenda

Day One
Lesson 1: Course Introduction
Lesson 2: Introduction to DCIPS
Lesson 3: Occupational Structure
Lesson 4: DCIPS Position Alignment

Day Two
Lesson 5: Employment and Placement
Lesson 6: Compensation Administration
Lesson 7: Performance Management

Day Three
Lesson 8: Disciplinary, Performance-Based, and Adverse Actions
Lesson 9: Grievances
Lesson 10: Awards and Recognition
Lesson 11: Performance-Based Compensation
Lesson 12: Special Categories of Personnel
Lesson 13: Adjustment in Force
Lesson 14: Professional Development
Lesson 15: Course Conclusion and Course Evaluation

Instructor Notes:

- Show slide 1-1, "Lesson 1: Course Introduction."

- Participant Guide page 1-5

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PERSONNEL SYSTEM

Lesson 1: Course Introduction

Duration: 35 minutes

HR Elements for HR Practitioners
Course Introduction

Slide 1- 1

Your Notes:

Speaking Points:

- We will start with a brief overview of the topics you will learn in this course.

Instructor Notes:

- Show slides 1-2 and 1-3, "Course Topics."

- Participant Guide page 1-6

![DCIPS logo]   **Course Topics**

Course Topics

- History of DCIPS
- DCIPS Occupational Structure
- Position Alignment
- Employment and Placement Considerations
- Compensation Administration
- Performance Management Overview
- Disciplinary, Performance-Based, and Adverse Actions
- Employee Grievances

HR Elements for HR Practitioners
Course Introduction   Slide 1- 2

![DCIPS logo]   **Course Topics**

Course Topics (Continued)

- Awards and Recognition
- Performance-Based Compensation
- Special Categories of Personnel
- Adjustment in Force (AIF)
- Professional Development

HR Elements for HR Practitioners
Course Introduction   Slide 1- 3

Speaking Points:

After completing this course, you will be able to discuss a range of topics related to the Defense Civilian Intelligence Personnel System (DCIPS), including:

- The history of DCIPS and its goals, objectives, and strategic direction.

- The DCIPS Occupational Structure and how the positions within your Component fit into the structure.

- The alignment process for DCIPS positions.

- Employment and placement considerations unique to DCIPS and the excepted service.

- Basic pay administration, including Local Market Supplement (LMS) and Target Local Market Supplement (TLMS) adjustments to base salary.

- How performance management promotes a performance culture.

- The Component and the Under Secretary of Defense (Intelligence) (USD(I)) roles relating to developing policies for disciplinary, performance-based, and adverse actions.

- The Component and USD(I) roles relating to developing policies for and considering employee grievances.

- Awards philosophy.

- Performance-based payouts through the pay pool process.

- Special categories of personnel.

- Adjustment in Force (AIF), including how to avoid AIF and situations that require competitive AIF procedures.

- Procedures and requirements of professional development.

▪ Though this might sound like a lot of information, there is no need to be concerned. As I mentioned before, the information is organized into related topics that build on previously covered material. **You will leave the course with a good understanding of the topics and how they work together within DCIPS**. Additionally, you will have your Participant and Supplemental Reference Guides to consult should

questions arise when you're back at your office.

- **You should also be aware of the DCIPS website, which is where annual guidance on pay issues, performance management or other DCIPS guidance issued by the USDI(I) is posted.** Remember, this is a fluid system and changes or additional guidance may be issued annually (examples of annual supplemental guidance are tabs 11 and 12 in the Supplemental Reference Guide).

- We will talk more about your role as an HR Practitioner and the role of managers/supervisors and employees within DCIPS in Chapter 2, but for now it's important to know that, while our focus for this course is on foundational HR elements, **DCIPS is not an HR system**. Rather, **DCIPS is a personnel management system** where managers/ supervisors should be the primary drivers of its success. As such, it's essential that you work together with your managers/supervisors and **empower them to take ownership** of the system and provide them with the information, support, and tools they need to be successful.

Instructor Notes:

- Ask the participants if they have any questions or concerns about the content of the course. **Do not spend a lot of time on this discussion**, as later in the lesson, participants are given the opportunity to discuss their concerns about DCIPS in more detail. The focus of this brief discussion is to set expectations about what is covered in this course and what is not.

- Address participant concerns by recording them on the flipchart paper. Review the finished list, clearly relating each concern to the scope of the course. **If the course content addresses the concern, briefly describe where in the agenda that happens.** If the concern falls outside the course's scope, say so and, if appropriate, provide or commit to provide a helpful resource. Let participants know you will document the comments that are not covered in the course and forward them to the Human Capital Management Office of the Office of the Under Secretary of Defense for Intelligence (USD(I)) or their DCIPS lead point of contact or the host of the course.

Speaking Point:

- Let's turn our attention to discussing how DCIPS affects you as an HR Practitioner.

ICE BREAKER: DCIPS AND THE HR PRACTITIONER

Instructor Notes:

- Show slide 1-4, "Top Five Challenges."

- Participant Guide page 1-7

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PERSONNEL SYSTEM

Top Five Challenges

My top five DCIPS related challenges as an HR Practitioner (not as an employee under DCIPS):

1.

2.

3.

4.

5.

HR Elements for HR Practitioners
Course Introduction   Slide 1- 4

Your Notes:

- Allow 25 minutes for this activity:

  - 5 minutes for individual work

  - 10 minutes for presentation and debrief

- **The purpose of this exercise is to give HR Practitioners an opportunity to identify and share the top challenges they see as related to DCIPS.** Depending on the audience, these challenges could be related to DCIPS as a separate personnel system, DCIPS as an evolving system, and/or management engagement needed to support DCIPS.

- Have participants use the blank slide in their guides to individually answer the question. Stress that **the focus is on the impact on them as HR Practitioners**, rather than as individual employees under the system. Have participants rank their own list.

- Once the individual lists are complete, divide the participants into groups of five. Because participants tend to sit with acquaintances, consider dividing them into groups by having them count off from one to five. This approach creates five diverse groups, allowing participants to hear and learn new perspectives.

- Have each group create a list of its top five challenges for the HR Practitioner under DCIPS, then have groups rank their list of challenges with number one being their top priority. Monitor the group discussions to gain valuable insight into the participants' hot topics and depth of DCIPS knowledge. Collect the list of challenges so the organization may review them to assess future training needs.

- In lieu of having groups present their entire list all at once, use a round-robin approach. Ask each group to present one challenge at a time, starting with its top priority. Probe where appropriate. Record the challenges on chart paper. If subsequent concerns are duplicates, place a checkmark beside the original.

- After every group has reported its top challenge, proceed to the second highest challenge, again asking each group to present one at a time. Three rounds should suffice to surface common trends.

- In conclusion, review the list in the context of this course, **letting participants know which challenges the course addresses.** Remind participants that you will forward challenges beyond the scope of this course to the Human Capital Management Office of the Office of the Under Secretary of Defense for Intelligence (USD(I)) or their DCIPS lead or the host of the course.

- **Refer back to your 'top 5' throughout the course.**

Instructor Notes:

- Show slide 1-5, "Additional DCIPS Training."

- Participant Guide page 1-8

DCIPS
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PERSONNEL SYSTEM

Additional DCIPS Training

Additional DCIPS Training Courses

Visit http://dcips.dtic.mil/training.html

HR Elements for HR Practitioners
Course Introduction   Slide 1-5

Your Notes:

Speaking Points:

- Supporting a separate personnel management system for all or some employees in your Component is **an important responsibility that you have** as HR Practitioners. **That responsibility requires a thorough, practical understanding of the system. The goal of this course is to provide you with this understanding.**

- This course provides a detailed overview of HR practices and policies. Visit the DCIPS training web site at <u>http://dcips.dtic.mil/training.html</u> to view a list of additional DCIPS courses that are currently available.

Lesson Transition:

In the next lesson we'll start with the DCIPS basics, including the system's history, goals, objectives, and performance culture.