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........................................................... 2
Ice Breaker: DCIPS and the HR Practitioner ................................. 7
LESSON 1: COURSE INTRODUCTION

This lesson lasts 35 minutes.

- Make sure you have a Participant Guide, a Supplemental Reference Guide, and a name tent.

Your Notes:
Welcome & Agenda

- Introduce Yourself
- Classroom Procedures
- Course Materials
  - Participant Guide
  - Reference Guide
- Agenda

The Participant Guide includes the course slides, “What You Should Know” (detailed information on the topics being covered throughout the course), and a place to record notes.

The Supplemental Reference Guide includes supplemental reference materials such as larger scale pictures of important graphics and diagrams as well as policy documents necessary to complete exercises in the course. It also includes examples of annual supplemental guidance issued by the USD(I) for clarifying issues such as pay setting and performance management.

Your Notes:
## Agenda

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

### Day Two
- Lesson 5: Employment and Placement
- Lesson 6: Basic Pay 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
Lesson 1: Course Introduction

Duration: 35 minutes

Your Notes:
Course Topics

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

Course Topics (Continued)

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

Your Notes:
ICE BREAKER: DCIPS AND THE HR PRACTITIONER

Top Five Challenges

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

1. 
2. 
3. 
4. 
5. 

Your Notes:
Supporting a separate personnel management system for all or some employees in your Component is an important responsibility that you have as an HR Practitioner. 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 http://dcips.dtic.mil/training.html to view a list of additional DCIPS courses that are currently available.

Your Notes:

Lesson Transition:

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