

# Message from the Human Resources Functional Community Manager

Hello everyone, Happy New Year! Welcome to the January 2022 issue of our Human Resources Functional Community newsletter. As part of the HRFC mission to develop the Department's human resources functional community, I welcome this regular opportunity to update you on current issues, initiatives, and programs.

The HRFC charter, which outlines the vision and mission for the HRFC, is being updated to reflect my assignment as the OSD Functional Community Manager, Human Resources. Nevertheless, the goals to provide guidance and support to our HR functional community, advocate for Department-wide HR priorities, and establish effective enterprise-wide technical credentialing programs for our HR professionals remain and are among my highest priorities.

Back in April of 2021, our HRFC Executive Council members addressed a wide range of topics that included a discussion on HR Information Systems (HRIS) becoming a Department HR Community of Practice (CoP). Noting that DoD currently lacks a common understanding of HRIS competencies and that HRIS professionals should be purposefully developed in order to support strategic objectives and enable an automation and data-centric culture, the Council unanimously agreed to move forward with establishing and developing an HRIS CoP. The new CoP, led by the Director of the office of Enterprise Systems and Integration (ESI), is charged with addressing the technical skills, competencies, professional development, and career paths for HRIS practitioners.

The establishment of the HRIS CoP does not minimize the need for all HR specialists to achieve digital fluency. An ability to understand, manipulate, and curate data belongs in every HR specialist's toolkit. Rather, supporting HRIS practitioners through a CoP presents this function as more than the simple pulling and reporting of HR data. The data and systems managed by our HRIS specialists



play a critical role in workforce planning and agency decision-making across the enterprise.

Therefore, I am excited to share this edition of our newsletter, which is dedicated to updating the community on the status of our HRIS functional area activities.

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

*Daniel J. Hester*  
Director, Defense Civilian  
Personnel Advisory Services

# THE FUTURE IS NOW: HUMAN RESOURCES INFORMATION SYSTEMS

Data dominance is a key priority in the USD for Personnel & Readiness Strategy for 2030. The Human Resources Information Systems (HRIS) Community of Practice (CoP) will be a key player in meeting this strategic goal.

A major HRIS initiative, the Defense Civilian Human Resources Management System (DCHRMS), has entered user acceptance testing. DCHRMS is a Human Resources (HR) transactional system with flexibility to share information between components while standardizing and streamlining personnel processes. The structure is cloud-based and integrates six databases into one. One of the advanced features of DCHRMS is its reporting tools, which are important for HR professionals to quickly access meaningful data, in formats relevant to many audiences.

In support of our HRIS CoP, an HRIS competency model will be developed and released Q3 FY 2022. This competency model will enable the HRFC to develop curriculum and other HRIS training

initiatives. The competency model will be developed through a collaboration among the special office of Enterprise Solutions and Integration (ESI), the HRFC, and Line of Business (LOB) 1's (Planning and

## What is a competency model?

A competency model is the framework that provides specific skills, knowledge and behavioral requirements in order to perform a job successfully.

Accountability) Strategic Workforce Team (SWT). The competency model development process will begin with panels of subject matter experts (SMEs) who will review the knowledge, skills, and abilities required by an HRIS Specialist. The 38 SMEs participating in this effort are highlighted in the graphic below. Following panel reviews, HRIS Specialists across the DoD will complete an assessment to validate the panel-proposed competencies. Once complete the SWT will publish a technical report that includes the results and validated competency model.

Both DCHRMS and the new HRIS competency model underscore the importance of HRIS capability to DoD's readiness through digital fluency. Future HRFC newsletters will feature progress reports on these exciting initiatives.

## HUMAN RESOURCES INFORMATION SYSTEMS SUBJECT MATTER EXPERTS

### ARMY

KIM BELLE ISLE  
DREW AHLGREN  
HEIDI BARBER  
TOREY BENNETT  
BARBARA GUY  
TRACEY JOHNSON  
WILLIAM BAUCOM  
PATRICIA ROCHESTER  
CHARLES LUCKENBACH  
KENNETH CHEN

### DEFENSE FINANCE AND ACCOUNTING SERVICES

CURTIS SAVOY  
LOREN ELKS  
ERIN FAVALORA

### AIR FORCE

JUDY BARROW  
DUSTIN ERPELDING  
SERINA ALBRIGHT  
KHRISTI WHITLEY  
LORI MORGAN  
DARREN ZABWCZUK  
LT COL TOM HAAS

### DEFENSE LOGISTICS AGENCY

LISA CUPP  
BETH RUMER  
ERICA CARTER  
LAURA BOVA  
ROGER LEE

### NAVY

DIANE BERGERON  
KATIE MAIN  
DAVID FRAKES  
AMANDA MCCARTHY  
DIANE LUC  
MARCHER CASTELL  
SHIRAH STEINBERG-  
OBERKIRSCH  
FREDERIQUE CESSON  
CHRISTINE JONES

### WASHINGTON HEADQUARTERS SERVICE

YOLANDA DEWBERRY  
KIKI WINEGLASS  
MARY EVELEIGH  
ELVIRA CARTER

## HRFC CREDENTIALING PROGRAM UPDATES

### Labor and Employee Relations Pilot 2 Update:

#### Pilot 2: Level 1 LER Credentialing Schedule

5-Day Curriculum      Monday, January 31 to Friday, February 4, 2022

Study Session      Wednesday, February 23, 2022

Credentialing Exam      Wednesday, March 2, 2022

Based on the data gathered during Pilot 1, the R3 contracting team is working closely with the Line of Business (LOB) 5 team (Ms. Sheila Bello-Class and Mr. Jonathan McCoy) to implement changes to the Level 1 Labor & Employee Relations (LER) Credentialing Program. Pilot 1 was delivered on Microsoft Teams and included only the 5-day curriculum. Pilot 2 will fully test all the key components of the Level 1 LER Credentialing Program to include a pre- and post-course assessment, a study day session, and the credentialing examination. Similar to Pilot 1, the curriculum will be delivered virtually on Microsoft Teams. To date, the PowerPoint slides, facilitator guide, participant guide, and participant activity workbook and toolkit are complete. The R3 contracting team and LOB 5 are finalizing assessment questions that will be uploaded to the test administration platform.

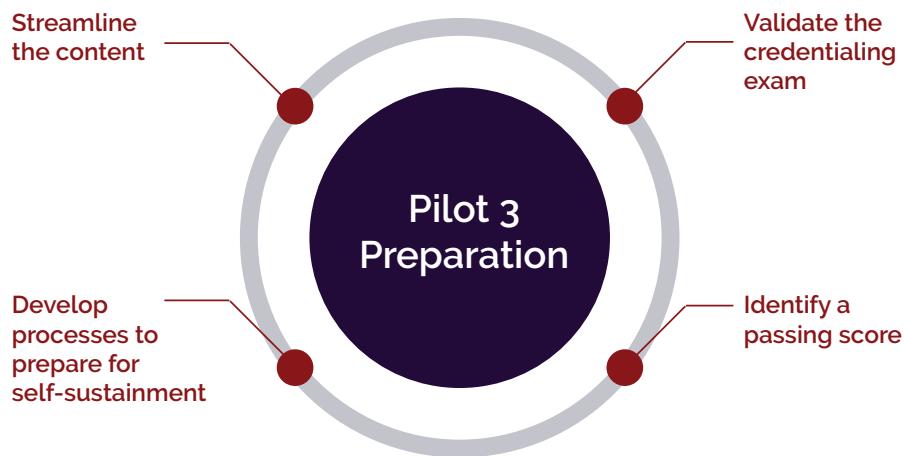
### HR Staffing Credentialing Program Pilot 3 Update:

The R3 instructional systems designers are meeting regularly with LOB 2 (Employment & Compensation)'s Ms. Aquila Stewart and her team to identify content that can be moved to Level 2, refine the flow, and simplify complex content. In addition, our industrial organizational psychologists are currently working with SMEs to validate the credentialing exam, which includes:

- Modifying 28% of the exam questions to improve the clarity of the questions and eliminate any confusion with answer options
- Developing a process to determine a passing score
- Developing a pass/fail rate, which will be used as a performance metric to assess the credentialing exam

In addition, the R3 contracting team is developing full-implementation processes to help LOB 2 continue the program. A schedule for Pilot 3 of the Level 1 HR Staffing Credentialing Program will be released in February 2022. Great progress is being made and there is more to come!

The image below shows LOB 2's preparation process for Pilot 3 of the Level 1 HR Staffing Credentialing Program.



# Human Resources Credential Recipients

## *Level I for Employee Benefits Advisor (EBA)*

Mariama Goodwin	Peace Corps	November 4, 2021
Carol Ehrenreich	Defense Logistics Agency (DLA)	November 8, 2021
Rachel Hewitt	Army	November 9, 2021
Katrina King	Air Force	January 3, 2022

## *Level I for Injury Compensation Program Administrator (ICPA)*

Jill Engle	Army	November 4, 2021
Kerri Skaggs	Navy	November 8, 2021
Brittany Hosmanek	Navy	November 30, 2021
Sylvia Thomas	Defense Commissary Agency (DeCA)	December 3, 2021
Ashley Howlet	Navy	December 9, 2021
Patrice Williams	Defense Commissary Agency (DeCA)	December 10, 2021
Janice Mondie	Navy	December 20, 2021
Shelia Florence	Navy	December 23, 2021

## LEADERSHIP DEVELOPMENT

## Defense Civilian Emerging Leader Program

[Defense Civilian Emerging Leader Program \(DCELP\)](#) is the DoD enterprise leader development program for GS-7 to GS-12, or equivalent, career civilians in DoD or other Federal agencies. DCELP is composed of a series of 4 one-week in-resident sessions that include:

- Assessment tools,
- Knowledge transfer activities,
- Participant writing and briefing projects,
- Individual coaching.

The program concentrates on the five terminal learning objectives of Know Self, Express Self, Build Teams, Lead People, and Understand the DoD.

DCELP participants are immersed in different experiential learning activities that promote self-awareness, enhance oral and written communication skills, share proven team building strategies, and strengthen overall leadership capabilities.

<https://www.dcpas.osd.mil/learning/civilianleaderdevelopment/defencetocivilianemerging>

# LEADERSHIP DEVELOPMENT

## DCELP Graduate Highlight



Cynthia M. R. Richards  
Personnel Automation Section, Chief  
Military Personnel Division, Fort Rucker, AL

HRFC has the distinct pleasure of introducing a September 2021 graduate of DCELP — Ms. Cynthia Richards. Ms. Richards currently serves as the Personnel Automation Section (PAS) Chief at Fort Rucker, AL, and is at the forefront of launching a new HR program. She oversees the Identification Card Section, Personnel Systems Access and Support, and Strength Management and Reconciliation. She also serves on the Installation Crisis Management Team.

Ms. Richards uses at least 15 of the 200 military personnel systems included under PAS on a daily basis. Despite this high degree of responsibility, she remains humble. She learned early "to always be open to asking for help with things I [she] does not know or understand." Along with humility, there are many soft skills required to be successful in her position. Ms. Richards expressed that communication is the foundation to being a successful HRIS leader, especially when fielding a new HR platform. She ensures that everyone is receiving the information and education essential to a successful launch and future operation. Two additional skills that Ms. Richards

believes are vital for successful customer interaction are patience and resilience. Ms. Richards pointed out that her job is a continuous learning process and she often has the opportunity to exchange knowledge with other colleagues.

Ms. Richards also spoke about the importance of her experience with DCELP. She explained that the program "taught [her] how to be an authentic leader both 'up and down the ladder' and it gives a holistic leadership perspective." She went on to explain that: "You do not have to be in a supervisory position to be a leader. You can lead from wherever you are in an organization. You can have an impact on decision making simply by being a trusted advisor and advocating for your team. By coaching or mentoring new hires and by being a 360-degree leader you will have an impact on a daily basis."

*"You do not have to be in a supervisory position to be a leader. You can lead from wherever you are in an organization."*

Ms. Richards noted that an important part of DCELP is the mentoring component. She felt supported knowing that a mentor was invested in her professional growth and development. The experience was unique and she gained a better understanding of her leadership colleagues' challenges and successes across DoD and the importance of her specific work to DoD-wide human resources goals.. Her mentor was HRFC's own Dr. Gina Eckles. Dr. Eckles met with her regularly. Ms. Richards explained, "Dr. Eckles is very busy, but always made time in her schedule for the mentor sessions. It was wonderful to discover in the mentor/mentee relationship that we could be human with each other." Ms. Richards felt inspired by her mentor for many reasons. "Dr. Eckles has a long and successful career, yet she still has fresh ideas for new projects and her eyes are open to continuous growth."

Ms. Richards' lasting takeaway as a DCELP graduate is that leadership should come from a holistic perspective. She says, "We come together to support the Warfighter, now we work towards workforce development."

*Ms. Richards graduated from The Johns Hopkins University with her B.A. in History with a double concentration in Latin American Studies and International Relations.*

# The Public Private Talent Exchange Program

The Public Private Talent Exchange (PPTE) Program allows the Secretary of Defense, with the agreement of a private-sector organization and the consent of the employee, to arrange for a temporary assignment or detail. Either a DoD civilian employee is assigned to that private-sector organization or an employee from the private-sector organization is assigned to the DoD.

In previous years, there were DoD employees detailed to companies such as Amazon, Guidehouse, Deloitte, Booz Allen Hamilton, and National Industries for the Blind—to name just a few. Upon completion of their details, many of the DoD detailees gave glowing testimonials about their experience in the PPTE program:

"PPTE gave me insight into other career paths that my skills complement and I enjoy. I came back to my old position and my leadership assisted me in a lateral assignment change (expansion of duties) that helped me compete for a promotion in the career path I identified during PPTE."

"My PPTE experience is the gift that keeps on giving. I have seen myself continue to grow in my role since returning from PPTE. I frequently [refer] to the experience and apply different thought patterns to my work."

## COULD YOUR CAREER BENEFIT FROM SOME PRIVATE SECTOR EXPERIENCE?

PPTE is open to DoD civilian employees at the GS-12 level and above, or equivalent, and at the Federal Wage System journeyman level and above. DoD employees and private-sector employees must have the knowledge, skills, and abilities to be considered a SME in their occupational field, perform their duties, and meet or exceed all performance standards established at the fully successful level or above.

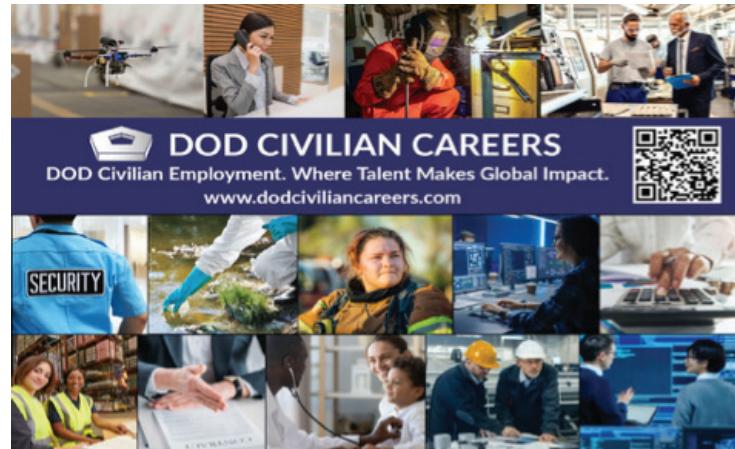
PPTE does require a Component point of contact (POC) to organize appropriate matches. Although there is an unofficial list of possible private industry

partners with connections to DoD modernization priorities, there are no pre-set exchanges for HR professionals. The PPTE Component POC would need to coordinate a match between the HR professional and a private industry partner. PPTE is NOT a one-for-one exchange of personnel. Instead,

PPTE provides an opportunity to exchange knowledge, experience, and skills between the DoD and the private sector. DoD can receive an exchange from a private sector organization without requiring a DoD professional be exchanged into that same private sector organization. Assignments are a minimum of 3 months and may not exceed 2 years. Extensions beyond 2 years, for up to a total of 4 years, may be made to meet critical mission or program requirements. In no case does an extension exceed a total of 4 years.

Contact DCPAS with any specific PPTE inquiries at [dodhra.mc-alex.dcpas.mbx.hrspas-ctd-broadening-team@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.hrspas-ctd-broadening-team@mail.mil).

## 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](mailto:heather.r.shaner2.civ@mail.mil) to learn more.

# Partnership for Public Service Emerging Human Resource Leaders Forum 2022

The Emerging Human Resource Leaders (EHRL) Forum is a 6-month program offered by the Partnership for Public Service (PPS). EHRL provides a professional development opportunity for eligible HR practitioners in the General Schedule (GS) pay grade 9 to GS-12, or equivalent.

As part of our HRFC initiatives, the Defense Civilian Personnel Advisory Service (DCPAS) funds 12 DoD participants per year. For the 2022 program, we received 22 nominations from across the Department.

The HRFC is pleased to announce the participants of the 2022 Partnership for Public Service EHRL Forum.

## 2022 WINTER EHRL PROGRAM PARTICIPANTS



MICHELE BLAIS, MISSILE DEFENSE AGENCY (MDA)  
KARA EMPSON, DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)  
MONIQUE MADRID, DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE (DCPAS)  
JIOVANY ROMERO, DEFENSE THREAT REDUCTION AGENCY (DTRA)  
JONATHAN SHERWOOD, DEFENSE CONTRACT AUDIT AGENCY (DCAA)



BASHARI JAMES, CIVILIAN HUMAN RESOURCES AGENCY (CHRA)



STARLING JONES, OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS) (ASN M&RA)  
YVONNE LAGUNA, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)  
SAMANTHA MORGAN, US FLEET FORCES COMMAND (USFFC)



THOMAS BUSHUR, HQ AIR EDUCATION TRAINING (AETC)  
TERA CARTER, RECRUITMENT AND PLACEMENT MACDILL AFB  
SHENITA HUMPHREY, AIR FORCE MATERIEL COMMAND (AFMC)

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



The HR Functional Community milSuite page includes the latest news affecting your DoD HR Community! Check out some recent posts, including:

- Force Health Protection Guidance
- DCHRMS Newsletter
- OPM Compensation Memoranda for 2022
- Qualifications Standard for the Data Science Series 1560

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>

## Section 246: New milSuite Modules!

Congress, through section 246 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2021 (Public Law 116-283) directed 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 human resources personnel** with training in public and private sector best practices for attracting and retaining **technical talent**.

Congress further directed that the pilot program include training in the authorities and procedures that may be used to recruit technical personnel for positions in the Department of Defense, to 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 Defense Civilian Personnel Advisory Service (DCPAS) continues to update the milSuite site with newly developed content. Log in with CAC and Bookmark the Section 246 milSuite page <https://www.milsuite.mil/book/groups/ndaa246>

For questions, please contact: [dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil)

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WE ARE SOCIAL!*



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<https://www.youtube.com/c/DODCivilianCareers> (not viewable on GFE)

<https://www.linkedin.com/company/dodciviliancareers>

<https://www.instagram.com/dodciviliancareers/>