

15

Conclusion

Lesson Objectives

After completing this lesson, you will be able to:

- Identify topics covered in this course.
- Identify where to obtain additional DCIPS training.

Topics

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LESSON 15 COURSE CONCLUSION



Duration: Allow 10 minutes for this lesson.



Instructor Notes:

- Show slide 15-1, “Lesson 15: Course Conclusion.”
- Participant Guide page 15-2



Lesson 15: Course Conclusion

Duration: 10 minutes

HR Elements for HR Practitioners
Course Conclusion

Slide 15- 1

Your Notes:



Instructor Notes:

- Show slides 15-2 and 15-3, “Course Topic Review.”
- Participant Guide page 15-3



Course Topic Review

Course Topics

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



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Course Topic Review

Course Topics (Continued)

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



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Speaking Points:

Over the last three days, we've discussed a range of topics related to 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 Defense Intelligence positions.
- Employment and placement considerations unique to Defense Intelligence employees and the excepted service.
- Compensation 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 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 and other performance-based payouts
- Special categories of personnel.
- Adjustment in Force (AIF), including how to avoid AIF and situations that require competitive AIF procedures.
- Opportunities for professional development.

The hope is that you now have a good understanding of the topics and how they work together within DCIPS. The expectation, however, isn't that you have all the information memorized. More important is that you **know where to look for answers** as questions arise in future trainings. The list of references provided is designed to serve as a helpful resource in these instances. And, of course, you can **refer to the DCIPS policy** documents referenced throughout this course.



Instructor Notes:

- Show slide 15-4, “Additional DCIPS Training.”
- Participant Guide page 15-4



Additional DCIPS Training

Additional DCIPS Training Courses



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

HR Elements for HR Practitioners
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Slide 15-4

Your Notes:



Speaking Points:

- While this course provided a detailed overview of DCIPS HR practices and policies, it was beyond the scope of this course to cover all DCIPS-related topics in depth. As such, you are **encouraged to visit the DCIPS training website** and familiarize yourself with and take the courses that are currently available. These courses can provide a more in depth look at specific topics and provide additional information about DCIPS. This will not only help you better understand DCIPS policies and procedures, but will also serve as a resource you can **share** with managers/supervisors and employees who have questions.
- Additionally, visit the **DCIPS website for detailed policy** information on the Directives and the Series 2000 Volumes and any **annual supplemental guidance** on pay pools, pay setting, performance management, or other additional DCIPS guidance.



Instructor Notes:

- Show slide 15-5, “HR Practitioner Role.”
- Participant Guide page 15-5



HR Practitioner Role

HR Practitioner Role



HR Elements for HR Practitioners
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Slide 15-5

Your Notes:



Speaking Points:

- As we talked about at the beginning of this course, DCIPS is not an HR system. Rather, **DCIPS is a personnel management system** that involves managers/ supervisors as 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.
- Additionally, look for ongoing opportunities to **communicate** the benefits and capabilities of performance management to employees, managers/supervisors, and leaders.

**Instructor Notes:**

- Show slide 15-6, “Congratulations.”
- Participant Guide page 15-6

**Your Notes:**

- Give each participant a copy of the course evaluation form, or direct them to the one in the Participant Guide 15-7_15-8.



Speaking Points:

- **Congratulations on completing HR Elements for HR Practitioners.** It's an exciting time to be a Defense Intelligence employee, united under one common performance management system.
 - **Before you leave, please take a few minutes to complete the course evaluation form.**
 - **Hand in your evaluation form to receive your completion certificate.**
 - Be sure to visit the DCIPS website to download and/or print your Participant and Reference Guide handy as an on-the-job-resource.
 - Best of luck to you!
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HR ELEMENTS FOR HR PRACTITIONERS Course Evaluation

Name (optional): _____ Component/Agency: _____

Instructor Name: _____ Date: _____

Thank you for your participation in this course. DCIPS will use your feedback to improve future course offerings. Read each statement below and circle the number that indicates your level of agreement. Then, please take a moment to provide your comments.

After completing this course...	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
1. I can explain DCIPS goals and objectives.	1	2	3	4	5	N/A
2. I have a solid understanding of the Occupational Structure.	1	2	3	4	5	N/A
3. I can describe the alignment process for Defense Intelligence positions in the pay banded and graded structures.	1	2	3	4	5	N/A
4. I have a thorough understanding of how positions are filled both internally and externally.	1	2	3	4	5	N/A
5. I have a full understanding of the elements of pay setting (e.g. base salary, local market supplements (LMS), targeted local market supplements (TLMS)).	1	2	3	4	5	N/A
6. I can confidently describe phases of the performance management process.	1	2	3	4	5	N/A
7. I can explain disciplinary, performance-based, and adverse actions.	1	2	3	4	5	N/A
8. I can relay elements of employee grievance procedures.	1	2	3	4	5	N/A

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
9. I can describe the awards philosophy and various types of awards and recognition available to Defense Intelligence employees.	1	2	3	4	5	N/A
10. I can provide a detailed explanation of the pay pool process and factors that impact payouts (e.g. Evaluation of Record, budget).	1	2	3	4	5	N/A
11. I can briefly explain special categories of personnel and the roles each Component and USD(I) play in developing policies for this group.	1	2	3	4	5	N/A
12. I have an understanding of Adjustment in Force, its purpose, and how to avoid it.	1	2	3	4	5	N/A
13. The training facility was conducive to learning.	1	2	3	4	5	N/A
14. The information covered was valuable and relevant to my job.	1	2	3	4	5	N/A
15. The information covered was at the appropriate level of difficulty.	1	2	3	4	5	N/A
16. The scenarios and activities were relevant and useful for understanding the information.	1	2	3	4	5	N/A
17. The course was interesting and kept my attention.	1	2	3	4	5	N/A
18. The instructor presented the material effectively.	1	2	3	4	5	N/A
19. The instructor demonstrated effective interpersonal skills.	1	2	3	4	5	N/A
20. The instructor was knowledgeable on the subject.	1	2	3	4	5	N/A
21. Overall, the course met my expectations.	1	2	3	4	5	N/A
22. I feel prepared to deliver this course to others within my Component	1	2	3	4	5	N/A

What was the most useful part of the course?

What was the least useful part of the course?

Additional comments: