



CPMS EXPRESS

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HUMAN RESOURCES (HR) PROFESSIONALS IN CHARGE OF THEIR OWN CAREER BY USING THE HR PROFESSIONAL CAREER FRAMEWORK

Are you familiar with the HR Professional Career Framework (HRPCF)? If you're not, the HRPCF is a tool and guide that will help HR professionals drive their own career development. The HRPCF supports more empowered and focused careers and opportunities for HR professionals.

CPMS developed the HRPCF to support the changing tactical and strategic roles of the civilian HR business advisor serving in a rapidly changing and challenging strategic environment. It offers a vision of the emerging roles and competencies required to deliver quality HR support and advice today and into the future.

The HRPCF will help align and shape the focus of HR professionals' knowledge and skills within the three roles of HR Specialist, HR Advisor, and HR Strategic Partner and will lead to better HR products and services for the Department of Defense (DoD) workforce.

If you are curious as to what role you best align to, visit the HRPCF Web site and take the [self-assessment](#). Unveiled at the 2010 Worldwide HR Conference, the new [course database](#) will easily identify courses to help you develop HR competencies. To learn more about the HRPCF visit the Web site at <http://www.cpms.osd.mil/fas/hrpcf/>.

If you are an HR Professional, an HR Leader, or a new hire in HR in any geographic location, join us on a webinar session about the HRPCF during one of the times below. Please register at the [HRPCF Web site](#) under Hot Topics or select a session below and click on the registration link. If you would like to schedule a customized session for your group, please contact Johnny McLean at johnny.mclean@cpms.osd.mil.

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Knowledge. Solutions. Service.

NSPD Human Resources Community of Practice Established

Established by Executive Order 13434 dated May 17, 2007, the National Security Professional Development (NSPD) Program is a Government-wide initiative to develop a cadre of professionals who possess a broad understanding of our national security objectives beyond their own agencies' missions and the knowledge, skills, and experience necessary to lead and execute coordinated, effective national security operations. A National Security Professional (NSP) is an employee of an Executive Agency who plans, coordinates, or participates in activities relating to the national security of the United States that require significant interaction and engagement with other Executive Agencies. There are currently over 300 members of the Senior Executive Service and

over 900 employees in grades GS 13-15 (and equivalent) filling NSPD-designated positions within DoD.

A Human Resources Community of Practice has been established in support of the NSPD Program. The community, facilitated by Juan Jackson, NSPD Human Resources Advisor, will disseminate program information, leverage best practices to increase the proper identification of NSPD positions within DoD. Mr. Jackson plans to enhance the accuracy of coding of these positions in the Defense Civilian Personnel Data System (DCPDS) and will identify strategies to increase NSP training completion rates for the required orientation courses.

If you would like to receive updates on the Human

Resources Community of Practice or have NSPD HR-related questions, please contact the DoD NSPD Implementation office, at nspd@cpms.osd.mil or Juan Jackson at DSN 426-0248, (703) 696-0248 or juan.jackson@cpms.osd.mil.

Additional information on the NSPD program is available at: http://www.cpms.osd.mil/lpdd/NSPD/NSPD_index.aspx.



Hiring Manager Involvement Products Showcase Hiring Reform Initiative

The DoD Hiring Reform Initiative is well underway. DoD developed an Action Plan it delivered to OPM in December 2009 that captured activities aimed at improving civilian hiring through FY12. A Hiring Reform Web site, <http://www.cpms.osd.mil/HiringReform>, was launched in April 2010. Most recently, delivery of a Presidential Memorandum and associated guidance from OPM on May 11, 2010, focused hiring reform efforts on six key areas:

- ✓ Eliminate Knowledge, Skills & Abilities (KSA) Essays when first applying
- ✓ Allow applicants to submit resumes and cover letters
- ✓ Use Category Rating
- ✓ Notify applicants through USAJOBS about the status of their applications at four stages
- ✓ Increase hiring manager involvement and accountability
- ✓ Establish timelines and targets to improve the quality and speed of hiring

DoD's Action Plan is currently being updated to align with these key areas. The expected result of these efforts is to increase candidate quality and decrease time to hire.

A cross-Component workgroup was formed to address the key focus area of increasing hiring manager involvement. The workgroup collected "best in class" products used by the Components and employed marketing groups to tailor the products for DoD-wide use and create common themes and plain-language materials. The first round of products, including posters, pamphlets, quick cards, and guides, was unveiled at the 2010 Worldwide HR Conference in July. These products are also available through the CPMS Hiring Reform Web site. Coupled with targeted training and strong strategic partnership with an HR Professional, the toolkit equips hiring managers with vital information that encourages more involvement in the hiring process.

TSP RETURN RATES

End of August 2010		
FUND	CLOSE	YTD
G	13.3897	2.06%
F	14.3865	7.89%
C	12.6074	(4.62%)
S	16.4952	0.21%
I	17.0906	(7.80%)
L 2040	15.2555	(2.43%)
L 2030	15.1821	(1.80%)
L 2020	15.1522	(1.10%)
L 2010	15.3991	1.18%
L Income	14.0550	1.26%

Validation of the HR Professional Competency Model and Gap Analysis Surveys

CPMS Field Advisory Service (FAS), in conjunction with the US Office of Personnel Management (OPM), is preparing to issue two surveys to the DoD HR community in the 0201 occupational series. These surveys are designed to validate the information in the HR Professional Career Framework (see www.cpms.osd.mil/fas/hrpcf). The first survey is anticipated by the early-October 2010 timeframe while the second can be expected in mid-November 2010.

This first stage of the survey is to validate the DoD competency model by soliciting input from a cross-DoD sample of respondents in the 0201 field. Respondents will be asked to provide ratings on the 27 competencies using three separate rating scales: current importance, future importance, and the degree to which the competency is required at entry. The goal is to determine the relative importance of competencies within DoD now and in the next three years and to validate the degree to which each competency is required at entry into the grades or steps inherent in the 0201 series.

Concurrently, a cross-DoD group of 0201 Subject Matter Experts is working on creating proficiency levels and examples for each of the 27 competencies. Their work will go into the second part of this project, a survey for a sample set of DoD 0201 personnel who will self-rate themselves on their possession of these competencies using these definitions. Supervisors will also have the opportunity to rate their subordinates using this criteria. The data collected from this survey will be used to create a skills gap analysis at the aggregate level. Training and development will then be undertaken to rectify the gaps.

The survey endeavors to capture responses from all permanent, full-time 0201 personnel in DoD, subject to minimal exclusions. Responses are voluntary. OPM will not report individual results to DoD in any case.

Once this data has been collected, this information can be used for developing future civilian HR Professionals who can support the accomplishment of key Department goals and objectives such as civilian human capital management efforts in the areas of succession management, leadership competency gap identification and closure, and leadership development. We encourage your participation in this important cross-DoD initiative.





Civilian Strategic Human Capital Management: Progress & Planning

DoD continues to make progress with our Civilian Strategic Human Capital Management Plan. In response to the FY06 and FY07 National Defense Authorization Act (NDAA) which requires DoD to annually report on civilian workforce trends, challenges and strategies, the Strategic Human Capital Planning (SHCP) Program Office within the CPMS Policy and Strategy Support Cell (PSSC), worked with Functional Community Managers across DoD to develop the FY09 Human Capital Report. Focusing on 26 DoD-wide Mission Critical Occupations (MCOs), the report included:

- ✓ An assessment of current and future skills requirements;
- ✓ Skills of the current workforce;
- ✓ Recruiting and retention goals;
- ✓ HR strategies to address gaps

Delivered to Congress in March, 2010, the FY09 report received very positive feedback from the Senate Armed Services Committee (SASC) staff! It was acknowledged that despite the scope and complexity of this initiative, DoD is continuing to make significant progress and program improvements in the area of MCO analysis and reporting.

Section 1108 of the FY10 NDAA reinforces the importance of strategic human capital management, expanding the scope of the report to include analysis of the multi-sector workforce mix, funding requirements for recruiting and retention strategies and component-specific reports. To meet both existing and new NDAA requirements, the SHCP has initiated work on the following initiatives for the FY10 report:

- ✓ Redesign the DoD human capital data-collection that solicits functional community input for the congressional report.
- ✓ Templates were distributed to functional community managers on June 17, 2010 for the FY10 report
- ✓ Refresh the list of MCOs to ensure that DoD prioritizes occupations based on mission need and/or demographic considerations. Current DoD-wide MCOs are: 0080, 0018, 0081, 0083, 0180, 0185, 0201, 0346, 0501, 0510, 0511, 0560, 0602, 0610, 0660, 0810, 0854, 0855, 1040, 1102, 1301, 1550, 1910, 2210.
- ✓ Continue to identify Component Functional Community Managers for communities across DoD to include 4th Estate Agencies and Combatant Commands
- ✓ Designate Component Integrators who will be responsible for coordinating human capital analysis within Components
- ✓ Design competency models for the MCOs to serve as a foundation for assessing workforce skills and development of career roadmaps

Stay tuned for an update on the SHCP's work on competency models in future months CPMS Express...



Feds Feed Families 2010

On June 7, 2010, OPM kicked off the second annual "Feds Feed Families" Food Drive Campaign. DoD, once again, participated in this campaign by donating non-perishable food and providing logistical support in transporting collections at various locations in the National Capital Region (NCR) to the Capital Area Food Bank. The campaign ended on September 14, 2010, with DoD exceeding its 50,000 pound goal.

This initiative was a direct response to the "United We Serve Act" signed by the President in April of last year, calling all Americans to contribute to the nation's economic recovery by serving in their communities. The purpose of the campaign is to encourage Federal employees to bring non-perishable food items to their offices for distribution to local food banks. During the summer months, food banks traditionally encounter lulls in the level of giving due to holidays, vacations, and other demands on donors' time. This year, the surge in demand coupled with a drop in donations has literally emptied food pantries' shelves heading into the summer months. The food drive represented a small way in which Federal employees can give back to the communities where we live, work and play. The food drive is a voluntary effort. All DoD employees were encouraged to participate.

The Federal-wide goal was to collect 1.2 million pounds of food. The Department's goal was to collect 50,000 pounds for distribution to local food banks. The federal goal was surpassed we collected over 1,268,796 pounds of food. These donations of food by federal agencies were donated to the Capital Area Food Bank, which serves more than 700 food pantries, soup kitchens, and other service organizations in the District of Columbia, Virginia, and Maryland. We would like to thank everyone for their donations that contributed to us exceeding this goal.

For more information on the Feds Feed Families Food Drive, please contact Claire Duong at 703-696-5603 or visit <http://www.fedsfeedfamilies.gov>.



Pictured above: Rhonda K. Diaz, FFS Chair, and Claire Duong, FFS, Champion with volunteers at the Frederick Douglass Community Center.

MAXIMIZING HUMAN POTENTIAL