



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

The DoD HR CHCO Award: Best of the Best

**Jonathan Perez,
Acting Chief**

**HR Functional Community and Accountability Division, HR
Strategic Programs and Advisory Services**

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Bottom Line Up Front

- The HR FC Appendix of 2014-2019 Strategic Workforce Plan Report* (SWP) called for establishment of a DoD-wide HR-centric award program.
- That requirement has been carried over to the 2016-2021 SWP
- Recognizing HR Professionals who demonstrate proficiency in needed future competencies and to improve morale is the goal.
- An anticipated outcome is the uniform identification of accomplishment and innovations with a goal toward adoption as enterprise-wide best practices
- Timeline amended to accommodate review: project milestones otherwise being met





DoD CHCO Award: Award Administration Policy

- a. To present the DoD CHCO Award annually to recognize employees who demonstrate excellence in Human Resources (HR) in the categories of Individual, Group, or Core Proficiency, to those who:
 - (1) Epitomize excellence in the performance of HR duties in the 0201 Functional Community series: duty, honor, courage, loyalty, commitment, integrity, and innovation,
 - (2) Significantly advance organizational, Activity or Component HR,
 - (3) Improve the image of the HR profession and serve as an example of excellence for the Component and the DoD.
- b. Nominees will only be selected for consideration to receive the award if they meet the criteria and eligibility requirements in this Instruction.
- c. The DoD CHCO Award will be presented annually to one recipient per category from nominees selected from each of the following Components:
 - (1) Army
 - (2) Navy
 - (3) Air Force
 - (4) Fourth Estate and Defense Agencies.





DoD CHCO Award: Important Steps in Development

- eScan of existing principal staff assistant (i.e., AT&L, Intel, etc.) award programs
- eScan of existing HR-centric award programs administered by the Components
- Component vote on best programs as templates for CHCO Award
- Creation of draft program and transmission to Components for comment
- Component comments received & adjudicated
- Consolidation of questions arising from Component review
- Draft program and comments integrated into draft DoDI
- DoDI reviewed by Components and HRSPAS leadership
- Draft DoDI forwarded to CPP to begin formal DoDI process





Review of Existing Principal Assistant Secretary of Defense Award Programs



An eScan was conducted of DASD-level DoD-awards: Well-established programs were found.

Templates and policies were obtained for possible inclusion in the CHCO Award effort.

Functional Community	Award Program Description
Acquisition	Operates an annual awards program for the defense acquisition workforce. The awards program recognizes workforce development excellence of organizations, acquisition program excellence for teams and the great accomplishments of individuals.
Comptroller/ Financial Mgt.	The OUSD(C) has an annual awards program where military and civilian members, teams and individuals, who make outstanding contributions by improvement or innovation advancing DoD financial management are recognized.
Intelligence	The mission managers for analysis, HUMINT, Counterintelligence, etc., have yearly awards programs within the Department and across the US Intelligence Community.
Policy	The Action Officer Council (part of OUSD(P)) annually presents an Action Officer of the Year and an Action Officer Council Leadership Award. Candidates are nominated/selected by OUSD(P) employees.





Existing Component HR-centric Awards (eScan contd.)

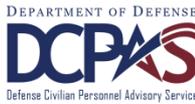
Component & Award	Criteria for Submission	Basis for Selection	Approval Level
Air Force- Roger M. Blanchard Memorial Award	Personal, innovative efforts to institutionalize enterprise-wide change(s)	Demonstration of Character (25% of score) - Innovative Efforts (25% of score) – Impact on and Benefit to the Air Force (25% of score). Institutionalization of Nominee’s Innovation (25% of score)	HQ Air Force A1
Air Force- Gen. Michael P. Carns Award	Best personal leadership, innovation, and ingenuity of significant concern to the A1 community.	Personal Leadership (40% of score) Innovation (30% of score) Ingenuity (30% of score).	HQ Air Force A1
Army – William H. Kushnick	Outstanding singular achievement of a Civ employee in HR	A) Specific Contribution: Contribution in Civ HR B) Career Accomplishments: A record reflecting highly effective personal career development, etc.	Sec. of Army
Army - John W. Macy Award	Demonstrated excellence in the leadership of civilians by Mil or Civ supervisor	A) Specific Contribution: A specific contribution for which the team by leadership . B) Sustained Accomplishments: A record of accomplishments over a sustained period of time	Sec. of Army



All Award Programs Described are Held on a Yearly Basis
& Honor Civilian Employees



Existing Component HR-centric Awards (eScan contd.)



Component & Award	Criteria for Submission	Basis for Selection	Approval Level
Army – Nick Hoge Award	Personnel who author papers on matters Civ personnel administration	Originality (35 points maximum) Quality of Writing (25 points maximum). Scope (20 points maximum). Relevance and Feasibility (20 points maximum).	Sec. of Army
Army - John J. Dinnien Award for Excellence	Exceptional Mil personnel management	a. Exceptional accomplishment of duties b. Develop/improve Mil HR methods & procedures c. Provide outstanding mission accomplishment. d. Demonstrated record of inspiring achievement e. Establish a pattern of excellence (i.e., awards)	Sec. of Army
Fourth Estate (DISA) – Achievement in HR/Systems	Individual or team contribution to HR, systems, manpower, budget, etc.	(1) development of methods & means of improvement; (2) long-term benefits; (3) impact on customer service; (4) timeliness & quality of product/service; (5) effect on productivity/progress; and (6) ETHOS	DISA Director
Navy - Dep. Asst. Sec. of Navy HR Community Awards	HR excellence; multiple awards given at the Secretariat/USMC USN Major Command and field activity levels	Demonstrates design, development and implementation of new and/or innovative HR programs, processes, or initiative that exceed current or future customer needs.	DASN (CHR)





CHCO Award: Categories

The CHCO Award features three categories: These categories can form the basis for groups in which excellence can be identified and recognized. The categories and scoring information are as follows:

1. Individual	2. Group	3. Core Proficiency
A specific contribution in civilian HR, career accomplishments, or a record reflecting highly effective personal career development, etc.	A development of methods & means of improvement showing long-term benefits, impact on customer service, timeliness & quality of product/service, and an effect on productivity/progress.	Development of a strategic solution or program that is proven or identified as professionally significant and of value to the enterprise.
Scoring (p.7, DoDI)	Scoring (p.10, DoDI)	Scoring (p.11, DoDI)
Four individual elements: Scoring criteria of 1, 3, or 5 points per element – possible total of 20 points	Four individual elements: Scoring criteria of 1, 3, or 5 points per element – possible total of 20 points	Four individual elements: Scoring criteria of 1, 3, or 5 points per element – possible total of 20 points



Tied scores to be resolved at the discretion of DASD(CPP).

04/02/2015



Operational: The Role of DCPAS



2.5. DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE, HR STRATEGIC PROGRAMS AND ADVISORY SERVICES (DCPAS HRSPAS). Under the guidance of DASD (CPP) or designee, the DCPAS HRSPAS:

- a. Develops overall program guidance for the review and approval of DASD(CPP).
- b. Ensures supporting guidance and/or documentation is provided.
- c. Oversees operational aspects of the program and ensures activities take place in an open, fair, and inclusive manner.
- d. Produces associated reports, reviews, and updates consistent with optimal principles of program management.

Responsibilities aren't assigned below the DASD or Defense Agency or DoD Field Activity Director level.

This information must be moved to the Procedures section.





Operational: The Role of the Components

- 2.3. COMPONENT FUNCTIONAL COMMUNITY MANAGERS (CFCMs).** The CFCMs:
- Provide overall management of the DoD CHCO Award program for their respective Component.
 - Provide required notice, review, selection, and forwarding for consideration of all nominees for the DoD CHCO Award approval authority.
 - Ensures the process is conducted in an open, fair, and inclusive manner.

2.4. HR OFFICES, ACTIVITIES, COMMANDS (HR OACs). HR OACs:

- Ensure that the CHCO Award Program is conducted in compliance with DoD and Component policies regarding awards administration.
- Provide notice of the program at the widest distribution to subordinate organizations.
- Ensure the necessary steps are completed to provide optimal finalists from their organizations in an open, fair, and inclusive manner.





Operational: Eligibility Requirements

a. Criteria. All nominations must:

- (1) Be factual and accurate.
- (2) Be of nominees who are not under investigation nor have had recent disciplinary actions,
- (3) Be of nominees who are not involved in activities that would bring discredit to DoD and/or the Component.

b. Eligibility . Civilian personnel in an HR Functional Community-covered series (i.e., 0201 (Civ), 0201 (Mil), 0203, and 0260 series), including NAF and Non-US, may be nominated for individual awards.

- (1) Nominees not in the designated series who have made an exceptionally noteworthy and compelling contribution to Component/DoD HR may be considered on a case by case basis at the discretion of the DASD(CPP).
- (2) Contractors and members of other agencies outside DoD are not eligible for this award.





Operational: Nominations

a. Nominations. Each nomination should be submitted through parent organizations following the normal review/approval process used by the Component.

(1) Only nominees who have completed the Component award review process may be submitted as DoD CHCO Award finalists.

(2) Individuals may be nominated for multiple award categories (e.g., same person can be nominated under a group nomination and under an individual nomination, etc.).

(3) Components may submit one nomination per each of the three categories.

Note: A Nomination Guide will be available for you review and use.





Award Criteria: Individual Category

- a. **Specific Contribution:** A specific contribution in the broad field of civilian human resources administration for which the nominee is personally responsible and which resulted in material improvement in service, substantial financial savings, or significant social or technological progress or
- b. **Career Accomplishments:** A record reflecting highly effective personal career development, executive or technical ability, exemplary performance, and demonstrated potential for higher level work. These accomplishments should not be limited to the specific contribution for which the individual is nominated, but cover the career spectrum.
- c. **Individual Award Scoring Criteria:** Maximum points per element is 5. Assessors can award 1, 3, or 5 points per element (20 points max.). Nominees will be rated on Value of Contribution, Improvement Generated by Contribution, Tangible Benefit of Contribution, Replication of Contribution





Award Criteria: Group Category

Group Award Scoring Criteria: Maximum points per element is 5. Assessors can award 1, 3, or 5 points per element (20 points max.). Nominees will be rated on contributions exceeding normal duties, design, development, and implementation of new programs, impact of the contribution/accomplishment, and benefit of contribution/accomplishment.





Award Criteria: Core Category

Individual Award Scoring Criteria: Maximum points per element is 5. Assessors can award 1, 3, or 5 points per element (20 points max.). Nominees will be rated on Value of Contribution, Improvement Generated by Contribution, Tangible Benefit of Contribution, Replication of Contribution





Operational: Selection Process

Final point value per element must be determined through review and agreement among the assessors. The final score per assessed nomination is the total number of points as decided by the assessors. Tied final scores to be addressed by DASD(CPP) or designee.

a. Panelist Review Restriction. No panelist may review a submission from their own Component.

b. Consensus Scoring. Panelists must endeavor to arrive at a consensus score for each element and for the final score.

(1) The DASD(CPP) will recognize award recipients at an Award Ceremony. Award shall be, but is not limited to, a certificate of recognition USD(P&R) and/or other honor as designated by the DASD(CPP). Components may also honor award winners in an appropriate manner, as well.





Nominal Program Administration Timeline

2016

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Open Period for Nominations
- Deadline for Nominations
- Component Award Processing
- CPPC Review - Window
- DASD(CPP) Review - Window
- Award Preparation - Window
- Award Ceremony - Window

FOUO



Note: HRSPAS World Wide HR Training Event is Scheduled for 19- 7/11/2016
 21 July 2016 (17)



Conclusion

Recognizing HR Professionals who demonstrate proficiency in needed future competencies and to improve morale is the goal.

An anticipated outcome is the uniform identification of accomplishment and innovations with a goal toward adoption as enterprise-wide best practices

Send us your best and brightest!





Questions

