

2020 DOD WORLDWIDE HUMAN RESOURCES TRAINING EVENT FREQUENTLY ASKED QUESTIONS: “HUMAN RESOURCES FUNCTIONAL COMMUNITY”

On 15-16 September 2020, the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy and Defense Civilian Personnel Advisory Service (DCPAS) hosted a 2-day virtual Worldwide Human Resources Training Event (WWHRTE). Attendees were provided an invaluable opportunity to hear from key leaders on efforts directly impacting DoD’s HR community. Attendees were encouraged to forward questions and comments related to the material presented.

Below are submitted questions and prepared responses for the Human Resources Functional Community presentation.

Q: For clarity, can you please define HRFC?

A: The Human Resources Functional Community (HRFC) by the charter is a systematic process to identify and resolve issues, determine priorities, and make decisions to support the achievement of the DoD HRFC community vision and ultimately the goals and objectives of the National Defense Strategy.

Q: Will the HRFC e-mail be included in the published FAQs?

A: The HRFC Team email address is: dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil.

Q: Where can I find the HRFC newsletter?

A: HRFC Newsletters are posted at our milSuite site: <https://www.milsuite.mil/book/community/spaces/dodhrfc>

Q: Is there any way that our Command can contribute to the newsletter, especially if we have discovered something that works for us and would like to share?

A: Yes! Please contact the HRFC mailbox (dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil) with your stories and we will either work them into the newsletter or post on milSuite.

Q: Will funding be provided for HR Training?

A: DCPAS training is free to all users, and we are currently providing this training online using MS Teams. We encourage you to keep an eye on the DCPAS web site at <https://www.dcpas.osd.mil/>, as well as on the HRFC milSuite page at <https://www.milsuite.mil/book/community/spaces/dodhrfc>, where we will post the latest on these and any other developments regarding DoD HR training.

Q: Where are all of these HR competency models located online?

A: The technical reports and competency models that are available can be found on the HRFC milSuite page: <https://www.milsuite.mil/book/community/spaces/dodhrfc>

Q: What is the name of the benefit advisor training? How do we sign up?

A: The benefits advisor training point of contact is Robin L. Johnson and her contact email is robin.l.johnson80.civ@mail.mil. She can provide you information on how to sign up for this training.



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Q: Will there be credentialing programs for other functional areas?

A: Yes! DoD is currently developing credentialing programs for Injury Compensation, Staffing and Labor Relations. The Injury Compensation Credentialing Level I Exam is expected to begin in January 2021, and eligible employees will be able to schedule their exam to be conducted virtually via Microsoft Teams. Staffing Level 1 credentialing is expected to begin in Summer 2021. There is also a plan for a new combined Basic Labor & Employee Relations training, set for Spring of 2021 and a Classification credentialing program is projected to begin in FY2022. We encourage you to keep an eye on the DCPAS web site at <https://www.dcpas.osd.mil/>, as well as on the HRFC milSuite page at <https://www.milsuite.mil/book/community/spaces/dodhrfc>, where we will post the latest on these and any other developments regarding DoD HR credentialing.

Q: Will having a specialized HR certification be required for certain positions?

A: The specialized HR certifications are not conditions of employment. This is a voluntary program that is highly encouraged, as being certified will be a critical way to demonstrate technical expertise.

Q: If Employee Relations (ER) is going to be separated from Labor, where is the ER competency or where is it grouped?

A: Employee Relations is still part of the Labor and Employee Relations Community of Practice. There will be a separate competency model for Employee Relations because there are some differences in the competencies needed to be an effective ER Specialist versus LR specialist. That said, there will continue to be synergy between these two technical areas moving forward.

Q: Where can we learn what the credentialing requirements are? Are there years of experience or assignment requirements to meet the standard?

A: With the exception of the Benefits Advisor credential, the other credentials and their requirements are still under development. More information will be shared as these additional programs are developed.

Q: Can any HR staff member sign up to go through the process to obtain credentialing even if it's not in their area of program management responsibility?

A: Great question! Our goal is to allow any HR staff member to obtain credentialing in any HR area, as long as they meet any established conditions for that HR program area and successfully pass any required credentialing exams. For example, today non-Benefits specialist can sign up for the Benefits Advisor Training at all 3 levels (in sequential order); however, they can only take the Level 1 credentialing exam. The Employee Benefits Advisor (EBA) Level I Credentialing exam is open to all 0201s and 0203s. The Level II and Level III EBA credentialing exam is only open to 0201s (Employee Benefits Specialists). Eligible employees can go online today to schedule their exam date/time, to be conducted virtually via Microsoft Teams. As of now (October 2020), the only exams that are available for scheduling is the Employee Benefits Advisor Exam (I, II, III). Here is the link for the credentialing testing: <https://credentialingexamrequest.as.me/>. The Injury Compensation credentialing exam will be added in January 2021.

Q: Are 0201s and 0203 the only series allowed to obtain these credentials?

A: The entire HRFC community is eligible to obtain training and credentials; however, eligibility may vary depending on the specific HR functional area. For example, the Employee Benefits Advisor (EBA) Level I Credentialing exam is open to ALL 0201s and 0203s; while Level II and Level III EBA exams are only open to 0201s who are Benefits Advisors. In this example, there are restrictions on eligibility. The other functional area credentialing programs are still under development, but may likely have similar restrictions.



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Q: Are the courses on-line "live" meaning that there is a knowledgeable, seasoned instructor delivering the training in an interactive way, or is it self-paced, presentation-based training?

A: All of the courses are live and all training is conducted by knowledgeable, seasoned instructors. The instructors present all pertinent modules, conduct and review corresponding exercises, and administer a pre-test and post-test. Currently, all 3 Benefits Advisor training courses are available online (Basic, Intermediate, Advanced). You can register by contacting Robin Johnson at robin.l.johnson80.civ@mail.mil.

Q: How does one go about obtaining the level 1, 2, & 3 credentialing?

A: For right now only Benefits has all 3 levels of certification. The benefits advisor training point of contact is Robin L. Johnson and her contact email is robin.l.johnson80.civ@mail.mil. She can provide you information on how to sign up for this training. Credentialing information point of contact is Kisha Wilkins and her contact e-mail is kisha.l.wilkins.civ@mail.mil. She can provide you information on how to sign up for credentialing testing.

Q: Will there be a credentialing specific to Classification?

A: Yes, we begin competency modeling for Classification this month. Expect to see a credentialing pilot for Classification in FY22.

Q: You mentioned that the Classification RFI went out recently. Is there already a competency team set up for Classification? How can we volunteer?

A: Thanks for offering! To volunteer as a subject matter expert in support of the Classification competency model development process, or for future competency models, please contact your Component Action Officer (names and contact information can be found on the milSuite page (<https://www.milsuite.mil/book/community/spaces/dodhrfc>), or send an email to the HR Functional Community Team (dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil).

Q: Is there a plan for competency review of 0201 HR Information System Specialists?

A: This is actually an HRFC Executive Council action item to determine the best way to facilitate the deliberate development and strategic planning of the 0201 HR Information System workforce. Information and updates will be shared as decisions regarding the future of this critical HR occupation are made.

Q: Will there be a general credentialing programs similar to SHRM certification that covers multiple specialty areas?

A: An HR Strategic Advisor certification program is being considered and developed that would be broader than specific technical area credentialing programs. As details are available and decisions made on the way ahead, this information will be shared with the community.

Q: Is there a panel that determines when someone is proficient in that function and can be credentialed?

A: For now it is passing an exam that allows you to receive the credential. However, as a broader HR Strategic Advisor certification is established, it is possible that panels will be part of the credentialing/certification process. As decisions are made, that information will be shared with the community.



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All WWHRTE presentation slides can be found on the WWHRTE milSuite site at <https://www.milsuite.mil/book/groups/wwhrte>. You will also find the video recording of this presentation as well.

Clarification or further questions related to this presentation can be directed to the following individual and/or functional community email address:

- Amy Rogers, Talent Development Director, DCPAS, amy.b.rogers5.civ@mail.mil
- DoD HR Functional Community, dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil

