



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service, Director, Mr. Daniel J. Hester

SUBJECT: Human Resources Functional Community Newsletter, September 2021

AUDIENCE: Nonappropriated and Appropriated Fund Employees

ACTION: Disseminate to Department of Defense Human Resource (HR) Practitioners and Hiring Managers

BACKGROUND/INTENT: Attached is the latest bi-monthly issue of the Human Resources Functional Community (HRFC) Newsletter. This edition includes introduction of the new DCPAS Director, highlights from the HRFC components, updates on our HR credentialing programs, and a menu of leadership training courses available to our HR workforce.

Your support is essential to the community-based efforts of the HRFC.

POINT OF CONTACT: The HRFC Team by email at [dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.hr-functional-community-team@mail.mil)

Attachment:  
As stated



*Mr. Daniel Hester*  
Human Resources Functional  
Community Manager

## Message *from the* Human Resources Functional Community Manager

further enhance the Department's mission capabilities. Thank you in advance for your commitment and professionalism! I am so honored to be serving as your HR Functional Community Manager. ■

Hello everyone! Welcome to our September issue of the Human Resources Functional Community newsletter. In the previous edition, Ms. Michelle Lowesolis announced her retirement as part of her opening message. For this edition I want to emphasize my priority that we continue to be "a DoD HR Functional Community of HR experts respected as business partners, with an emphasis on balancing the requirement to support the mission with the need for compliance. We must continue to posture our HR community to deliver the best advice and service to our 900,000 DoD Civilians and their commanders and supervisors, and, ultimately, strengthen the Department's readiness to meet all challenges." With the support of our community, I am very confident that our newly developed and yet-to-be-developed credentialing programs across our areas of specialty will deliver a highly capable HR workforce that will

*Daniel Hester*  
Director, Defense Civilian  
Personnel Advisory Services

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*HR Functional Community milSuite Page*

## DCPAS Welcomes a New Director

The staff and leadership of DCPAS extend a warm welcome to their new Director, Mr. Daniel J. Hester. In his new role as Director, Mr. Hester is responsible for providing policy development, program management guidance, and advisory support for Human Resources operational functions and strategic programs for a workforce of about 900,000 DoD employees worldwide. As the Director of DCPAS, Mr. Hester also serves as the Functional Community Manager for the HR Functional Community (HRFC). In this role he guides and provides strategic vision for the DoD HR community at large, HR technical area credentialing efforts, and professional development of the DoD HR workforce. His lengthy HR portfolio spans the full spectrum of Human Capital Management, to include specific expertise in HR technical areas such as: workforce planning, talent acquisition and management, development and sustainment, performance management, labor and employee relations, and leader development.

Prior to his appointment as the Director, Mr. Hester has accumulated over 25 years of human resource management and executive leadership, including information technology management, organizational development, business transformation, and strategic planning. His previous position was Deputy Director, DCPAS. Mr. Hester, a member of the Senior Executive Service, received enthusiastic endorsement from the former Director, Ms. LoweSolis, when she stated, "I'm extremely pleased to share that Mr. Daniel Hester will be the next DCPAS Director. He has been an extraordinary partner in this area for over two years, and I know that developing the HR workforce will be one of his top priorities." The HRFC welcomes Mr. Hester! ■

### Message from Ms. LoweSolis

Hi everyone! It's been almost two months since I left DCPAS, and I just wanted to drop you a short note. My husband and I made the move to San Antonio, our hometown, and have been visiting friends and family, enjoying our favorite Tex-Mex restaurants, and reacquainting ourselves with the Riverwalk, the Pearl, the botanical garden and the museums. We even went to an honest-to-goodness piñata factory and picked up a Minion piñata. Happily, it is no longer with us. We moved into our house the day after Labor Day so that week was all about unpacking and settling in. And multiple trips to Lowe's and Home Depot.



And while I'll continue to enjoy being near family and my favorite places, I plan to spend my time giving back and making a difference in things that are important to me. I'm volunteering at the local elementary school – these kids are our future. I'll be marching with friends at the Women's March here in San Antonio because the US Constitution – that we swore to protect – applies at all times. What else the future holds is unclear, but it's an incredibly exciting time for a fresh start.

Please know I think of y'all often as I know how hard you work to pull together and implement every new administration policy and executive order. Keep doing great things! What you do makes an impact on so many. Until we meet again! ■

### Have You Heard about the DOD Civilian Careers Website?



**DOD CIVILIAN CAREERS**  
DOD Civilian Employment. Where Talent Makes Global Impact.  
[www.dodciviliancareers.com](http://www.dodciviliancareers.com)



What an amazing webpage! We all want to grow and progress in our careers and how would you like to see all the HR positions that are available in the DoD at your fingertips! If you go to the website, select "Careers" on the top left and then look for "Human Resources" you will see the 100+ positions that are available DoD wide! Bookmark this page at your earliest convenience to see what could be your future HR Opportunity! (<https://www.dodciviliancareers.com>) ■

## Recently Launched: The NEW DCPAS Website!



In accordance with the National Defense Strategy (NDS) civilians and the policies that support them are a critical part of DoD's Total Workforce mix and serve as a force multiplier in the execution of the NDS objectives. In support of the Department of Defense Civilian Human Capital Operating Plan (HCOP) DCPAS launched a project to revamp its current website to align with the current advances in technology and to provide an improved experience for the end user.

DCPAS is pleased to announce that the new DCPAS website is now live at: <https://www.dcpas.osd.mil>.

PLEASE NOTE: Due to the URL being the same as our previous website, users may need to delete the cookies within their current web browser.

Instructions are as follows:

Within your browser, click in the top right of your window to access your "Settings".

Select "Clear Browsing Data". This will allow you to delete cookies that were directed to the old DCPAS website. ■

## HRFC Highlights from our DoD Components:

### Air Force Personnel Center hosts 2021 Civilian Personnel Summit

By Traci Howells

Approximately 400 human resources professionals attended the 2021 virtual Civilian Personnel Summit, in San Antonio, Aug. 2-6.

The annual event brought together civilian personnel specialists from around the force in-person and virtually this year, for education and collaboration.

"Our civilian human resources professionals come together every year to share best practices, latest processes and discuss policy changes so we can better serve the field," said Ms. Sharon Seiber, Air Force Personnel Center's Deputy Director for Civilian Programs. "Being in-person this year also helped to build and strengthen relationships, which is so important in our business."

Civilian personnel offices at installations around the world play a critical role supporting more than 180,000 Air Force appropriated and non-appropriated fund employees. This includes work that spans the entire talent management lifecycle including recruitment, retention, training and development.

"This community must collectively partner to support, advance and enable warfighter readiness and lethality by increasing the capabilities of our civilian enterprise," said Ms. Glenda Scheiner, Director of Civilian Force Management, Air Force Manpower, Personnel and Programs.

Ms. Scheiner reflected on the challenges the HR community has seen in the last couple of years, including adapting to changes in the work environment driven by the COVID-19 global pandemic and supporting the standup of the first new military branch in over 70 years, the United States Space Force.

Throughout the week, HR leaders educated attendees on latest initiatives, policies, and the progress made in areas such as talent acquisition and management and telework. This year, the conference also included breakout sessions on hiring authorities, retirement and permanent changes of station, as well as pay-related topics.

"Our community of experts directly support the Air Force priorities and capabilities to be able to answer the nation's call", Scheiner said. "The civilian HR team is indispensable as a strategic partner, managing the workforce through human capital strategies, planning, initiatives and execution. Their contribution is visible throughout the Air Force."

For more information about Air Force personnel programs, visit AFPC's public website at <http://www.afpc.af.mil/>. ■



## Leadership Development

### So You Want to be a Leader?

Where do you begin? There are a myriad of Leader Development courses and training modules within the Components and across DoD. At the DoD enterprise level there are five premier Leader Development Programs administered by DCPAS for leadership development across the spectrum of grades and levels of the entire DoD workforce. The five programs are as follows;

Defense Civilian Emerging Leader Program (DCELP) for GS-7 through GS-12 (or equivalent) career civilians in DoD or other Federal Agencies.

Executive Leadership Development Program (ELDP) for employees at the GS-12 through GS-14 (or equivalent) level, with limited participation from military O-3 through O-4 levels and other Federal Agencies.

Defense Senior Leader Development Program (DSLDP) for Department of Defense career civilians at the GS-14 through GS-15 (or equivalent) level.

White House Leadership Development Program (WHLDP) focused on developing high potential career GS-15s and equivalents.

Vanguard Senior Executive Development Program (Vanguard) is the DoD's enterprise executive development program designed for Senior Executive Service (SES).

The Defense Senior Leader Development Program (DSLDP) is the Department of Defense (DoD) enterprise program to develop senior civilian leaders to excel in the 21st century joint, interagency, and multi-national environment. This challenging and rewarding program supports the government-wide effort to foster interagency cooperation and information sharing by providing opportunities to understand and experience, first-hand, the issues and challenges facing leaders across the DoD and the broader national security arena. The program provides learning opportunities to enable the deliberate development of a diverse cadre of senior leaders with the enterprise-wide perspective and competencies needed to lead organizations, people, and programs and achieve results in the joint, interagency, and multinational environment. DSLDP is a key component of the Department's strategy for growing civilian leaders as outlined in the DoD instruction 1430.16 "Growing Civilian Leaders" and fully incorporates and institutionalizes the DoD Civilian Leader Development Framework and Continuum (CLDF&C). DSLDP provides a competency-based approach to the deliberate development of senior civilian leaders. While DSLDP addresses all civilian leader competencies on the CLDF&C, it emphasizes those competencies at the "Lead Organizations and Programs" level of the continuum.

DSLDP prepares high performing civilian leaders, in grades GS14/15 or equivalent, who possess the potential, aspiration and motivation to serve as senior executives, with a competency-based approach for the deliberate development of experience and capability for enterprise-wide success. Nominees should be individuals who are already leading high performing organizations and programs, or who have the capability to do so, and identified through their respective Component talent management processes.

PROGRAM APPLICATION DUE DATE FOR COHORT 2022 has recently closed. Applications were vetted through the DoD Components adhering to their internal timelines and processes and were due to DCPAS by August 31, 2021.

For more information and to find out application deadlines for future cohorts, Email: [dodhra.mc-alex.dcpas.mbs.hrspas-dslpd@mail.mil](mailto:dodhra.mc-alex.dcpas.mbs.hrspas-dslpd@mail.mil) ■



## ***HRFC Credentialing Program Updates: Injury Compensation Program Advisor Credentialing Program Unveiled***

The Defense Civilian Personnel Advisory Service (DCPAS), Benefits, Wage & NAF Policy Line of Business is proud to present the DoD Injury Compensation Program Administrator (ICPA) Credentialing Program.

The ICPA Credentialing Program is for Federal employees in the Injury Compensation Specialty. The program focuses on interpreting and applying statutes, regulations, and policies governing Injury Compensation for Federal employees. The program offers opportunities to improve knowledge and skills in applying standardized principles, practices, and procedures of injury compensation. As an ICPA, one can complete exam levels 1&2 and earn credentials as a DoD Injury Compensation Technical Advisor (ICTA). The technical credentials serve to increase credibility and validate the critical role performed in providing expert technical guidance in servicing the Injury Compensation Program for a DoD organization. Earning an ICTA credential endorses you as a member of an elite cadre of Workers' Compensation Professionals, thereby enhancing your expertise and credibility among your peers and agency.

### **Testing Locations**

Eligible personnel may take the computer-based DoD IC credentialing exams at two approved testing centers located at Ft. Riley, Kansas and Joint Base San Antonio, Texas. Remote proctoring is also available via <https://credentialingexamrequest.as.me/>.

### **Eligibility**

The following professional and educational criteria must be met:

#### **LEVEL I Training**

- Must be in the 0201 or 0203 Occupational Series or in a position requiring Federal Employees Compensation Act (FECA) administration/management duties

#### **LEVEL I Credentialing Exam**

- Complete ICPA Level I Training Course
- Pass ICPA Level I Post-test with a score of 85% or higher.

#### **LEVEL II Training**

- At least 2 years of experience in a position requiring FECA administration/management duties
- Hold a Level I Certificate (to be awarded upon passing the Level I Credentialing Exam)

#### **LEVEL II Credentialing Exam**

- Complete ICPA Level II Training Course
- Pass ICPA Level I Post-test with a score of 85% or higher

### **WHEN**

- Level I & II Training classes are open now
- Level III courses are in development

### **Questions?**

dodhra.mc-alex.dcpas.mbx.icic-learn@mail.mil ■



## Credentialing Programs on the Horizon

### Your HR Staffing Credentials Are Just Around the Corner

It seems the whole DoD HR enterprise is abuzz with chatter about professional credentialing for the HR workforce. Several of the HR technical areas are at different phases in the curriculum development process. Currently, the spotlight is on Staffing as the next credentialing program to be finalized and ready to roll out. Below we highlight the tremendous amount of work accomplished in the last 20 months to bring the Staffing credentialing program to their current level of maturity.

**Phase I** of the process began with competency model development accomplished by multiple panels of Staffing SMEs from across DoD. The competency model development was facilitated by two I/O psychologist and the participation of approximately 50 SMEs.

**Phase II** involved the Staffing Competency Assessment of the HR Staffing practitioners. The Defense Competency Assessment Tool (DCAT) was administered to a representative sample of the 4,000 Staffing Specialists worldwide. DCAT assists and informs workforce planning by identifying competency and manpower gaps. The DCAT assessment is followed by a DCAT validation panel and results in a Staffing Technical Report.

**Phase III** involved the completion of the Staffing Curriculum Development for Level I. The Staffing Curriculum Development tasks for Staffing Level I included curriculum maps, curriculum design, delivery method analysis, pilot/prototype implementation plan, full implementation plan, and long-term sustainment plan. The second curriculum pilot took place 23-27 August 2021 and was a resounding success. The pilots provide an opportunity to test both the Level I curriculum and the credentialing exam on Department HR staffing practitioners. The pilots are followed by a validation process to evaluate every aspect of the curriculum and exam. Presently DCPAS and the HRFC are entering the “full implementation plan” of development for Staffing Level I. The Level I credentialing course and exam will be part of our HRFC Course offerings in 1st QTR FY22.

**Implementation:** Curriculum Development for Staffing Levels II & III will be simultaneous and begin 1st QTR22.

### Recent HRFC Credentialing Program Pilots

*(Level I Staffing and Level I Labor Employee Relations)*

DCPAS is finalizing curriculum validation for the Human Resources (HR) Staffing and Labor and Employee Relations (LER) Level 1 (basic) credentialing programs.

Both Staffing and LER are in the Implementation phase, which consists of two parts: a pilot and full implementation. During the implementation phase the development team set goals to ensure: content addresses the identified knowledge gaps, content is relative to the workforce, content can be delivered in 5 days; confirms Microsoft Teams is a viable delivery platform; and identifies what improvements may be required.

When piloting a curriculum, the participants must represent the target audience. Thus, both of the recently conducted Staffing and Labor Employee Relations pilots included participants in their pilot sessions from multiple DoD Components and at multiple grade and experience levels.

It is the participation of our DoD Components that is crucial to our future success in delivering quality credential programs to our HR practitioners. More to come! ■

## Human Resources Credentialing Recipients

Please extend congratulations to our newly credentialed HR Specialists.

**Level III for Employee Benefits Advisor (EBA)**

- Clennie Webster, Navy – August 11 - Level III

**Level II for Employee Benefits Advisor (EBA)**

- Erica Furnace, Centers for Disease Control and Prevention – August 18 – Level II
- Marisa Andrews, Government Accounting Office – August 27 – Level II
- Angela Pellom, Air Force – September 7 – Level II
- Natasha Spragan, Navy – September 14 – Level II

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

- Katerina Guerrero, Navy – August 12 - Level I ■



## Would you like to know the latest in Human Resources Functional Community News?

The HR Functional Community milSuite page posts the latest news affecting your DoD HR Community! How about these latest topics: DHA extensions for critical needs in the healthcare occupational series, Injury Compensation Credentialing Program, Scholarships and Employment Programs future listings, noncompetitive reinstatements, and many more! Please bookmark this link so you can use it as a resource for the latest and greatest HR news! (<https://www.milsuite.mil/book/community/spaces/dodhrfc>) ■

