



Instructor Guide
Lesson 2 Background



Cyber Excepted Service (CES) Background

Instructor Guide



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CES Rev.3



Cyber Excepted Service

Instructor Guide

Lesson 2 Background

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CES Rev.3



Cyber Excepted Service (CES) HR Elements Course, Lesson 2 CES Background

COURSE OUTCOME

The overall course goal is to prepare HR Professionals to guide supervisors and employees covered under CES for transition to the new personnel system with an overview of the background and history of the Cyber Excepted Service.

METHODOLOGY

Lecture: Transmit information which supplements or enhances reading; promote understanding via explanations; respond to student misconceptions or difficulties; create or engage interest in a new area; motivate reading or other assignments. Examples of lecture content includes: Create interest in the performance management program, promote understanding via explanations; and respond to student misconceptions or difficulties.

Discussions: Practice thinking and communicating in the subject/discipline; evaluate positions, arguments, or designs; defend own position; identify problems, conflicts and inconsistencies; get feedback from/about students; draw on students' expertise and prior knowledge.

TARGET AUDIENCE

The primary target audience is HR Professionals who service a CES designated component or organization.

About Facilitating

MATERIALS NEEDED

Be sure you have the following materials, which will be needed to complete the activities:

- ◆ Instructor Guide/Slides
- ◆ Copies of Lesson 1- Ice Breaker Participant Activity Sheet
- ◆ Chart paper/easel (at least 3)
- ◆ 3"x3" Post-It notes
- ◆ Markers for Chart paper
- ◆ Computer
- ◆ Microphone



SETUP

Prior to a training session, be sure that the following setup has been completed:

- ◆ Practice with slides on session computer
- ◆ Test slides/practice in room
- ◆ Test microphone if used



SPECIAL FACILITATION REQUIREMENTS

Keep the participants actively involved, but watch the time!

BEST PRACTICES

Here are some best practices for facilitating an instructor-led training course.

1. Refer to the Instructor's Guide and rely on the script. Rehearse the script several times so that you can paraphrase it in a natural way. To the degree the schedule allows, try to add information that supports or highlights the points being made in the slide (e.g., add examples from your own experience).
2. Encourage participation. Accomplish this by asking questions and by having the participants interact as directed.
3. Encourage participants to speak in turn.
4. Encourage participants to follow along on the slides.
5. At the end of a lesson, ask the participants what they remember. Let them summarize the major instructional points, if time permits.
6. Keep the atmosphere informal so that the participants are comfortable asking questions, participating in activities, and sharing their knowledge or concerns.





COURSE Introduction and Overview

COURSE NAME

Lesson 2 CES Background

Duration 60

minutes

PURPOSE

The purpose of this lesson is to prepare HR Professionals to guide supervisors and employees covered under CES for transition to the new personnel system with an overview of the background and history of the Cyber Excepted Service.





LESSON 2: CES Background

PURPOSE

The purpose of Lesson 2 is to prepare HR Professionals to guide supervisors and employees covered under CES for transition to the new personnel system with an overview of the background and history of the Cyber Excepted Service.

LEARNING TOPICS

When participants have completed Lesson 2, they will be able to:

- Describe Cyber Excepted Service
- Describe the legislative history of CES and its goals and objectives.
- Describe the Scope and Applicability of CES.
- Explain the Cyber Mission Imperatives.
- Explain the purpose of the Cyber Excepted Service and its key attributes.
- Identify the five key concepts under which CES was designed.
- Describe the individual responsibilities of HR Practitioners, leaders, managers/supervisors, and employees within CES.
- Explain the Employee and Manager/Supervisor implications of CES
- List the CES unique policies under occupational structure, compensation, and employment and placement.
- Identify elements that have not changed under CES, including benefits, retirement, and protections and appeals rights.
- Explain CES Implementation Support, Schedule, and Conversion Process.
- Be aware of the CES Training Courses that are offered.
- Complete a Practical Exercise
- Conduct a Lesson Review





TIME

The following is a suggested time plan for this lesson. The instructor(s) may adapt it as needed. Note this table does not reflect breaks – use your judgement to determine the timing of breaks for participants.

LESSON	SUGGESTED TIME
Lesson 2: CES Background	50 minutes with one 10 minute break



Instructor Notes



LESSON 2: CES Background

DO - Display the course title slide as participants arrive for training each morning.

- Welcome participants as they arrive for the class
- Thank them for coming

SAY: Welcome participants as they arrive for the class. Thank them for coming.



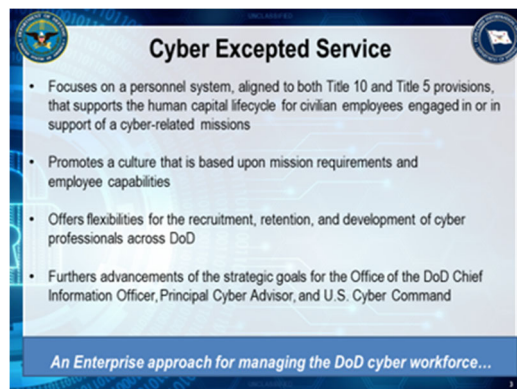
DO - Show Slide 2

SAY: After completing this lesson, you will be able to:



- Describe Cyber Excepted Service
- Describe the legislative history of CES and its goals and objectives.
- Describe the Scope and Applicability of CES.
- Explain the Cyber Mission Imperatives.
- Explain the purpose of the Cyber Excepted Service and its key attributes.
- Identify the five key concepts under which CES was designed.
- Describe the individual responsibilities of HR Practitioners, leaders, managers/supervisors, and employees within CES.
- Explain the Employee and Manager/Supervisor implications of CES
- List the CES unique policies under occupational structure, compensation, and employment and placement.
- Identify elements that have not changed under CES, including benefits, retirement, and protections and appeals rights.
- Explain CES Implementation Support, Schedule, and Conversion Process.
- Be aware of the CES Training Courses that are offered.

Transition: Let's understand Cyber Excepted Service.



DO - Show Slide 3



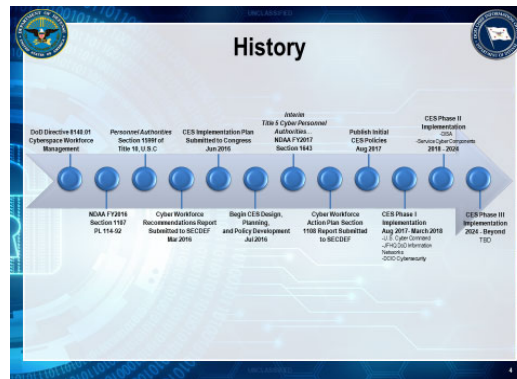


SAY: With the official issuance of these personnel policies, Department now has an Enterprise approach for managing the DoD cyber workforce.

The Cyber Excepted Service is a mission-focused personnel system that:

- Is aligned to both Title 10 and Title 5 provisions
- Supports the human capital lifecycle for civilian employees engaged in or in support of a cyber-related mission
- Offers flexibilities for the recruitment, retention, and development of cyber professionals across DoD
- Further advances the strategic goals of the Office of the DoD Chief Information Officer, Principal Cyber Advisor, and U.S. Cyber Command

Transition: Let's further examine CES history and evolution.



DO - Show Slide 4

SAY: Prior to Fiscal Year 2016, there was no statutory authority to establish the DoD Civilian Cyber Community under a common personnel management system.

The National Defense Authorization Act (NDA) for FY2016 granted the Secretary of Defense (Sec Def) the authority to establish a new personnel system for cyber positions in the Department - Cyber Excepted Service (CES) Personnel System.





CES was designed as a new mission-focused management system that would bring about essential changes, preserve the core and enduring values of the United States civil service, and support the DoD Cyber Community's critical national security mission.

As previously stated CES **derives its authority from Title 10 USC, Section 1601** and utilizes a common excepted service civilian personnel authority for its civilian cyber positions within DoD. Beginning soon after enactment, the Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Principal Cyber Advisor (PCA), the Office of the Under Secretary of Defense for Personnel & Readiness (USD (P&R)), and the Office of the Under Secretary of Defense for Intelligence (USD (I)), began designing and planning the key elements of the new personnel system.

- In March 2016, the Cyber Workforce Recommendations Report was submitted to Secretary of Defense.
- In June 2016, the Cyber Excepted Service Implementation Plan was submitted to Congress.
- In December 2016, the Office of the Secretary of Defense Tri-Chairs (DoD CIO, USD (P&R), and PCA) approved the scope and phasing plan for CES implementation.
- In August 2017, the initial CES policies were signed and issued by the USD (P&R).

Transition: The specifics of the CES are contained in 4 Volumes (3001, 3005, 3006, and 3007). Let's turn our attention to them.

Personnel Policies

Personnel Authorities, Section 1599f of Title 10, Chapter 81, United States Code

- Initial Personnel Policies for CES Implementation:
 - Title 10 DoD Instruction 1400.25:
 - Volume 3001, *Introduction*
 - Volume 3005, *Employment and Placement*
 - Volume 3006, *Compensation Administration*
 - Volume 3007, *Occupational Structure*
 - Title 5 Provisions will continue for:
 - Performance Management
 - Disciplinary and Adverse Actions
 - Employee Grievances
 - MSPB Appeal Rights
 - Collective Bargaining

The CES Policies Completed:

- ✓ DoD Directives Issuance Website
- ✓ USD(P&R) Signature
- ✓ DoD Security and Pre-Publication Review
- ✓ Final DoD Office of General Counsel Legal Sufficiency Review
- ✓ OPM Coordination
- ✓ OIG Pre-Legal Sufficiency Review (LSR)
- ✓ Union National Consultation Rights (NCR)
- ✓ DoD Component CES Policy Familiarization Sessions

DO- Show Slide 5

SAY: The Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Principal Cyber Advisor (PCA), the Office of the Under Secretary of Defense for Personnel & Readiness (USD(P&R)), and



the Office of the Under Secretary of Defense for Intelligence (USD(I)), developed the first four policies for implementing this new personnel system.

These policies were just signed and issued by the Under Secretary for Personnel and Readiness on 15 August 2017.

These initial volumes for **CES implementation** are:

- **DoDI 1400.25, Volume 3001, CES Introduction** establishes the policies, responsibilities, procedures, definitions, and delegations for the development, management, and evaluation of the personnel system. This policy prescribes the overall scope of the new personnel system, along with the opportunity for competitive service employees to voluntarily convert to the CES. If an employee declines to voluntarily convert to CES, the CES-designated position will be converted to CES when vacated by that employee.
- **DoDI 1400.25, Volume 3005, CES Employment and Placement** establishes the policies, responsibilities, procedures, and delegations for the design and administration of employment and placement programs. This policy prescribes the excepted service recruitment and placement procedures, flexibilities for candidate sourcing, qualification requirements, probationary periods, veterans' preference, and reinforces the application of merit system principles. The Office of Personnel Management has established a Legal Authority Code for processing CES personnel actions.
- **DoDI 1400.25, Volume 3006, CES Compensation Administration** establishes the policies, responsibilities, procedures, and delegations for the design and administration of compensation programs. This policy prescribes the CES compensation structure (Base Pay + Local Market Supplement), flexibilities and incentives, pay setting, and promotion procedures. The GG pay plan and graded structure has been established for CES implementation.
- **DoDI 1400.25, Volume 3007, CES Occupational Structure** establishes the policies, responsibilities, procedures, and delegations for the design and administration of the CES occupational structure. This policy prescribes the elements of the CES occupational structure and the respective grading standards for classifying CES non-supervisory and supervisory positions. CES will be implemented under a rank-in-position construct.

Together these initial CES Volumes have established a common framework for the DoD CES Components.

Since every HR Practitioner must know how to address client questions on a wide variety of topics. The CES Volumes are where you should turn for answers. Additionally, the Volumes serve as the basis for any local guidance that Components develop.





- Please remember that there is not a requirement or a need for each affected Component to re-write the policies that were just issued. Rather the expectation is that each Component, would issue guidance for the areas that require specific Component-level procedures and/or approvals for execution.

(Pause)

ASK: Are there any questions about the policies?

Transition: Let's look at the Scope and Applicability to CES.

Scope and Applicability

- **CES applies to:**
DoD positions that perform, manage, supervise, or support functions necessary to execute the responsibilities of the United States Cyber Command, pursuant to Section 1599f of Title 10, U.S.C.

Scope: CES Designated Organizations
Phase I: U.S. Cyber Command, Joint Force HQ DoD Information Networks, DCIO Cybersecurity
Phase II: Defense Information Systems Agency, Service Cyber Components

- **CES does not apply to:**
 - Defense Civilian Intelligence Personnel System, Federal Wage System, non-appropriated fund employees, foreign national, and employees employed under authority other than the CES
 - Employees in CES-designated cyber positions who declined the voluntary opportunity to convert to the CES
 - Employees in cyber positions that are not CES-designated or are under other personnel authorities
 - Senior Executive Service, senior level, scientific and professional, and equivalent positions, unless specifically addressed in the CES policies

DO - Show Slide 6

SAY: In accordance with Section 1599f of Title 10, USC the following whole organizations and/or their respective sub-elements have been designated for CES implementation:

- U.S. Cyber Command, Joint Force HQ DoD Information Networks, DCIO Cybersecurity, DISA HQ (Ft. Meade), Service Cyber Components
- CES coverage includes both cyber and cyber support professionals
- As stated in all 4 of the policies, the CES does not apply to:
 - Defense Civilian Intelligence Personnel System, Federal Wage System, Non-appropriated Fund, Foreign Nationals, Senior Executive Service, Senior Level, Scientific and Professional employees
 - Employees employed under personnel authorities other than the CES



- Employees who declined the voluntary opportunity to convert to the CES

Transition: Let's begin with an examination of just "why" the Department needed another personnel system.

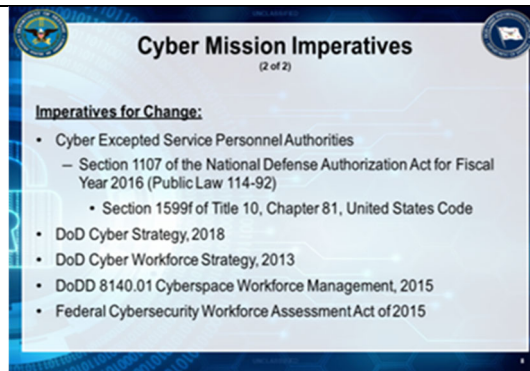


DO - Show Slide 7

SAY: The unprecedented nature of cyber plagues the Department with some very unique challenges:

- A daily increasing number of cyber threats; multi-faceted cyber domains; and unstable mission scope.
- Coupled by the inconsistent management and identification of our disparate cyber professionals. We need their talent but have yet to truly define what the mission critical skills are, where they are located, and the strategy for developing and retaining them.
- DoD uniformed service members, civilians, and contractors are all competing for a very small, but specific pool of talent.
- The Department's cyber mission has a severe human capital crisis.

Transition: In response to these human capital challenges, there were some very significant demand signals for change across the Enterprise.

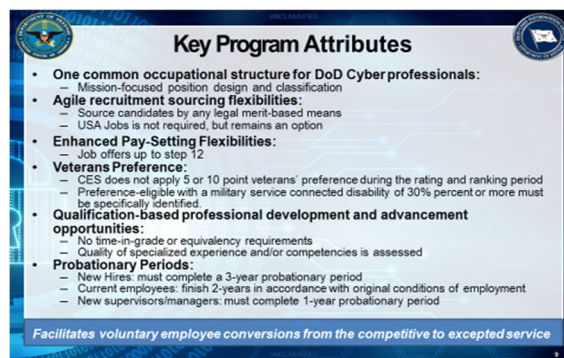


DO - Show Slide 8

SAY: The strategic imperatives for change - to intentionally resolve the Department's cyber recruitment, development, a retention challenges - were deemed as a strategic priority in:

- DoD Cyber Strategy, 2018
- DoD Cyber Workforce Strategy, 2013
- DoDD 8140.01 Cyberspace Workforce Management, 2015
- Federal Cybersecurity Workforce Assessment Act of 2015
- Then, Section 1107 of the National Defense Authorization Act for Fiscal Year 2016 provided the Department with the personnel authorities to establish the Cyber Excepted Service by virtue of the Section 1599f of Title 10, Chapter 81, United States Code

Transition: Let's look at the CES key attributes.



DO- Show Slide 9





SAY: Throughout this course, we will explore the CES key attributes and flexibilities in greater detail.

These attributes include:

- One common occupational structure for DoD Cyber professionals
- Qualification-based (instead of time-in-grade) professionals develop and advancement opportunities
- Agile recruitment sourcing flexibilities
- Market-based compensation
- Voluntary conversions from the competitive service to the excepted service
- Maintains current Title 5 protections, appeal rights, and collective bargaining agreements

Transition: Let's dig a little further into the underlying design concepts of the CES.



DO - Show Slide 10

SAY: The CES Design included the following key concepts:

- **Enterprise Perspective:** CES reflects the principle that there is one Defense Cyber Enterprise. All the individual Components must function as a part of the Enterprise.
- **Consistency across the Enterprise:** consistency across the Enterprise allows for the most effective and efficient use of available resources, such as people and money, and it supports a consistent performance management perspective with the Cyber Community.



- **Mission Requirements and Employee Capabilities:** the CES is committed to developing agile workforce to fulfill the Department's unprecedented cyber mission requirements. Enhanced employee capabilities drive organizational performance and performance drives decisions about performance based recognition for those organizations operating under CES.
- **Performance-Based Recognition:** under the CES graded structure, contributions to mission are recognized through within-grade increases and non-monetary and monetary awards in accordance with the DoD Performance Management and Appraisal Program.
- **Competitive Compensation:** market pay is the current salary range companies or organizations within a given market are willing to pay for a particular skill set and level of experience. To help Components compete with the market and attract and retain top talent, CES provides a competitive compensation system that will be further enhanced in the near future.

Transition: But for now, we'll take a few minutes to familiarize you with your responsibilities as an HR Practitioner as well as the responsibilities of Employees, Managers/Supervisors, and Senior Leaders.



DO - Show Slide 11

SAY:

Employees:

- Educate Yourself on the CES:
 - Familiarize yourself with the CES Policies, Training, Fact Sheets, and Website
- Stay Informed About CES:



- Attend CES Events, Briefs, Town Halls, and Road Shows
- Communicate With Other About CES:
 - Talk to your Local CES Component Leads and Supervisors
- Ask Questions About CES:
 - Ask the DoD CIO CES Team Questions

HR Practitioners:

- **Empower leaders**, managers, supervisors with the information they need to be the primary drivers behind the Cyber Excepted Service. Ensure that labor obligations are met
- **Ensure employees understand** the facts about CES (what it is and what it is not) and their role within it
- **Ensure leaders understand the flexibilities and opportunities** built into policy to help them best meet the needs of their workforce
- **Familiarize yourself** with the training courses and materials available on the DCPAS Cyber One Stop Website and point individuals to these resources when they need additional information and/or training.
- Look for ongoing **opportunities to communicate** the benefits and capabilities of the new CES to employees, managers, supervisors, and leaders
- Be prepared to explain and answer questions about the CES to your employees

Managers/Supervisors:

- Be the **primary champion and driver** behind CES
- Help establish and **communicate** the strategic mission **goals** for the organization
- Ensure labor obligations are met
- Be familiar with the **goals and priorities** of your organization and ensure your employees' performance objectives align with them





Senior Leaders:

- **Set the tone** and high-level expectations
- Help establish and **communicate** the strategic mission **goals** for your organization
- Prepare your staff for the changes brought by CES (includes pre-decisional involvement with labor organizations)
- Support the effort by providing adequate resources for CES implementation
- Encourage open communication about CES
- Lead the change by modeling your commitment as a leader and advocate of CES

Transition: Let's take a look at CES Employee Implications.

Employee Implications	
CES will not change: <ul style="list-style-type: none">• Current Salary• Attained Competitive Service Career Status• Completed Probationary Periods• Temporary Promotions• Federal Benefits, Retirement, and Leave Accrual Rate• Protections, Appeal Rights, and Collective Bargaining• Performance Management (DPMAP)	CES provides opportunities: <ul style="list-style-type: none">• Qualification-Based (no time-in-grade) Requirements for Promotion and Professional Development• Promotions and Quality Step Increase Awards Up to step 12 (with justification)• DoD Cyber Interchange Agreement<ul style="list-style-type: none">– facilitates non-competitive movement between the CES and Competitive Service• Future Compensation Initiatives• Future Career Management Program• Future Rotational Assignments across the DoD Cyber Community

CES is a tool for managing your career...

DO - Show Slide 12

SAY: From what we have covered in this very first lesson, it is clear that CES is a tool that will help employees manage their career as cyber professionals.

Let's review just why employees should consider CES:

- Converting from a competitive services to the Cyber Excepted Service, will not negatively impact employees (walk thru the entire list):
 - You will not lose any money

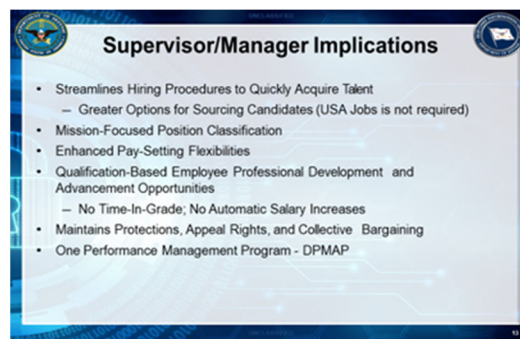


- Attained competitive service status will not change; You can be reinstated back to the competitive service
- If you have completed your probationary period you will not have to complete a new one; If you are in the process of completing one, then you will have to complete it in accordance with your original conditions of employment
- Your Federal benefits, retirement, TSP, and leave accrual will continue as is CES is aligned to the current DoD Title 5 policies that ensures that your protections, appeal rights, and collective bargaining agreements will continue

Your DPMAP performance cycle will not change

- Instead, CES offers a new perspective for advancing the workforce:
 - A focus on the quality of your work experiences, rather than on amount of time that you spent in them; there is no time in grade requirement for promotions and professional development opportunities
 - Up to step 12 promotion and award opportunities with justification
 - A host of new initiatives that will be developed in the near future, including new compensation initiatives after the required market analysis and business case is completed; a cyber-career management program; and rotational assignments across the Cyber Community

Transition: Along with considering what CES provides our employees, let's review the opportunities that it brings to our Supervisors/Managers.



DO - Show Slide 13

SAY: CES will enable the Department to quickly hire and retain the right people at the right time.



Specifically, CES will alleviate some of the administrative burdens and offer some flexibilities to aid our supervisors and managers:

- Under the CES, hiring managers can source candidates from any legal merit-based means and USA Jobs is no longer a requirement for hiring, but now one of the many options
- A common occupational structure, where positions are aligned/classified to a work level that consists of a range of work, instead of simply just an individual grade
- Under CES there is no time in grade requirements and/or entitlements; Supervisors and Managers now have the ability to promote and develop employees based on when they have demonstrated their readiness for advancement
- Market-based compensation flexibilities for both new and current employees
- Current employees that are positioned in the last quartile of a grade rate range with higher steps have opportunities for promotions and awards up to step 12 with justification under CES
- Instead of a new, separate performance management system for cyber professionals, the CES will be aligned to DPMAP; ALL employees will be under one performance management system and the same cycle

Transition: Now let's focus to what will NOT be impacted by CES.



DO - Show Slide 14

SAY: Since we are at the beginning of this course, let's stop and examine what will not be changed or impacted by CES (walk the class thru the entire wheel):

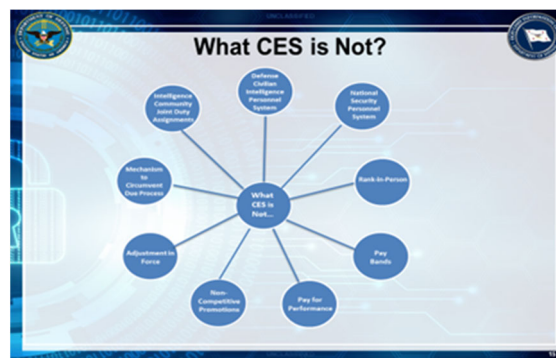


- Current employee grade and salary
- Attained career status
- Rights of employees, unions, or management
- DPMAP
- Federal benefits
- Retirement
- Leave accrual
- Appeal rights
- Protections
- Completed probationary periods
- Within-grade step waiting periods

(Pause)

ASK: Are there any questions?

Transition: Now that we have a good understanding of what is going to remain the same and not change under CES, let's quickly dispel some of the myths about the CES.



DO - Show Slide 15



SAY: CES IS NOT:

- Defense Civilian Intelligence Personnel System (DCIPS)
- National Security Personnel System (NSPS)
- Rank-in-Person
- Pay Bands
- Pay for Performance
- Employee base pay is not aligned to performance
- Non-Competitive Promotions
- Adjustment-In-Force
- A mechanism to quickly terminate employees
- Intelligence Community Joint Duty Assignments

(Pause)

ASK: Are there any questions?

Transition: Let's explore the support that is readily available to assist the affected Components with CES implementation.

Implementation Support

- DoD CIO Human Resource (HR) Team Advisement
- Component CES Implementation Lead
- CES Policies
- DoD Component HR Implementing Guidance
- DCPAS Cyber One Stop Website
- CES Training Courses
- CES Engagements
 - DoD Component Leadership Briefs
 - HR Governance Community
 - CIO Governance Community

The slide also features a word cloud graphic with the words 'Implementation', 'Human Resources', and 'Support' prominently displayed.

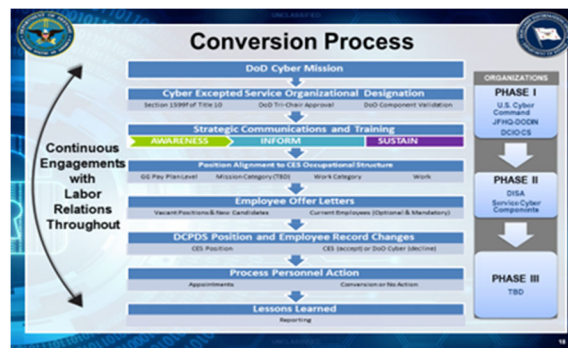
DO - Show Slide 16



SAY: There are a number of tools and resources to assist the affected DoD Components with CES implementation. These resources include:

- DoD CIO HR Team Advisement
- Your Component CES Implementation Lead
- CES Policies
- CES HR Implementing Guidance and Tool Kit - as previously mentioned the CES Team is anticipating the release of these products in the month of September
- The DCPAS Cyber Exchange - The single place for everything CES!
- CES Training Courses - We will discuss these momentarily; these courses will tell you exactly what you need to know about CES and how it will impact your organization, leaders, and the workforce
- CES Engagements - Similar to the training courses, these engagements will equip you with a solid understanding of what CES is and the status of implementation

Transition: Let's pull back the onion layer on the CES Conversions Process. How will it all come together at your organization?



DO - Show Slide 17

SAY: In looking at the CES implementation timeline, you will notice that there are number of activities occurring simultaneously and a host of dependencies. So let's walk thru this together:

- **Policies and Strategic Communications:**



- With signed policies, the Office of the DoD CIO and DCPAS began releasing strategic communication messages and products during the month of August-September to the DoD HR and CIO Communities, affected organizations (CES Component Leads), and Servicing HROs for dissemination to their workforce.
- Also, the CES Road Show Engagements have begun across the affected DoD Components and the HR and CIO Communities.
- **Training:**
 - You are currently experiencing one of two Train the Trainers Sessions for Phase 2 CES implementation. After this course, we are hopeful that the remaining Component-led training courses-HR Elements, Leaders Orientation, and Workforce Orientation-will be scheduled.
- **HR Planning:**
 - The CES HRO Toolkit has been developed and released. The CES Team will work closely with the Servicing HROs to plan and sequence the necessary HR activities leading up to conversion.

Transition: Let's take a look at the CES Training Courses.

AUDIENCE	COURSE	OBJECTIVES
General Workforce	CES Workforce Orientation: Presentation Power Point and Q&A (~3.00hrs)	<ul style="list-style-type: none">• Familiarize employees with the core tenets of CES• CES conversion opportunities• Explain the CES organizational and workforce implications
DoD Leaders	CES Leaders Orientation: Delivery Executive Power Point Brief and Q&A (~2.00hrs)	<ul style="list-style-type: none">• Familiarize leaders with the core tenets of CES• Labor obligations responsibilities• Equip leaders with the requisite knowledge for CES implementation in their organizations
HR Practitioners	CES HR Elements: Delivery: Interactive Module-Based Course (~12.00hrs)	<ul style="list-style-type: none">• Provide HR professionals with the knowledge and tools to operationalize CES policies and procedures• Identification process and conversion actions• Equip HR professionals with the requisite knowledge to serve as a CES advisor for leaders, managers/supervisors, and employees in their organizations
Component Trainers & HR Practitioners	Train the Trainers: Delivery: Power Point and Interactive Modules Course (~16.00hrs)	<ul style="list-style-type: none">• Provide Component Trainers and HR Professionals with the knowledge and tools to deliver the CES Content at their organizations: CES HR Elements, CES Leaders Orientation, and CES Workforce Orientation

DO - Show Slide 18

SAY: Along with this course, there are a suite of training courses that Components can host at their organizations for their Workforce, Senior Leaders, and HR Practitioners:

- **The CES DoD Workforce Orientation Course** is a 3-hour presentation (including a question and answer segment) that has been designed to familiarize the workforce with the core tenets of the new DoD CES personnel system. This course provides an overview of the



history, policies, key attributes, benefits, and implementation process for the new personnel system. DoD Component Instructors will conduct this course to equip the workforce with a solid understanding of the key elements of the new personnel system. Upon the completion of this course, the participants will have knowledge of the CES organizational and workforce implications.

- **The CES DoD Leaders Orientation Course** is a 2-hour executive presentation (including a question and answer segment) that has been designed to familiarize DoD Leaders with core tenets of the new DoD CES personnel system. This course provides an overview of the history, policies, key attributes, and implementation process for the new personnel system. DoD Component Instructors will conduct this course to equip DoD Component Leaders, Supervisors, and Managers with the requisite knowledge to champion and lead CES implementation at their organizations. Upon the completion of this course, the participants will have the knowledge needed to assist employees with understanding the new personnel system.
- **The CES HR Elements Course** is a one and a half day (12-hours) interactive module-based course that has been designed to provide HR Practitioners with the knowledge and tools to operationalize the new CES policies and procedures. Along with providing an overview of key attributes and implementation process for the new personnel system, this course will examine the following topics: CES occupational structure, compensation administration, employment and placement, performance management, performance-based and conduct actions, and grievance and appeal procedures. DoD Component Instructors will conduct this course to equip HR Practitioners (HR Officers, Specialists, Personnel Action Processors, and Liaisons) with the requisite knowledge to serve as a CES advisor for leaders, managers/supervisors, and employees in their organizations.
- **DoD CES Personnel System.** This course provides an overview of the history, policies, key attributes, benefits, and implementation process for the new personnel system. DoD Component Instructors will conduct this course to equip the workforce with a solid understanding of the key elements of the new personnel system. Upon the completion of this course, the participants will have knowledge of the CES organizational and workforce implications.

Transition: Let's take a look at the CES eLearning Courses.





AUDIENCE	COURSE	OBJECTIVES
All	CES Orientation: On Cyber Exchange (0.5hr)	<ul style="list-style-type: none">Familiarize employees with the core tenets and benefits of CESProvide employees the tools to make an informed decision on which service is right for them.
Workforce	CES 102 Workforce Orientation: On JKO (1.00hr)	<ul style="list-style-type: none">Familiarize employees with the core tenets of CESCES conversion opportunitiesExplain the CES organizational and workforce implications
Leaders/ Supervisors	CES 102 Leaders Orientation: On JKO (1.00hr)	<ul style="list-style-type: none">Familiarize leaders with the core tenets of CESLabor obligations responsibilitiesEquip leaders with the requisite knowledge for CES implementation in their organizations
HR Professionals	CES 103 HR Elements: On JKO (2.00hrs)	<ul style="list-style-type: none">Provide HR professionals with the knowledge and tools to operationalize CES policies and proceduresNotification process and conversion actionsEquip HR professionals with the requisite knowledge to serve as a CES advisor for leaders, managers/supervisors, and employees in their organizations

DO - Show Slide 20

SAY: Here are some of the key eLearning course for Workforce employees with a targeted audience:

- CES Orientation (All)
- CES 102 Workforce Orientation (Workforce)
- CES 102 Leaders Orientation (Leaders/Supervisors)
- CES 103 HR Elements (HR Professionals)

Discuss the objectives of each eLearning Courses briefly.

Transition: Now, Let's wrap up Lesson 2: CES Background with a review.

Lesson Review
<ul style="list-style-type: none">• Cyber Excepted Service• History• Personnel Policies• Scope and Applicability• Cyber Mission Imperatives• Key Attributes• Key Roles and Responsibilities• Design Concepts• Employee Implications• Manager and Supervisor Implications• Implementation Schedule and Support• Conversion Process• Training Courses



DO - Show Slide 21

SAY: Now that we are at the end of this lesson, you should now be able to do the following:

- Describe Cyber Excepted Service
- Describe the legislative history of CES and its goals and objectives.
- Describe the Scope and Applicability of CES.



- Explain the Cyber Mission Imperatives.
- Explain the purpose of the Cyber Excepted Service and its key attributes.
- Identify the five key concepts under which CES was designed.
- Describe the individual responsibilities of HR Practitioners, leaders, managers/supervisors, and employees within CES.
- Explain the Employee and Manager/Supervisor implications of CES
- List the CES unique policies under occupational structure, compensation, and employment and placement.
- Identify elements that have not changed under CES, including benefits, retirement, and protections and appeals rights.
- Explain CES Implementation Support, Schedule, and Conversion Process.
- Know the CES Training Courses that are offered.

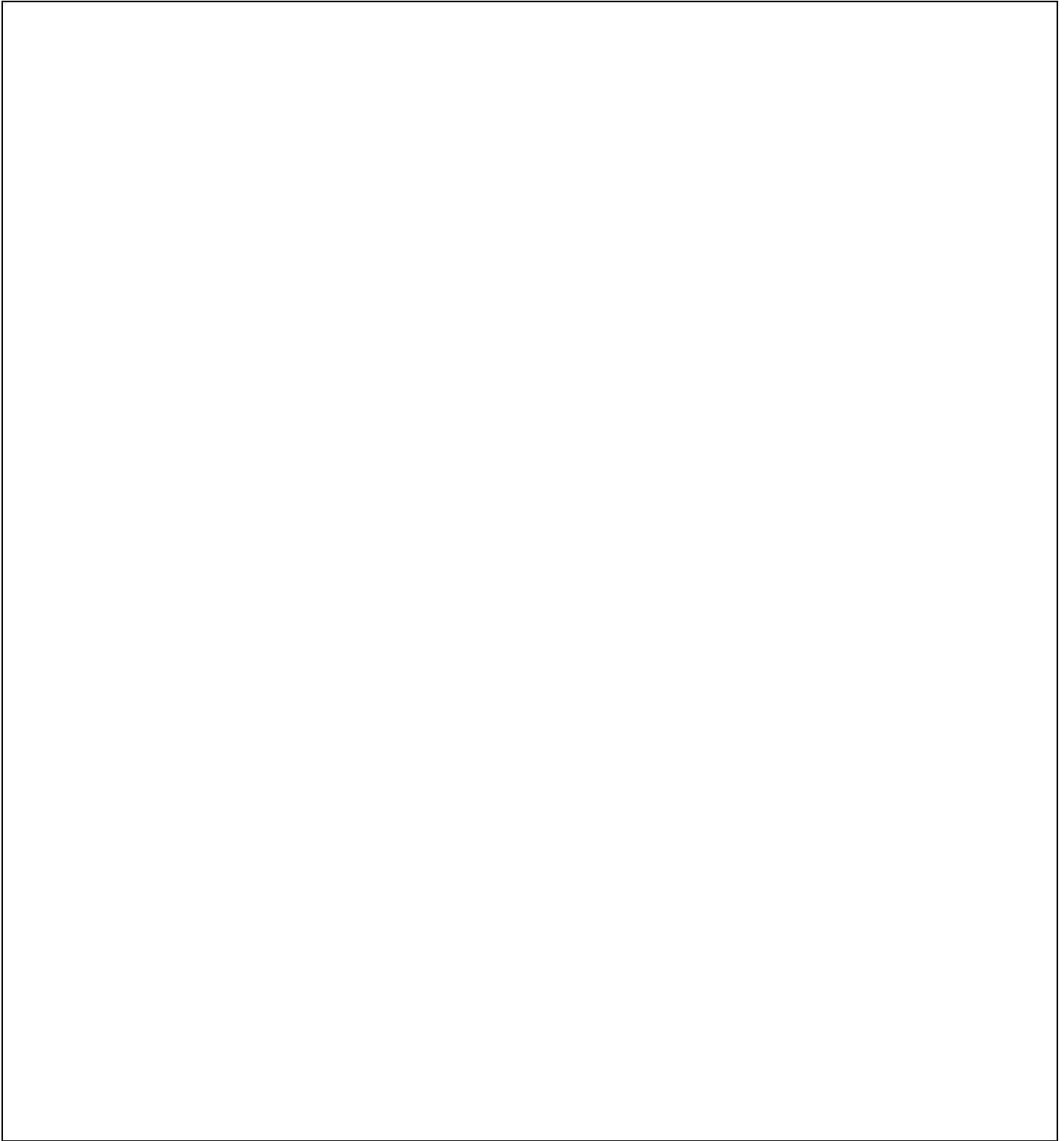
(Pause)

ASK: Are there any questions related to this lesson?

SAY: In the next, lesson we will explore the CES Position Management (Lesson 3).

Instructor Notes







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