DoD Cyber Excepted Service (CES) Personnel System
Component Implementation Readiness Checklist

Background

In Fiscal Year 2016 Congress gave DoD new authorities to create the Cyber Excepted Service (CES) personnel system under Section 1599f of Title 10, United States Code (U.S.C). To implement these authorities, DoD submitted an implementation plan to Congress in June 2016. 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. On August 15, 2017, the Department officially issued and posted these policies on the DoD Directives Website: http://www.esd.whs.mil/Directives/Recent-Publications/. The CES will be subject to the provisions of Title 5, U.S.C. (as modified by any applicable provisions of Title 10, U.S.C.), for all personnel matters not covered by the CES volumes, to include labor relations; performance management; incentive awards; and adverse actions, including involuntary separation, performance and conduct-based disciplinary actions, and furlough.

The Office of the DoD Chief Information Officer (DoD CIO), in partnership with the Defense Civilian Personnel Advisory Service (DCPAS) Office, began leading phased implementation of the CES across the Enterprise, in August 2017 with Phase 1 organizations-United States Cyber Command, Joint Force Headquarters-DoD Information Networks, and Office of the Deputy Chief Information Officer for Cybersecurity. After the conclusion of Phase 1, Phase 2 implementation will occur at Defense Information Systems Agency Headquarters (Ft.

Meade) and the Service Cyber Components. Ongoing Department cyber mission assessment activities may identify other organizations for CES in the future.

CES Component Implementation Readiness Checklist

The CES Component Implementation Readiness Checklist provides DoD Components with the requisite guidance and considerations to successfully implement the new personnel system at their organization. The checklist is intended to assist DoD Components with attaining a sufficient level of preparedness for CES implementation. The listed activities in the readiness checklist are detailed in the CES Human Resources Implementation Guide. The readiness checklist is not an inclusive list of actions and DoD Components are encouraged to augment the list as appropriate to address their local implementation requirements. The DoD CIO CES Team will review each Component's checklist to determine their individual level of readiness and identify areas where additional support would be appropriate.

Component/Organization	CES Component Lead	Implementation Period	Target Completion Date	Actual Completion Date	Total Number of Affected Employees and Billets
		Aug 2017- Jan 2018			Employees_____ Billets_____

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Actions	Date Planned	Date Completed	Notes
Implementation Planning			
Have you identified a Component CES Implementation Lead and Team Members?			
Have roles and responsibilities been determined for your CES Implementation Team?			
Have you determined the impact of CES on any planned Component transformational initiatives?			
Have you developed a Component CES Resourcing Plan for CES implementation and sustainability? Is there an existing HR entity or would a new have to be resourced to accommodate the CES within the Component?			
Have you scheduled a Component CES HR Planning Session with the DoD CES Team?			
Have you developed a Component CES Implementation Plan or Plan of Action and Milestones (POAM)?			
Have you developed a Component CES Timeline?			
Have you submitted your Component CES Implementation Plan or Plan of Action and Milestones to the DoD CES Team for approval?			
Have you established a regular battle rhythm and /or			

progress reviews to ensure that the readiness targets are achieved?			
Component Supplemental Guidance			
Have the DoD CES policies been reviewed for implementation in your Component?			
Has an assessment been conducted to identify the specific areas of the DoD CES policies that require local supplemental Component guidance or additional procedures and/or approval processes for local implementation?			
Has the local supplemental guidance and/or policy memos been developed and approved by the Component Head?			
Has the Office of the DoD CIO, in partnership with the DCPAS, reviewed and endorsed all local implementing guidance documents?			
Have the local CES supplemental guidance and/or policy memos been issued?			
Labor Relations			
Have you developed a plan to ensure that labor-management remains engaged throughout the entire CES implementation process at your organization?			
Have you identified which bargaining units will be affected			

and their respective representatives?			
Have you reviewed existing collective bargaining agreements to determine the impact of implementing CES?			
Have you delivered proper notification to the appropriate union representative in accordance with the Component appropriate local collective bargaining agreement and labor relations statute?			
Have you shared CES communications products with your bargaining unit representatives?			
Have all local bargaining obligations pertaining to CES been identified?			
Have all local bargaining obligations pertaining to CES been fulfilled?			
Strategic Communications			
Have you developed a Component CES Strategic Communications Plan?			
Have you developed key messages about CES for your Component leaders, supervisors/managers, and the general workforce?			
Have you scheduled and delivered Component CES Leadership briefs?			
Have you scheduled and delivered Component CES town halls?			

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Have CES communication messages and products been developed and released to Component leaders?			
Have CES communication messages and products been developed and released to Component employees?			
CES Training			
Have you developed a Component CES Training Plan?			
Have your Component Trainers and/or HR Subject Matter Experts attended the CES Train-the-Trainers Course?			
Have you obtain the CES Training Materials from the DCPAS Cyber One Stop Website?			
Have you scheduled and delivered Component CES Leadership Orientation Course(s)?			
Have you scheduled and delivered Component CES Workforce Orientation Course(s)?			
In coordination with your Servicing HR Office, have you scheduled and delivered Component CES HR Elements Course(s)?			
Information Technology Support Readiness			
Have you identified a POC for your technology readiness within your Component?			
Have all local technology support systems been reviewed			

to ensure readiness for CES implementation?			
Have Component IT systems been tested for readiness?			
Position Alignment			
Have all of your encumbered positions been mapped to the following elements of the CES occupational structure, in accordance with DoDI 1400.25, volume 3007: Work Category and Work Level?			
Has a CES position description cover sheet been completed for the encumbered positions?			
Have your vacant positions been reclassified in accordance with the standards in DoDI 1400.25, Volume 3007?			
Does your organization have established reconsideration or appeal procedures?			
Vacant Position CES Conversions			
Have you identified a target date for converting all of your vacant positions to the CES?			
Have your vacant position been reclassified in accordance with the standards in DoDI 1400.25, Volume 3007?			
Have your vacant positions been established or modified in DCPDS?			

Have you modified or cancelled current vacancy announcements to incorporate CES position requirements?			
New Candidate/Pipeline Candidate Conversions			
Have you identified a target date for converting pipeline positions to CES?			
Have you developed and released pipeline candidate CES notice letters, position acknowledgement letters, and new offer letters?			
Current Employee Conversions			
Have you ensured that all current employees have received strategic communications and CES training?			
Have you conducted an assessment to identify employees in special situations: Leave Without Pay, Deployment, Grade Retention, Long-term Training, Career Ladders, Details, Special Salary rates, etc?			
Have you prepared and issued CES Pay retention notification letters in accordance with the provisions of DoDI 1400.25, Volume 3006, whose salary cannot be aligned to a step on the CES Pay Tables (exceeds the step 12)?			

Have you established a process for communicating with employees who are absent about the CES?			
Have you identified a target date for converting current employees to the CES?			
Have you prepared CES Optional Conversion and CES Mandatory Conversion Packages (Position Alignment Worksheet; Conversion Letter, Position Acknowledgement Letters, CES Fact Sheets)?			
Have you issued these packages to your employees?			
Have you issued these packages to your employees that are in a special situation or absent from the organization?			
Have you updated DCPDS Position Indictor and Employee Indicator Fields?			
Have you received all optional conversion responses from your employees?			
Personnel Action Processing Considerations			
If needed, has a moratorium of personnel action processing been planned, scheduled, and announced in preparation for CES conversion action processing?			

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