



Defense Security Service New Employee Orientation

The Office of Human Resources & Security



Core Functional Areas

Retention & Recruitment

Staffing

Training & Development

Employee Relations

Security

Corporate Plans, Program & Policy



Recruitment & Retention

- Core Functions
 - Targeted Recruitment
 - Job Fairs & Outreach Programs
 - Intern Programs





Staffing

- Core Functions
 - Employee Placement
 - Position Management
 - Position Classification





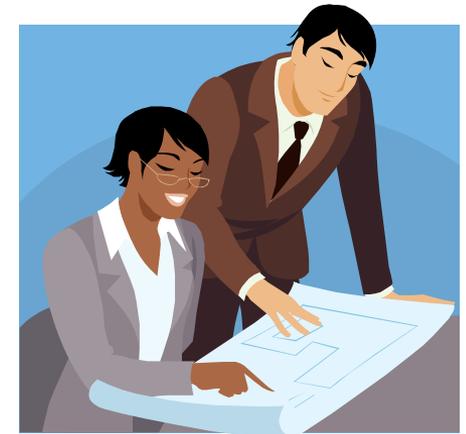
Training & Employee Development

- Core Functions
 - Leadership & Management Training
 - New Employee Orientation
 - Tracking and Reporting Training Completions to OPM



Corporate Plans, Programs, & Policy

- Corporate Plans & Programs
 - DCIPS
 - Pay for Performance & Pay Banding System –Oct '09
 - SMART Objectives Training and PAA Training Underway
 - BRAC
 - Move to Quantico, VA and Ft. Meade, MD
 - 15 September 2011
- Corporate Policy
 - Write/Update DSS HR and DCIPS Policy
 - Provide advice and consultation on various HR issues
 - Analyze OSD issuances and determine the impact on DSS





Employee Relations

- Core Functions
 - Performance Management
 - Disciplinary/Adverse Actions
 - Grievances
- Additional Functions
 - Drug Testing Program
 - Workers Compensation
 - Employee Assisted Programs





Summary

- As a fully functioning and operational HR & Security Staff, we achieve our goals by:
 - Developing plans and strategy for delivering quality customer support and services
 - Providing HR & Security expertise at all levels to the workforce of DSS
 - Ensuring that HR & Security plans and programs align to the priorities of the Agency
 - Developing strong partnerships with DSS leadership, management, and the workforce to drive mission results