



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank Perry, Secretary

Lorrie Dollar, Chief Operating Officer
Jerry Hodnett, Director

March 12, 2015

ADMINISTRATIVE MEMORANDUM: 04-2015

TO: Department of Public Safety Managers and Supervisors

FROM: Jerry Hodnett, Acting Human Resources Director
Kathy Reitzel, Acting Deputy Human Resource Director
Performance and Organizational Development

RE: **NCVIP Online Training Requirements**

In preparation for transition to the new North Carolina Valuing Individual Performance (NCVIP), the Department of Public Safety (DPS) Human Resource (HR) Office will begin distributing more frequent communication in the months of March through June regarding activities that will need to be accomplished by all staff. To make the transition to the new system as smooth as possible, DPS will use a just-in-time training approach therefore it is essential that all staff complete activities within the assigned timeframe. At this time, all training for the NCVIP transition is in an online training model. Currently, there is no existing classroom technology training for end users.

Beginning March 16, 2015 DPS HR will begin deploying NCVIP online training to all DPS staff through the NCLMS. All DPS staff will be assigned the following online modules:

NCVIP PM Policy Overview
NCVIP Philosophy for Employees

Supervisors will be assigned an additional module titled, "NCVIP Philosophy for Managers/ Supervisors. All assigned modules will have a 60 day completion requirement. Each employee will receive a system generated email notification from the NC Learning Center that alerts them to the assignment on their LMS transcript. DPS HR will be monitoring completion rates to ensure activities are being completed on schedule.

We realize there are groups of individuals in DPS who do not have a computer and/or email address. An alternative available for these groups is a group classroom session review of the online modules. If this method is used, a roster must be signed by the attendees and entered by the LMS Instructor Led Training Administrator (ILT) at the work location. ILT's will receive further instructions on this process.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27603
Telephone: (919) 716-3700
Fax: (919) 716-3794

Administrative Memorandum: 04-2015

Re: NCVIP Online Training

March 12, 2015

Page Two

Additional online training modules will be deployed as we transition and move closer to system implementation. Information will be provided in future memorandums. Should you have questions about the NCVIP online training or anything else related to performance management, please contact:

Betty Coles	919-457-1172
Barbara Revels	919-457-1195
Natalie Crookston	828-368-4422
Kay Fowler	910-944-2359
Penney Mizell-Brooks	919-457-1180
Kathy Reitzel	919-457-1194

Your continued support and cooperation is greatly appreciated as we move forward with a successful transition to NCVIP.

cc: Secretary Frank L. Perry
Chief Operating Officer, Lorrie L. Dollar
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner William A. Crews