

# PushButtonPD™ Support

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## DEMONSTRATIONS

PushButtonPD™ Demonstrations are available to anyone directly supporting the U.S. Federal and/or State, Local, Tribal, Territorial (SLTT) government.

1. **NUMBER OF PARTICIPANTS.** Determine the number of participants.
  - a. **Human Capital.** The recommendation is that the first demonstration is given to Human Capital leadership and/or classification section. Without Human Capital support, it is not possible to effectively implement the tool within the organization.
  - b. **Hiring Officials.** Follow-on demonstrations may include hiring officials or other leadership, as needed.
2. **AVAILABLE DATE/TIMES.** Determine the available dates and times. We recommend proposing more than one date and/or time to facilitate scheduling and ensure we are able to accommodate the request.
3. **IN-PERSON OR REMOTE**
  - a. **In-person.** In-person demonstrations are possible in the greater Washington D.C. area. In-person demonstrations only require a means of laptop projection (preferably with HDMI cable, but RGB can be utilized as well).
  - b. **Remote.** Determine whether remote demonstration is required and the number of participants. You may test remote connectivity at any time by logging into <https://share.dhs.gov/PushButtonPD> as a GUEST. If you are able to reach the lobby and are waiting for admission, the test was successful and remote sessions are possible.
4. **CONTACT CMSI.** Send the information request to [CMSI@hq.dhs.gov](mailto:CMSI@hq.dhs.gov).

## TRAINING

Currently all training provided by DHS CMSI is no-cost, as resource permits. Training will be provided to government employees and/or contractors directly supporting Federal Government and State, Local, Tribal, Territorial (SLTT) Human Capital, hiring officials, and/or hiring operations. Training will not be provided to other third parties at this time.

1. **INFORMATION REQUIRED.** The information required to set up a training session is identical to a demonstration with one exception. The requestor must also include the desired training topic(s).
2. **TRAINING TOPIC AREAS.** Note that selection of more than one topic is possible, as resources and time permits. Possible topics include:
  - a. **Basic PD generation.** 1 hour. Covers standard PD generation using the tool. Includes topics such as Selective Placement Factors.
  - b. **Agency-specific customization.** 1 hour. Provides in-depth coverage of how agencies can modify tool content and customize features specific to their agency.
  - c. **Generating PD ladder positions.** 30 minutes.

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- d. **HC-led, agency integration.** 1 hour. This interactive, HC-led training discusses the overall concept of how the tool can be utilized within the organization. Specific questions may be addressed and specific case studies may be worked through.
- e. **Tool Mechanics.** 1 hour. Government-Only. An in-depth coverage “under-the-hood” of how the tool works. The intent is to provide Government Human Capital personnel with a greater understanding of how to craft specific PD results.

### PILOT VISITS

Under OMB Memorandum 16-04 Cybersecurity Implementation Plan (CSIP) Objective 4.b, federal-wide pilot to other agencies is authorized. There are also instances whereby an agency may wish to ‘test drive’ the tool within their organization, but wish assistance to ensure the highest possible degree of success. Currently all pilot visits provided by DHS CMSI and/or OCHO are no-cost, as resource permits. Pilot is limited to the support government employees and/or contractors directly supporting Federal Government and State, Local, Tribal, Territorial (SLTT) Human Capital, hiring officials, and/or hiring operations – with the understanding that any assistance provided is advisory only, and must be coordinated through the respective official agency channels. Pilots will not be provided to other third parties at this time.

- **INFORMATION REQUIRED.** Pilots require additional coordination. Please contact [CMSI@hq.dhs.gov](mailto:CMSI@hq.dhs.gov) to discuss.