APPENDIX C: DCHRMS DEPLOYMENT DECISION CRITERIA

The Defense Civilian Human Resources Management System (DCHRMS), when fully deployed, will support over 900K civilian employees (appropriated, non-appropriated, and local national employees). Prior to deployment, key capabilities must be in place to ensure the Department's continued ability to effectively manage the civilian workforce. This document defines the decision criteria and key performance parameters that will inform the decision as to when to begin the rolling deployment of DCHRMS across the Department beginning with DFAS (see Appendix C-1 for tailored criteria).

The Director, Defense Civilian Personnel Advisory Service (DCPAS) will provide the Director, Defense Human Resources Activity (DHRA) the functional assessment of the Decision Criteria and the Key Performance Parameters listed below and the Director, Defense Manpower Data Center (DMDC) will provide a technical assessment of the criteria and parameters to inform the decision as to when to start the phased deployment of DCHRMS. The Defense Human Resources Activity Director will in-turn, based on these assessments, establish a target initial deployment date and seek approval from the USD Personnel and Readiness to begin the deployment.

Decision Criteria 1: The following HR core process groups, as outlined in Appendix A, must be configured to meet Department requirements and be tested per the Test Plan:
- Manage Work Structures
- Manage persons
- Manage employment
- Manage work relationships
- Manage compensation
- Manage payroll
- Manager self-service and employee self-service

The core process groups listed above are required for the Department to comply with statue and requirements outlined in OPM policy and guidance, e.g., the Guide to Processing Personnel Actions (GPPA).

Decision Criteria 2: DCHRMS must include the following supporting functionality/capabilities to support the core processes groups listed above:

- Secure Roles and Permissions: Capability to secure data views by user, by Department organization structure by Component, by unit and by location. This capability must also meet current Financial Improvement and Audit Readiness (FIAR) audit standards.
- Secure and Accurate data transfer from the DCPDS database to the initial DCHRMS data base for Initial Operating Capability (IOC): All data transfers for system deployments must achieve accuracy of 98%.

- System Interfaces: DCHRMS must interface with critical systems of record (e.g., DFAS Payroll, USAS, eOPF) from within or outside the Department to provide accurate and timely data. These interfaces are outlined in Appendix D.
- Data Sharing: Capability to provide information from the DCHRMS data base to authorized Users via interface or extract from DCHRMS data base to support Users whose data requirements are not supported by the ORACLE Application Programming Interface (API).
- Implementation of Critical Business Rules outlined in the DCHRMS Rules Traceability Matrix: All business rules that are pay or compensation impacting must be implemented before initial deployment.
- Forms: Capability within DCHRMS to generate forms that are necessary for documentation of system transactions for all communities, i.e., SF-52, SF-50 and equivalent Non-Appropriated Fund (NAF) and Local National forms.

Decision Criteria 3: Resolution of or acceptable mitigation of currently identified critical capability Gaps listed below being addressed by Oracle in ongoing software updates:

- *Mass Updates - Capability to execute critical mass updates, as outlined in Appendix E, of multiple records in a single transaction for specific requirement identified in DCHRMS Requirements Traceability Matrix.

- *Pay Calculations – Capability to execute all payroll pay and compensation functions including pay calculations in accordance with current statues and OPM guidelines.

- *Cancellations and Corrections - Capability to submit, correct, or cancel all HR transactions originating in DCHRMS or Legacy DCPDS.

- *Multiple Salary Transactions – Capability to execute multiple salary updates effective with the same effective date.

- *Extending Manager Self-Service Transactions – Capability to add extensible flex fields (EFFs) to employment transactions and capability to store attachments in Document Records (DoR, electronic personnel folder).

- *HCM Experience Design Studio – Capability to incorporate Department specific critical business rules for Departmental payroll calculations, critical Departmental processes, and additional flex fields.

- *Areas of Responsibility - Capability to maintain "Roles and Permissions" using templates along with the capability to automatically assign and withdraw "Roles and Permissions" executing user defined rules vice having to manually maintaining "Roles and Permissions" for each individual user.

- *Effective Date Correction on Action Requests – Capability for designated HR users to make changes to the effective date and any details about the request submitted by managers through self-service.

*Denotes critical gaps scheduled within an ORACLE release for resolution.

Decision Criteria 4: Resolution or acceptable mitigation of Category one (CAT 1) and 95% of Category two (CAT 2) defects found during each testing sprint as outlined in DCHRMS Tickets Matrix and any additional CAT1 and CAT2 defects discovered during Acceptance Testing.

Decision Criteria 5:   Resolution of or acceptable mitigation of the following items:

- Data Warehouse – Capability to access all required historical data from both the Legacy DCPDS databases and the new DCHRMS database.

- Time to Hire (TTH) / Metrics – Capability to measure time-to-hire employing a single standardized process consistent with the Department's policy and OPM requirements.

- Migration of Open RPAs – Capability to migrate open recruit/fill RPAs from the Legacy DCPDS into DCHRMS at IOC.

- Performance Management – Acceptable way ahead for maintaining the Department's capability to continuously execute a Performance Management process as the current DCPDS embedded Defense Performance Management and Appraisal Program (DPMAP) is sunset as an element of DCPDS retirement.

- Suspense Actions/Automatic Future Dated Transactions – Acceptable way ahead for maintaining the Department's capability to process suspense and required future dated actions in DCHRMS.

Key Performance Parameters: Key Performance Parameters listed below will be tested prior to executing the planned DCHRMS rolling deployment and will inform the deployment date.   Each parameters scope is the DCHRMS environment.

Key Performance Parameters	Tech Board	Notes
Payroll and compensation functions can be executed accurately, to include the configuration of business rules with a transaction reject rate <1%		
100% of core processes, as defined in Appendix A, must be tested via test scenarios		
100% of Critical gaps are resolved or mitigated		
100% of CAT1 defects found during testing resolved or mitigated		
95% of CAT2 defects found during testing resolved or mitigated		
Data transfers from DCPDS to DCHRMS at an accuracy of 98% (i.e., quantitative)		
Data transfers from DCPDS to DCHRMS with a <3% error rate (i.e., qualitative)		
100% of identified interfaces, as defined in Appendix D, in implemented and tested to meet 98% data accuracy		
Cybersecurity – Two factor authentication certified by DMDC		
Secure roles and permissions are established as defined above		
Governance, help desk operations, roles and permissions, and separation of duties are incorporated and documented		
Critical reports (SF52s, SF50s or equivalent, and DA form 3434) are developed and ready for use		
DCHRMS training is provided to 80% of operational HR specialists at deployed locations		
Enterprise Human Resources Integration (EHRI) Reports generation and acceptance at <3% error rate		
Cyber security certifications achieved and certified by DMDC		
Audit Readiness (FIAR) requirements met or mitigated		