

DCHRMS NEWSLETTER

Defense Civilian Human Resources Management System

VOLUME 1 | EDITION 2 | MAY 2020

A Message *from the Director*

"Teamwork is the ability to work together toward a common vision, the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." -- Andrew Carnegie

Welcome to our second DCHRMS newsletter! As I reported back in March, the Department of Defense is undertaking a massive transition from the legacy Defense Civilian Personnel Data System (DCPDS) to the cloud-based DCHRMS. The team supporting the DCHRMS implementation effort is comprised of many talented people representing HR service providers across the Department. Despite diverse expertise and experiences, we all have a shared vision of leveraging innovative human resources technologies so we can deploy a system that supports the changing needs of the Department.

DCHRMS continues to progress and overcome challenges – both expected and unexpected. You might imagine with a project of this complexity, there exists the potential for encountering obstacles and overcoming risks during each phase of the process until full-scale implementation across the entire DoD. While potential obstacles and risks can be identified, planned for, and mitigated; this team could not have prepared for the unprecedented challenge of a worldwide pandemic.

Yet, the DCHRMS team quickly adapted to a virtual work environment literally over a weekend. Yes, there are the occasional hiccups with intermittent VPN connections and constrained conferencing services, but the team continues to make remarkable progress despite the circumstances. The team is conducting daily stand-ups and breakout sessions to align, manage, and prioritize work efforts with emphasis on preparing for and refining the roadmap for upcoming Conference Room Pilots (CRPs). The preparation involves completing user stories and acceptance criteria, defining data conversion requirements, and compiling relevant content. Team DCHRMS is but one example of the resiliency and resourcefulness of our federal workforce who have met this challenge head-on. Witnessing the effectiveness of our virtual workforce gives us a glimpse into the future of work.

Among the lessons learned during the COVID-19 pandemic is that the future of work requires technology to ensure our workforce is armed with the latest advances. A key step in that direction is the development of DCHRMS for the human resources community and the civilian workforce. DCHRMS will improve information sharing between Components, standardize and streamline personnel processes, and provide robust data analytics and performance management capabilities. We have also been developing a new Reduction-in-Force (RIF) Tool to replace the RIF functionality embedded in DCPDS.

As you read through our second and subsequent editions of the DCHRMS newsletter, you will gain greater awareness of all that is required to reach the end state – deployment enterprise-wide. Our continued goal is to keep you updated on the status of major milestones on the path to DCHRMS implementation.



Ms. Michelle LoweSolis, SES
 Director, Defense Civilian
 Personnel Advisory Service



Ms. Michelle LoweSolis, SES
 Director, Defense Civilian
 Personnel Advisory Service

The Latest News



Kathleen Cranford
HR Specialist
(Information Systems)

A DCHRMS Tester with a Keen Eye Focused on the RIF Tool

One of the many Human Resources (HR) processes included in this comprehensive amalgamation of DoD databases into the cloud-based Defense Human Resources Management System (DCHRMS) is the Reduction-In-Force (RIF) Tool. Why a focus on the RIF Tool? This Tool will have a unique partnership with DCHRMS.

Like most technologies, the RIF Tool has evolved over time since its initial introduction to DoD's HR workforce 20 years ago. Innovative at the time, though clunky by today's standards, the AutoRIF capability was comprised of complicated, time-consuming procedures to reach the sought-after data. In 2010, new technology emerged, and the RIF Tool was integrated with the Defense Civilian Personnel Data System (DCPDS).

In preparation for the movement of civilian personnel records from DCPDS to DCHRMS, the DCPDS RIF Tool will be migrated in two phases, according to Kathleen Cranford, HR Specialist (Information Systems) and a member of the DCHRMS team. Ms. Cranford is well acquainted with the RIF Tool and what is required for it to continue being a DoD asset; she is responsible for writing and implementing the DoD Reduction-In-Force Tool. As lead on the project that moved AutoRIF into DCPDS, Ms. Cranford recreated all the functionality and added some enhancements into DCPDS, and later was the lead in ensuring that all the requirements of the National Defense Authorization Act of 2016 were met, which substantially changed the RIF provisions to focus primarily on employee performance

Ms. Cranford explains that the first phase of the transition is underway to migrate the current DCPDS RIF Tool to a stand-alone platform. "This requires extensive testing to ensure the current RIF functionality remains the same. Once DCHRMS is configured, the second phase will require additional testing to ensure the data required to conduct a RIF has been mapped to the correct data elements within DCHRMS."

During each stage of the transition, it is Ms. Cranford's role to ensure that the RIF Tool performs properly. Conducting her assessment in the testing environment, Ms. Cranford examines every aspect of the RIF Tool to confirm that it is operating correctly, and all functionality has transferred successfully. "When I find an issue, my job is similar to the investigative process of proving the problem exists and being a part of finding a solution and fixing it," said Ms. Cranford. *(Continued on page 3)*

DCHRMS: Performance Management Automation Comes with New Bells and Whistles

When DCHRMS deploys across the Department of Defense, a new and improved automated tool for performance management will come along with it. While the policy and program structure will not change, the way managers and employees access and document their performance electronically will. Think iPhone versus rotary phone – the goal being intuitive and user friendly.

For the better part of a year, our focus has been providing enhanced Performance Management automation, ultimately, for more than 900,000 employees across the enterprise. Using an agile approach to gathering requirements, automation development and integration, the Defense Performance Management and Appraisal Program (DPMAP) will be the first performance management program to transition to the new automation through a phased approach. The current DPMAP automated platform (MyPerformance) will be sunset after all DPMAP employees transition into DCHRMS providing end-users a new set of functions and features.

In the spirit of the iPhone, some of the most noticeable changes will include more images and icons making the experience far more engaging and intuitive. Users can look forward to simple entry points and the ability to easily navigate to employee centric content (e.g., ratings, education, etc.). Also, the migration to DCHRMS means everyone will use one system instead of logging into disparate networks.

An additional advantage of the DCHRMS Performance Management automation is that employees are viewed as a whole, meaning that employees' records follow them throughout their DoD civilian career. Employees will find more self-service options along with updated automation to alleviate the reliance on the help desk for many integral functions.

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Brenda Nicholson
Program Analyst

Spotlight

Brenda Nicholson Focused on Making the Civilian HR System Better

When Brenda Nicholson transitioned from the Air Force as a civilian to DCPAS two weeks ago, she had one thing in mind. "How can I help DoD make the civilian HR system better so that it is easier for our community?"

As a member of the DCHRMS Working Group, Ms. Nicholson represented the Air Force as the functional project lead working with DoD, Defense Manpower Data Center, and the supporting contractor teams. She contributed functional and technical expertise as one of the Air Force Tiger Team members for DCHRMS implementation. This work required significant interface with HR core requirements, business rules, and edits; end-to-end testing; fit-gap analysis; data analysis; and workforce training. Ms. Nicholson also has expertise in multiple HR functional areas, including Local Nationals, Demonstration Projects, and Intel.

In her new role as a program analyst with DCPAS, Ms. Nicholson joins the DCHRMS working group focused on validating the foundation of the cloud-based system in preparation for the Initial Operational Capability. "I will be working with the team to make sure that when we are ready, the customer can accomplish User Acceptance Testing to validate the foundational baseline," explained Ms. Nicholson.

With nearly 30 years of experience, Ms. Nicholson considers herself a millennial because of her penchant for technology, fueling her enthusiasm for her role with DCHRMS. "I like automation. What excites me about DCHRMS is the minimal screens for HR; and the ability to put a lot of self-service back into the employees' and managers' hands so they don't have to rely on HR for everything." Of course, all documents must be manager-approved. *(Continued on page 4)*

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A DCHRMS Tester with a Keen Eye Focused on the RIF Tool

Will the RIF Tool look and work differently? "While users will see changes in all of the screens and the functionality surrounding some of the data elements used to process the RIF will change, the overall basic functionality will not change," said Ms. Cranford. Since overall functionality is not changing, it is anticipated that minimal training will be needed to acclimate users to the new platform.

A resident of San Antonio, Texas, Ms. Kathleen A. Cranford joined the DCPAS/Enterprise Solutions & Integration team in September 2007, as a Human Resources Specialist (Information Systems). Her focus is on systems requirements and testing enterprise systems including writing business requirements and performing functional testing for DoD HR information systems, specifically DCPDS and DCHRMS. Prior to joining DCPAS, Ms. Cranford worked for the Department of the Air Force as a Human Resource Specialist in charge of the RIF Section, conducting reductions-in-force for Air Force installations worldwide, as well as filing positions and serving on a training team. Ms. Cranford has over 42 years of experience in the Federal Civilian Service which includes the Department of Treasury and working overseas for the Air Force Nonappropriated Fund Personnel Office.

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DCHRMS: Performance Management Automation Comes with New Bells and Whistles

Robust reporting features are another bonus incorporated into DCHRMS. "The HR community will love the reporting functionality," said Melissa Rubenstein, Associate Director, Training and Policy, Labor and Employee Relations. Ms. Rubenstein added "new capabilities will eventually include dashboard capability for managers and HR professionals; reporting that tracks where employees are in the performance management cycle; and real-time data, notifications, and alerts for in-grade increases and probationary periods."





While the tool is under construction, working groups continue to refine requirements in the virtual environment brought on by COVID-19. "Regular phone calls with the Component Performance Management community of practice ensures their involvement in the development of this enterprise capability," said Ms. Rubenstein.

Stay tuned as we'll have more on change management activities related to performance management in an upcoming newsletter.

Implementation Update

Following the agile approach, scrum teams are focused on building the DCHRMS foundation concurrently with configuration activities specific to Defense Finance Accounting Service (DFAS). These scrum teams are identified below along with their area of expertise. Every member of the team works together to complete the sprint, conducts a review of the work done, and progresses to the next sprint.

Teams Aligned to Conference Room Pilot 1 Objectives

Delivery Team	DCPAS/DMDC Product SMEs	Component Product SMEs	High-Level Functionality Scope (Scope for Reference)
HR Personnel Management 	* Jennifer Tijerina, DCPAS Catherine Patzak, DCPAS Robin Roberts, DCPAS Kathy Cranford, DCPAS Brenda Nicholson, DCPAS	Michelle Phillips, DFAS Vicki Nassif, DFAS Jackelin Alamo, DLA Michaela Charoo, DLA Scot Robbins, DLA Carol Griffin, DLA William Sykes, WHS Gracie Crossin, WHS	<ul style="list-style-type: none"> • Manage Person • Manage Work Relationship <ul style="list-style-type: none"> – Recruit-to-Fill & USAS Status Codes – Add pending worker, hire, re-hire – Termination • Manage Employment <ul style="list-style-type: none"> – NOAs including Cancel/Correct • Business Rules, Alerts, ICPs • Elements
HR Pay/ Compensation 	* Lesley Castillo, DMDC Robin Roberts, DCPAS Brenda Nicholson, DCPAS	Michelle Phillips, DFAS Scott Harding, DFAS Scot Robbins, DLA Carol Griffin, DLA Jackelin Alamo, DLA Michaela Charoo, DLA William Sykes, WHS Gracie Crossin, WHS	<ul style="list-style-type: none"> • Manage Compensation • Change Salary • Manage Salary <ul style="list-style-type: none"> – Pay Calculations – Pay Plans • Mass Pay Table Updates • Mass Pay Updates • Business Rules, Alerts
HR Setup 	* Leah Sells, DMDC Jennifer Tijerina, DCPAS Jackie Bell, DMDC Brenda Nicholson, DCPAS	Curtis Savoy, DFAS Shawn Moore, DFAS Jackie Alamo, DLA Michaela Charoo, DLA Carol Griffin, DLA Scot Robbins, DLA William Sykes, WHS Gracie Crossin, WHS	<ul style="list-style-type: none"> • AOR • Secure Roles/Permission • Workflow • Manage Work Structures • Common Configurations (e.g., lookups)
Data Conversion 	* Jackie Bell, DMDC * Brenda Nicholson, DCPAS Cindy Beeson, DCPAS Drew Prueett, DMDC * Denotes Primary Product SME	Curtis Savoy, DFAS Scott Harding, DFAS Jackelin Alamo, DLA William Sykes, WHS Gracie Crossin, WHS	<ul style="list-style-type: none"> • Updates for changes to Jobs/Positions/Assignments/etc. • Elements • Vacant Positions for Open Recruit-to-Fills • External employees • Mock Migrations

An updated DCHRMS development schedule will be available in the next issue of this newsletter.

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Spotlight | Brenda Nicholson Focused on Making the Civilian HR System Better

Considering that DoD is focused on attracting more millennial talent to its workforce, DCPAS is moving in the right direction with the implementation of DCHRMS, Ms. Nicholson believes. “For millennials, within their personal lives, they are digital natives,” she added. “They do not want to have to ask someone for an appointment. They want to hit a button, and they want results.”

COVID-19 impact

Before the COVID-19 pandemic, Ms. Nicholson traveled extensively across the country interacting with different teams. She continues the same agile work schedule working from her home office. “As our world changes, we adapt,” said Ms. Nicholson.

“Telework opens up a whole new world for us. I have learned that we can still get work done in a virtual environment– even at a faster pace. There is also the flexibility that comes with it – being nearby to check on my family. Flexibility certainly drives satisfaction in the workplace. I am excited about where DoD is going. We are moving in the right direction.”

A native of Marion, Texas, Brenda is enjoying life on an 11-acre property surrounded by family and farm animals. She has two adult children and one five-year-old grandson, “who is the apple of my eye.” She is enrolled at the University of Phoenix, pursuing a Bachelor of Science degree in Management. She will graduate in July 2021.

DCHRMS Testing

Testing is a critical requirement throughout DCHRMS implementation. Before deployment, multiple testing events will take place. Over the next several weeks, the testing team will work hands-on – in a 100 percent virtual environment – ensuring proper system configuration. Formal virtual testing events, referred to as Conference Room Pilots (CRPs), will validate system changes and business processes to ensure that DCHRMS complies with federal statutes and DoD requirements.

The first CRP, scheduled for the June/July timeframe, focuses on verifying baseline system requirements for data field placement and formatting, explained Ryan Sunukjian, DCHRMS testing lead.

As a major milestone in the test plan, the DCHRMS team has identified content required to achieve Initial Operational Capability, along with the deployment decision criteria used to determine deployment of DCHRMS. The following graphic explains the deployment decision criteria's key performance parameters:

Deployment Decision Criteria

There are several key performance parameters that must be met for a Go decision:

- The core HR process groups must be configured to meet DoD's requirements and must be tested
- DCHRMS must have the following:
 - Secure roles and permissions
 - Successful data migration from DCPDS
 - All critical interfaces
 - All required forms (SF-52, SF-50, and equivalents)
 - Critical business rules
 - Time-to-hire metrics (and migration of open recruit/fill RPAs)
 - Suspense actions
 - Ability to share data with Components for their downstream systems
- All Oracle critical gaps must be resolved or acceptably mitigated
- Acceptable mitigation of Category 1 and Category 2 defects



Communications

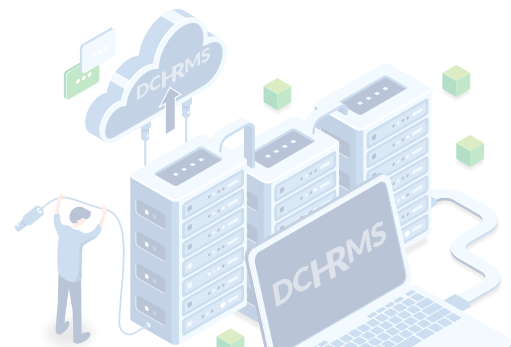
The New DCHRMS Webpage is Live!

Visit the [DCHRMS website](https://www.dcpas.osd.mil) for all things DCHRMS. You will find the DCHRMS Newsletter, a fact sheet, and many other resources to keep you in the loop on DCHRMS progress.



Next Steps

- Conference Room Pilots currently scheduled for July 2020
- The next edition of the DCHRMS Newsletter publishes July 2020



The final testing phase will culminate with User Acceptance Testing before DFAS deploys. After DFAS, additional CRPs will take place along with the steps discussed above before deploying DCHRMS to DLA/WHs and the Services. The length of each CRP is based on the scope and complexity of the associated scrums. The [DCHRMS Test Plan](#) was updated to include an appendix on Conference Room Pilot procedures.

For more information, visit:
<https://www.dcpas.osd.mil/OD/DCHRMS>

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