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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Mr. Daniel J. Hester

SUBJECT: Defense Civilian Human Resources Management System Newsletter, January 2022

AUDIENCE: Appropriated and Nonappropriated Fund Employees

ACTION: Disseminate to Department of Defense Human Resources (HR) Practitioners

BACKGROUND/INTENT: Attached is the December 2021 edition of the Defense Civilian Human Resources Management System (DCHRMS) newsletter. In this edition we highlight the program maturity update, program increment 10 and 11 updates and key dates, DCHRMS user acceptance testing preparation efforts, DCHRMS training workshop update, post-holiday message, and what's coming.

Our continued goal is to keep you informed of the latest DCHRMS developments. Your support continues to be essential to the success of DCHRMS as we deploy core HR capabilities for the Department.

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Attachment:
As stated

DCHRMS NEWSLETTER

Defense Civilian Human Resource Management System

Volume 2 Edition 6 December 2021



Mr. Daniel Hester, SES
Director, Defense Civilian
Personnel Advisory Service

A Message from the Director

Hope everyone had very Happy Holidays, and welcome to the latest edition of our DCHRMS newsletter!! We are at the beginning of the new calendar year and we have accomplished so many great things during calendar year 2021. We have made tremendous progress in incorporating HR core and performance management functionality. With the support of our partners, we have successfully pushed through program increments 1 through 11 and we are in the midst of program increment 12. During the year, we also continued to work through several major critical gaps by ensuring that the system contains the requisite Nature of Actions (134) and ensured that CPDF edits and business rules were incorporated to support accurate records processing. Remarkably, we the community, were able to accomplish all of this great progress under less than ideal circumstances as it was all executed during the pandemic in a 100% virtual environment.

Although there have been so much great progress, we continue to be laser focused on our next major objectives which are; preparing for and executing the User Acceptance Test (UAT) managing the final phase of PI 12, delivering the Training Workshop and executing DFAS IOC. As we work towards these near term major objectives, we will also be focused on configuring and refining critical capabilities such as mass processes, reports, and interfaces. Through continued engagement and partnership with Defense Manpower Data Center (DMDC), Leidos, Baker Tilly, and Oracle we will be pushing to ensure remaining key functional capabilities are configured for DCHRMS DFAS IOC.

Calendar year 2021 has truly been a momentous year! I continued to be impressed by this fantastic team of professionals! They literally worked through the holidays to ensure that we have a functional system that we can test and deploy for IOC.

Happy New Year, and thank you for continued support!

Daniel Hester
Director, Defense Civilian
Personnel Advisory Service

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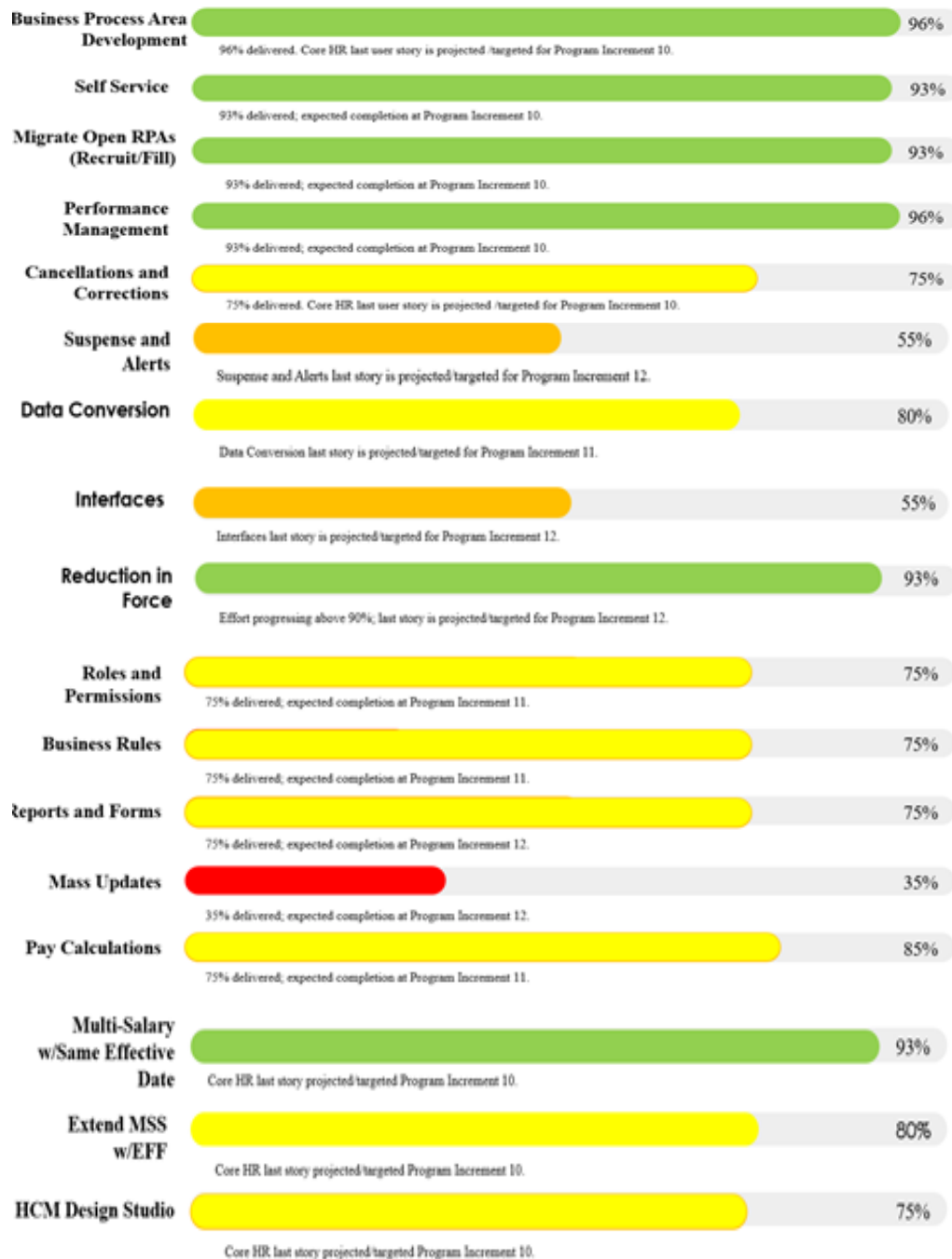
Message from the Director

- Program Maturity Update
- Program Increment (PIs) 10 and 11 Updates
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Program Maturity Update:

The Program Maturity Model highlights the progress made to date in each of our DCHRMS streams of work. This maturity model measures progress as we move towards deployment. To date, approximately 96% of the business process areas have been developed in Program Increments (PI) 1-11. In future newsletters you will see the progress as we move towards 100 percent in each area.

Program Maturity | Health Summary



Program Increment (PIs) 10 and 11 Update:

As we prepare to welcome the year 2022, we want to bring everyone up to speed on where we are with the program as we continue making progress and working towards a successful deployment of the Defense Finance Accounting Service (DFAS) Initial Operating Capability (IOC). With the completion of PIs 10 and 11, we have moved into the final phase with PI 12 prior to executing User Acceptance Testing (UAT) and delivering the Training Workshop. During this phase, we will continue developing and configuring critical capabilities such as mass processes, reports, and interfaces. We will also continue leveraging our collaborative partnership with Defense Manpower Data Center, Leidos, Baker Tilly, and Oracle to ensure the remaining key functional capabilities on the critical path are mitigated or configured for DCHRMS DFAS IOC. Those efforts require various levels of communication and collaboration from all parties to keep the focused attention and help ensure we all work towards success. From our perspective, we want to reiterate our commitment to delivering an enterprise baseline with the right capabilities to have a successful deployment for DFAS and the Department.

For PI 10, we have completed and incorporated the remaining critical capabilities including Manager and Employee Self-Service prior to freezing the HR Core baseline. For PI 11, we started concentrating our efforts towards completing additional critical capabilities such as mass processes, reports and interfaces. The list of additional features are provided below.

PI-10 – Completed: Nov 2, 2021 HR/PM Baseline Freeze Oct 5, 2021

HR

- Manager and Employee Self-Service

Mass Actions

- Mass Realignments (selection criteria)
- Mass Awards

Suspense

- Completion of Probationary Period
- NOA 893 – Within Grade Increase (WGI)

Reports

- Retirement Data Feed
- Cancellations and Corrections Compliance Report
- × RECON Organization Data Mismatch Report (DMDC identified as no longer required)

Interfaces

- PAYREV – 3MC, 3MD, 3ME, 1RZ
- DCPDS Retirement
- ACQ-DEMO

CPDF Edits

- OPM CPDF Edits

Oracle Releases

- Conduct all configurations related to applicable content provided in Oracle releases through 21C that align to the IOC schedule and freeze dates

Training Material

- 4 Job Aids

PI-11 – Oct 20 - Dec 14, 2021

Mass Actions

- Mass Realignments (upload workflow – moved from PI-10 to address added rules)
- Mass Change in Data Element (moved from PI-10 due to requirements delay)
- DOD Acq Demo Bonus Payout
- DOD Acq Mass Salary Payout
- Mass Position Data Update

Program Increment (PIs) 10 and 11 Update Continued:

Suspense

- FEGLI Date Eligibility Expires (moved from PI-10 due to requirements change)
- FEHB Date Eligibility Expires

Reports

- Incorporate HCM HR configuration updates to previously delivered Non-Interface reports (moved from PI-12)

Interfaces

- PAYREV – REP, 1MY, 1MC, 1MF, 1MH, 5ED (split effort across PI-10 and PI-11)
- ATRRS
- Provide for continued USA Staffing inbound interface processing for migrated Open Recruit to Fill actions

Business Rules

- Pay affecting Business Rules (BRs) driven by legislative directives

Data Conversion

- Process to migrate 5-years of pay table data (starting with 2018) (moved from PI-9 to align with Mock execution)

Training Material

- 4 User Guides (moved from PI-10 due to delayed feedback and added User Story)
- 4 Videos (moved from PI-10 due to re-recording request to increase resolution)

Program Increment (PI) Key Dates:

Below are key dates for delivering planned features.

Program Increment (PI)	Iteration	Iteration User Stories MUST be complete and aligned	Iteration Start	Iteration End
12	44	30-Nov-21	1-Dec-21	28-Dec-21
	45	14-Dec-21	15-Dec-21	11-Jan-22
	46	28-Dec-21	29-Dec-21	25-Jan-22

DCHRMS User Acceptance Testing (UAT) Preparation Efforts Update:

- UAT will occur virtually from January 26, 2022, through February 15, 2022, and have virtual testers providing additional support. During UAT, DCHRMS teams, along with additional DOD support, will test end-to-end processes within the application and continue to resolve and re-test defects found during this testing period. This will ensure that the system is ready to be deployed for DFAS in the spring of 2022. The DCHRMS testing team has begun identifying DOD participants who have a background in DOD HR practices and an understanding of DCHRMS functionality who can assist with testing during UAT. The strategy to create a battery of accounts for each tester for use during the UAT event with the proper permissions to execute all testing scenarios has been a part of UAT preparation. In addition, a schedule was established with a focus on testing different action types during each day of UAT across the different work streams, such as HR Core, Performance Management, Reports and Mass Processes. Prior to initiating the UAT event, a list of entry criteria items have been identified that are necessary for these different work streams. These entry criteria items are DCHRMS capabilities and planning items that need to be in-place or completed in order to determine if DCHRMS is ready for end-to-end testing at UAT. Additionally, work is ongoing to prepare testing resources for testers to reference throughout UAT such as test procedures, a validation workbook, and training guides that have been developed. Over the next few weeks as we continue to prepare for UAT in the winter of 2022 as well as during UAT execution, it will continue to be critical to receive the support from the DoD components as the DCHRMS program moves to this phase of the project.

DCHRMS Training Workshop Update:

Training on DCHRMS is important for many reasons. Financially, DCHRMS training will help the Department realize its return on investment. From a customer standpoint, the competence of HR Practitioners and their ability to use DCHRMS affects how they are able to serve their customers. Additionally, training is crucial for efficiency and productivity.

As previously mentioned, DCPAS will conduct a 5-day DCHRMS Training Workshop. This virtual workshop is tentatively scheduled for the week of 10-14 January 2022. Predominantly, this training will prepare DCHRMS trainers on how to deliver New Equipment Training (NET) which will include educational components around business process, available training materials, and talking points to be used in facilitating various training.

In general, NET accomplishes the transfer of knowledge on the operation and maintenance associated with the implementation of new, or improved equipment from the developer and integrator, to the testers, trainers, and end-users.

Before getting into business process, end-users must fundamentally know how to use DCHRMS, NET will provide essential skills such as how to navigate the homepage, the meaning of icons, the function of workflow and where HR Professionals must go to retrieve their work.

NET focuses on enterprise-level DCHRMS operation. This is the basis for a standard way of managing human capital within the Department. Subsequently, this allows the components to take the NET and tailor it to their specific business processes and Standard Operating Procedures, while still maintaining integrity of enterprise training.

The overall end goal is to educate the DCHRMS trainers on system functionality, have an increased knowledge of DCHRMS, and be confident and prepared for end-user training. Furthermore, our goal through this training is to bring all of the change management pieces together as we deploy and implement DOD's game changing, state-of-the-art HR information system.

DCHRMS Team: Post-Holiday Message to HR Community

We hope you and your families had a holiday season filled with love, hope and joy. No matter what you had planned, we hope that you were able to spend time with your loved ones and celebrated all your accomplishments to the fullest.

Your hard work and dedication is truly appreciated! For this new year, we wish you nothing but the best and hope that you continue keeping a positive outlook. We definitely look forward to continue working with all of you towards a successful DFAS IOC and much more! Again, we wish you all a happy and healthy New Year 2022! Cheers!

Thank you for your commitment and for being such an important part of this team – The DCHRMS Family!

What's Coming:

PI 12 – Iteration 44-46, November 30, 2021 - January 25, 2022

DCHRMS Full Baseline Freeze, January 25, 2022

UAT- January 26- February 15, 2022

