



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Defense Civilian Human Resources Management System Newsletter, November 2020

AUDIENCE: Nonappropriated Fund and Appropriated Fund Employees

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

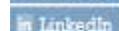
BACKGROUND/INTENT: Attached is the November 2020 edition of the Defense Civilian Human Resources Management System (DCHRMS) Newsletter. In this edition, we explain the current state of DCHRMS, including the Product Backlog Working Group (WG), DCHRMS implementation with the Defense Finance and Accounting Service, and DCHRMS Performance Management testing.

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Attachment:
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DCHRMS NEWSLETTER

Defense Civilian Human Resource Management System

Volume 1 Edition 5 November 2020



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

A Message from the Director

Hello everyone! Welcome to our November issue of the DCHRMS newsletter. In it, you'll get a good sense of the progress we're making with DCHRMS in incorporating HR core and performance management functionality. And as always, we wouldn't be where we're at with this project without the legions of subject matter experts from the Services and Components who are helping us. Thank you!

I want to share with you something from the top Personnel leader in DoD. Secretary Donovan, the Under Secretary of Defense for Personnel and Readiness (USD P&R), came out with the P&R 2030 Strategy in early October. It's called "Preserving Our Competitive Advantage", and it focuses on the HR community's role in support of the DoD mission. The Department cannot continue to be the premier military in the world without the support of its 900K civilian employees – we're one-third of DoD's organic workforce. We each have a role in preserving our competitive advantage.

Secretary Donovan laid out a vision for the enterprise – "*Enabled by Data Dominance, a strategically ready, globally relevant, flexibly sustainable Department of Defense*". And there are five goals:

- **Data Dominant P&R Enterprise:** Per Secretary Donovan, this is the most important goal and it focuses on a digitally savvy workforce, leveraging data for decision-making, and interconnected business processes that allow for the flow of information for rapid analytics within the P&R enterprise
- **Real-time & Predictive Readiness Acumen:** Enabling real-time assessments of readiness to provide insights to Department and Service leadership through fused, authoritative data sources
- **Educated, Trained and Prepared for the Global Environment:** This goal focuses on the development of relevant education and training for the Total Force to sustain our competitive advantage around the globe
- **A Resilient & Adaptive Total Force:** Ensuring and providing a safe and inclusive work environment
- **Talent Management to Fit the Times:** Attracting, retaining and dynamically managing a technological workforce to meet the National Defense Strategy. It emphasizes retention issues like industrial age personnel management processes and how we need to implement innovative strategies in the battle for talent.

For those of you at the Worldwide who saw what we're doing with respect to the DoD's Human Capital Operating Plan (HCOP), you may recall that it has three overarching goals – Deliver Talent, Maximize Employee Performance and Transform HR. The P&R goals actually represent these, just in the opposite order. So P&R Goals 1 and 2 equate to Transform HR while P&R Goals 3 and 4 comprise Maximize Employee Performance. And, of course, P&R Goal 5 is Deliver Talent.

We are working with the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, DASD (CPP), to identify objectives and metrics in support of these overarching goals. We will also collaborate with civilian HR leaders in the Civilian Personnel Policy Council as we update the HCOP for FY22-FY23. But make no mistake, whether it's launching DCHRMS or building analytic dashboards in Advana or streamlining direct hire authorities or assessing our alternative personnel systems across the Department, the Civilian HR community is in alignment with the newly released P&R Strategy, but we have more to do. Please take the opportunity to read...you can find it [here](#).

The DCPAS team and I wish you a safe and Happy Thanksgiving!



Ms. Michelle LoweSolis
Human Resources Functional
Community Manager

In this Issue

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Spotlight

Product Backlog Working Group Elite Working Group contributes to DCHRMS Development for Initial Operating Capability

*“The sense of obligation to continue is present in all of us. A duty to strive is the duty of us all. I felt a call to that duty.”
-Abraham Lincoln*

When the Defense Civilian Personnel Advisory Service (DCPAS) reached out to DoD Components and Fourth Estate Agencies for assistance with grooming the user stories in the product backlog (PBL) for Conference Room Pilots (CRPs) 4 and 5, they did not hesitate to answer ‘the call to duty.’ As a result, a group of human resources (HR) subject matter experts (SMEs) from across the Department is currently helping to build the user story backlog for the Defense Finance Accounting Service (DFAS) Initial Operating Capability (IOC).

While keeping up with their day-to-day responsibilities, this elite PBL Working Group (WG) led by DCPAS Program Integrators, Ms. Kimberly Marshall and Ms. Brenda Nicholson, is currently meeting for three hours daily to write user stories and acceptance criteria for capabilities identified for DFAS IOC, including business rules (BR) messages and fixes and enhancements for Oracle Releases.

“Every component is working diligently to create accurate and complete user stories by reviewing actions that flow through DCPDS, verifying each field, reviewing code sheets and ensuring that they align with the Guide to Processing Personnel Actions (GPPA). Every detail is important, making sure every action including those that flow behind the scenes that the HR Specialists do not always think of is a very important part of this process.” explained Ms. Sally C. Haught, HR Specialist, National Guard Bureau (NG).

Overall, this group plays a key role in maintaining suitable product backlog levels and sustaining the operational pace of the project by also ensuring that there is an appropriate number of prioritized user stories on the backlog list. They ensure user stories are ready for discussions among the Scrum Teams. “Prior to the PBL WG, we were trying to write stories, define, and align them at the same time and we couldn’t keep up. With the PBL WG, we are better positioned because of our planning sessions and we are able to estimate how many stories are needed for each iteration. The PBL WG also assists us by getting faster answers when we have questions about stories or when we need additional stories for a specific topic,” said Ms. Jennifer Tijerina, HR Specialist (Information Systems), DCPAS.

To date, the PBL WG has developed over 350 user stories and uploaded them to the system that tracks the system agile development, the JIRA Tool. Once the product backlog is complete, the plan is to start developing Component unique user stories and additional enterprise DoD requirements in preparation for future Full Operational Capability (FOC) deployment. DCPAS certainly appreciates and celebrates all their efforts!

Components	DCHRMS Product backlog (PBL) Working Group Members
DCPAS, Leads	Kimberly Marshall, Brenda Nicholson
Army	Cecilia Winkles, Sabrina Pohlman
Army NAF	Lauren M. Sanders, Sevara Reinhold
Air Force	Brittany Burnett, Sheila E. Whitten, Patricia S. Moore, Grace Pedroza
Air Force NAF	Ada M. Booker, Patricia A. Galindo
DON	Joanna E. Novak, Erin Buholz
DLA	Scot G. Robbins, Pamela J. Lott, Sheri L. Cornute
NG	Sally C. Haught

DCHRMS Implementation: DFAS Continues ‘Kicking the Tires’

This fall, the focus of Defense Civilian Human Resources Management System (DCHRMS) progress has been aligning system configurations to meet the requirements for Defense Finance Accounting Service (DFAS) deployment, while also establishing baseline functionality for other DoD Components to ensure the application is suitable for their civilian populations.

Major efforts have included the DFAS team developing and aligning user stories that outline necessary system functionality and then performing integration testing or ‘kicking the tires’ as system configurations are delivered for each iteration. This led to Conference Room Pilot (CRP) 3 product demonstrations conducted the week of October 21 – 23, 2020. These demonstrations were conducted virtually via MS Teams with representatives from each DoD Component. The overall focus of CRP 3 was on the integration of business rules into the ‘Add a Pending Worker’ process, configurations for 1## appointment actions, creating and inputting performance elements into an appraisal, providing feedback from the rating official and higher level reviewer in the appraisal process, and the EHRI dynamics reports, EEOC dynamics report, and the SF-113a report.

These demonstrations provided DoD Component participants with an understanding of the scope of the increment 3 work that has been done within DCHRMS. They showed the progress that has been made within DCHRMS functionality since the CRP 2 product demonstrations. Additionally, the demonstrations showcased to the component testers the functionality that they will be validating during the subsequent component validation period. During the CRP demonstrations, attendees worked with the scrum leads to identify proposed future user stories, submit defects based on the functionality presented to them, and uncover action items for further discussion.



DCHRMS Performance Management is Off and Testing

“To be effective and yield results for your business, performance management must be a year-round process with no end.”
-Teala Wilson, Senior Consultant, Saba Software

The highly anticipated Defense Civilian Human Resources Management System (DCHRMS) Performance Management component integration testing event has begun. While the component testers are learning how to navigate the DCHRMS Performance Management environment, they are also reviewing the documentation foundation; performance plan, progress review, and performance appraisal.

Meanwhile, Defense Finance Accounting Service (DFAS), Defense Logistics Agency (DLA), and Washington Headquarters Services (WHS) continue working towards Conference Room Pilot (CRP) 4 and onward to the Initial Operating Capability (IOC). The Delivery team is aligning and validating user stories such as the out-of-cycle appraisals, narrative statements, trusted agent function, and the approvals workflow.

The Defense Performance Management and Appraisal Program (DPMAP) is the first performance management program to transition into DCHRMS. “Components should stay tuned, as we begin discussion to transition Defense Civilian Intelligence Personnel System (DCIPS) to DCHRMS,” said Amber Tucker, HR Specialist (Performance Management), DCPAS.

Next Steps:

Increment 4 development, Conference Room Pilot (CRP) 4 Product Demonstrations (December 16-18)

Currently the DCHRMS scrum teams are meeting regularly to define and align the user stories that will encompass increment 4 of the project. The major areas of focus for increment 4 are person processes, NOA 1## rehire actions, and NOA 5## conversion actions from the HR functional team as well as continuing to refine the performance management module. The table below lists the targeted 5## NOAs for increment 4.

NOA Code	NOA Description
500	Conversion to Career Appointment. (Conv to Career Appt)
501	Conversion to Career-Conditional Appointment. (Conv to Career-Cond Appt)
507	Conversion to Emergency Appointment. (Conv to Emergency Appt)
508	Conversion to Term Appointment Not-to-exceed (date). (Conv to Term Appt NTE (date))
515	Conversion to Appointment Not-to-exceed (date). (Conv to Appt NTE (date))
520	Conversion to Overseas Limited Appointment. (Conv to O/S Ltd Appt)
522	Conversion to Overseas Limited Appointment Not-to-exceed (date). (Conv to O/S Ltd Appt NTE (date))
524	Conversion to Appointment-Status Quo. (Conv to Appt-Status Quo)
540	Conversion to Reinstatement-Career. (Conv to Reins-Career)
541	Conversion to Reinstatement-Career-Conditional. (Conv to Reins-Career-Cond)
542	Conversion to Senior Executive Service Career Appointment. (Conv to SES Career Appt)
543	Conversion to Reinstatement-Senior Executive Service Career. (Conv to Reins-SES Career)
546	Conversion to Senior Executive Service Noncareer Appointment. (Conv to SES Noncareer Appt)
548	Conversion to Senior Executive Service Noncareer Appointment. (Conv to SES Noncareer Appt)
549	Conversion to Senior Executive Service Limited Emergency Appointment Not-to-exceed (date) (Conv to SES Ltd Emergency Appt NTE (date))
570	Conversion to Excepted Appointment. (Conv to Exc Appt)
571	Conversion to Excepted Appointment Not-to-exceed (date). (Conv to Exc Appt NTE (date))
590	Conversion to Provisional Appointment Not-to-exceed (date). (Conv to Provisional Appt NTE (date))
500	Conversion to Career Appointment. (Conv to Career Appt)
501	Conversion to Career-Conditional Appointment. (Conv to Career-Cond Appt)
507	Conversion to Emergency Appointment. (Conv to Emergency Appt)
508	Conversion to Term Appointment Not-to-exceed (date). (Conv to Term Appt NTE (date))

*The table above reflects only a portion of the NOAs targeted for implementation in CRP 4, which is scheduled from 16-18 December.