DCHRMS

Defense Civilian Human Resources Management System (DCHRMS) Test Plan

Spring 2020

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1.0 PURPOSE AND BACKGROUND

The DoD IT Reform Management Team identified Oracle's Cloud Human Capital Management (HCM) product as the Software as a Service (SaaS) solution intended to replace the Defense Civilian Personnel Data System (DCPDS) as the next-generation DoD civilian personnel system. In order to ensure compliance with the myriad laws and regulations that govern DoD civilian personnel, configuration of the core Oracle tool began in the fall of 2018. The Defense Civilian Human Resources Management System (DCHRMS) is HCM configured based on requirements gathered in multiple working groups, data calls, and consultations with subject matter experts.

DCHRMS is expected to establish a single employee record for all DoD civilian personnel and provide the core capabilities needed for civilian personnel management while leveraging the cost benefits of SaaS and the operational benefits of a cloud environment. Because of the configuration needed to incorporate Federal laws and policies into the HCM environment and the significant impact that deploying an incomplete product could have on the DoD, this plan establishes criteria for thorough testing to be conducted before system acceptance.

1.1 Plan Overview and Scope

This plan establishes a framework for how and when DCHRMS Testing will be conducted, identifies the processes that should be tested, and establishes the responsibilities of the testing working group. The scope of testing is focused on the usability and functionality listed in the Baseline Capabilities List found in Appendix A.

1.2 Objective

1.2.1 Primary Objective

Testing is conducted to ensure that the system satisfies the needs of the business as specified in the functional requirements and meets the capabilities from the DCHRMS Task Orders.

1.2.2 Secondary Objective

To identify and expose defects and associated risks, communicate all known issues to the project team, and ensure that as many issues as possible are addressed in an appropriate manner prior to implementation.

2.0 ROLES AND RESPONSIBILITIES

Keys to a successful test process involve open channels of communication, detailed documentation, and clearly defined roles and responsibilities. Each team member must function in a group setting as well as work independently for extended periods of time. Testing is largely a collaborative process and test results must be analyzed from different perspectives and by team members with various levels of expertise to ensure success.

2.1 Testing Working Group

The testing work group is led by the DCPAS, Enterprise and Solutions Integration (ESI) directorate and includes members of each Component who possess a thorough knowledge of the current HR

transactional system (DCPDS), as well as the design decisions for DCHRMS. These team members are responsible for understanding the DCHRMS requirements and building corresponding test scenarios to ensure all requirements are evaluated. Members must be detail-oriented and diligent in collecting proper documentation to support the test results. The testing working group will participate in recurring meetings prior to each test event to ensure all test scenarios are developed and the testing environment is prepared. Both the testing execution lead and testing resolution lead for each component will be a part of the testing working group. The testing working group members are the primary testers for each test event.

All team members (identified in Appendix B) will be presented with an overview of the test process and what their specific role in testing is for each test event.

2.2 Testing Working Group Facilitator (ESI)

The testing work group facilitator is responsible for reporting on the status of DCHRMS testing to all stakeholders on a regular basis. The facilitator assigns test scenarios to Testing WG members for both creation and execution, and serves as the primary contact point throughout the test cycle.

2.3 Governance Test Review Board (GTRB)

A board with representatives from each DoD Component, DMDC, DCPAS, and integration contractor support. The board validates defect severity, provides further clarification on defects, and identifies mitigation plans for defects. This board is limited to one vote per Component when a decision is needed on behalf of the DoD.

2.4 User Acceptance Testing (UAT)

For UAT, each Component will provide additional testers in addition to the members of the Testing Working Group. The need for additional UAT testers is to ensure there are enough resources to test each area and function of DCHRMS and to test through the perspective of new users. Each component tester who participates in UAT will be assigned system capabilities to test by their Component testing execution lead. Each tester needs to thoroughly test that capability and properly document system defects or errors that are discovered. Prior to UAT each tester will attend a DCHRMS training course to understand how the system functions.

2.4.1 UAT Testing Execution Lead

During User Acceptance Testing, each Component will assign an execution lead who will focus on DCHRMS functionality and test scenarios assigned to the component and work with the component testers to make sure the component executes all assigned testing and track the pass/ fail status and associated defects of each scenario.

2.4.2 UAT Testing Resolution Lead

During User Acceptance Testing, each Component will assign a resolution lead who should be the component representative on the GTRB. This lead needs to be aware of the tickets submitted by testers within their component and should be able to speak on behalf of them at the GTRB meetings. As tickets are resolved they will be responsible for the completion of ticket re-testing and validation of the implemented resolution.

2.5 System Integrator

The system integrator provides release notes of system changes and demonstration of those system changes in advance of each test event. They also conduct planning to define the items that will be delivered that will need to be subsequently tested.

2.6 DoD Civilian HRM Systems Technical Board

The technical board is chaired by the Director, Enterprise Systems and Integration (DCPAS), vice chaired by the Director, Civilian Personnel Division (DMDC), and is comprised of DoD leaders (GS 15 and above) from each DoD Component assigned to provide unified direction and leadership to effectively and efficiently manage and operate the Department's Civilian HRM Systems Portfolio. Members of this board execute actions in support of DCHRMS deployment and provide recommendations for DCHRMS system development, testing strategy, deployment, and execution of all sustainment activities. This body reviews critical issues and makes technical recommendations to the Decision Authority Governance Board and CPPC.

2.7 Civilian Personnel Policy Council (CPPC)

The CPPC is comprised of DoD HRM Executive Leadership from the Service Departments and 4th Estate Components. They provide strategic functional guidance, civilian HR expertise, and Component feedback in support of the DCHRMS system development, test strategy, deployment, and execution of all sustainment activities.

2.8 Decision Authority Governance Board (DAGB)

The Decision Authority Governance Board (DAGB) is comprised of DCHRMS Executive Leadership which includes the Deputy Director of DHRA, Director of DCPAS, Director of DMDC, and the CMO's CIO for Defense Business Systems who serve as the adjudicative authority for DCHRMS system configuration, testing strategy, and deployment, activities. The DAGB adjudicates issues and elevates final decision authority to the Oversight Board as needed.

2.9 DCHRMS Functional Oversight Board

The Oversight Board makes final decisions regarding DCHRMS system implementation, testing strategy, and execution of all sustainment activities. The Oversight Board is chaired by the Deputy Assistant Secretary of Defense, Civilian Personnel Policy and Director of the Defense Human Resources Activity and is comprised of members of the CPPC and DSAG. The Oversight Board makes all fiduciary decisions regarding DCHRMS deployment and sustainment activities. In addition, the Oversight Board will make a recommendation to the USD (P&R) on a deployment decision, i.e. Go/ No Go, based on results of testing and other readiness indicators.

3.0 TEST METHODOLOGY

Testing will occur over multiple iterative events prior to DCHRMS deployment. Testing began with prototype testing in June 2019, and there are multiple pre-deployment test events scheduled to occur prior to DCHRMS deployment. Beginning in the summer of 2020 these pre-deployment test events are referred to as Conference Room Pilots (CRP); additional information about the CRP process is located in Appendix G. Testing will then culminate with User Acceptance Testing (UAT).

Testing will be carried out primarily by the end users (i.e. Component Subject Matter Experts) who will execute the DCHRMS test scenarios referenced in section 3.4.2. As the schedule allows, users should also perform additional tests not detailed in the plan that are within the scope of the project. Testing progress will be tracked based on the percentage of executed test scenarios, the resolution of Category I and Category II defects (see section 3.5.2), and other relevant testing activities.

Users will report issues and defects identified during testing to the DCHRMS testing working group for documentation and escalation as they are identified. These incidents will be described, prioritized, and tracked by using screen captures, descriptions, and steps necessary for the system integrator to reproduce the defect. Information on defect prioritization can be found in section 3.5.2.

3.1 Testing Activities

Core Testing activities and deliverables are defined below:

- *Identify Testing Working Group* –SMEs who will take part in testing and testing related activities leading up to DCHRMS deployment. This includes identifying the testing execution and testing resolution lead for each component. Members of this working group are identified in Appendix B.
- *Develop Test Scenarios* – Test plans to make sure functionality of the application is working as expected. Each test scenario will tie back to a Baseline Capability identified in Appendix A or an existing Jira ticket, and measure actual results against expected results. When scenarios are executed, testers will document the criteria used to complete the scenario and give a pass/fail outcome. For UAT, test plans ensure that end-to-end functionality of the application is working.
    - For each scenario, testing criteria needs to include impacted communities, pay plans, locations, servicing Components, pay schedules (i.e. frequency), and other variables associated with the capability
- *Test Scenario Review* – Review by the Testing WG prior to each test event.
- *Conference Room Pilot* - DCHRMS event consisting of system demonstrations and hands-on testing with participation from the DoD components to verify the scope of the previous scrum has been delivered
- *DCHRMS Environment Validation* – Validation of connectivity and appropriate record sets in the test environment for each end user participating in testing.
- *Test Scenario Execution* - Completion of all test scenarios by DoD testers.
- *Defect Tracking* – Defects will be entered and tracked via email and inputted into Jira by the system integrator. Each entry will include detailed information about each defect (i.e. user role, screen, system capability, description of issue, data element (if applicable), severity, test

scenario). During meetings of the Governance Test Review Board, defect severity will be evaluated.

3.2 Test Schedule and Cycle

There will be a test event for each Conference Room Pilot (CRP) that is a part of the pre-deployment task order(s) leading up to the deployment of DCHRMS. These CRPs will incorporate changes to the system including quarterly Oracle releases, additional system configurations, and resolution of defects. The table below provides the test events that are scheduled to occur prior to DFAS deployment:

Event	Event Dates
CRP 1	6/29 – 7/5 (tentative – may need to be adjusted to avoid holiday overlap)
CRP(s) 2 – n*	TBD
UAT Tester Training	TBD
User Acceptance Testing (UAT) – DFAS Deployment	TBD

*The number of CRPs needed is being determined.

After DCHRMS is deployed for DFAS, there will be additional CRPs in preparation for the deployment of the other DoD components.

The main objective of the CRP test events is to ensure system changes leading up to UAT are implemented and functioning correctly. Each CRP test event allows the DoD to validate that system changes delivered during each of the scrums meet the DoD's requirements. The scrum delivery teams will define the scope and functionality included for validation during each CRP. The scrum delivery teams are listed in Appendix H.

3.3 Test Principles

In order to succeed, preparation for testing and the testing itself will be conducted while adhering to the following principles:

- Testing will be focused on meeting key performance parameters and functional requirements
- There will be common, consistent procedures for all teams supporting testing activities
- Testing processes will be well defined, yet flexible, with the ability to change as needed
- Testing environment and data will emulate the production environment
- Testing will be a repeatable, quantifiable, and measurable activity

3.4 Pre-Test Activities

Prior to each test event, the system integrator provides the system configuration release notes that outline the changes that have been made to the system since the previous test event. The release

notes will guide the development of test scenarios to address the new system configurations. The participants of the test events include DCPAS, DMDC, and the DoD Components. Each Component shall provide at least two of the participants who have prior experience with DCHRMS and have been involved in previous testing and/or design workshops. A third participant may be a part of the Component's training team and attending to determine the best methods to develop DCHRMS training materials; their participation may depend on the content delivered.

Prior to each test event, the system integrator needs to provide the DoD with the process areas/ baseline capability that the new configurations address, updated test cases that correlate with each new configuration, release notes, a system walk-through/ demo of the new configurations, and other materials to assist the testers. The duration and location of each test event will be determined prior to the event commences but may need to be adjusted.

Prior to each test event, DoD Components will be assigned areas for testing (i.e. Nature of Action codes, work structure capabilities, manager self-service), test scenarios that they will be responsible for testing, and if necessary, items for re-testing. This ensures that DCHRMS is comprehensively tested during each test event. Testing criteria will be identified and test scenarios created by the Testing WG before test execution begins. Prior to each test event, new DoD test participants should be trained on DCHRMS to gain an understanding and familiarity with the system.

3.4.1 Test Environment

Applicable IP addresses and URLs will be provided to the Testing WG and all workstations should be configured appropriately for access to the test environment. Each test participant will be provided access to all applications within the defined scope of testing. The tester will log in and validate the correct menus, permissions, and general access are available.

Access to test data is a vital component in conducting a comprehensive test of the system. All testing participants will require usage of test accounts and other pertinent test data which should be provided by the system integrator. Test environment will include data for appropriated fund, non-appropriated fund, local nationals, country or location specific, acquisition demo, lab demo, DCIPS, and other unique personnel systems. All user roles should fully emulate production. Completion of an access request form may be required in order to create test accounts.

3.4.2 Test Scenarios

Test scenarios provide a high-level description of the functionality to be tested and may include a detailed script for testers to follow. Each test scenario contains the following: baseline capability or Jira ticket being tested, test description, business rules (if applicable), tester, user role , action to be performed, test data to be utilized, expected results, error descriptions (if applicable), pass/fail results, date tested, screenshots (if applicable for replication) and any additional comments from the tester. Each test scenario will reference a specific functional requirement from the Baseline Capability List (Appendix A) or an existing Jira ticket, and each individual test scenario for that capability will be given a Pass/Fail score. Appendix F displays an example of a Test Scenario.

The testing Execution Leads will identify the test scenarios for the Baseline Capabilities and Jira tickets assigned to testers, and testers will identify the impacted employee records and/or positions that need to be tested for each scenario. Test scenarios will address records for appropriated fund,

non-appropriated fund, local nationals, country or location specific, acquisition demo, lab demo, DCIPS, and other unique personnel systems.

3.5 Test Activities

Members of the Testing WG and other identified SMEs will perform testing following the process outlined below and document pass/fail results for each scenario. Each DoD Component will need to track the pass/fail status of each test scenario and the associated tickets. Throughout the test event, progress will be periodically monitored. If an existing ticket exists for an item being tested, the tester will provide feedback that the ticket was re-tested along with the pass/fail status. Tickets submitted during each test event due to system defects need to be resolved by the system integrator and re-tested within the test event window. Any failures or defects discovered during testing will be raised as per severity guidelines along with steps detailing how to simulate the result (as well as accompanying screenshots if appropriate).

Testing determines if the system baseline capabilities have been delivered, or for each test event, such as a CRP, if the specified content determined has been delivered. Another major objective of testing is to identify and resolve all regulatory and critical gaps, to include the category I defects, and most category II defects. It is expected that some work-arounds will need to be identified and incorporated, however previously incorporated work-arounds should be removed as updated system configurations are implemented. System performance related to process efficiency and overall usability will be evaluated throughout testing.

During each test event the Governance Test Review Board (GTRB) will convene to review new defects that have been identified, assign a severity level (CAT I, II, III, IV) to the defects, and evaluate the mitigation strategy of each defect.

Each test event will aim to accomplish the following goals:

1. Validate system changes meet the DoD's requirements
2. Identify defects and gaps in DCHRMS
3. Resolve defects – primary focus on CAT I and II defects
4. Re-test and validate each defect is resolved – including all CAT I and II defects

3.5.1 Validation and Defect Management

It is necessary that collectively DoD testers execute all test scenarios. However testers should also do additional testing if they identify a possible gap in the test scenarios. If a gap is identified, the corresponding test scenarios will be updated to test the gap.

The defects will be submitted via email and logged into Jira by the system integrator. During test events, the system integrator will provide daily reports on submitted defects for discussion with the Governance Test Review Board (GTRB). The GTRB is a body consisting of a representative from each DoD Component, DCPAS, DMDC, and the system integrator. This body monitors the progress of testing and review defects, and if needed finalizes defect prioritization. The system integrator will work to create fixes to identified defects during the testing cycle when possible, and will notify end users when a submitted defect is fixed for re-testing by that user.

It is the responsibility of the tester to report the defects, link them to the corresponding test scenario, assign an initial severity, retest after the defect is fixed, and confirm the defect is closed; it is the responsibility of the Testing WG facilitator to review the severity of the defects and coordinate with the system integrator on the fix and its implementation, communicate with testers when the test can continue, request the tester retest, and modify status as the defect progresses through the cycle; it is the responsibility of the system integrator to review defects, ask for details if necessary, fix the defect, and communicate to the GTRB when the fix is complete and implemented.

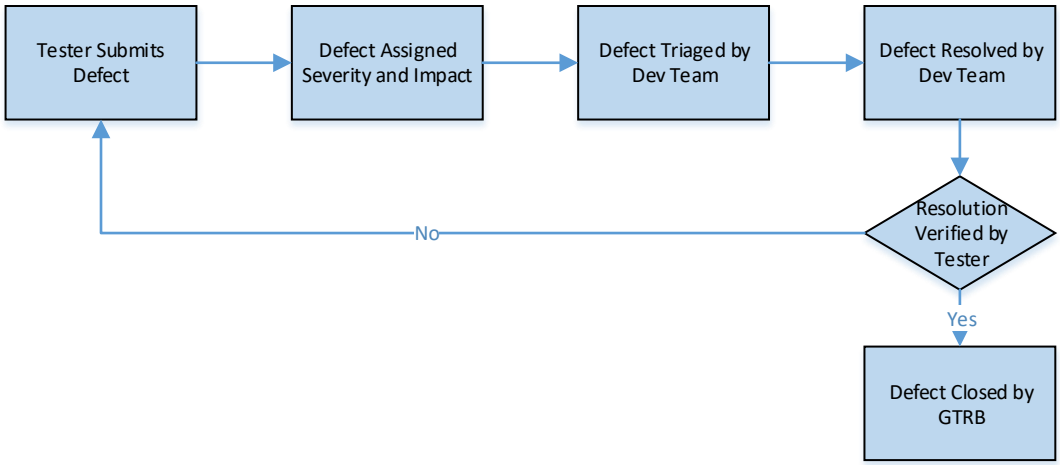
3.5.2 Defect Prioritization

The Testing WG facilitator and the GTRB will function as a liaison between the Testing working group/ Component testers and the system integrator on matters of prioritizing and classifying defects. Defects found during testing can be assigned one of four levels of severity and one of three levels of impact. A total score for each defect will be determined by multiplying the Severity score and the Impact score:

Severity	Definition	Point Value
CAT-I	▪ Critical Severity: Failure to meet approved design decision/ requirement: No workaround	4
CAT-II	▪ High Severity: Failure to meet approved design decision/ requirement: Workaround identified but adds increased workload or increases risk	3
CAT-III	▪ Moderate: Failure to meet approved design decision/ requirement: Workaround has minimal impact	2
CAT - IV	▪ Low Severity: Non-critical design decision / requirement.	1
Impact	**Definition**	**Point Value**
Impact-1	▪ System: Affects all Components and communities in DCHRMS	6
Impact-2	▪ Group: Affects a specific Component (e.g., Army, AF, Navy) or effects a specific community (e.g. NAF, LN, Demo, SES)	5
Impact-3	▪ User: Affects a specific individual	4

Defect Lifecycle

Defects must be clearly captured and escalated to ensure prompt resolution by the system integrator. Each defect submitted by testers will be assigned a severity level by the tester, assigned an impact level by the system integrator, resolved by the system integrator, and re-tested prior to closure. The following is a snapshot of the standard defect lifecycle:



3.6 Post-Test Activities

Following the completion of the test event, the GTRB will continue to meet bi-weekly to address items in the defect backlog. As defects in the backlog are resolved, the tester who submitted the ticket must re-test to validate the defect was resolved. Some issues found during testing may require configuration changes; if the DoD determines a configuration change is necessary, the issue must be re-tested after the configuration change is implemented.

The DoD components may also need to continue to test during the interim time periods between test events and continue to submit tickets as defects are discovered. As new defects are identified they will also be addressed during the GTRB meetings. This continuous testing and meeting of the GTRB allows the DoD to constantly address issues in the defect backlog and make the necessary fixes to DCHRMS leading up to deployment.

[TBD – how section 3.6 relates to the CRPs]

4.0 USER ACCEPTANCE TESTING (UAT)

Prior to UAT, using the Baseline Capability List found in Appendix A, each DoD Component will be assigned a list of system capabilities that they will be responsible for testing and tracking the results of testing. This will ensure that each capability is thoroughly tested and no area of the system is overlooked. Each system capability will be tested using various criteria, such as pay plans, locations, business units, and organizations. The Component testing lead(s) will work with the other Component testing representatives to identify the criteria for each capability they are assigned.

Since some capabilities have different processes based on the user community (i.e. non-appropriated or National Guard) and since there will be approximately 10 testers per Component participating in UAT, Component testers may need to work with testers from other Components.

The main objective of UAT is to assess if system functionality meets the requirements set forth by the DoD and to ultimately make a determination on the functional readiness of DCHMRS. At the conclusion of UAT, the DoD will determine if the viable product requirements in Appendix C have been delivered, and if the system is ready for deployment. A recommendation for deployment will be provided by the GTRB through governance to the Functional Oversight Board.

Each DoD Component will provide up to 10 testers to participate in UAT. Prior to the beginning of UAT, each tester will need to attend a DCHRMS training course. This course is scheduled to occur in April 2020. In addition, the records available in the UAT environment must reflect every type of existing record in DCPDS.

APPENDIX A: BASELINE CAPABILITY LIST

This table will need to be updated if new DCHRMS Task Orders incorporate additional baseline capabilities. For the items listed below complete functionality includes, but is not limited to, associated business rules, incorporation into the correction and cancellation process, individual compensation plans, and the ability to execute mass updates.

Process Area	Appendix A - Baseline Capability
Manage Work Structures by HR	> Manage Enterprise > Manage Legal Entities > Manage Business Units > Manage Departments > Manage Work Locations > Manage Jobs > Manage Job Families > Manage Grades > Manage Grade Rates > Manage Positions > Manage Organization Trees > Manage Divisions
Manage Person by HR	> Change Name > Change Address > Change Email and Phone > Change Marital Status > Manage Biographical Info > Manage National Identifiers > Manage Disabilities > Upload Documents (Up to 5 distinct documents) > Manage Emergency Contacts > Manage Talent Profile
Manage Employment by HR	> Transfer > Promotion > Position Change > Legal Entity Transfer > Manager Change > Manage Direct Reports > Location Change > Working Hours Change > Mass Updates > Suspend Assignment > Temporary Assignment > Grade Step Progression > Probation Periods > Demotion > End Assignment > Global Transfer Out of Country > Global Temporary Assignment > Manage Areas of Responsibility

Process Area	Appendix A - Baseline Capability
Manage Work Relationship by HR	> Hire > Termination > Rehire > Adding a Non worker > Add a Pending Worker
Manage Compensation by HR	> Change Salary > Mass Salary Updates > Manage Payroll Elements
Manage Payroll by HR	> Manage Payroll Relationship (e.g., Payroll Period)
Manager and Employee Self Service	> Manager Self Service > Transfer, Promotion, Location Change, Working Hours Change, Position Change, Termination, Manage Salary and View Compensation History > Employee Self Service > Change Name, Change Address, Change Email & Phone, Change Marital Status, Manage Biographical Info, Manage National Identifiers, Manage Disabilities, Employment Verification

DCHRMS Baseline Capabilities includes functioning and accurate system interfaces with the interface partners listed in Appendix D.

APPENDIX B: TESTING WORKING GROUP MEMBERS

Name	Component	Project Role	E-mail
Ryan Sunukjian	DCPAS	Facilitator	ryan.j.sunukjian.civ@mail.mil
Eric Gregory	DCPAS		eric.l.gregory6.civ@mail.mil
Jeanette Deschamps	DCPAS/ DCHRMS Project Lead	Primary	jeanette.m.deschamps.civ@mail.mil
Cindy Beeson	DCPAS/ DCHRMS Project Co-Lead	Primary	cindy.s.beeson.civ@mail.mil
Mike Pridemore	DoN	Primary	michael.pridemore@navy.mil
Janet Hernandez	DoN		janet.hernandez@navy.mil
Jaqueline Boyle	DoN		jacqueline.boyle@navy.mil
Patricia Galindo	AF NAF	Primary	patricia.galindo@us.af.mil
Shalanda Sims	AF NAF		shalanda.sims.1@us.af.mil
Ada Booker	AF NAF		ada.booker@us.af.mil
Kimberly Marshall	NG	Primary	kimberly.a.marshall.civ@mail.mil
Kevin Tucker	NG		kevin.m.tucker10.civ@mail.mil
Susan Edwards	AF	Primary	susan.edwards.5@us.af.mil
Brenda Nicholson	AF		brenda.nicholson.2@us.af.mil
Sheila Whitten	AF		sheila.whitten@us.af.mil
Maria Mills	AF		maria.mills@us.af.mil
Patricia Moore	AF		patricia.moore.3@us.af.mil
Curtis Savoy	DFAS	Primary	curtis.m.savoy2.civ@mail.mil
Scott Harding	DFAS		scott.r.harding4.civ@mail.mil
Cecilia Winkles	Army	Primary	Cecilia.k.winkles.civ@mail.mil
Alisa Klein	Army		alisa.m.klein.civ@mail.mil
Delino Mayes	Army		delino.mayes.civ@mail.mil
Eloisa Ogaz	Army		eloisa.ogaz.civ@mail.mil
Lauren Sanders	Army NAF	Primary	lauren.m.sanders13.naf@mail.mil
Shawn Kubas	Army NAF		shawn.t.kubas.naf@mail.mil
Jackie Alamo	DLA	Primary	Jackelin.Alamo@dla.mil
Michaela Charoo	DLA		michaela.charoo@dla.mil
Scot Robbins	DLA		scot.robbins@dla.mil
Carol Griffin	DLA		carol.griffin@dla.mil

Name	Component	Project Role	E-mail
William Sykes	WHS	Primary	william.a.sykes5.civ@mail.mil
Gracie Crossin	WHS		gracie.m.crossin.civ@mail.mil
Jennifer Tijerina	DMDC		jennifer.r.tijerina2.civ@mail.mil
Leah Sells	DMDC		ramona.l.sells.civ@mail.mil
Andrew Pruett	DMDC		andrew.j.pruett2.civ@mail.mil
Catherine Patzak	DMDC		catherine.patzak2.civ@mail.mil
Adrienne Courtney	DCPAS		adrienne.e.courtney2.civ@mail.mil
Erica Moore	DCPAS		erica.n.moore8.civ@mail.mil
Nakia Algoo	DCPAS		nakia.n.algoo.civ@mail.mil
Iris Nelson	DCPAS		iris.m.nelson.civ@mail.mil
Megan Maciejewski	DCPAS		megan.e.maciejewski.civ@mail.mil
Margaret Bankston	DCPAS		margaret.h.bankston.civ@mail.mil

Each Component member designated as the primary will participate in the Governance Test Review Board (GTRB) meetings.

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		

APPENDIX C-1: DCHRMS DEPLOYMENT DECISION CRITERIA FOR DFAS

DCHRMS Deployment Decision Criteria for DFAS

Within the new deployment plan, the Defense Finance and Accounting Service (DFAS) and its customers has been identified as the lead component. DFAS was chosen as the initial service primarily due to the need to partner on pay and limited complexity in terms of HR program requirements. DFAS does not service employees that are covered by the Non-appropriated Fund (NAF), Local National (LN), Science Technology Research Laboratories (STRL)/Demonstration Project HR programs.

In order to provide DFAS a functional product, DCPAS has identified the content relative to the Initial Operational Capability (IOC). Specifically, DCPAS has identified the deployment decision criteria that must be used to develop and configure DCHRMS. These criteria must be applied to Appropriated Fund (APF) records excluding NAF, LN and STRL populations.

The following deployment decision criteria must be in place for DFAS IOC:

Decision Criteria 1: **Process Areas:** The following HR core process groups must be configured to meet DFAS requirements and be fully tested before the initial deployment. Additionally, these process areas must include complete functionality (end-to-end processes and system design (look and feel), but not limited to associated business rules, to include the correction and cancellation process, individual compensation plans, the ability to execute mass update And suspense processes.

Process Area	Baseline Capability
Manage Work Structures by HR	> Manage Enterprise > Manage Legal Entities > Manage Business Units > Manage Departments > Manage Work Locations > Manage Jobs > Manage Job Families > Manage Grades > Manage Grade Rates > Manage Positions > Manage Organization Trees > Manage Divisions

Process Area	Baseline Capability
Manage Person by HR	> Change Name > Change Address > Change Email and Phone > Change Marital Status > Manage Biographical Info > Manage National Identifiers > Manage Disabilities > Upload Documents (Up to 5 distinct documents) > Manage Emergency Contacts > Manage Talent Profile
Manage Employment by HR	> Transfer > Promotion > Position Change > Legal Entity Transfer > Manager Change > Manage Direct Reports > Location Change > Working Hours Change > Mass Updates > Suspend Assignment > Temporary Assignment > Grade Step Progression > Probation Periods > Demotion > End Assignment > Global Transfer Out of Country > Global Temporary Assignment > Manage Areas of Responsibility
Manage Work Relationship by HR	> Hire > Termination > Rehire > Adding a Non worker > Add a Pending Worker
Manage Compensation by HR	> Change Salary > Mass Salary Updates > Manage Payroll Elements
Manage Payroll by HR	> Manage Payroll Relationship (e.g., Payroll Period)

Process Area	Baseline Capability
Manager and Employee Self Service	> Manager Self Service > Transfer, Promotion, Location Change, Working Hours Change, Position Change, Termination, Manage Salary and View Compensation History > Employee Self Service > Change Name, Change Address, Change Email & Phone, Change Marital Status, Manage Biographical Info, Manage National Identifiers, Manage Disabilities, Employment Verification

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

- Secure Roles and Permissions- DCHRMS must provide DFAS the capability to secure data views by User, Department, Organization Structure, Component, Unit and 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%. (DFAS will need to validate accuracy (check and compare) of their records prior to going 'Live')
- System Interfaces- The following interfaces must be fully implemented and tested from within and/or outside to provide accurate and timely data for DFAS IOC.

Interface Name	Interface Partner	Description
DAI	DAI	Provides employee data to the Defense Agencies Initiative (DAI) for use in time and attendance records and other business decision making purposes.
DCPS- PAY500	DFAS	Payroll feed from regional actions to DCPS
DCPS- PAYPAD	DFAS	Payroll application data summarizing employee data to-date maintained on DCPS. Includes Address data feed
DCPS- PAYREC	DFAS	Payroll reconciliation feed to regions from DCPS
DCPS- PAYREJ	DFAS	Reject notification on transactions received by DCPS from DCPDS, for which payroll could not process
DCPS- PAYREV	DFAS	Reverse payroll feed to DCPDS containing data such as non- pay hours updates
DCPS- PAY STATUS	DFAS	Interface to provide the status of each transaction after daily DCPS interface process
DCPDS- Retirement Data	DFAS	Retirement Data feed from regional actions to DCPS
DMDC Daily Dynamic- APPR	DMDC	Appropriated Fund (APPR) interface to DMDC Data Acquisition; data used by DMDC DA for delivery of DEERS for CAC
DMDC Workforce Report	DMDC	For APPR, DoD must submit, on a daily basis, workforce transaction records to manage civilian personnel information for language skills, information assurance (IA), and consent to be contacted and share information status information. For NAF, DoD must

Interface Name	Interface Partner	Description
		submit, on a daily basis, workforce transaction records to manage civilian personnel information for language skills, information assurance (IA), and consent to be contacted and share information status information.
eOPF	OPM	Provides SF-50, Employee and Position Data as well as NAF Form 3434 data to OPM
ICUC	DMDC	Injury Compensation/Unemployment Compensation Interface. File sent from DCPDS for all APPR personnel.
IVRS	Air Force	Interactive Voice Recognition System (IVRS) - An interface sent to numerous regions for use in self-service type modules
USA Staffing Inbound/Outbound Web Service	OPM	Provides SF 52 and Position related data on all fill/recruit actions to USA Staffing (OPM).

Interface Name	Interface Partner	Description
ACQ-DEMO	ALTESS	DoD Acquisition demographics data interface. Data to update unique systems' acquisition demographic data for employees
ASARS	DMDC	Provides data to the Automated Stopper and Referral System (ASARS) in support of the Priority Placement Program
ATRRS	Army	The Army Training Requirements and Resources Systems (ATRRS) provides mass updates concerning employee training history Note: DFAS services USFMCOM and they need it for their training records.
DMHRSi	DHA	DCPDS HR data feed to Defense Medical HR – Internet (DMHRSi) database on medical personnel with records in DCPDS. Note: DFAS has a small population in the medical series.
EDIPI	DMDC	Electronic data interchange personal identifier.
DISS Inbound	DMDC	DISS updates to DCPDS
DISS Outbound	DMDC	Outbound Organization file from DCPDS to DISS.

Interface Name	Interface Partner	Description
ORG		
DISS Outbound PID	DMDC	Outbound file from DCPDS to DISS of Personal Identification Data (PID) – person, position, assignment.
DISS Outbound Reflow and SSN	DMDC	Reflow of record information when the original flow failed for whatever reason
PIDS	DMDC	Update of all changed EDIPI value
WHS FMS LMS (two interfaces: inbound and outbound)	WHS	Provides Training information to meet the training needs of the civilian workforce within DoD includes both inbound and outbound interfaces
FMTS (Inbound/Outbound)	DMDC	Forth Estate Manpower Tracking System

- Data Sharing- DCHRMS must present DFAS the 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).
- Business Rules- All business rules that are pay or compensation impacting must be implemented before initial deployment. Note: There is a requirement to maintain accuracy of the data (not to exceed 3% error rate) submitted to the Office of Personnel Management (OPM) associated with the Central Personnel Data File Edits (CPDFs).
- Forms/Reports: The following reports must be fully implemented and tested before initial deployment. Note: DFAS needs the capability within DCHRMS to generate forms that are necessary for documentation of system transactions for their serviced communities.

Report Name	Report Category	Task Order
Pay500 Format Report	Pay500 Report	PDIII TO /Future TO
USA Staffing Event Codes (USASEVENTCODES	USA Staffing Report	PDIII TO /Future TO
Payroll Rejected Action (PAYNEW)	Payroll Reject Report	PDIII TO /Future TO

Non-Pay Hours Received From Payroll (XNPHR2)	Pay Reverse Interface Report	PDIII TO /Future TO
Non-Pay Hours Reject (XNPHRR)	Pay Reverse Interface Report	PDIII TO /Future TO
RECON Organization Data Mismatch Report	Payroll Reconciliation Interface Report	PDIII TO /Future TO
PAY500 (Screen 1)	Interface Screen	PDIII TO /Future TO
PAY500 (Screen 2)	Interface Screen	PDIII TO /Future TO
FMTS (DoD Manpower Information)	Interface Screen	PDIII TO /Future TO
Retirement Data Feed	Interface Screen	PDIII TO /Future TO
Pay Status (Interface Screen)	Interface Screen	PDIII TO /Future TO
Payroll Reject (Interface Screen)	Interface Screen	PDIII TO /Future TO
eOPF Status	Interface Screen	PDIII TO /Future TO
Initial SF50	Form	Original TO
Initial SF52	Form	Original TO
Notification of Personnel Action – DEMO SF50	Form	Additional Reports
Notification of Personnel Action - AD Faculty Employees	Form	Additional Reports
DD 2906 (Civilian Performance Plan, Progress Review and Appraisal)	Form	PDII
SF 75 **(**Request for Preliminary Employment Data)	Form	PDIII TO /Future TO
SF-113a (Civilian Employment Report)	Report	PDIII TO /Future TO
Correction SF02 (Correction of Personnel Action)	Report	PDIII TO /Future TO
DMDC Monthly Status File	Report	PDIII TO /Future TO
Mandatory Retirement Date Letter (XRETLT)	Report	PDIII TO /Future TO
EHRI – Status	Report	PDIII TO /Future TO
Mandatory Retirement Date Expired (XRETEX)	Report	PDIII TO /Future TO

EHRI – Dynamics	Report	PDIII TO /Future TO
EHRI Organizational Component Translation Report	Report	PDIII TO /Future TO
EHRI - Training Report	Report	PDIII TO /Future TO
Location Occupancy Report	Report	PDIII TO /Future TO
EEOC Status Report	Report	PDIII TO /Future TO
EEOC Dynamics Report	Report	PDIII TO /Future TO
Pay Regeneration Activity Report (CIVPRGEN)	Report	PDIII TO /Future TO
Batch Print Notification of Personnel Action (GHRSF50)	Batch Report	Additional Reports
Batch Print Notification of Personnel Action –DEMO SF 50	Batch Report	Additional Reports
Batch Print Notification of Personnel Action – AD Faculty Employee (BATCH_NPA_AD)	Batch Report	Additional Reports

- Pay Plans- The following pay plans are associated with DFAS population and must be fully implemented and tested before initial deployment.

Pay Plan Code	Pay Plan Name
AD	Administratively Determined
ED	Expert (5 U.S.C. 3109)
EE	Expert (Other)
ES	Senior Executive Service
GG	Grades Similar to General
GL	GS employees in grades 3 through 10 paid a law enforcement officer special base rate under Section 403
GM	Employees covered by Perf Mgmt & Recog Sys (PMRS) Termination Provisions

GS	General Schedule
NH	Business Management and Technical Management Professional (DOD Acquisition Workforce)
NJ	Technical Management Support (DOD Acquisition Workforce)
NK	Administration Support (DOD Acquisition Workforce)
SL	Senior Level Positions
ST	Scientific and professional (5 U S C 3104)
WB	Wage Positions under the Federal Wage System not otherwise designated
WG	Nonsupervisory pay schedules--Federal Wage System
WL	Leader pay schedules--Federal Wage System

Decision Criteria 3: All identified critical capability gaps listed below must be resolved/mitigated before the initial deployment.

- Mass Updates - The following mass processes have been identified as a priority for DFAS and must be fully implemented/tested before initial deployment.

Mass Process Name	Synopsis	Frequency
*AD Mass Salary Process	Mass Process generates NOA 894 RPA/NPA and updates the salary data for AD employees	Annual
*Custom Mass Realignment	This process performs the following: 1. Generates NOA 790 2. Moves employees from one organization to another 3. Updates data fields in position such as Org Structure ID, POA, PAS/UIC etc. 4. Pay500 is generated	Frequent
*DoD Acq Demo Bonus Payout	This process performs the following: 1. An Award will be generated with NOA 886 - displays LAC Z2W (w/Z2W2 description) 2. Award type 9L 3. Pay500 is generated	Annual

*DoD Acq Mass Salary Payout	1. DLEI is updated only if it is in the format. 2. The 894 general adjustments are processed first. The increase amount must be included in the format in remark code 9Q3. 3. The 891 performance increase is processed second. The increase amount must be included in the format in remark code 9Q4. 4. An award will be generated from the 891: a. Award type PD b. Award agency will be populated from the Position information c. Award amount will be generated from the performance increase amount 5. The 885 will be produced from the 891 when the amount is included in the format for remark code 9Q5. 6. The 885 will generate an award entry a. Award Type 1M b. The award amount will generate from remark 9Q5 7. In processing 894 and 891, if the record is on retained pay but the new salary falls within the min/max range, then the transaction will terminate Retained Pay and be placed in PRD 0.	Annual
*Mass Awards	Mass process generates NOA 840 and Federal Award element in the person record. Pay500 is generated.	Frequent
*Mass Cancellations	This process performs mass cancellation to the mass processes for the ones that the Mass action type is available in the Target Mass Action Process drop-down	Frequent
*Mass Salary	Mass process generates NOA 894 and updates the salary information in the person record. Pay500 is created.	Frequent
Mass Appraisals	This process updates the Appraisal SIT in the person record for APPR records	Frequent
Mass Billet OUID Process	This process performs mass updates to the Billet OUID Information DDF in the position record	Frequent
Mass Change in Data Element	Mass process generates NOA 800 and updates OCC series, POI, SOID, Bargaining Unit Status and other position data. Pay500 is generated	Frequent
Mass Completed Training	Mass process performs mass updates to the Completed Training information.	Frequent
Mass Position Change w/NOAs NOA 781, 782, 900, 901, 912	Mass process updates changes for Work Schedule, Work Hours, Position Number, Position Title or Position Sensitivity data fields and produces one of these NOAs 781, 782, 900, 901, 912 RPA/NPA. Employee/position data is updated and Pay500 is created.	Frequent

Mass Position Data Update	Mass process updates position data fields for all position types. Produces non-numeric NOAC on the Pay500 (14-129479-DoD)	Frequent
Mass Position Organization Addresses (POAs)	Mass process creates (adds), updates (changes), and deletes position organization addresses.	Frequent
Mass Work Email, Phone Numbers and Address	Mass process updates to Work Email, Phone Numbers and Address in the person record.	Infrequent
Position Hierarchy Maintenance	This process updates the Reporting To in the position record	Frequent
Self Service Hierarchy Conv	This process updates the Reporting To in the position record	Frequent

*Mass Processes identified as 'Priority 1' for DFAS IOC.

- 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.

Decision Criteria 4: All Category one (CAT 1) and 95% of Category two (CAT 2) defects (excluding tickets associated to NAF, LN and STRL populations) found during each testing sprint must be resolved/mitigated before the initial deployment.

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/Alerts/Automatic Future Dated Transactions- DCHRMS must have the ability to process suspense and future dated actions, and generate alerts. All suspense processes, alerts and required future dated actions (excluding NAF, LN and STRL populations) should be configured to include but not limited to WGIs, Change in Tenure, and Return to Duty, Termination of Appointments, FEGLI, TSP and FEHB.
- RIF Tool- Capability to integrate the RIF Tool with DCHRMS.

APPENDIX D: DCHRMS INTERFACES

This list will need to be updated if new DCHRMS Task Orders incorporate additional interfaces.

Interface Name	Interface Partner	Description
AF NAF PAYOUT	Air Force	AF outbound payroll interface from DCPDS to the Air Force Non-appropriated Fund Payroll System (AFSMS) (AFNAF PAYROLL)
AF NAF PAYREV	Air Force	AF inbound payroll interface from Air Force Non-appropriated Fund Payroll System (AFSMS) (AFNAF PAYROLL) to DCPDS.
DAI	DAI	Provides employee data to the Defense Agencies Initiative (DAI) for use in time and attendance records and other business decision making purposes.
DCPS- PAY500	DFAS	Payroll feed from regional actions to DCPS
DCPS- PAYPAD	DFAS	Payroll application data summarizing employee data to-date maintained on DCPS. Includes Address data feed
DCPS- PAYREC	DFAS	Payroll reconciliation feed to regions from DCPS
DCPS- PAYREJ	DFAS	Reject notification on transactions received by DCPS from DCPDS, for which payroll could not process
DCPS- PAYREV	DFAS	Reverse payroll feed to DCPDS containing data such as non-pay hours updates
DCPS- PAY STATUS	DFAS	Interface to provide the status of each transaction after daily DCPS interface process
DCPDS- Retirement Data	DFAS	Retirement Data feed from regional actions to DCPS
DEAMS	DEAMS	Provides employee data to the Defense Enterprise Accounting and Management System (DEAMS) for use in time and attendance records and other business decision making purposes
DMDC Daily Dynamic- APPR	DMDC	Appropriated Fund (APPR) interface to DMDC Data Acquisition; data used by DMDC DA for delivery of DEERS for CAC
DMDC Daily Dynamic- NAF	DMDC	Non-appropriated Fund (NAF) interface to DMDC Data Acquisition; data used by DMDC DA for delivery of DEERS for CAC
DMDC Daily Dynamic- LN	DMDC	Local National (LN) interface to DMDC Data Acquisition; data used by DMDC DA for delivery of DEERS for CAC
DMDC Workforce Report	DMDC	For APPR, DoD must submit, on a daily basis, workforce transaction records to manage civilian personnel information for language skills, information assurance (IA), and consent to be contacted and share information status information. For NAF, DoD must submit, on a daily basis, workforce transaction records to manage civilian personnel

Interface Name	Interface Partner	Description
		information for language skills, information assurance (IA), and consent to be contacted and share information status information.
eOPF	OPM	Provides SF-50, Employee and Position Data as well as NAF Form 3434 data to OPM
ICUC	DMDC	Injury Compensation/Unemployment Compensation Interface. File sent from DCPDS for all APPR personnel.
IVRS	Air Force	Interactive Voice Recognition System (IVRS) - An interface sent to numerous regions for use in self-service type modules
USA Staffing Inbound/Outbound Web Service	OPM	Provides SF 52 and Position related data on all fill/recruit actions to USA Staffing (OPM).

Interface Name	Interface Partner	Description
ACQ-DEMO	ALTESS	DoD Acquisition demographics data interface. Data to update unique systems' acquisition demographic data for employees
AFManpower (MPES)	Air Force	Air Force Manpower Interface – Manpower Programming and Execution System (MPES)
ASARS	DMDC	Provides data to the Automated Stopper and Referral System (ASARS) in support of the Priority Placement Program
ATRRS	Army	The Army Training Requirements and Resources Systems (ATRRS) provides mass updates concerning employee training history
DEAMS	DEAMS	Provides employee data to the Defense Enterprise Accounting and Management System (DEAMS) for use in time and attendance records and other business decision making purposes
DMDC IA CERT	DMDC	Provides Information Assurance (IA) Certification data for Civilian Employees from DMDC
DMHRSi	DHA	DCPDS HR data feed to Defense Medical HR – Internet (DMHRSi) database on medical personnel with records in DCPDS.
EDIPI	DMDC	Electronic data interchange personal identifier.
DISS Inbound	DMDC	DISS updates to DCPDS
DISS Outbound ORG	DMDC	Outbound Organization file from DCPDS to DISS.

Interface Name	Interface Partner	Description
DISS Outbound PID	DMDC	Outbound file from DCPDS to DISS of Personal Identification Data (PID) – person, position, assignment.
DISS Outbound Reflow	DMDC	Reflow of record information when the original flow failed for whatever reason
PIDS	DMDC	Update of all changed EDIPI value
WHS FMS LMS (two interfaces: inbound and outbound)	WHS	Provides Training information to meet the training needs of the civilian workforce within DoD includes both inbound and outbound interfaces
USA Staffing Inbound – including Applicant Data	Enterprise	Creation of a new inbound interface to include the applicant data for new hires. DCPAS is currently working the requirements

APPENDIX E: MASS UPDATES

Below are critical mass updates required for DCHRMS that will allow for multiple records processed in a single transaction.

Mass Process Name	Frequency	Description
Mass Change in Duty Station	INFREQUENT Also applies to LN	Salary Calculations when Locality Pay Area changes as a result of Change in Duty Location
Mass Awards	FREQUENT	The ability to process mass award actions
Mass Appraisal Update	FREQUENT	The ability execute/process mass appraisals updates
Mass Position Change w/NOAs	ANNUAL (Cycle Based)	The ability to update mass position change with NOAs
DCIPS Mass Awards	ANNUAL (JAN)	The ability to execute and process mass award payouts
Mass Realignment	FREQUENT	Movement of employees en masse to new Organization (and all related position fields impacted)
LN Mass Awards	ANNUAL	The ability to process mass award actions for LN
LN Mass Salary	FREQUENT	The ability to update LN payouts in mass for salary adjustments
Mass Cancellations	FREQUENT	Identification of mass Process records where a cancellation action is needed
All Mass Salary payouts and updates	FREQUENT	Pay Rate Determinant/Salary Calculations for all employees. GS, STRLS, Acq Demo etc NAWC Demo Mass Payout Process NRL/ONR Mass Payout NSWC NUWC Demo Merit Payout Premium Pay Limit Indicator SPAWAR APS CONTINUING PAY SSC Atlantic-Pacific Contribution Payout AD Mass Salary Process Aggregate Limit Indicator Mass Conversion to Army Demo Mass Conversion to Acq Demo Mass Process Navy Demo Comp Payout SPAWAR Compatibility Increase SSC Atlantic-Pacific Performance Pay Update

Mass Process Name	Frequency	Description
		SPAWAR APS APPR-Bonus Air Force Demo Salary Payout Army Lab Demo Salary Payout SPAWAR Compatibility Increase SSC Atlantic-Pacific Performance Pay Update SPAWAR APS APPR-Bonus
All DCIPS/DPMAP Performance Payouts	ANNUAL	Performance award Calculations for Acq Demo, STRLS, Normal AF personnel etc
NAF Mass Awards	FREQUENT	The ability to process all mass awards for NAF
Aggregate Limit Indicator	ANNUAL	The ability to process a mass aggregate limit indicator that allows processing bonus, awards, etc with an employee's basic pay within a calendar year
Mass Conversion from GS to Demo community	INFREQUENT	The ability to mass Convert GS to Demo community
Mass Conversion to Acq Demo	INFREQUENT	The ability to mass Convert GS to Acq Demo

APPENDIX F: TEST SCENARIO EXAMPLE

Jira Ticket #:	Sprint # 1 Item - 1269
Update Title:	Enhancements to Document Records
Update Description:	Users can use the faceted search capability to quickly search, sort and filter document records
Requirement/Expectation *(if applicable and if different from description)*	Expected to find DOR button in icon area and through quick search by entering partial or all description
Impact & Recommended Testing *(if applicable)*	Search capability to quickly search, sort, and filter document records.
Tester Name & Component	Sheila Whitten / Air Force
Pre-test set up (i.e., conditions that must exist or steps you must take to stage the record prior to testing for this scenario)	
Description of record(s) to test (e.g., APPR person, NAF position, LN employee)	All record types
Special conditions/state of record(s) to test (e.g., new hire, employee on LWOP):	Records that include documents of records for sort capability
Anything else the tester should do/know before testing:	

Test step	Step Details	Expected result	Actual result	Comments	Pass/Fail (If failed, also specify Jira ticket # submitted)
1	Log on to DCHRMS using HR Generalist log-on	Successful log-on			
2	Navigate to DOR under My Workforce	Successful navigation to My Workspace			
3	Navigate to quick find window to locate DOR Icon	Sucessful execution of search in window			
3a	Search for "document of record"	Sucessful execution of search in window			
3b	Search for "DOR"	Sucessful execution of search in window			
3c	Search for "DOC"	Sucessful execution of search in window			
4	Search for record with existing DORs attached	Locate record with DORs			
4a	Open document	Open document successfully			
4b	Close document	Close document successfully			
5	Check sort capability in DOR area	Successful sort of document types			

APPENDIX G: CONFERENCE ROOM PILOTS

A Conference Room Pilot (CRP) is a DCHRMS event consisting of system demonstrations and hands-on testing with participation from the DoD components to validate the scope of the previous scrum has been delivered. Component participants test that new system configurations align with the requirements of the scrum delivery teams (listed in appendix H). The scrum delivery teams allow for an agile approach to system development and configuration by focusing on the delivery of certain areas within the system at a time. Similar to other testing events, if defects are discovered during CRP testing the tester will submit a defect ticket and assign a severity. Each CRP will operate as an abbreviated test event and follow the same methodology outlined in section 3.0 of this document.

The duration of each CRP will be dictated by the scope and complexity of the associated scrum and may be conducted either in-person or virtually.

The initial Conference Room Pilots will test the system in preparation for DFAS deployment, which will include the capabilities outlined in Appendix C-1. [the exact number of CRPs leading up to DFAS deployment is still being determined as of April 2020 – as additional information about the DFAS deployment roadmap/ timeline is available this section will be updated]

After DFAS deployment occurs, additional CRPs will occur in preparation for deployment for the ensuing DoD Components beginning with DLA [as of April 2020 the complete deployment order of all the DoD components is still being determined]

The following items need to be completed by the scrum teams prior to each CRP in order to conduct CRP preparation and execution:

1. Definition of the scope of the scrum for each scrum delivery team
2. Creation of the user stories that are validated during the testing phase of the CRP
3. Development of acceptance criteria for each user story

CONFERENCE ROOM PILOT 1 *[this section may need to be updated in the time leading up to CRP 1]*:

The first CRP, which will be referenced as CRP 1, focuses on all the foundational data elements that need to be incorporated into DCHRMS. This includes the availability of the data elements, the proper placement of the data elements, the correct format of each data element, and the correct list of values for each data element.

Work to be Done Prior to CRP 1 Beginning:

1. Review and confirm that the Data Dictionary contains the correct data elements for DCRHMS
2. Review and confirm that the Data Dictionary aligns each data element to the appropriate section within the system for that data element to be accessed and edited
3. Review and confirm that the Data Dictionary has the appropriate format for each data element
4. Review and confirm that data elements with a list of values (LOV) has the correct values [TBD what documentation will be used for this step]

Steps 1-4 above are done by either the combined scrum delivery teams or the DCHRMS HR Core Team or the DCHRMS Testing WG (or potentially a combination of all 3)

5. Assign data elements (or portions of the Data Dictionary) to components to be tested and verified during the Hands-On portion of CRP 1
6. Determine how to validate (yes/no) if the data element is available and appropriately placed in DCHRMS (yes/no)
7. Establish how to track hands-on progress
    a. *TBD – Will need to be developed prior to CRP 1 and allow the Testing WG to provide input*
8. Determine process for how to fix any issues that are discovered during the CRP regarding missing data elements or incorrect data elements
    a. *TBD – Will those items be fixed and re-tested by the end of CRP 1? If that is the goal, how does that impact the duration of CRP 1? If they cannot be addressed during the CRP 1 how will they be addressed moving forward without delaying or interrupting the next scrum?*
    b. *TBD - How will it be resolved if a non-DFAS, DLA, or WHS component has an issue with system configuration when it is demoed or during the testing portion? Potentially work through the HR Core team, then elevate to the Tech Board, and then elevate to Governance team*

Conference Room Pilot 1 Details

1. Dates – *TBD – initial tentative dates are 6/29 – 7/5*
2. Duration – *TBD – Morning session of day 1 overview of what was configured/ updated in the system during the scrum leading up to the CRP*

   a. *The schedule still needs to be developed; however anticipating it to include system demos followed by component testing*
3. Location – Virtual
4. Participants – All DoD components
5. Scope – Foundational data elements of DCHRMS, including Job/Position/Assignment designation of data elements that pertain to each level
   a. *TBD: Data Validation – Will a crosswalk need to be done using the data mapping between DCPDS and DCHRMS for each foundational data element?*

CRP 1 Execution (To be Completed by Testing WG/ Component Testers):

1. Use the DCHRMS data dictionary to confirm each data element is available in the system and lines up to the area of the system as prescribed in the Data Dictionary
2. Use the DCHRMS data dictionary to confirm the format of each data element is configured correctly
3. Use the [document to be defined with LOVs] to confirm that each data element that has an associated LOV has the correct values available to select from

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CRP 2-n – Placeholder

[This section will be updated as further details are provided for additional CRPs]

APPENDIX H: DCHRMS SCRUM DELIVERY TEAMS

DCHRMS delivery teams will align with process areas to develop system functionality that is available for testing during the Conference Room Pilot.

The table lists the delivery team and their scope:

Delivery Team	Delivery Team Scope	Team Members
HR Personnel Management	•Manage Person •Manage Work Relationship • Recruit Fill & USAS Status Codes • Add pending worker, hire, re-hire • Termination •Manage Employment • NOAs including Cancel/Correct •Business Rules, Alerts, ICPs •Elements	•* Jennifer Tijerina, DCPAS •Catherine Patzak, DCPAS •Robin Roberts, DCPAS •Kathy Cranford, DCPAS •Michelle Phillips, DFAS •Vicki Nassif, DFAS •Jackelin Alamo, DLA •Michaela Charoo, DLA
HR Pay/Comp	•Manage Compensation •Change Salary •Manage Salary • Pay Calculations • Pay Plans •Mass Pay Table Updates •Mass Pay Updates •Business Rules, Alerts	•* Lesley Castillo, DMDC •Robin Roberts, DCPAS •Scot Robbins, DLA •Carol Griffin, DLA
HR Setup	• AOR • Secure Roles/Permission • Workflow • Manage Work Structures • Common Configurations (e.g., lookups)	• * Leah Sells, DMDC • Jennifer Tijerina, DCPAS • Jackie Bell, DMDC • Curtis Savoy, DFAS • Shawn Moore, DFAS • Jackie Alamo, DLA • Michaela Charoo, DLA
Self-Service	• Employee Self Service • Manager Self Service • Talent Profile • Employment Verification • Business Rules, Alerts	• * Catherine Patzak, DCPAS • Jennifer Tijerina, DCPAS • Curtis Savoy, DFAS • Scot Robbins, DLA • Carol Griffin, DLA
Goal & Performance Management	• Performance Management capability • DD2906 • Business Rules, Alerts • Performance Management reports/dashboards	• * Terrie Maziek, DMDC • Kathy Cranford, DCPAS • Aleshia Mitchell, DMDC • Dr. Angie Deloach, DCPAS • Melissa Rubenstein, DCPAS • Amber Goodman, DCPAS • Laura Stanley (Lex), DCPAS

		• Kimberly Jones, DFAS • Steven Schubert, DFAS • Jena Brunton, DFAS • Jackie Alamo, DLA • Sonia Serrano, DLA
Reports	• Reports listed in the Decision Criteria document • Mapping to current TO effort is in progress	• * Leah Sells, DMDC • Robin Roberts, DCPAS • Patricia Ward, DCPAS • Pamela Obungu, DFAS • Eric Burns, DFAS • Traci Scott, DLA • Deanna Williams, DLA
Interfaces	• Interfaces listed in the Decision Criteria document; • Mapping to current TO effort is in progress	• * Drew Pruett, DMDC • Catherine Patzak, DCPAS • Eric Gregory • Mary Jelev, DFAS
Data Conversions	• Updates for changes to Jobs/Positions/Assignments/etc. • Elements • Open Positions for the Open R/F RPAs • External employees • Mock Migrations	• * Jackie Bell, DMDC • Cindy Beeson, DCPAS • Drew Pruett, DMDC • Scott Harding, DFAS • Chris Dedobbelaere, DLA
RIF Tool	• RIF Tool	• * Kathy Cranford, DCPAS • Terrie Maziek, DMDC • Pam Ries, DLA
Mass Processes	• Mass Processes listed in the Decision Criteria document • Part of future efforts	• * Robin Roberts, DCPAS • Kathy Cranford, DCPAS • Curtis Savoy, DFAS • Scott Harding, DFAS • Michelle Phillips, DFAS • Carol Griffin, DLA • Jackie Alamo, DLA
Warehouse	• Access data from CMIS • Access data from DCHRMS • Part of future efforts	• * Leah Sells, DMDC • Jackie Bell, DMDC • Patricia Ward, DCPAS • Dr. Angie Deloach, DCPAS • Eric Burns, DFAS • Pamela Obungu, DFAS • Chris Dedobbelaere, DLA • Deanna Williams, DLA