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DCHRMS

NEWSLETTER

Message from the Director

Greetings Defense Civilian Human Resources System (DCHRMS) Community! Welcome to the July edition of our DCHRMS newsletter! A major software deployment such as DCHRMS is a significant undertaking and the DCHRMS Team understands how this shift will require us to be open to doing things differently, and the benefits this flexibility provides. As the summer days are approaching, the DCHRMS Team continues to prepare for some upcoming major milestones.

This edition includes a program update, a spotlight on Ms. Heather Hunter, DCHRMS Program Manager, as well as updates on the readiness testing and training events, and a section that includes DCHRMS functionality highlights: Performance Management Tool, and what's next!

Since our last edition, the DCHRMS Team has been working with our Defense Manpower Management Center (DMDC) partners and integrators to gather and review enterprise requirements, as well as prepare for upcoming pre-deployment activities such as the second Initial Operating Capability (IOC) readiness test and training workshop(s).

As previously mentioned, they are also continuing to work on prioritizing critical capabilities, mitigating gaps, and analyzing the impacts.

Overall, I'm pleased with the ongoing work and the progress we have made. Again, I want to thank everyone for their support and continued engagement. Together, we are transforming Human Resources Information Technology (HRIT) across the Department of Defense (DoD)! This is huge!

Daniel J. Hester
Director, Defense Civilian
Personnel Advisory Service

DCHRMS Program Update

During this quarter, we continue collaborating with partners at DMDC on prioritizing and completing the remaining work, including mitigating and reviewing some of the existing gaps to get to IOC.

For the Full Operating Capability (FOC), the DCHRMS Team continues working on the Product and Requirement Review (P&RR) sessions. Those sessions include requirement reviews and discussions on capability areas such as but not limited to awards and incentives, entitlements, workflows, mass processes, reports, and performance management. Again, those workshops are expected to educate participants on the new Human Capital Management (HCM) capabilities and DCHRMS design and will help drive a more realistic schedule for the next Component to go live with DCHRMS.

P&RR sessions are expected to end in late August 2023 and paused (which has no impact on IOC) to accommodate the Readiness Testing Event. More to follow on this!

DCHRMS Spotlight

Meet Ms. Heather Hunter, DCHRMS Program Manager — behind the scenes leading the program and integrating the technical side

The primary role of a program manager in a software deployment is to manage the cost, schedule, and performance of the program. Meet Ms. Heather Hunter, who is the mastermind behind the scenes responsible for overseeing the delivery of the DCHRMS product including managing the budget, critical milestones, and contracts. She works closely with the Defense Civilian Personnel Advisory Service (DCPAS), the DCHRMS functional system owner responsible for the functional requirements of the system; and the DMDC Service Delivery (SD) team, who is responsible for providing the technical management and oversight of the system. This integrated team works closely together to ensure the program stays aligned with the overall strategic goals and works to overcome challenges.

Heather's role is not easy but her excellent project management, technical knowledge, and acquisition background are key to the success of this program. Heather formerly served as the Deputy Director of the Defense Enrollment Eligibility Reporting System (DEERS) program, overseeing worldwide implementations of systems supporting the Military Health System (MHS) and Veterans Affairs (VA). She left the civilian service to manage a large software development contract, where she was responsible for software maintenance for DMDC's Identity and Benefits applications, before returning to civilian life and joining the DCHRMS program.

FOC Deployability Roadmap

Another area that the DCHRMS Team has been preparing for is the Readiness Test Event, which is notionally scheduled to occur from August 18 through September 20, 2023, with additional time set aside for defect resolution. The readiness test allows the DoD functional testers the opportunity to perform end-to-end testing to validate the system functionality of capabilities needed for DCHRMS deployment. Through this readiness test, DoD testers will test the system in its intended operational environment and will assess if DCHRMS is suitable for deployment.

> *"Great things in business are never done by one person; they're done by a team of people."*
>
> – Steve Jobs

DoD Components and Services have been asked to participate by providing testers that will allow for comprehensive testing of the multiple processes that are implemented for DCHRMS deployment. Before the start of readiness testing, each of the participating testers will receive the DCHRMS fundamental training to prepare them for this event. The training sessions will occur in early August.

The DCHRMS Team is looking forward to working with everyone on this major milestone within the DCHRMS program!

DCHRMS Training Strategy Overview

Effective end-user training plays a huge role in the success of adopting DCHRMS and its implementation. When fully deployed, DCHRMS is expected to establish a single employee record for all DoD civilian personnel and provide human resources (HR) core, standardize HR processes and data across DoD, improved self-service capabilities for managers and employees, and performance management capabilities in compliance with the myriad laws and regulations.

To help end users adapt to changes and address any issues they experience when adopting DCHRMS, the DCPAS Enterprise Solution and Integration (ESI) Team is working on updating the training strategy and developing a robust training curriculum. The training strategies will align with each component DCHRMS rollout to ensure a standardized approach to training delivery.

The training curriculum will consist of Train-the-Trainer (T3) Workshop(s) (120 days from the component rollout); Component-Level End-User Training (90 days out) (e.g., computer-based training, instructor-led sessions, tip sheets, etc.; Post T3/End User Training (e.g., surveys, frequently asked questions, etc.). Training artifacts will be published and available for all users before DCHRMS Go-Live. Pre and Post Go-Live change management and communication activities will include, adoption surveys, brown bags, learning labs, and training surveys. They will be hosted by ESI on a continual basis. The overall intent is to help and support end users in developing a foundation of knowledge and skills, and maximize their abilities to transition successfully on the day of Go-Live/Post-Go-Live. More to follow!

DCHRMS Feature Highlights: Performance Management

The DCHRMS Performance Management (PM) module continues to advance and grow through the PM P&RR sessions and specific functionality enhancements. The PM team is currently engaged in P&RR sessions, with the purpose of:

1. Socializing and aligning requirements to the DCHRMS Enterprise Common Model (ECM);
2. Incrementally completing upfront requirement reviews for FOC; and,
3. Exploring new capabilities for PM within DCHRMS.

To date, PM has completed 15 total sessions with Components from across the Enterprise and is preparing for its final P&RR playback.

In addition to the P&RR sessions, the PM module will feature new functionality to include all-in-one evaluations and hard-coded goal max criteria for the Defense Performance Management and Appraisal Program (DPMAP) and the Defense Civilian Intelligence Personnel System (DCIPS) populations.

All-in-one evaluations allow managers to see all their employees on one screen, so that they can evaluate multiple employees using the same performance document. Additionally, this functionality gives managers the ability to submit certain mass actions. For example, managers can now submit all annual appraisals for approval to the higher level reviewer via the all-in-one evaluation versus submitting them one by one.

Further, the PM module now restricts managers or employees from adding performance elements over a certain number for the DPMAP and DCIPS populations. This ensures managers do not erroneously add more elements than the DD2906 form allows or calculate a rating of record based on an incorrect number of performance elements.

The PM module will continue to be developed and improved leading up to IOC and beyond to meet the needs of the Enterprise.

What's Next!

Program Update

Testing and Training Update

DCHRMS Spotlight

DCHRMS Feature Highlights

Again, thank you for your commitment and for being such an important part of the DCHRMS Family!

Defense Civilian **Human Resources** Management System