

C1100. CHAPTER 1100

CIVILIAN PERSONNEL INFORMATION SYSTEMS

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C1100. CHAPTER 1100

CIVILIAN PERSONNEL INFORMATION SYSTEMS

References: (a) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996

(b) Subtitle III of title 40, United States Code

(c) Sections 2223 and 2224 of title 10, United States Code

(d) Part 351 of title 5, Code of Federal Regulations

(e) through (i), see Appendix

C1100.1. PURPOSE

This Chapter implements DoD policy under Reference (a) and should be interpreted and applied consistent with References (b) and (c). This Chapter also implements policy and procedures for the enterprise-wide Defense Civilian Personnel Data System (DCPDS), which is the automated human resources (HR) information and transaction processing system for DoD civilian employees.

C1100.2. APPLICABILITY

This Chapter applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies (except the National Geospatial-Intelligence Agency, the National Security Agency, and the Defense Intelligence Agency), the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

C1100.3. DEFINITIONS

For the purpose of this Chapter, the following definitions apply.

C1100.3.1. DCPDS is the DoD enterprise-wide automated HR information and transaction processing system for DoD civilian employees. This system contains classification, staffing, training, employee benefits, Equal Employment Opportunity

(EEO) complaints action tracking, and data retrieval information on DoD civilian employees. Each DoD HR Regional Service Center uses DCPDS to process its civilian HR actions. Data from DCPDS flows to Customer Support Unit (CSU) databases at each Regional HR office, as well as to the Corporate Management Information System (CMIS). These databases are read and query only. In addition, personnel data also flow to a variety of external interfaces, some of which are bi-directional.

C1100.3.2. AutoRIF. AutoRIF is an automated Reduction-In-Force (RIF) processing application, which uses data from DCPDS to assist and simplify processing a RIF. It complies with RIF regulations and provides the capability to track employees, RIF actions, and qualification decisions. AutoRIF produces retention registers, tenure listings, and RIF notices.

C1100.3.3. DCPDS Change Control Board (CCB). A board established to support DCPDS Acquisition Program Management according to DoD Instruction 5000.02 (Reference (e)). The Board reviews, prioritizes, and approves DCPDS System Change Requests (SCRs). It is comprised of government representatives from the Civilian Personnel Management Service (CPMS), the DoD Components (e.g., Air Force, Army, Navy), non-DoD customer agencies, Defense Logistics Agency (DLA) and the Defense Finance and Accounting Service (DFAS) Civilian Pay Policy. The Washington Headquarters Services (WHS) represents all other Defense Agencies.

C1100.3.4. DCPDS Change Request Transmittal (CRT). A code addition or change resulting from a Federal regulation, DoD policy, or other directing authority. CRTs are used for updates to existing list of value elements and pay tables. A CRT may also be used to correct or supplement a previously approved SCR or CRT.

C1100.3.5. DCPDS Complaints Action Tracking System (CATS). A DCPDS module that documents and tracks EEO complaint activity.

C1100.3.6. DCPDS Computer Security Working Group (CSWG). The CSWG is a working group supporting DCPDS that focuses on the implementation of DoD and federal information assurance (IA) regulations and laws; reviewing and commenting on IA related documents, specifications, concepts of operation, IA validation plans and results, and operating procedures, as well as security patches, and other program documents, including system change requests. The CSWG is comprised of government representatives from CPMS and the DoD Components and is supported by the DCPDS sustainment contractor. The CSWG supports DCPDS security policies and procedures in the System Security Authorization Agreement according to DoD Instruction 8510.01 (Reference f)).

C1100.3.7. DCPDS Core Document Development System (COREDOC). This application automates the position classification process. It produces a core document

consisting of the position description; performance management plan; and the position knowledge, skills, and abilities used for recruitment.

C1100.3.8. DCPDS CMIS. A data warehouse system comprised of current and historical data on all DoD civilian employees serviced by DCPDS. Tools for extracting data include the Business Objects query tool, the Web Intelligence query tool, direct structured query language queries, and Manager Dashboards. Users may obtain reporting data via standard corporate reports, ad hoc queries, or standard Dashboard metrics.

C1100.3.9. DCPDS CSU. A distributed database and application used for data retrieval, as well as standard and ad hoc reports, to support civilian employee program management.

C1100.3.10. DCPDS Engineering Review Board (ERB). A review board established to support DCPDS Acquisition Program Management according to Reference (e). The Board reviews, approves, and recommends priorities for DCPDS technical configuration changes (e.g., hardware, communications, and operating systems). It is comprised of government technical representatives from the CPMS, the DoD Components, non-DoD customer agencies, DLA, and the DFAS Civilian Pay Policy. WHS represents all other Defense Agencies.

C1100.3.11. DCPDS Executive Committee. A committee established to support DCPDS Acquisition Program Management according to Reference (e). It is comprised of executive level functional representatives from the CPMS, the DoD Components, DLA and the DFAS Civilian Pay Policy. WHS represents all other Defense Agencies. Provides strategic acquisition program policy and guidance to the DoD community.

C1100.3.12. DCPDS Oracle HR. This is the DCPDS enterprise computer software that provides the core personnel transaction processing on behalf of the Department of Defense. This Oracle-based system processes personnel actions, establishes and maintains the civilian HR database, reports civilian HR data, and provides management inquiry capability.

C1100.3.13. DCPDS Component Project Managers. Project Managers (PMs) support DCPDS Acquisition Program Management according to Reference (e). Each DoD Component and non-DoD customer agency has a PM who provides its unique functional and technical support to the DCPDS Acquisition Program Manager. The PM meetings are comprised of representatives from CPMS, the DoD Components, non-DoD customer agencies, DLA, and the DFAS Civilian Pay Policy. WHS represents all other Defense Agencies.

C1100.3.14. DCPDS Problem Report (PR). The official documentation of a problem that exists in the system, for which a repair is required. PRs are generated when the

system is malfunctioning or not operating properly. PRs are rated by severity level as follows:

C1100.3.14.1. Severity Level 1. System problems that prevent the accomplishment of an operational or mission essential capability (i.e., a complete and major functionality failure). This level also applies to complete system unavailability during normal business hours.

C1100.3.14.2. Severity Level 2. System problems adversely influencing the accomplishment of an operational or mission essential capability and an acceptable work-around solution does not exist.

C1100.3.14.3. Severity Level 3. System problems adversely influencing the accomplishment of an operational or mission essential capability, but an acceptable work-around solution exists.

C1100.3.14.4. Severity Level 4. System problems resulting in an inconvenience or annoyance for system users, but do not prevent the accomplishment of responsibilities.

C1100.3.15. DCPDS SCR. New system capabilities desired or required by CPMS or a DoD Component resulting from modified business practices or DoD Component regulatory changes. They are reviewed and approved by the DCPDS CCB.

C1100.3.16. DCPDS Systems Innovation Subcommittee (SIS). A DCPDS CCB subcommittee that reviews new products and applications (e.g., commercial-off-the-shelf (COTS) and government-off-the-shelf software, DoD-developed software, and custom applications) to improve the functionality of the DCPDS enterprise system. Its members consist of representatives from CPMS, DoD Components, and non-DoD customers.

C1100.3.17. Human Resources Management (HRM) Domain. A part of the Business Mission Area, currently managed by the DoD Business Transformation Agency (BTA), that is under the oversight of the Under Secretary of Defense (Personnel and Readiness) focusing on the management of HRM systems for Civilian Personnel Management, Military Personnel Management, and Military Health.

C1100.3.18. Non-DoD Customer Agencies. Term used to identify Federal agencies other than the Department of Defense that use DCPDS.

C1100.3.19. Post Implementation Review (PIR). A PIR is conducted within 6 months following the attainment of full operational capability (FOC) to assess the extent to which a developed system (e.g., DCPDS) has achieved the benefits established at the program outset. CPMS conducted three PIRs in the years following DCPDS FOC in September 2002.

C1100.3.20. Resumix[®]. This is a COTS software application that interfaces with DCPDS and automates the merit promotion recruitment and staffing process. Resumix[®] is currently being replaced by an enterprise staffing solution.

C1100.3.21. Information Assurance Validation. Examination and analysis of the safeguards required to protect an information technology (IT) system and its data, as they have been applied in an operational environment, to establish the security posture of that system.

C1100.3.22. Oracle HR Self Service. This functionality represents the next level of automation in DCPDS and is the latest evolution in HR management. Self-Service provides the means for employees and managers to view and, in some cases, update both their personal and HR information. By providing this capability HR Specialists will be relieved from responding to routine questions regarding an employee's personnel data, allowing them to concentrate on other priorities. An emerging feature is the ability to participate in on-line performance planning from development of the performance plan through completion of the appraisal process. In addition, this functionality can be used to track and report on employee skills, language expertise, locations in emergency situations, and recent mission related training.

C1100.4. POLICY

It is DoD policy, under Reference (a), that:

C1100.4.1. The Department of Defense has a single enterprise-wide civilian automated HR information system, DCPDS, with a standard configuration for personnel action processing and data retrieval, except as noted above.

C1100.4.1.1. DoD Components must get CPMS approval to deviate from standard DCPDS IT applications which currently consist of Oracle HR, Oracle Self Service, COREDOC, CATS, AutoRIF, and Pay for Performance.

C1100.4.1.1.1. CPMS approval is required to develop, enhance, or buy DoD Component-unique civilian HRM systems, modules, or software applications.

C1100.4.1.1.2. CPMS approval is required to make later changes to approved systems, modules, or applications. The DoD Components shall ensure that subordinate activities do not make changes or enhancements to approved systems, modules, or applications without prior coordination and approval.

C1100.4.1.1.3. CPMS approval is required for DoD Components and Defense Agencies to deviate from their approved regionalization plans dealing with HR service

delivery.

C1100.4.2. CPMS provides a chair for the CCB and ERB. These Boards review, approve, and prioritize recommended changes to DCPDS.

C1100.4.3. CPMS maintains the DCPDS security program, including Chair of the CSWG, security testing, system patches, and management of the intrusion detection effort. The Director, CPMS, serves as the Designated Approving Authority (DAA) for DCPDS according to Reference (f), oversees security certification and accreditation, and approves or disapproves system operations based on the level of security risk identified.

C1100.4.4. The DCPDS technical vendor provides periodic software patches, updates, new releases, and other changes to DCPDS software. These patches fall into five major categories: Weekly Table Updates, Bi-weekly Patches, Quarterly Patches, Federal Releases, and Emergency Patches. These patches are generated through CRTs, SCRs, routine table changes, Oracle Federal HR software patches, security patches, and PR repairs.

C1100.4.5. The DoD Components and non-DoD customer agencies may submit requests for system support services, unique requirements, or other changes related to DCPDS. These requests (e.g., time and materials delivery orders) require a modification to the DCPDS sustainment contract and are approved by CPMS, based on desired outcome, cost, and schedule criteria. SCRs must be approved by the DCPDS CCB. Each DoD Component or non-DoD customer agency shall initiate and support its task order.

C1100.5. RESPONSIBILITIES

C1100.5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)), as the DoD official responsible for the HRM Domain, shall ensure that civilian HR data is maintained and available to authorized users throughout the Department of Defense and shall also ensure that:

C1100.5.1.1. The Deputy Under Secretary of Defense (Civilian Personnel Policy) (DUSD(CPP)), under the authority, direction, and control of USD(P&R), is responsible for uniform DoD-wide civilian personnel policies, procedures, programs, and guidance in Reference (a) and this Manual.

C1100.5.1.2. The Deputy Under Secretary of Defense (Program Integration), under the authority, direction, and control of USD(P&R), shall serve as the Acquisition Executive for DCPDS.

C1100.5.1.3. The Director, Civilian Personnel Management Service (CPMS), under the authority, direction, and control of USD(P&R), shall:

C1100.5.1.3.1. Provide technical and functional oversight of DCPDS (including technology refresh, system and security updates, and procurement of new technology), and support for standard Defense-wide DCPDS changes authorized by the CCB and ERB.

C1100.5.1.3.2. Administer and chair the DCPDS Executive Committee.

C1100.5.1.3.3. Appoint a CPMS staff member to serve as chair and alternate chair for the CCB and ERB; resolve conflicts between these boards; and direct the DCPDS vendor to administer approved ERB and CCB SCRs.

C1100.5.1.3.4. Serve as DAA for DCPDS according to DoD Directive 8500.01E (Reference (g)).

C1100.5.1.3.4.1. Ensure adequate security oversight and protection of DCPDS official information according to DoD 5200.1-R (Reference (h)).

C1100.5.1.3.4.2. Ensure that appropriate security risk assessments are done for significant changes to DCPDS, including formal IA validations according to Reference (f).

C1100.5.1.3.4.3. Appoint a CPMS Certification Authority for an independent assessment on IA validations according to Reference (f).

C1100.5.1.3.4.4. Appoint a CPMS staff member to serve as DCPDS Information Assurance Manager (IAM) and chair for the CSWG; ensure policies and requirements are included in the System Security Authorization Agreement; ensure DCPDS software incorporates Defense Information Systems Agency security patches; and manage the intrusion detection effort.

C1100.5.1.3.5. Appoint a program manager to oversee DCPDS contract support.

C1100.5.1.3.6. Conduct periodic PIR efforts, as appropriate, to evaluate DCPDS, identify problems, and measure functional program benefits.

C1100.5.1.3.7. Ensure DCPDS is compliant with all Privacy Act and Personally Identifiable Information requirements.

C1100.5.2. The Heads of the DoD Components shall:

C1100.5.2.1. Fund approved DoD Component-unique DCPDS requirements.

C1100.5.2.2. Submit PRs for system problems and CRTs and SCRs for system changes and enhancements.

C1100.5.2.3. Provide government personnel as representatives for the CCB, ERB, Executive Committee, Project Managers' meetings, and SCR Working Group as dictated by the appropriate group charter or implementing documents.

C1100.5.2.4. Get CPMS approval before developing, enhancing, or buying DoD Component-unique civilian HR systems, modules, or software applications.

C1100.5.2.5. Ensure compliance with DCPDS security and access policies, procedures, and standards for their system users.

C1100.5.2.6. Ensure that persons appointed to positions dealing with DCPDS are provided security education and training on the protection of DCPDS official information.

C1100.5.2.7. Buy and maintain the necessary infrastructure to support the enterprise-wide DCPDS.

C1100.5.2.8. Support testing of DCPDS software releases.

C1100.5.2.9. Fully test third party software releases prior to implementation.

C1100.6. PROCEDURES

C1100.6.1. Routine, Regulatory, and Policy System Changes. Routine system changes involving normal maintenance repairs and software changes resulting from law, regulation, or DoD policy are processed as PRs or CRTs. These changes do not require CCB review; however, CPMS uses DCPDS tracking tools to get DoD Component coordination and monitor development status.

C1100.6.2. SCR Processing. SCRs are system enhancements. The CPMS, the DoD Components, and non-DoD customer agencies use a DCPDS requirements document-tracking tool to create, coordinate, and track SCRs. Each quarter, the System Change Requests Working Group (SCRWG) and CCB review and prioritize SCRs. The ERB reviews the effect of SCRs on the DCPDS technical configuration. The Executive

Director, CPMS, Human Resources Business, Information and Technology Solutions approves and forwards the top-ranked SCRs to the DCPDS vendor for development and implementation in the next quarterly patch release.

C1100.6.3. Software Releases and Updates. The CPMS, the DoD Components, and non-DoD customer agencies test all system changes before release. In addition, as provided for the applicable contract documents, the contractor provides documentation to CPMS outlining the items and load instructions for each software release. The CPMS provides this guidance to specific DCPDS users through e-mail. Usually, as required by the applicable contract, the contractor applies system changes during non-duty hours.

C1100.6.4. DCPDS Information Assurance. DoD Component CSWG members submit all systems documentation influencing DCPDS security to CPMS for review. Changes to DCPDS are submitted to the CCB or ERB for consideration.

C1100.6.5. Non-standard HR IT

C1100.6.5.1. DoD Components must submit requests to the Director, CPMS, to deviate from standard DCPDS IT applications. Requests should include the application name, functional and technical description, number of activities and HR offices where the application shall be deployed, total serviced population on full deployment, deployment timetable, and a business case analysis.

C1100.6.5.2. The following criteria shall be used to evaluate DoD Component requests for non-standard HR technology:

C1100.6.5.2.1. Functions automated by the application must be within the traditional coverage of HR functions. The request should provide documentation on the business processes to be automated and any reengineering efforts shown in the proposed automated solution.

C1100.6.5.2.2. The DoD Component shall require that the DoD Component-unique system, module, or application be used exclusively within the DoD Component for the covered HR function, unless the DoD Component headquarters and CPMS approve an exception. System requirements for the DoD functional communities must be coordinated through the DoD Components and the CPMS.

C1100.6.5.2.3. The DoD Component-unique system, module, or application uses standard DCPDS data elements in prescribed ways.

C1100.6.5.2.4. The decision to develop, enhance, or buy a DoD Component-unique system, module, or application must be based on a business case analysis which provides a cost-benefit comparison of the alternatives, to include such factors as

development, customization, maintenance, conversion, and implementation costs; potential future upgrade costs; and overhead costs. The selected solution must yield a positive benefit-to-cost comparison and must be approved by CPMS prior to any solution development.

C1100.6.5.2.5. The computing and telecommunications equipment required for the DoD Component-unique system, module, or application may be readily redirected by the DoD Component for other uses on the availability of a corporate DCPDS module or application.

C1100.6.5.2.6. The proposed DoD Component-unique system, module, or application complies with DoD security requirements and DCPDS security procedures, and does not compromise the DCPDS security posture, according to the DCPDS Systems Security Authorization Agreement.

C1100.6.5.2.7. The DoD Component-unique system, module, or application does not have a negative impact on DCPDS performance or operations.

C1100.6.5.3. The following process shall be used to review the DoD Component requests:

C1100.6.5.3.1. The Director, CPMS, shall provide a written decision with the basis for approval or disapproval to the DoD Component within 60 days of receipt of the written request.

C1100.6.5.3.2. If a determination cannot be made within 60 days, an interim status shall be provided to the DoD Component explaining the reasons for the delay and establishing a tentative determination date.

C1100.7. INFORMATION REQUIREMENTS

DCPDS is exempt from licensing according to paragraph C4.4.2 of DoD 8910.1-M (Reference (i)).

C1100.8. RELEASABILITY

This Chapter is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

A1. APPENDIX

REFERENCES, continued

- (e) DoD Instruction 5000.02, “Operation of the Defense Acquisition System,” December 8, 2008
- (f) DoD Instruction 8510.01, “DoD Information Assurance Certification and Accreditation Process (DIACAP),” November 28, 2007
- (g) DoD Directive 8500.01E, “Information Assurance (IA),” October 24, 2002
- (h) DoD 5200.1-R, “Information Security Program,” January 1997
- (i) DoD 8910.1-M, “Department of Defense Procedures for Management of Information Requirements,” June 30, 1998