

10 April 1991

Migration System Chronology

Background

In July of 1990 the CIM Civilian Personnel group developed a plan that would lead to a recommendation for the DoD interim standard system for Civilian Personnel. The major points of the plan were to develop criteria for evaluating information systems, have the proponents for the candidate systems brief the CIM group, schedule visits to the central design sites for a technical review, analyze the data and make a recommendation for an interim system. The target date established for the recommendation was February 1991.

As the collection and the analysis of the cost data progressed the evaluation criteria for the candidate systems (PDS-C and APCAPS) were developed and the briefings with the proponents of the system were being scheduled. The briefing on PDS-C was a joint effort by Air Force, Navy and Army at Randolph Air Force Base, Texas during the last week in September 1990. The briefing on the APCAPS system took place on 14 and 15 November 1990.

After the cost and functional evaluations were compiled a memorandum through the Director of CIM to the Functional Steering Committee dated January 25, 1991 was dispatched. This memorandum recommended PDS-C, with PC-III for Air Force, as the Civilian Personnel interim DoD standard system. The memorandum further stated that DLA be exempted from adopting the interim DoD standard system since there is a substantial economic cost to migrating current APCAPS users to PDS-C pending decisions by the CIM functional groups for civilian pay and cost accounting.

Intent of CIM HRM-C Functional Group

1. The migration system, under the generic name of PDS-C, should initially include the following component variations of the PDS-C system:

- Personnel Data System-Civilian (PDS-C) - Air Force
- Army Civilian Personnel System (ACPERS)

- Navy Civilian Personnel Data System (NCPDS)
- Computer Assisted Personnel System (CAPS) - Navy
- Personnel Concept-III (PC-III) - Air Force
- Selected auxiliary systems

2. Oversight network would direct the course of future system modifications. Oversight would emanate from three closely coordinated sources:

- ASD(FM&P), through DASD(CPP/EO)
- DoD components, through the Senior Policy Council
- the Executive Agent

3. The oversight network would ensure adherence to the following objectives:

- prioritized requirements based on functional considerations, resource implications, and pace and direction of system evolution;
- responsiveness to regulatory and legal requirements;
- elimination of system redundancies;
- elimination of duplicative development efforts;
- adherence to DoD data standards and system requirements;
- evolution to future standard DoD civilian personnel information system.

4. Early attention was encouraged to the expeditious development and deployment of systems to make the mainframe-based core systems more accessible to a wider variety of users and to expand their functionality. Such systems, which operate on minicomputers and microcomputers at the local level, exchange data with the mainframe core systems. These systems provide the following types of functionality:

- friendly, uniform user interfaces
- processor intensive applications that operate more effectively through distributed processing on local extracts of the Component-wide databases.

Issue

Memoranda and proposed releases from C3I give the appearance of rejecting the FM&P and CIM Functional Group's definition of the migration system and reserve to C3I the decision on continued existence of various modules and subsystems. The CIM Functional Group, the functional proponent (ASD(FM&P)), and the DoD components are relegated to accepting the burden of proof for the subsystems and modules.

- The wording in the proposed C3I memoranda attaches unintended meaning to changes made by the HRM-C functional community concerning wording to free up \$25 million in funds for the PC-III system. Most of those funds will be used for military applications. The CIM Functional Group never intended to declare PC-III as the official front-end system for all DoD.

Chronology

25 January 1991:

Kenneth Scheflen OASD C3I Memorandum for Assistant Secretary Defense (Force Management and Personnel), subject: Designation of Interim Standard DoD Systems (Attachment 1).

Stated that the Civilian Personnel Functional Group review indicates that PDS-C with various enhancements is a more capable personnel system than APCAPS. Recommended FM&P ask the DoD Senior IRM Official, the Assistant Secretary of Defense C3I, to formally designate PDS-C with PC-III for Air Force as the Civilian Personnel interim DoD standard system. Recommended that DLA be exempted from adopting the interim DoD standard system due to the substantial economic cost to migrate current APCAPS users to PDS-C. Recommended the APCAPS issue be revisited after the CIM Functional Groups for Payroll and Cost Accounting systems have made interim system recommendations.

4 Feb 1991:

Christopher Jehn ASD(FM&P) Memorandum for Assistant Secretary of Defense C3I, subject: Recommendation on Civilian Personnel Interim System (Attachment 2).

Requests endorsement of 25 Jan 91 recommendation including the designation of Personnel Concepts-III (PC-III) as an integral part of the system for the Air Force. Recommended that the DLA system be allowed to continue operation at least until the CIM Payroll and Cost Accounting Groups have made interim system recommendations.

4 Mar 1991:

Duane Andrews ASD(C3I) Memorandum to DoD Components, subject: Designation of Interim Standard System for Civilian Personnel (Attachment 3).

Designates the Air Force Personnel Data System-Civilian (PDS-C) of which Personnel Concepts-III is an integral part of the interim standard system for Civilian Personnel. Does not confine PC-III to Air Force, as did the FM&P memorandum. Designates the Secretary of the Air Force as the acting DoD Executive Agent until ASD(FM&P) provides a final recommendation expected on 12 Mar 91. Allows APCAPS to continue current operations under DLA management but restricts changes to minimum essential requirements approved by the ASD(FM&P).

14 Mar 1991:

Christopher Jehn ASD(FM&P) Memorandum for ASD(C3I), subject: Executive Agent for the Interim Standard Defense Civilian Personnel Data System (DCPDS) (Attachment 4).

Recommends the Secretary of the Air Force be designated as the DoD Executive Agent thru 30 Sept 91 subject to the provisions of the OSD(C) 7 Nov 90 Executive Agent Charter for Management of Interim Systems and the Supplemental DCPDS Executive Agent Charter. Designates DASD(CPP\EO) to provide functional and policy oversight of the DCPDS Executive Agent, and states the establishment of a Senior Policy Council comprised of Services and select Defense Agency Civilian Personnel Directors. States the DASD (CPP\EO) and the Policy Council will require staff support to manage the issue and mentioned that OSD(Compt) has agreed to fund the Defense Data Support Center for an additional 15 manpower authorizations.

UNKNOWN: Mar 1991:

Meeting between Mr. Knecht of C3I and Dr. Sanders of DASD (CPP/EO).

26 Mar 1991:

Dr. Ron Sanders, Principal Director to the DASD(CPP/EO), provided revised wording to the C3I memorandum in an attempt to satisfy the requirements of Mr. Knecht (Attachment 5).

Meets C3I requirement that the Components must be prepared to make a compelling "business case" for the continuation of any Component-unique variant of DCPDS. States the Senior Policy Council has been charged by the DASD to review all existing versions, extensions, and modules of the initial interim standard system, and make recommendations on the continuation,

standardization, or elimination of Component versions, extensions, and modules according to the "business case" analysis criterion. Stated that during the review Components may not initiate the development or deployment of any new versions, extension, module, or application of the interim standard system. On-going development/deployment may continue subject to review by the DCPDS Policy Council and final approval by the DASD (CPP/EO).

1 Apr 1991:

Duane Andrews revised memorandum for the DoD Components, ASD (FM&P), ASD (C), subject: Designation of Interim Standard System for Civilian Personnel (Attachment 6).

Requests ASD (FM&P) make recommendations within 120 days on the continuation, standardization, or elimination of Component versions and extensions of DCPDS according to the criterion of a sound business case. Places authority to decide fate of various functional system components in C3I.

Unknown - First week in April:

Meetings between Dr. Ron Sanders, Principal Director to DASD (CPP/EO) and Mr. Ron Knecht of C3I.

8 April 1991:

Ronald J. Knecht Executive Summary Memorandum for Secretary of Defense (C3I), coordination copy dated 8 Apr 91, subject: Designation of Interim Standard System for Civilian Personnel (Attachment 7).

Executive Summary proposes an "open-ended" Executive Agent designation and addresses the issue after a business case analysis or request from ASD (FM&P). Mentions the Comptroller concern for APCAPS restrictions may limit modifications required for the financial integrated part of APCAPS; and the proposed letter includes a requirement for ASD (FM&P) to coordinate APCAPS changes required for personnel support with the Comptroller. Mentions that the DDI questioned the basis of the earlier designation of DCPDS as an interim system, or its selection over APCAPS, as a sound business case had not been prepared for APCAPS and the multiple configurations of DCPDS. Accepts FM&P's request for extension of deadline for justifying system components, but continues to require business case based on economic cost. States that DDI will assist FM&P in the establishment of a sound analytical process for preparing business cases for APCAPS and DCPDS. Continues to place decision making authority on functional system components in C3I, rather than in FM&P. Opens new issue by overriding FM&P's decision to designate Air Force as Executive Agent for interim period only.



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-3040

COMMAND, CONTROL
COMMUNICATIONS
AND INTELLIGENCE

JAN 25 1991

Information Resources

MEMORANDUM FOR ASSISTANT SECRETARY DEFENSE (FORCE MANAGEMENT AND PERSONNEL)

THRU: DIRECTOR, CORPORATE INFORMATION MANAGEMENT *Belmont*

SUBJECT: Designation of Interim Standard DoD Systems

The Corporate Information Management (CIM) Civilian Human Resources Management Functional Group has completed its review of existing DoD personnel systems which are candidates for designation as interim DoD standard systems. The Functional Group considered two candidate systems, one maintained by DLA (Automated Payroll Cost and Personnel System (APCAPS)) and one by the Air Force (Personnel Data Systems-Civilian (PDS-C)). PDS-C is used not only by the Air Force but also by Army, Navy, and many non-DoD Agencies. Personnel Concept-III (PC-III) is an integral part of PDS-C for the Air Force and the enhanced capability it provides moves the Air Force in a direction clearly consistent with the future of the civilian personnel world as seen by the CIM Civilian Human Resources Management Functional Group.

The review conducted by this group indicates that PDS-C, with various enhancements developed by its users, is a more capable civilian personnel data system than is APCAPS. It is therefore recommended that you ask the DoD Senior IRM Official, the Assistant Secretary of Defense (Command, Control, Communication, and Intelligence) to formally designate PDS-C, with PC-III for Air Force, as the Civilian Personnel interim DoD standard system.

The DLA system, APCAPS, integrates civilian personnel and civilian pay and cost accounting functions. While the DLA system is not recommended as an interim standard system, it is recommended that DLA be exempted from adopting the interim DoD standard system since there is a substantial economic cost to migrating current APCAPS users to PDS-C. This recommendation for exemption should be revisited after CIM Functional Groups having responsibilities for civilian pay and cost accounting systems have made interim recommendations. It is thus strongly recommended that the APCAPS be permitted to continue to operate as is for now.

ATT 1

Based on our current time table, this group will complete Phase II of the CIM process in April. We would like to schedule a Functional Steering Group meeting during February to brief on our progress to date and obtain further guidance.



Kenneth C. Scheffler
Chairman, Civilian Human Resources
Management Functional Group



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

04 FEB 1991

FORCE MANAGEMENT
AND PERSONNEL

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS & INTELLIGENCE)

SUBJECT: Recommendation on Civilian Personnel Interim System

I am pleased to forward to you the attached recommendation of the Civilian Human Resources Corporate Information Management (CIM) Functional Group that the Air Force civilian personnel system be designated as the DoD civilian personnel interim standard system. The other Military Departments are already in various stages of adopting the Air Force system, and we support and encourage their efforts. I would appreciate your early endorsement of this recommendation, including the designation of Personnel Concept-III (PC-III) as an integral part of the system for the Air Force, so that planned system deployments can take place with as little interruption as possible. The Functional Group found there would be substantial economic cost to migrate current users of the Defense Logistics Agency (DLA) system to the Air Force system, so I also recommend that the DLA system be allowed to continue current operations at least until the CIM civilian pay and cost accounting groups have made interim system recommendations. I plan to have Civilian Personnel Executive Agent recommendations at the Human Resources Management Steering Committee meeting in February.

I look forward to working with you on CIM and other efforts in the future and wish you a smooth transition as you incorporate extensive new responsibilities into your organization.


Christopher Jehn

Attachment
As Stated

ATT 2



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

March 4, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
COMPTROLLER
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Designation of Interim Standard System for Civilian Personnel

I am pleased to designate the Air Force Personnel Data System-Civilian (PDS-C), of which Personnel Concept-III is an integral part, as the interim standard system for civilian personnel. The Secretary of the Air Force is designated as the acting DoD Executive Agent for the civilian personnel interim standard system until the Assistant Secretary of Defense for Force Management and Personnel provides a final recommendation, expected on March 12, 1991. The Executive Agent function shall be executed in accordance with the "Executive Agent Charter for Management of Interim Systems," dated November 7, 1990.

Due to the cost of migrating current users of the Automated Payroll Cost and Personnel System (APCAPS) to PDS-C, the APCAPS civilian personnel system may continue current operations under Defense Logistics Agency management; however, changes to the civilian personnel portion of APCAPS will be restricted to minimum essential requirements which have been approved by the Assistant Secretary of Defense for Force Management and Personnel. My point of contact is Mr. Ron Oxley at 696-1276.

Duane P. Andrews

ATT. 3

R/F



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

14 MAR 1991

ICE MANAGEMENT
AND PERSONNELMEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS AND INTELLIGENCE)SUBJECT: Executive Agent for the Interim Standard Defense
Civilian Personnel Data System (DCPDS)

On February 4, I recommended the Air Force's civilian personnel data system be adopted as the interim standard Defense Civilian Personnel Data System (DCPDS). Subsequently, on March 4, 1991, you designated the Secretary of the Air Force as the acting DoD Executive Agent pending my final review of this matter.

In this regard, I recommend the Secretary of the Air Force be designated as the DoD Executive Agent through September 30, 1991. This recommendation is subject to the understanding that the Executive Agent shall function in accordance with the "Executive Agent Charter for Management of Interim Systems," issued by OSD(C) on November 7, 1990, and the Supplemental DCPDS Executive Agent Charter which is attached. The designation may be reviewed by the Human Resources Corporate Information Management Steering Committee at any time prior to the date set forth above; thereafter, it will be renewed on an annual basis.

As the OSD Senior Functional Manager for human resources, I have designated the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity) to act on my behalf in providing functional and policy oversight of the DCPDS Executive Agent. To insure that the interim and follow-on DCPDS meets the needs of all Component users, I have also directed the establishment of a Senior Policy Council, comprised of Service and select Defense Agency Civilian Personnel Directors, to advise my Deputy Assistant Secretary for Civilian Personnel Policy in this regard.

The DASD (CPP/EO) and the Policy Council will require staff support to manage this complex effort. Accordingly, the OSD (Comptroller) has agreed to fund the Defense Data Support Center (DDSC), a management support activity assigned to my office, for an additional fifteen manpower authorizations. The funds are to be derived from savings achieved by reducing and consolidating Component data systems support staff functions under the single interim standard system Executive Agent.

Christopher Jehn
Christopher Jehn

Attachment:
As stated

ATT 4

EXECUTIVE AGENT CHARTER

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)

I. On March 4, 1991, the Assistant Secretary of Defense (C3I), acting on a recommendation made by the Assistant Secretary of Defense (FM&P), designated the Secretary of the Air Force as temporary Executive Agent for the interim standard Defense Civilian Personnel Data System (DCPDS). Thereafter, by memorandum of March 12, 1991, ASD(FM&P) recommended that this designation be extended until September 30, 1991, or until further action is recommended by the Functional Steering Committee.

II. As DCPDS Executive Agent, the Secretary of the Air Force will identify and designate an organizational element responsible for meeting those requirements set forth in the standard Executive Agent Charter, established by OSD Comptroller memorandum of November 7, 1991, for the designation and operation of standard systems; in addition, that organizational element will comply with the following supplemental requirements:

a. The Executive Agent will develop a Technical Management Plan for the interim standard DCPDS and submit such plan (and any modifications thereto) to the Senior OSD Functional Manager, ASD(FM&P), or his designee.

b. In conjunction with the OSD Senior Functional Manager, the EA shall plan, program, and budget appropriate resources for the DCPDS operations, and include such resource requirements in the POM and overall budget submission and financial plan for the Department of the Air Force;

c. As appropriate, the Executive Agent will effect the consolidation of Component staff resources engaged in supporting variants of the interim standard system within DoD, taking any savings generated by such consolidation into account in the Department's budget submission;

d. Provide and maintain facilities and appropriate administrative support for the operation of the DCPDS Executive Agent staff and the interim standard system.

III. In accordance with Section V of the standard Executive Agent Charter, the Assistant Secretary of Defense for Force Management and Personnel (FM&P), as the OSD Senior Functional Official for civilian personnel matters, maintains policy authority over the Executive Agent in all matters relating to DCPDS and its variants within the Department. In this regard, the ASD(FM&P) will exercise such authority through the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity), who shall consult and coordinate with a Senior DCPDS Policy Council comprised of Service and select Defense Agency Civilian Personnel Directors. The DASD(CPP/EO) will:

a. Provide the Executive Agent with an overall strategic plan and other functional requirements for the interim standard and follow-on DCPDS.

b. Review and approve the Technical Management Plan, submitted by the Executive Agent, for consistency with the strategic plan, and other functional requirements, and submit the Technical Management Plan to the Senior Information Management official.

c. Provide functional oversight of the Executive Agent through the Defense Data Support Center (DDSC), a management support activity assigned to ASD(FM&P), and establish performance standards for the Executive Agent and its staff in meeting DCPDS functional requirements.

d. Establish procedures for the identification and submission of major functional requirements and Systems Change Requests (SCRs) by DoD users, and, in consultation with the Policy Council and the DDSC staff, review, coordinate, approve and prioritize all such requirements and SCRs for the Executive Agent.

e. Serve as the Executive Agent's proponent in the planning, programming, and budgeting of funds in support of DCPDS; in this capacity, ASD(FM&P) will review, approve, and assist in defending the Agent's budget, insofar as it relates to DCPDS and its variants within the Department.

f. Review and approve items of expense, such as contracts, purchase orders, and other expenditures for equipment and/or services, which exceed dollar thresholds established by the DCPDS Policy Council.

g. Provide policy guidance for developing the functional requirements for Phase III of the Corporate Information Management project for civilian personnel management.

h. Establish and consult with a DCPDS Users Group comprised of select Component experts in the interim standard system and its variants within DoD, as well as human resource management information systems in general.

i. In coordination with OSD(Comptroller), review all Component budget submissions in support of DCPDS, insuring that they provide sufficient funding to meet functional requirements (both interim and follow-on) and reflect efficiencies achieved through operation of a common system.

MEMORANDUM FOR

SUBJECT: Designation of Interim Standard System for Civilian Personnel

Reference my March 4, 1991 memorandum, subject as above. Pursuant to the recommendation of the Assistant Secretary of Defense (Force Management and Personnel), I am pleased to designate the Air Force's Personnel Data System-Civilian (PDS-C) as the interim standard Defense Civilian Personnel Data System (DCPDS). The Automated Payroll Cost and Personnel System (APCAPS) may continue current operations under the management of the Defense Logistics Agency; however, changes to the civilian personnel portion of APCAPS will be restricted to only those that have been approved or directed by the ASD (FM&P) or his designee.

As currently implemented, DCPDS is configured with modules to serve ten component civilian personnel programs. A listing of these modules is provided at attachment 1. In addition, there are extensions to the primary mainframe-based configurations, such as the Air Force's Personnel Concept-III (PC-III) and the Navy's Computer Assisted Personnel System (CAPS). Each of these variants, with their separate architectures and applications, are considered part of the initial interim standard system pending final review by ASD (FM&P). In this regard, Components must be prepared to make a compelling business case for the continuation of any Component unique variant of DCPDS.

The Air Force is also designated as the DCPDS Executive Agent, subject to the functional control of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy/Equal Opportunity), under the terms of the March 14, 1991 ASD(FM&P) memorandum and Executive Agent Charter provided at attachment 2. This charter includes the establishment of a Senior Policy Council to advise the DASD (CPP/EO) on all DCPDS matters. As its first priority, the Council will be charged by the DASD to review all existing and proposed versions, extensions, and modules of the initial interim standard system, including PC-III, CAPS, and make recommendations to DASD (CPP/EO) on the continuation, standardization, or elimination of Component versions, extensions, and modules according to the business case criterion.

While this review is pending, Components may not initiate the development or deployment of any new version, extension, module, or application of the interim standard system. On-going development/deployment may continue, subject to further review by the DCPDS Policy Council and final approval by the DASD (CPP/EO). This does not apply to military versions, extensions, or modules; these may continue without restriction.

REVISED - 10/10/91

ATT. 5

CONFIGURATIONS OF PDS-C

Department of the Air Force (PDS-C with PC-III and "Palace" applications)

Department of the Army (ACPERS with applications such as Civilian Personnel Management Suite of Installation Support Modules)

Department of the Navy (Integrated NCPDS with CAPS)

Department of Defense Dependent Schools

Department of Defense Office of the Inspector General

Defense Mapping Agency

Defense Nuclear Agency

On Site Inspection Agency

Washington Headquarters Services

Uniformed Services University of the Health Sciences

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
COMPTROLLER
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Designation of Interim Standard System for Civilian Personnel

Reference my March 4, 1991 memorandum, subject as above. On the recommendation of the Assistant Secretary of Defense (Force Management and Personnel), I have designated the Air Force's Personnel Data System-Civilian (PDS-C) as the interim standard Defense Civilian Personnel Data System (DCPDS). I also authorized the Automated Payroll Cost and Personnel System (APCAPS) to continue to operate under the management of the Defense Logistics Agency to support the users of APCAPS as of March 4, 1991, but I have limited changes to the personnel portion of APCAPS to those minimum essential requirements which have been approved by the Assistant Secretary of Defense (Force Management and Personnel).

As currently implemented, DCPDS has configurations to serve ten Component civilian personnel programs. A listing of these configurations is provided at attachment 1. In addition, there are extensions to the primary mainframe-based versions of DCPDS, such as the Air Force's Personnel Concept-III (PC-III) and the Navy's Computer Assisted Personnel System (CAPS). Each of these configurations and their extensions are considered part of the DCPDS pending review by the Assistant Secretary of Defense (Force Management and Personnel).

In keeping with the principles of information management, request the Assistant Secretary of Defense (Force Management and Personnel) make recommendations to me within 120 days on the continuation, standardization, or elimination of Component versions and extensions of DCPDS according to the criterion of a sound business case. This business case should demonstrate the total functional and economic costs of maintaining unique Component versions and extensions of DCPDS and should also show the benefits of their consolidation to the achievement of Defense Management Report savings.

The Secretary of the Air Force is designated as the Executive Agent for the DCPDS. The DCPDS Executive Agent function will be executed in accordance with the Comptroller memorandum, "Executive Agent Charter for Management of Interim Systems," dated November 7, 1990; my memorandum, "Executive Agent Delegation of Acquisition Functions for Interim Standard Information Systems," dated February 11, 1991; and the Assistant Secretary of Defense (Force Management and Personnel) memorandum, "Executive Agent for the Interim Standard Defense Civilian Personnel Data System (DCPDS)," with attached DCPDS Executive Agent Charter, dated March 14, 1991, provided at attachment 2.

Duane P. Andrews

Attachments:
As stated

ATT 6

Configurations of Defense Civilian Personnel Data System (DCPDS)

Department of the Air Force (PDS+C with PC-III and "Palace" applications)

Department of the Army (ACPER\$ with applications such as Civilian Personnel Management Suite of Installation Support Modules)

Department of the Navy (Integrated NCPDS with CAPS)

Department of Defense Dependent Schools

Department of Defense Office of the Inspector General

Defense Mapping Agency

Defense Nuclear Agency

On Site Inspection Agency

Washington Headquarters Services

Uniformed Services University of the Health Sciences

CPP/EO BACKGROUND SHEET

SUBJECT: Designation of Interim Standard Defense Civilian Personnel Data System (DCPDS) and Executive Agent

CLASSIFICATION: Uncl

SUSPENSE DATE: N/A

SUSPENSE NO: N/A

ACTION OFFICER/OFFICE

Bill Lewis, ODASD (CPP/EO)

COORD/APPROVAL

ACTION

			APPROVAL
X	DASD	X	SIGNATURE
X	PRIN DIR	X	INITIAL/COORD
X	MIL ASST	X	INFORMATION

DIRECTOR'S SIGNATURE

ADMINISTRATIVE PROCESSING

The attached has been proofed, edited, and checked for correct assembly by:

COORDINATION WITH:

OFFICE NAME

EXT

DCA/CIM	J. Stormer	756-2682
	Hum Resources FIM	

SECRETARY'S SIGNATURE

BACKGROUND/SUMMARY: Mr. Knecht has adopted our proposals for DCPDS and Executive Agent. Mr. Straussman and Mr. Shycoff have coordinated; but, Mr. Shycoff retains some control over APCAPS. The business case study must be completed by Sep 30; however, Mr. Knecht promises to provide tools and possibly funds. One note: Mr. Knecht advised that DDI is in the process of "redoing" all the old "Charter" rules written and published by the Comptroller; goal -- simpler and easier to use.

DUANE ANDREWS DIR
KNECHT DEP.
STRAUSSMAN DDI

RECOMMENDATION:

Initial Executive Summary/Cover Brief to ASD (FM&P)

DATE OF PREPARATION: April 8, 1991

ATT 7

EXECUTIVE SUMMARY/COVER BRIEF

MEMORANDUM FOR ASD (FM&P) *Chris Jahn*

FROM: SARA B. RATCLIFF, DASD (CPP/EO)

SUBJECT: Designation of Interim Standard Defense Civilian Personnel Data System (DCPDS) and Executive Agent

PURPOSE: ACTION -- Coordinate on Executive Summary to ASD (C3I)

DISCUSSION: Attached package for ASD (C3I) signature adopts your recommendation to designate the Air Force as Executive Agent for DCPDS. It also adopts the Charter for the Executive Agent which you proposed. We collaborated with ASD (C3I) staff on this document to clarify that the interim system, itself, includes all the configurations of the Air Force PDS-C which support the various users. The memo also affirms that the DLA system, which has four major users, will continue.

Two highlights:

- Requests a report, by September 30, on the continuation, standardization, or elimination of "versions." ASD (C3I) will provide tools; OSD (C) will provide funds (manpower).
- Remained silent on adopting our proposal to name the Air Force as Executive Agent through September 30 and making this designation renewable.

RECOMMENDATION:

Coordinate on Executive Summary.

ASD DECISION

_____ Approved

_____ Disapproved

_____ Other: _____

COORDINATION: DASD (R&R) _____

CONTROL NUMBER(S): N/A

PREPARED BY: *B. Lewis* / x75421/3d269/April 8, 1991



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

EXECUTIVE SUMMARY

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (C31)

FROM: Ronald J. Knecht, Special Assistant

SUBJECT: Designation of Interim Standard System for Civilian Personnel

PURPOSE: ACTION - Sign memorandum, same subject

DISCUSSION: On March 4 you designated the Air Force's Personnel Data System- Civilian the interim standard system for civilian personnel and designated the Secretary of the Air Force the acting DoD Executive Agent for this system. You also authorized the Automated Payroll Cost and Personnel System (APCAPS) to continue operation. (Tab B)

The ASD(FM&P) has requested that you extend the designation of the Secretary of the Air Force as the Executive Agent for the Defense Civilian Personnel Data System (DCPDS) through September 30, 1991, and has provided additional Executive Agent direction (Tab A, attachment) to augment that contained in the "Executive Agent Charter for Management of Interim Systems" promulgated by the Comptroller. I propose an "open-ended" Executive Agent designation as we can readdress the issue after we have a business case or on a request from the ASD(FM&P).

The Principle Deputy Comptroller has verbally expressed to me his concern that, because it is an integrated system, the restrictions on modernization of APCAPS may limit modifications required in support of APCAPS financial customers. The proposed memorandum includes a requirement for the ASD(FM&P) to coordinated APCAPS changes required for personnel support with the Comptroller.

The Director of Defense Information (DDI), questioned the basis of the earlier designation of DCPDS as an interim system, or its selection over APCAPS, as a sound business case has not been prepared for APCAPS and the multiple configurations of DCPDS. (This is similar to the concern PA&E recently expressed on the selection of interim systems.) He requested you ask the ASD(FM&P) to prepare a business case by September 30, 1991. The proposed memorandum includes this requirement. The DDI will assist FM&P in the establishment of a sound analytic process for preparing business cases for APCAPS and DCPDS.

RECOMMENDATION: Sign the memorandum at Tab A.

COORDINATION:

ASD(FM&P) _____ Comptroller Don Slyoff

APR - 5 1991

DDI(OASD(C31)) pal

Approved for Release by NSA on 05-08-2014 pursuant to E.O. 13526



COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
COMPTROLLER
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Designation of Interim Standard System for Civilian Personnel

Reference my March 4, 1991 memorandum, subject as above. On the recommendation of the Assistant Secretary of Defense (Force Management and Personnel), I have designated the Air Force's Personnel Data System-Civilian (PDS-C) as the interim standard Defense Civilian Personnel Data System (DCPDS). I also authorized the Automated Payroll Cost and Personnel System (APCAPS) to continue to operate under the management of the Defense Logistics Agency to support the users of APCAPS as of March 4, 1991, but I have limited changes to the personnel portion of APCAPS to those minimum essential requirements which have been approved by the Assistant Secretary of Defense (Force Management and Personnel), in coordination with the Department of Defense Comptroller.

As currently implemented, DCPDS has configurations to serve ten Component civilian personnel programs. A listing of these configurations is attached. In addition, there are extensions to the primary mainframe-based versions of DCPDS, such as the Air Force's Personnel Concept-III (PC-III) and the Navy's Computer Assisted Personnel System (CAPS). Each of these configurations and their extensions are considered part of the DCPDS pending review by the Assistant Secretary of Defense (Force Management and Personnel).

In keeping with the principles of information management, request the Assistant Secretary of Defense (Force Management and Personnel) make recommendations to me, by September 30, 1991, on the continuation, standardization, or elimination of Component versions and extensions of DCPDS according to the criterion of a sound business case. This business case should demonstrate the total functional and economic costs/benefits of maintaining APCAPS and unique Component versions and extensions of DCPDS and should also show the benefits of their consolidation to the achievement of Defense Management Report savings.

The Secretary of the Air Force is designated as the Executive Agent for the DCPDS. The DCPDS Executive Agent function will be executed in accordance with the Comptroller memorandum, "Executive Agent Charter for Management of Interim Systems," dated November 7, 1990, as augmented by the DCPDS Executive Agent Charter attached to the Assistant Secretary of Defense (Force Management and Personnel) memorandum, "Executive Agent for the Interim Standard Defense Civilian Personnel Data System (DCPDS)," dated March 14, 1991, and my memorandum, "Executive Agent Delegation of Acquisition Functions for Interim Standard Information Systems," dated February 11, 1991.

Duane P. Andrews

Attachments:
As stated

Configurations of Defense Civilian Personnel Data System (DCPDS)

Department of the Air Force (PDS-C with PC-III and "Palace" applications)

Department of the Army (ACPERS with applications such as Civilian Personnel Management Suite of Installation Support Modules)

Department of the Navy (Integrated NCPDS with CAPS)

Department of Defense Dependent Schools

Department of Defense Office of the Inspector General

Defense Mapping Agency

Defense Nuclear Agency

On Site Inspection Agency

Washington Headquarters Services

Uniformed Services University of the Health Sciences



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

13 MAR 1991

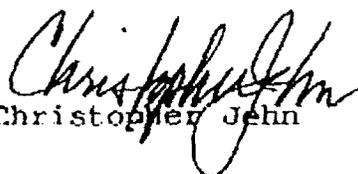
FORCE MANAGEMENT
AND PERSONNELMEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS AND INTELLIGENCE)SUBJECT: Executive Agent for the Interim Standard Defense
Civilian Personnel Data System (DCPDS)

On February 4, I recommended the Air Force's civilian personnel data system be adopted as the interim standard Defense Civilian Personnel Data System (DCPDS). Subsequently, on March 4, 1991, you designated the Secretary of the Air Force as the acting DoD Executive Agent pending my final review of this matter.

In this regard, I recommend the Secretary of the Air Force be designated as the DoD Executive Agent through September 30, 1991. This recommendation is subject to the understanding that the Executive Agent shall function in accordance with the "Executive Agent Charter for Management of Interim Systems," issued by OSD(C) on November 7, 1990, and the Supplemental DCPDS Executive Agent Charter which is attached. The designation may be reviewed by the Human Resources Corporate Information Management Steering Committee at any time prior to the date set forth above; thereafter, it will be renewed on an annual basis.

As the OSD Senior Functional Manager for human resources, I have designated the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity) to act on my behalf in providing functional and policy oversight of the DCPDS Executive Agent. To insure that the interim and follow-on DCPDS meets the needs of all Component users, I have also directed the establishment of a Senior Policy Council, comprised of Service and select Defense Agency Civilian Personnel Directors, to advise my Deputy Assistant Secretary for Civilian Personnel Policy in this regard.

The DASD(CPP/EO) and the Policy Council will require staff support to manage this complex effort. Accordingly, the OSD (Comptroller) has agreed to fund the Defense Data Support Center (DDSC), a management support activity assigned to my office, for an additional fifteen manpower authorizations. The funds are to be derived from savings achieved by reducing and consolidating Component data systems support staff functions under the single interim standard system Executive Agent.


Christopher Jehn

Attachment:
As stated

EXECUTIVE AGENT CHARTER

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)

I. On March 4, 1991, the Assistant Secretary of Defense (C3I), acting on a recommendation made by the Assistant Secretary of Defense (FM&P), designated the Secretary of the Air Force as temporary Executive Agent for the interim standard Defense Civilian Personnel Data System (DCPDS). Thereafter, by memorandum of March 12, 1991, ASD(FM&P) recommended that this designation be extended until September 30, 1991, or until further action is recommended by the Functional Steering Committee.

II. As DCPDS Executive Agent, the Secretary of the Air Force will identify and designate an organizational element responsible for meeting those requirements set forth in the standard Executive Agent Charter, established by OSD Comptroller memorandum of November 7, 1991, for the designation and operation of standard systems; in addition, that organizational element will comply with the following supplemental requirements:

a. The Executive Agent will develop a Technical Management Plan for the interim standard DCPDS and submit such plan (and any modifications thereto) to the Senior OSD Functional Manager, ASD(FM&P), or his designee.

b. In conjunction with the OSD Senior Functional Manager, the EA shall plan, program, and budget appropriate resources for the DCPDS operations, and include such resource requirements in the POM and overall budget submission and financial plan for the Department of the Air Force;

c. As appropriate, the Executive Agent will effect the consolidation of Component staff resources engaged in supporting variants of the interim standard system within DoD, taking any savings generated by such consolidation into account in the Department's budget submission;

d. Provide and maintain facilities and appropriate administrative support for the operation of the DCPDS Executive Agent staff and the interim standard system.

III. In accordance with Section V of the standard Executive Agent Charter, the Assistant Secretary of Defense for Force Management and Personnel (FM&P), as the OSD Senior Functional Official for civilian personnel matters, maintains policy authority over the Executive Agent in all matters relating to DCPDS and its variants within the Department. In this regard, the ASD(FM&P) will exercise such authority through the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity), who shall consult and coordinate with a Senior DCPDS Policy Council comprised of Service and select Defense Agency Civilian Personnel Directors. The DASD(CPP/EO) will:

- a. Provide the Executive Agent with an overall strategic plan and other functional requirements for the interim standard and follow-on DCPDS.
- b. Review and approve the Technical Management Plan, submitted by the Executive Agent, for consistency with the strategic plan, and other functional requirements, and submit the Technical Management Plan to the Senior Information Management official.
- c. Provide functional oversight of the Executive Agent through the Defense Data Support Center (DDSC), a management support activity assigned to ASD(FM&P), and establish performance standards for the Executive Agent and its staff in meeting DCPDS functional requirements.
- d. Establish procedures for the identification and submission of major functional requirements and Systems Change Requests (SCRs) by DoD users, and, in consultation with the Policy Council and the DDSC staff, review, coordinate, approve and prioritize all such requirements and SCRs for the Executive Agent.
- e. Serve as the Executive Agent's proponent in the planning, programming, and budgeting of funds in support of DCPDS; in this capacity, ASD(FM&P) will review, approve, and assist in defending the Agent's budget, insofar as it relates to DCPDS and its variants within the Department.
- f. Review and approve items of expense, such as contracts, purchase orders, and other expenditures for equipment and/or services, which exceed dollar thresholds established by the DCPDS Policy Council.
- g. Provide policy guidance for developing the functional requirements for Phase III of the Corporate Information Management project for civilian personnel management.
- h. Establish and consult with a DCPDS Users Group comprised of select Component experts in the interim standard system and its variants within DoD, as well as human resource management information systems in general.
- i. In coordination with OSD(Comptroller), review all Component budget submissions in support of DCPDS, insuring that they provide sufficient funding to meet functional requirements (both interim and follow-on) and reflect efficiencies achieved through operation of a common system.



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

March 4, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCEMEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
COMPTROLLER
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Designation of Interim Standard System for Civilian Personnel

I am pleased to designate the Air Force Personnel Data System-Civilian (PDS-C), of which Personnel Concept-III is an integral part, as the interim standard system for civilian personnel. The Secretary of the Air Force is designated as the acting DoD Executive Agent for the civilian personnel interim standard system until the Assistant Secretary of Defense for Force Management and Personnel provides a final recommendation, expected on March 12, 1991. The Executive Agent function shall be executed in accordance with the "Executive Agent Charter for Management of Interim Systems," dated November 7, 1990.

Due to the cost of migrating current users of the Automated Payroll Cost and Personnel System (APCAPS) to PDS-C, the APCAPS civilian personnel system may continue current operations under Defense Logistics Agency management; however, changes to the civilian personnel portion of APCAPS will be restricted to minimum essential requirements which have been approved by the Assistant Secretary of Defense for Force Management and Personnel. My point of contact is Mr. Ron Oxley at 696-1276.

A handwritten signature in black ink, appearing to read "Duane P. Andrews", with a long horizontal flourish extending to the right.

Duane P. Andrews



ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-4000

UKO 4 MAR
ASD _____
DDE _____
DASD (IS) _____
S.A. _____

FORCE MANAGEMENT
AND PERSONNEL

11 MAR 1991

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS AND INTELLIGENCE)

SUBJECT: Recommendation of an Executive Agent for the Interim Standard Defense Civilian Personnel Data System (DCPDS)

Dunn

On February 4, I endorsed and sent you a recommendation from the Civilian Human Resources Corporate Information Management (CIM) Functional Group that the Air Force civilian personnel system be designated as the interim standard Defense Civilian Personnel Data System. At that time, I also advised that our recommendation to designate an Executive Agent would be forthcoming following deliberations by the Human Resources Management Steering Committee.

That designation is still under consideration; however, I understand that further delay in this regard may have adverse consequences for continued development and deployment of certain military applications envisioned by the Air Force's Personnel Concept (PC) III project. There is clearly no cause to place these military applications at risk. Indeed, we must insure that decisions regarding a common DoD civilian personnel data system remain separate from any military implications.

Accordingly, I recommend that the Defense Data Support Center (DDSC), a management support activity belonging to my office, be designated as temporary Executive Agent immediately and until such time as the Human Resources Management Functional Steering Committee finalizes its recommendation for interim Executive Agent. As soon as DDSC is officially recognized as temporary Executive Agent, the designation of the civilian personnel interim standard system may be finalized, thereby permitting the Air Force to expend funds for PC-III.

*Dunn - I'm told
this more or less satisfies
everyone - for now. Please
call if you hear otherwise or have any questions.*

Chris
Christopher Jehn

-C



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

1 - MAR 1991

FORCE MANAGEMENT
AND PERSONNEL

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS AND INTELLIGENCE)

SUBJECT: Executive Agent for the Interim Standard Defense
Civilian Personnel Data System (DCPDS)

On February 4, I recommended the Air Force's civilian personnel data system be adopted as the interim standard Defense Civilian Personnel Data System (DCPDS). Subsequently, on March 4, 1991, you designated the Secretary of the Air Force as the acting DoD Executive Agent pending my final review of this matter.

In this regard, I recommend the Secretary of the Air Force be designated as the DoD Executive Agent through September 30, 1991. This recommendation is subject to the understanding that the Executive Agent shall function in accordance with the "Executive Agent Charter for Management of Interim Systems," issued by OSD(C) on November 7, 1990, and the Supplemental DCPDS Executive Agent Charter which is attached. The designation may be reviewed by the Human Resources Corporate Information Management Steering Committee at any time prior to the date set forth above; thereafter, it will be renewed on an annual basis.

As the OSD Senior Functional Manager for human resources, I have designated the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity) to act on my behalf in providing functional and policy oversight of the DCPDS Executive Agent. To insure that the interim and follow-on DCPDS meets the needs of all Component users, I have also directed the establishment of a Senior Policy Council, comprised of Service and select Defense Agency Civilian Personnel Directors, to advise my Deputy Assistant Secretary for Civilian Personnel Policy in this regard.

The DASD(CPP/EO) and the Policy Council will require staff support to manage this complex effort. Accordingly, the OSD (Comptroller) has agreed to fund the Defense Data Support Center (DDSC), a management support activity assigned to my office, for an additional fifteen manpower authorizations. The funds are to be derived from savings achieved by reducing and consolidating Component data systems support staff functions under the single interim standard system Executive Agent.


Christopher Jehn

Attachment:
As stated

EXECUTIVE AGENT CHARTER

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)

I. On March 4, 1991, the Assistant Secretary of Defense (C3I), acting on a recommendation made by the Assistant Secretary of Defense (FM&P), designated the Secretary of the Air Force as temporary Executive Agent for the interim standard Defense Civilian Personnel Data System (DCPDS). Thereafter, by memorandum of March 12, 1991, ASD(FM&P) recommended that this designation be extended until September 30, 1991, or until further action is recommended by the Functional Steering Committee.

II. As DCPDS Executive Agent, the Secretary of the Air Force will identify and designate an organizational element responsible for meeting those requirements set forth in the standard Executive Agent Charter, established by OSD Comptroller memorandum of November 7, 1991, for the designation and operation of standard systems; in addition, that organizational element will comply with the following supplemental requirements:

a. The Executive Agent will develop a Technical Management Plan for the interim standard DCPDS and submit such plan (and any modifications thereto) to the Senior OSD Functional Manager, ASD(FM&P), or his designee.

b. In conjunction with the OSD Senior Functional Manager, the EA shall plan, program, and budget appropriate resources for the DCPDS operations, and include such resource requirements in the POM and overall budget submission and financial plan for the Department of the Air Force;

c. As appropriate, the Executive Agent will effect the consolidation of Component staff resources engaged in supporting variants of the interim standard system within DoD, taking any savings generated by such consolidation into account in the Department's budget submission;

d. Provide and maintain facilities and appropriate administrative support for the operation of the DCPDS Executive Agent staff and the interim standard system.

III. In accordance with Section V of the standard Executive Agent Charter, the Assistant Secretary of Defense for Force Management and Personnel (FM&P), as the OSD Senior Functional Official for civilian personnel matters, maintains policy authority over the Executive Agent in all matters relating to DCPDS and its variants within the Department. In this regard, the ASD(FM&P) will exercise such authority through the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Equal Opportunity), who shall consult and coordinate with a Senior DCPDS Policy Council comprised of Service and select Defense Agency Civilian Personnel Directors. The DASD(CPP/EO) will:

a. Provide the Executive Agent with an overall strategic plan and other functional requirements for the interim standard and follow-on DCPDS.

b. Review and approve the Technical Management Plan, submitted by the Executive Agent, for consistency with the strategic plan, and other functional requirements, and submit the Technical Management Plan to the Senior Information Management official.

c. Provide functional oversight of the Executive Agent through the Defense Data Support Center (DDSC), a management support activity assigned to ASD(FM&P), and establish performance standards for the Executive Agent and its staff in meeting DCPDS functional requirements.

d. Establish procedures for the identification and submission of major functional requirements and Systems Change Requests (SCRs) by DoD users, and, in consultation with the Policy Council and the DDSC staff, review, coordinate, approve and prioritize all such requirements and SCRs for the Executive Agent.

e. Serve as the Executive Agent's proponent in the planning, programming, and budgeting of funds in support of DCPDS; in this capacity, ASD(FM&P) will review, approve, and assist in defending the Agent's budget, insofar as it relates to DCPDS and its variants within the Department.

f. Review and approve items of expense, such as contracts, purchase orders, and other expenditures for equipment and/or services, which exceed dollar thresholds established by the DCPDS Policy Council.

g. Provide policy guidance for developing the functional requirements for Phase III of the Corporate Information Management project for civilian personnel management.

h. Establish and consult with a DCPDS Users Group comprised of select Component experts in the interim standard system and its variants within DoD, as well as human resource management information systems in general.

i. In coordination with OSD(Comptroller), review all Component budget submissions in support of DCPDS, insuring that they provide sufficient funding to meet functional requirements (both interim and follow-on) and reflect efficiencies achieved through operation of a common system.



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

12 MAR 1991

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (FM&P)
/ ASSISTANT SECRETARY OF DEFENSE (C³I)

SUBJECT: Executive Agent for the Interim Standard Defense
Personnel Data System

ASD (C³I) Memorandum of March 4, 1991, for the Secretary of the Air Force designated him as the Acting DOD Executive Agent for the Civilian Personnel Interim Standard System.

On March 12 at the Human Resources Management Functional Steering Committee it was suggested that a 15 person office assigned under the Defense Data Support Center would exercise control over the Executive Agent to "review and prioritize SCRs and contracts". In a subsequent draft memorandum which apparently is intended to promulgate these "strings" on the Executive Agent, this 15 person office is designated to:

--Establish "performance standards for the Executive Agent and its staff"

--"Review and approve items of expense, such as contracts, purchase orders, and other expenditures..."

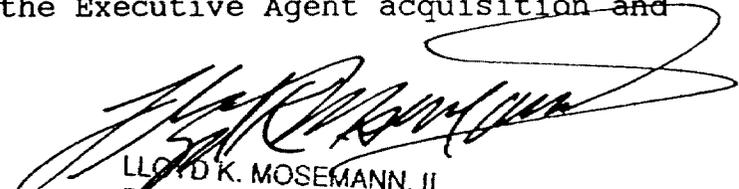
It is important to recognize that the Secretary of the Air Force is the Executive Agent, not some subordinate organization. The Executive Agent embodies two distinct responsibilities:

1) The identification and coordination of functional requirements; and, 2) The development and/or acquisition of software and hardware to satisfy functional requirements. Within the Air Force this will involve two distinct delegations.

As mentioned at the Human Resources Management Functional Steering Committee, I have been assured by the ASD (C³I) that it is not OSD's intention to interfere with the streamlined acquisition oversight processes established by the Air Force Acquisition Executive in compliance with legislation and DOD policy. Accordingly, no guidance promulgated in conjunction with the designation of the Secretary of the Air Force as Executive Agent, such as that noted above, should imply in any way that procurement, contract or expenditure guidance will be given by the 15 person office to any Air Force program office or other delegated acquisition or logistics authority.

Although other proposed "strings" appear more related to the establishment of functional requirements, I would caution that, in rapid response situations, such as recently occurred with the implementation of geographical location pay, any interference with the logistics support changes necessary to implement legislative or OPM guidance could impair the timely delivery of required civilian personnel management support services by the Executive Agent. Accordingly, it is strongly recommended that you reduce the scope of the proposed 15 person office and limit your oversight role to overall strategic planning guidance, review and approval of the Technical Management Plan, and advocacy of funding and manpower requirements of the Executive Agent acquisition and development organization.

Copy to:
SAF/MI



LLOYD K. MOSEMANN, II
Deputy Assistant Secretary
(Communications, Computers &
Logistics)



THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

20 MAR 1991

FORCE MANAGEMENT
AND PERSONNEL

MEMORANDUM FOR SPECIAL ASSISTANT TO ASD(C3I)

SUBJECT: Interim Standard System for Civilian Personnel

The ASD(C3I) Memorandum of March 4, 1991, designating an interim standard system for civilian personnel has prompted questions from the DoD Components concerning the use and application of Personnel Concept (PC) III. The Civilian Human Resources Corporate Information Management (CIM) Functional Group recommended, and Mr. Jehn endorsed, the Air Force system as the interim standard Defense Civilian Personnel Data System (DCPDS). PC-III was included in this recommendation as an integral part of the system *only for the Air Force*. In addition, he recommended that APCAPS be allowed to continue as a nonstandard interim system for those DoD Components on that system as of February 4, 1991.

When Mr. Andrews approves the Executive Agent recommendations proposed by Mr. Jehn on March 14, please insure that the memorandum makes it clear that the interim standard DCPDS includes PC-III only for the Air Force, and that Components which were on APCAPS as of February 4, 1991, are not required to convert to the DCPDS at this time.

RONALD SANDERS
Principal Director
Civilian Personnel Policy and Equal Opportunity



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

March 4, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
COMPTROLLER
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Designation of Interim Standard System for Civilian Personnel

I am pleased to designate the Air Force Personnel Data System—Civilian (PDS—C), of which Personnel Concept-III is an integral part, as the interim standard system for civilian personnel. The Secretary of the Air Force is designated as the acting DoD Executive Agent for the civilian personnel interim standard system until the Assistant Secretary of Defense for Force Management and Personnel provides a final recommendation, expected on March 12, 1991. The Executive Agent function shall be executed in accordance with the "Executive Agent Charter for Management of Interim Systems," dated November 7, 1990.

Due to the cost of migrating current users of the Automated Payroll Cost and Personnel System (APCAPS) to PDS—C, the APCAPS civilian personnel system may continue current operations under Defense Logistics Agency management; however, changes to the civilian personnel portion of APCAPS will be restricted to minimum essential requirements which have been approved by the Assistant Secretary of Defense for Force Management and Personnel. My point of contact is Mr. Ron Oxley at 696-1276.

A handwritten signature in black ink, appearing to read "Duane P. Andrews", with a long horizontal flourish extending to the right.

Duane P. Andrews



THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

Mr. Knecht
FE/92

FORCE MANAGEMENT
AND PERSONNEL

Cindy
4 MAR 1991

MEMORANDUM FOR CINDY KENDALL, DASD (IS)

SUBJECT: Designation of Interim Standard System for Civilian Personnel

Following conversations last Friday with the DASAF (IRM) Lloyd Moseman, Ron Knecht with C3I, OGC and OSD Comptroller, I am coordinating on your proposed memorandum subject to the changes as noted. This approach appears to address the immediate concerns associated with releasing PC-III funds while maintaining the integrity of the CIM process, and involving the Functional Steering Committee in recommending the Executive Agent.

A copy of Mr. Jehn's memo to Mr. Andrews which recommends this action is attached.

Sara

SARA B. RATCLIFF
Deputy Assistant Secretary of Defense
(Civilian Personnel Policy and Equal Opportunity)

Attachments:
As stated

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
COMPTROLLER
ASSISTANT SECRETARY OF DEFENSE (FORCE MANAGEMENT
AND PERSONNEL)
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Designation of Interim Standard System for Civilian
Personnel

I am pleased to designate the Air Force Personnel Data System-Civilian (PDS-C), of which Personnel Concept III is an integral part, as the CIM interim standard system for civilian personnel. The Defense Data Support Center is designated as the DoD Executive Agent for the civilian personnel interim standard system until such time as the Human Resources Management Functional Steering Committee finalizes its recommendation for interim Executive Agent. The Executive Agent function shall be executed in accordance with the "Executive Agent Charter for Management of Interim Systems," dated November 7, 1990. Due to cost considerations, the DLA civilian personnel system shall be allowed to continue current operations under DLA management; changes to the civilian personnel portion of the system will be restricted to minimum essential requirements. My point of contact is Mr. Ron Oxley at 696-1276.

Duane P. Andrews

Coord: Jana B. Ratliff 3/4/91
DASD (CPP/BD)



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-4000

FORCE MANAGEMENT
AND PERSONNEL

Q MAR 1991

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (COMMAND, CONTROL,
COMMUNICATIONS AND INTELLIGENCE)

SUBJECT: Recommendation of an Executive Agent for the Interim Stan-
dard Defense Civilian Personnel Data System (DCPDS)

Diame -

On February 4, I endorsed and sent you a recommendation from the Civilian Human Resources Corporate Information Management (CIM) Functional Group that the Air Force civilian personnel system be designated as the interim standard Defense Civilian Personnel Data System. At that time, I also advised that our recommendation to designate an Executive Agent would be forthcoming following deliberations by the Human Resources Management Steering Committee.

That designation is still under consideration; however, I understand that further delay in this regard may have adverse consequences for continued development and deployment of certain military applications envisioned by the Air Force's Personnel Concept (PC) III project. There is clearly no cause to place these military applications at risk. Indeed, we must insure that decisions regarding a common DoD civilian personnel data system remain separate from any military implications.

Accordingly, I recommend that the Defense Data Support Center (DDSC), a management support activity belonging to my office, be designated as temporary Executive Agent immediately and until such time as the Human Resources Management Functional Steering Committee finalizes its recommendation for interim Executive Agent. As soon as DDSC is officially recognized as temporary Executive Agent, the designation of the civilian personnel interim standard system may be finalized, thereby permitting the Air Force to expend funds for PC-III.

*Diame - I'm told
this more or less satisfies
everyone - for now. Please
call if you hear otherwise or have any questions.*

Chris
Christopher Jehn

-C

Green:

Designed to fully comply with most existing DoD and Component functional requirements, technical standards for communications, data elements, and architecture. Most ease of use, response time, and reliability requirements met.

Yellow:

Meets most DoD and Component functional requirements, standards for communications, data elements, and architecture. Minimally acceptable with regard to ease of use, response time, and reliability requirements accomplished.

Red:

Substantial modifications required to meet DoD and Component functional requirements, standards for communications, data elements, and architecture. Ease of use, response time, and reliability requirements are not acceptable.

PDS-C

RATING: GREEN. PDS-C is fully deployed in both the Air Force and the Navy. It will be fully deployed at all Army sites by February 1991. PDS-C currently supports 107 Federal Agencies and sub-agencies, including the General Services Administration and the Department of Labor. PDS-C meets the OPM standard data element requirements of FPM Supplement 296-33, FPM 298, FPM Supplement 292 and the OPM Central Personnel Data File (CPDF) as well as the services' own policy requirements. The front end user interface requires familiarity with system processing procedures and nomenclatures and is not considered to be "user-friendly". User friendly interfaces have been and are being developed which significantly improve the upfront user interface. System messages, on line, inform users regarding specific problems with their input. PDS-C currently interfaces with ten different DOD and non-DOD payroll systems per criteria specified by the receiving organization. The system back end interface uses an Air Force developed ad hoc retrieval language which allows the user to retrieve data and produce output in virtually any format or medium. The system is available to the user throughout the workday. System batch processes and maintenance are accomplished at night and on weekends.

APCAPS

RATING: GREEN. The APCAPS personnel subsystem is fully deployed within the DLA and two other DoD components (Defense Investigative Service and Defense Communications Agency). Two other DoD components (Defense Contract Audit Agency and Defense Finance and Accounting Service) are targeting deployment to the

system in FY91. A non-DoD component, the Executive Office of the President is also targeting deployment in FY91. APCAPS is a fully integrated payroll, cost, and personnel system. The system utilizes OPM standard data element requirements of FPM Supplement 296-33, FPM 298, FPM Supplement 292 and the OPM Central Personnel Data File as well as the DLA's and it's customer agency requirements. The front end user interface is "user friendly" and allows the new user to quickly utilize the system. The back end user interface includes both standard and ad hoc report generating capabilities. The ad hoc capability is easy to use but is unable to translate encoded system values. The system is available to users throughout the workday. However, due to the integrated operation of the system, a personnel batch process cannot be run, on the first day of each pay period.

f. System benefits exceed costs of transition and implementation.

Blue:

Transition and implementation will provide near term benefits and cost savings. Standard systems will result in the near term.

Green:

System benefits for transition and implementation are borderline but worth the disruption to achieve a single standard system posture.

Yellow:

System benefits are costly with no clear understanding that the long term standard system will be a redesign or enhancement.

Red:

System transition and implementation are prohibitive due to the costs far exceeding the near term benefits to be derived. Transitioning should wait until the implementation strategy for the CHRM Business Plan requirements are developed.

ANALYSIS OF SYSTEM OPERATING COSTS

Projected system operating and support costs were requested from the Army, Navy, Air Force and Defense Logistics Agency. Costs were grouped by Operating and Facilities Management, Programming and Systems Analysis, ADP Equipment, Communication Lines and Equipment, Software, Training, Functional Requirements and Analysis, Customer Service, Testing and Documentation, Travel and Other. The estimated costs of converting DLA's personnel support from APCAPS to PDS-C were also obtained from the Air