

Human Resources Service Center-Northeast (HRSC-NE) *Modern Newsletter #1*

26 April 2001

From the Director of the HRSC-NE . . .

Well, here it is almost one year since our last newsletter. The deployment of the Modern Defense Civilian Personnel Data System (MDCPDS) at the HRSC-NE has been rescheduled several times since last year. Presently, our deployment date is **20 July 2001**.

The intent of this publication is to provide updated information on the status of MDCPDS deployment at the HRSC-NE. It is also intended to relay important developments and cut off dates that will impact your daily routine work processes prior to our deployment. In addition to the Newsletter, we will issue Modern "Bulletins" on an as needed basis. The Bulletins will target specific areas, such as pipeline and systems issues, problems, and progress. It is important that these articles are shared with all levels of management within your organization as early as possible so that your managers can plan accordingly.

The HRSC-NE Modern Team has been working persistently over the last year on pre-deployment and deployment issues. Recently we underwent a "mock" conversion that demonstrated that conversion of the database would go smoothly. This success result is attributed to the quality control efforts being conducted on an on-going basis. There will be another mock conversion before deployment.

The following are several key issues and an up-to-date report of where we are now, and where we hope to be on 6 August 2001:

- As of 23 March 2001, MDCPDS training of the HRSC-NE employees as well as users at the HROs was completed. Refresher training is scheduled to begin 17 May 2001.
- Once installation of MDCPDS begins, use of the Legacy DCPDS ceases with the *stand-down* of the system. Legacy will be available for reports but will be updated for the last time after COB 19 July 2001.
- An on-site plan is being developed to manage this "down" period and to ensure a minimal amount of disruption to the personnel process at start-up of MDCPDS.
- The key element of successful system conversion is a clean database. A database with incomplete, incompatible, or incorrect data can lead to whole or parts of records not converting. Our team is continually looking at current DCPDS records and analyzing the impact of these records when converted into MDCPDS.
- Activities and HROs must review tickler reports with NTE dates for actions that must be processed before deployment.
- There will be no personnel processing capability in the Northeast Region from 20 July until the conversion is complete. We are aware that DOD has had some success restoring access in less than the previously announced two weeks.

- After COB 19 July 2001, there will be no access to the PPI suite including PERSACTION and Regional Applications.
- We have developed a schedule of events as follows:

01 Jun 01	HRSC NE releases report of actions with NTEs on or before 03 Aug 01. HROs and Activities should review and forward any additional actions required to extend or terminate the temporary action.
02 Jul 01; COB	Last day for receipt of current-employee personnel actions from HROs that are effective on or before 29 July 01
16 July 01; COB	Last day for receipt of Position Classification Reviews and Fill Actions from HROs.
18 July 01; COB	All user access to PPI will be disabled.
20 Jul 01 – until conversion is complete	Emergency actions processed via manual hardcopy of SF52 to HRSC POC.
Post Conversion	PIPELINE ACTIONS – HRSC and HROs will recreate pending employee personnel actions in MDCPDS and coordinate to designated HRSC Inbox.

- All actions for current employees submitted to HRSC-NE within the time frames listed will be completed prior to the system shutdown. Once deployment begins, we can only process actions deemed emergency-critical until we are operational.
- Actions in electronic inboxes will not migrate to the new system. Any action not completed prior to deployment will have to be manually built into MDCPDS.



IMPORTANT INFORMATION ON THE THRIFT SAVINGS PLAN (TSP) OPEN SEASON AND MODERN DEPLOYMENT

The upcoming TSP open season will begin on May 15, 2001 and continue until July 31, 2001. The effective date of a TSP open season election is dependent on the date that the TSP-1 form is received in the HRSC-NE. This open season, there are four effective dates as shown below:

<u>TSP-1 Received</u>	<u>Effective Date</u>
May 15 through June 30, 2001	July 1, 2001
July 1 through July 14, 2001	July 15, 2001
July 15 through July 28, 2001	July 29, 2001
July 29 through July 31, 2001	August 12, 2001

MDCPDS deployment is scheduled for July 20, 2001 with a two week timeframe during which we will not be able to input changes into the system. Therefore, we strongly encourage employees to submit their open season changes early in the open period so that the changes can be processed before conversion.

The bulk of TSP open season changes normally are effective on the first effective date, July 1, 2001. The July 1, 2001 and July 15, 2001 changes will be input into the Legacy system. Any changes after those dates (i.e., July 29 and August 12, 2001) cannot be processed until MDCPDS is fully operational.

Please Note: We anticipate a higher volume of TSP changes than in past open seasons due to the significant new changes to TSP (two new investment funds, increase in employee contribution limit and an increase in the number of employees who will be eligible to participate).

QUALITY CONTROL

To prepare the DCPDS for conversion to the oracle environment, a review of the various data elements has been and is continuing to be conducted. Seventy-three quality control desires are run on a monthly basis comparing data elements to known standards. Any suspicious data combinations are then reported and investigated by HRSC-NE staff.

There are two reports, MISC-1 and Acquisition Positions, that still require extensive investigation. Our preliminary review demonstrates that over the last ten-year period, there was a serious lack of understanding concerning these two reporting areas.

MISC-1 examines the data related to active duty military service. It compares Veterans Preference for Appointment and RIF, data in SCD Civilian and SCD leave, the data in the creditable military service area and finally those elements that track retired members of the military. There are two main problem areas in this report: No data in the creditable military service area caused the largest number of errors. In addition, that missing element makes it impossible to check SCD Civilian. The other large problem is determinations for Veterans Preference for RIF for retired members of the military. Typically, retired members of the military do not get preference for RIF. Where sufficient information is available in the OPF, the HRSC NE is reviewing and correcting erroneous data. HROs will receive corrections to that element for their serviced population. The HRSC-NE will contact the HRO in advance with the names of the employees that will be corrected.

Acquisition Position QC examines positions that are coded as Acquisition but encumbered by an employee who is not or the reverse, an employee is coded as Acquisition but the position is not. Congress mandates the Acquisition program and DOD is required to report on the employee population identified as Acquisition. Incorrect identification prevents DOD from utilizing the database to report. The decision to identify a position as Acquisition is made by activity managers and is coded appropriately on the cover sheet of the position description during the classification process. Because most activities serviced by the HRSC-NE maintain their own classification program, this report must be forwarded to the HROs for response. The HRSC-NE will ask that this review be completed and returned during June. The database will then be updated by conversion in July.



PIPELINE

Pipeline actions are all personnel actions that are pending in PERSACTION including those in HRSC, HRO and Managers inboxes. If not completed before modern, these actions do not automatically appear in the Modern DCPDS. They will have to be manually reinitiated in the system after it becomes operational. To minimize this work, the number of actions remaining in the system must be reduced.

Use of Legacy DCPDS and updates to the PPI suite will cease once the Modern DCPDS is deployed on 20 July 2001. Through some programming intervention, all actions effective up to 29 July 2001 will be processed. The HRSC NE has committed to completing all personnel actions for current employees that are effective on or before 29 July that we receive by 02 July.

Activities and HROs must review all personnel actions that could be effected between now and 29 July. The HRSC will forward a report on 01 June that will show all actions with a not-to-exceed (NTE) date on or before 29 July. These NTE actions must be resolved before conversion with the appropriate personnel action terminating, extending or converting the employee.

DO NOT INPUT INTO THE SYSTEM ANY EMPLOYEE RELATED ACTION EFFECTIVE AFTER 29 JULY.

Activities must also review any new hires anticipated and decide whether it is better to start the employees before or after conversion to modern. New hires can be effected on 22 and 29 July but the logistics of getting all new hire paperwork completed before 16 July for a 29 July hire should cause a change in start date.

Emergency actions can be processed during the down time. The HRO will have to type a Request for Personnel Action (SF-52) and the HRSC-NE will have to manually prepare the action before faxing it to payroll. The action will be retroactively entered into Modern DCPDS after deployment is completed. An emergency cannot be anticipated but we cannot foresee many personnel actions that should require manual completion.

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