

Deployment of Modern DCPDS at HRSC PAC



Background

The Department of Defense (DoD) implemented an automated record-keeping system for civilian personnel information in the late 1980's. The system, known as the Defense Civilian Personnel Data System or DCPDS, maintains an electronic record on every employee, which includes information on your grade, series, your job title, your date of birth, eligibility for retirement, veterans' preference, etc. This system is used to complete personnel actions that effect all kinds of actions such as step increases, reassignments, awards, and pay adjustments. The system also holds records on what training you have completed. Actions that affect pay and benefits are moved from DCPDS to your payroll office electronically.

A new system



DoD has been working several years on a new, more modern system to replace DCPDS. This system, aptly named the Modern DCPDS is ready for deployment to DoD centers around the world. During calendar year 2001, all records of DoD civilians wherever they may be assigned will be moved to the Modern System. Test sites have been in operation for over a year to ensure that the system will accurately and efficiently handle actions when it is implemented for the remaining locations. The Navy test site was the Human Resources Service Center (HRSC) Northwest located in Silverdale, WA. They have been operating on the Modern system since November 1999.

Deployment at HRSC PACIFIC

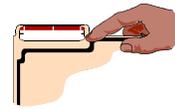
HRSC Pacific has been advised that our date to implement the Modern System is 27 April 2001. What that means is that DCPDS will be shut down on 27 April and the Modern system will be installed, accounts built, records converted, and the new system brought on line on 14 May. We are busily working now to get ready for this deployment. There are many steps in this process, including reviewing a variety of quality control reports on data currently in the system, standardizing abbreviations used to enter position titles in the system, and conducting briefings and training for those who will be using the Modern system to input, track, and process personnel actions.

What does this change mean to me?

Deployment of the Modern DCPDS is not expected to produce any problems with your record. There will be some personnel actions that will be effective during the transition period that might be processed on an earlier date or may be held and processed retroactively after the new system is brought on-line. We are making every effort at HRSC Pacific to make sure that all of our serviced activities are aware of the two-week period between when the old system is turned off and the new system is turned on, to ensure that we can minimize any disruption.

Even if an action is processed retroactively, any affected employee would be granted any pay or benefit to which they were legally entitled on the effective date.

Rest assured that we are keeping tabs on all pending personnel actions in our current system to ensure that all requests are identified and saved when we turn off the old system. We have taken the additional step of identifying a Payroll point of contact for the HRSC who will monitor the flow of payroll information during conversion. The HRSC point of contact will be working with designated points of contact in each payroll office as issues arise.



In the event that our quality control review identifies a correction needed to some data element in your record that requires issuance of a Standard Form 50, Notification of Personnel Action, you would receive a copy of that document at your worksite through normal distribution procedures.

Will the HRSC be closed to customers during the conversion?



HRSC Pacific will be open during the two-week conversion period; this is not a shutdown for us. While we know that we will not have some of our electronic tools available for some or all of the two-week period, we will be able to perform many other tasks that are a part of our day-to-day business. The same telephone numbers that you use today will be operational during the conversion, and our drop off boxes can still be used to submit documents to the HRSC.

What about emergency actions?

We are aware that there will be some actions effective during our conversion period that will have to be processed because there was no way to anticipate them and it is necessary to process them before the new system comes on line. We have made arrangements to cover these types of things and even to use hand-typed personnel actions if necessary. Each activity will be notified about these emergency procedures, and we will explain how to get a request through while the automated system is down.



What should I do?

There isn't anything that you need to do for the conversion. We do not expect any problems with converting the electronic information as we move to the Modern system. Once the new system is on-line we know that activity, HRO, and HRSC employees will need a while to become proficient with the new system. We ask for your patience during the summer months as we all try to make that adjustment.