File: CP

PERS 17-1266

ODP-649-77

14 APR 1977

MEMORANDUM FOR: Director of Personnel

FROM   : Clifford D. May, Jr.
                   Director of Data Processing

SUBJECT   : PERSIGN II

1. The purpose of this memorandum is to formalize
our mutual agreement to the scope, schedule and estimated
costs for the PERSIGN II project, as reflected in the
attached project proposal. This proposal has been
jointly prepared by the Office of Data Processing design
team and the Office of Personnel (OP) analysts assigned
to the PERSIGN II project. An executive summary is in-
cluded at the beginning for your convenience.

2. In addition to the principal PERSIGN II project,
the proposal includes limited estimates for PERHOSP
(hospitalization processing), PERINSUR (insurance pro-
cessing), and GAP (the general archival program). As
the total requirements for the supplemental projects are
finalized, separate detailed proposals will be given to
the Chief, Automated Data Resources Staff, OP, for
approval.

25X1A

Clifford D. May, Jr.

Attachment:
    As Stated Above

CONCUR:

_____   10 may 77
    F.M.W. Janney   _____
    Director of Personnel   Date

Distribution:
    Original & 1 - Addressee   1 - C Div. Chrono
              2 - ODP/Chrono   1 - ODP Registry

25X1A

    ODP/C Div: 12Apr77   E.2 IMPDET CL BY 374198

PERSIGN II

PROJECT PROPOSAL

March 1977

E2 IMPDET
394198

PERSIGN II

PROJECT PROPOSAL

PREPARED JOINTLY BY
The Office of Data Processing
and
The Office of Personnel

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY

A. Proposal Overview

This proposal is organized into five sections, this section is an overview and a summary of contents. The second section briefly discusses historical items of importance and describes the current system and its problems. In the third section, each functional area of the system is described and requirements are identified. The recommended design of the system to meet requirements is presented. The fourth section describes the management techniques that will be used to monitor and control the development cycle. The last section is an impact statement and is organized by component.

B. Summary

1. Scope

PERSIGN is a collection of Personnel data on Agency employees. Because of the complex interactions and the dependency on personnel data, this project includes; changes and enhancements to be made to the assignment processing in the current staffing system (STAFFING), and the development of new systems for step increase processing (PERSTEP) and for fitness report processing (PERFIT). The different processes will be treated as one project, controled and monitored by the Project Leader to coordinate the total effort.

All data entry will be done via GIM data collection techniques which will allow editing and basic validation to occur during the keying process. The major file updating process will be done in a batch environment in lieu of GIM on-line updates because of the complexity of the updating process which includes validations against data in different files. Output from the update process consists of updating up to 14 files, interactions with at least 16 other computer systems, and producing many reports on a multitude of media. This proposal addresses the work to develop new systems for hospitalization processing (PERHOSP), insurance processing (PERIN-SUR), and Personnel's General Archival Program (GAP). The development schedule for these projects is identified by a total man-week estimate. This proposal is not to be interpreted as the proposal for these other systems. Each one of these systems will be addressed in forthcoming proposals.

2. Objective

The major objective of PERSIGN II is to provide an integrated personnel information system responsive to Agency requirements. In meeting this objective we will:

- Consolidate all personnel projects and eliminate redundancies.

- Increase the accuracy of the data base by using better edits and project cross-checking.

CONFIDENTIAL

- Improve Office of Personnel operating procedures for assignment controls and Form 1152/1150.

- Reduce clerical workload by inputting only changing data and generating Form 1152 with current data printed.

- Improve the responsiveness of the system by collecting and editing data on-line, daily update, and increased reporting capability.

- Improve the maintainability and flexibility of the system by designing and documenting to facilitate change.

To achieve the above objectives, there is a continuing need for:

- Joint OP/ODP effort

- Management support to resolve issues which cross organizational boundaries

- Accurate and clear requirements.

3. Time & Resources

The development of PERSIGN II involves 57 major tasks with much coordination needed within the project team and with other projects. The system will be ready for system test in 18 months and could be ready for implementation in 22 months from the starting date. The resources required to meet that timeframe are:

PEOPLE	OP	ODP	
Full Time	5	18	
Peak	7	27	
Clerical (F/T)	1	2	
Clerical (P/T)	5	1	
			TOTAL
MAN YEARS	9	25	34

The total cost to develop the system will be:

COSTS	Manpower	$1.2 m
	Machines	$0.8 m
	TOTAL	$2.0 m

The following major factors could adversely effect the time estimates if they are not controlled:

- Management attention, cooperation, and decisions on policy issues

- Allocation of resources

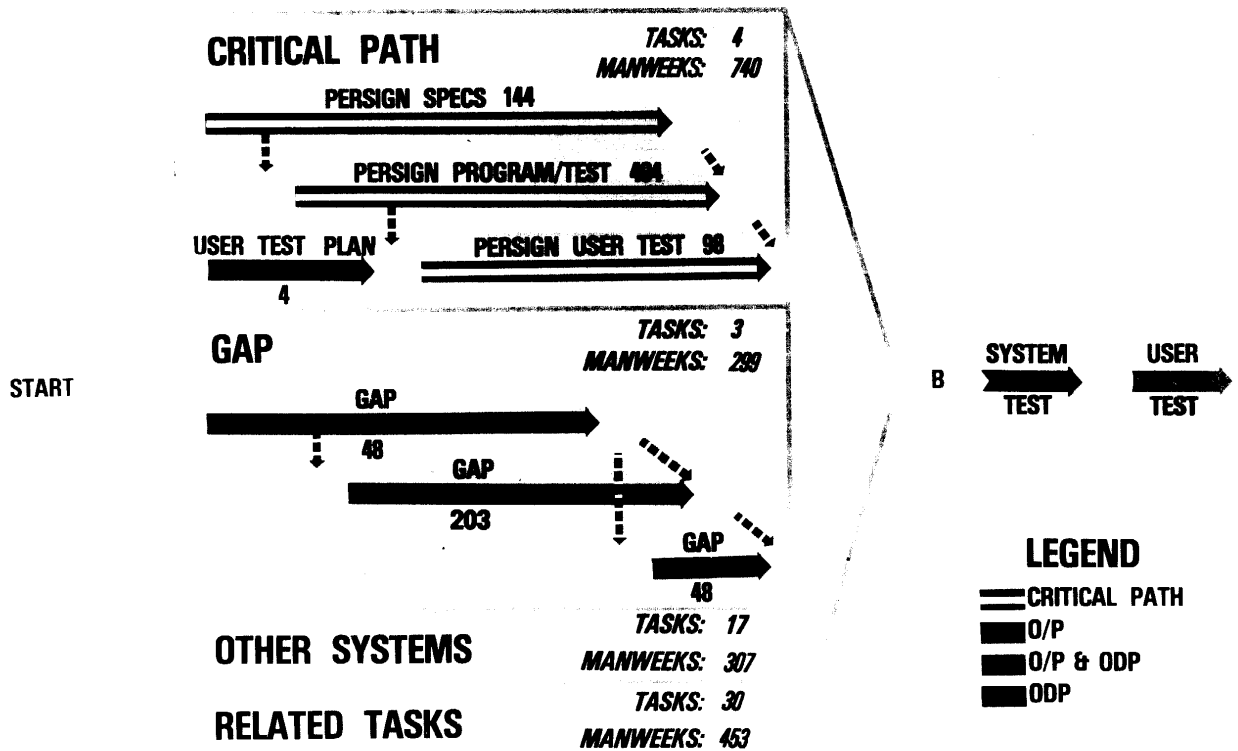- Requirement changes

- Current System Maintenance.

TASK CHARTS

Following charts identify the sequence and manweeks to accomplish the 57 major actions of the PERSIGN II PROJECT.

Approved For Release 2002/01/08 : CIA-RDP83T00573R000600040002-3

PERSIGN II

CRITICAL PATH TASKS: 4
MANWEEKS: 740

PERSIGN SPECS 144

PERSIGN PROGRAM/TEST 494

USER TEST PLAN   PERSIGN USER TEST 98
4

GAP TASKS: 3
MANWEEKS: 299

GAP
48

GAP
203

GAP
48

TASKS: 17
OTHER SYSTEMS MANWEEKS: 307

TASKS: 30
RELATED TASKS MANWEEKS: 453

START

B SYSTEM USER
TEST TEST

LEGEND
CRITICAL PATH
O/P
O/P & ODP
ODP

FILE DESIGN   FILE DESIGN   FILE DESIGN
       5   6   3   FORMS
                                                            4
DATA COLLECT.   DATA COLLECT. FILES
PGM 2   2
   INSTALL.
   PLAN 12
CONV.   CONV.   CONV.
   7   14   6
        DICT.   DICT.   DICT.
          7   50   10
        DB   DB   DB
          4   40

ASSIGN CTRLS   STAFF   STAFF   STAFF
        4   10   50   20

START   B

        FR   FR   FR
         4   11   6

   TEST PLAN   TEST ENV.   TEST ENV.
        2   6   1
                       STEP   STEP
                        20   21

        REPORTS
          10
                          REPORTS
                            96
                       REPORTS
                         18

RELATED
TASKS

PAYROLL
24

QUAL   QUAL
36   4

TRAIN
48

CENCO
48

CIARDS   CIARDS   CIARDS
4   24   4

START   B

CAPER/OP
2

HOSP   HOSP   HOSP
4   20   4

INS   INS   INS
4   28   4

OTHER PROJECTS
25

GIMS
24

OTHER SYSTEMS

II. BACKGROUND

In August of 1973 a paper was prepared (Proposed Phasing Scheme for HRS MCS Phase 2 Projects, 24 August 1973) outlining the subdivision of the PERSIGN/STAFFING projects into phases. A phase was defined as a specific time period in which a visible and useful product was delivered to the Office of Personnel. This paper was approved and work commenced immediately.

Phase I was implemented in November 1974 and officially accepted by the Office of Personnel in February of 1975. The benefits outlined in the previously referenced Phasing Scheme paper were delivered. The availability of Position, Organizations and Personnel data for both Staff and Contracts within one on-line data base has provided the Office of Personnel with a powerful tool in the day-to-day accounting for people and positions.

Now that Phase I has been operational for two years we can readily see what the successes and failures have been. The STAFFING system has been relatively problem free; the PERSIGN system has had its share of problems. Most of the problems have been associated with the limitation and inflexibility of, and lack of documentation on the 501 system and the difficulty of keeping the systems in balance. Actions containing errors are accepted by the 501 but are rejected by PERSIGN for immediate correction (and later correction in the 501). This has been a worthwhile learning experience; the foundation for Phase II has been laid and we are ready to begin.

CONFIDENTIAL

III. FUNCTIONAL AREAS

A. System Overview

    1. Narrative
    2. Data Base
    3. Human Interaction

B. Personnel Action Processing (PERSIGN)

    1. Scope
    2. Applicable Documents
    3. Requirements
    4. Proposed System
    5. Improvements

C. Step Increase Processing (PERSTEP)

    1. Scope
    2. Applicable Documents
    3. Requirements
    4. Proposed System
    5. Improvements

D. Fitness Report Processing (PERFIT)

    1. Scope
    2. Applicable Documents
    3. Requirements
    4. Proposed System
    5. Improvements

E. Staffing Authorization System (STAFFING)

    1. Scope
    2. Applicable Documents
    3. Requirements
    4. Proposed System
    5. Improvements

III. FUNCTIONAL AREAS

A. System Overview

  1. Narrative
  2. Data Base
     a. Availability
     b. Security
     c. Backup and Recover
  3. Human Interactions
     a. Response Time
     b. Error Detection
     c. Output

III. FUNCTIONAL AREAS

A. System Overview

1. Narrative

PERSIGN is a collection of Personnel data on Agency employees, but the project involves more than just personnel actions processing (PERSIGN). Because of the complex interactions and the dependency on personnel data, this project includes: changes and enhancements to be made to the assignment processing in the current staffing system (STAFFING), and the development of new systems for step increase processing (PERSTEP) and for fitness report processing (PERFIT).

PERSIGN needs STAFFING data on reassignment actions to validate position data. STAFFING needs PERSIGN data when positions are affected to check specific personnel records. PERSTEP and PERFIT both need PERSIGN data to activate the time dependent cyclic step increase and fitness report processing for employees, and PERSIGN is updated as a result of these processes.

These four areas will be treated as one project, controled and monitored by the Project Leader to help coordinate the total effort.

All data entry will be done via GIM data collection techniques which will allow editing and basic validation to occur during the keying process. The major file updating process will be done in a batch environment vis-a-vis GIM on-line updates because of the complexity of the updating process which includes validations against data in different files. Output from the update process consists of actually updating up to 14 files, interactions with at least 16 other computer systems, and producing numerous reports on a multitude of media.

2. Data Base

a. Availability

The on-line system must be available six hours per normal working day between 0800 and 1700 hours. The off-line system requires a 24-hour turnaround during payroll cutoff and up to a maximum of 72 hour turnaround the rest of the time.

b. Security

The system will take advantage of GIMS security features to control access to data. In some cases even tighter control will be maintained in having access to fitness report data as specified by the requirements.

c. Backup and Recovery

The system must be restored and back in operation within 24 hours after a failure. The Data Collection file will be backed up via the GIM on-line History transaction tape facility.

CONFIDENTIAL

3. Human Interaction

a. Response Time

The Data Collection System will respond within 15 seconds on the average, and response must not exceed 20 seconds. The response for direct queries should be less than 10 seconds and for sequential queries it should process at about 1,000 records per minute.

b. Error Detection

The on-line process will perform edits and basic validations at data collection time to allow for corrections to be made.

The off-line process will perform more complicated validations and will re-cycle the errors to the Data Collection file for correction. An error report will also be printed.

c. Output

For the on-line system, output will be via query and extracts. For the off-line system, output will be via reports on special forms, standard reports, xerox reports, C.O.M., and user defined reports using a generalized report writer.

III. FUNCTIONAL AREAS

B. Personnel Action Processing (PERSIGN)

1. Scope
2. Applicable Documents
3. Requirements
   a. Input Volumes
   b. Update Frequency
   c. Collect & Edit
   d. Update
   e. Output
4. Proposed System
   a. Narrative
   b. File Description/Capacities
   c. Unresolved Areas
5. Improvements

CONFIDENTIAL

B. Personnel Action Processing (PERSIGN)

1. Scope

PERSIGN II will combine into one system the current RCA 501 personnel system, the PERCON system, and the PERSIGN I system.

Functions of the PERSIGN modules are to update the PERSIGN Data List with Personnel Actions submitted by the Office of Personnel; to process mass updates (See Collect and Edit Requirements (3c) for definition) against appropriate data lists whenever the changes are effective; and to process and control all information in the MAINID data list. These actions are edited and validated before updating any data lists. PERSIGN produces reports to be used throughout the Agency in hardcopy, xerox, or C.O.M. (Computer Output Microform) form, and ad hoc reporting is available through a user defined report package. Query of the data base can be made via a CRT using the GIM facilities.

PERSIGN interfaces with at least 16 other computer systems with varying levels of complexity and with different types of operating environments. The following list is all of the interfaces that exist with other projects:

CAPER/OP—Applicant Processing

CEMLOC—Central Emergency Locator

CENBAD—Central Badging

CENCO—Central Cover

CENQUAL—Central Qualifications

CIARDS/OP—CIA Retirement

COMCON—Communications

CU—Credit Union

FRS—Financial Resources System

GAP—General Archival Program

PAYROLL—Agency Payroll Systems

PERHOSP—Hospitalization

PERINSUR—Insurance

STAFFING—Agency STAFFING

TRAIN—Training History

VIP—Voluntary Investment Plan

9

CONFIDENTIAL

2. Applicable Documents

    a. PERSIGN Specification (3.6 paper)

    b. PERSIGN Design Paper (4.0 paper)

    c. Existing PERSIGN Documentation

    d. A multitude of memos and Policy papers

    e. HDQS Handbook and other regulatory documents.

3. Requirements

    a. Input Volumes

The on-line data collection volumes for PERSIGN will average about 100 transactions per day with a peak of around 200 transactions per day. Mass updates for salary increase could affect up t███████████████ nterface actions will vary from 0 to 100 per day.

    b. Update Frequency

All of the on-line data lists are updated daily, and the reports extract file is generated bi-weekly.

    c. Collect and Edit

The data submitted by the Office of Personnel will be keyed into a GIM II data collection system via menus. This system will be designed to perform all the basic edits and as many validations against other data as efficiently possible at the time the data is keyed.

Actions generated from other systems to update data in the MAINID data list will be collected in a separate file. The editing of these transactions will be minimal; a check of the Action Code, and verification that the originating system is authorized to generate the action for that individual.

Mass updates are generated when a dictionary change is made that requires a change to be made to data stored in another data list. These mass updates will be collected in a separate file.

(Ex. A change is made to a code in some dictionary and that code is located in the PERSIGN Data List. The code is used to extract text from the dictionary, and therefore, must be changed in PERSIGN so the correct text can be retrieved.)

    d. Update

The update process will select the actions from each of the input files with an appropriate effective date. The other actions will be returned to the appropriate data collection file and processed only when their effective date meets the selection criteria.

The update process then validates the transaction and its data elements to the data elements in the PERSIGN data list. After a transaction has passed all validation checks, the personnel record must be updated to reflect this current data on the employee.

e. Output

The output process that takes place will cause the updated information to be recorded on all appropriate files in the data base, and associated reports. The outputs available to the user that would reflect these changes are:

1. Queriable Data Base

2. Standard reports on hard copy, xerox copy, or C.O.M.

3. Ad hoc queries and reports upon user request

4. Data to other systems to satisfy their requirements.

4. Proposed System

a. Narrative

The action that begins the process for Personnel Action processing is the request for a computer printed Request for Personnel Action (Form 1152) from the Office of Personnel, Transactions and Records Branch (TRB) showing the current data on an individual. The form is then filled in and sent to TRB for processing where it is manually checked for apparent errors, and then keyed into the GIM Data Collection System. Edits will be performed upon the Data Elements of the transaction and checks against dictionaries will be performed to validate the data. The operator will have the opportunity to correct any errors that are identified at this time. There are four other forms that are used less often to input data into the system, they are: Mass Change (Form 1152B), Pay Change Notification (Form 560), Misc. Change, and SSN change.

When the PERSIGN update module is activated it will access the Data Collection file that holds the keyed actions, the interface actions file that holds actions from other systems using the Personnel data, and any mass updates that are ready to be used. The update process will then validate every transaction to the extent that is necessary before actually applying update logic to generate a new PERSIGN record. All of the transactions for an employee are processed before a new record is generated for that employee.

The outputs of the update process fall into Four categories. 1. Audit reports are produced and Form 1150 Personnel Action Reports are printed. 2. Errors that were identified during validation are re-cycled back to the data collection file to be acted upon by the operator the next day. 3. A file is generated to be used for interfacing to all interested systems. 4. Other files are generated to be used to update all of the data lists located in the data base on the GIM system.

The interface data list holds all the information needed for any system that requires this type of data. A program will be used to control the access to the data and handle any system functions related to the data list. When another system does not require this type of data, an extract file is used for the interface.

Reports will be produced from report programs (generalized report writer or PL/1 coded modules) that read one of the report files. User defined reports will also process against one of the report files whenever the user desires. The data for reports are produced by extracting from PERSIGN, STAFFING, and dictionaries. All of the data is merged together to create one report file. The user has the option of receiving

CONFIDENTIAL

the report in the standard hard copy form, a xerox reduced form, special forms, or C.O.M. See PERSIGN Attachment I for the list of reports to be developed for PERSIGN II.

After the GIM data base has been updated, the user can query that data base accessing the appropriate data list for current data as of the previous night.

Requests for printing Form 1152, Request for Personnel Action, will be input via a GIM menu into a GIM data list. The user then activates the program to take the data to produce Form 1152 on a special forms printer showing the current data for that employee.

     b. File Descriptions/Capacities

The following files and their brief descriptions are the major files used in the PERSIGN II system. They are separated into three groups, GIM Data Base on-line system files, GIM Data Base on-line PERSIGN files, and off-line files.

GIM Data Base On-Line System Files

These data lists are controled by the Office of Personnel.

MAINID—This data list will have a record for everyone in the PERSIGN data list plus it may have records for individuals that exist in other systems (i.e., TRAIN, CENQUAL, GAP). It is used as a query mechanism to identify systems in which an individual exists or to see pertinent data on an individual, as a control mechanism for generating interface data, and it substitutes for using the PERSIGN data list in extracting data for other systems. Approximate size is ▮▮▮▮ records.

    25X9

NAMINDX—This data list is a cross reference of name to SSN. Size is ▮▮▮▮ records.

    25X9

SFNINDX—This data list is a cross reference of security file number to an employee SSN. Approximate size is ▮▮▮▮ ecords.

    25X9

GIM Data Base On-Line PERSIGN Files

PERSIGN—This is the main data list in the GIM Data Base for personnel data. It contains all the current personnel data that Office of Personnel requires in their system. Approximate size is ▮▮▮▮▮▮

    25X9

Data Collection Files—There are three types of separate data collection files. One is used to hold the manually keyed actions entered via a GIM menu, another is used to hold the mass updates, and the last is used to hold the interface actions. All three are brought together as one input to the PERSIGN update program. Approximate size is ▮▮▮▮▮

    25X9

Dictionaries—These data lists are used in editing the data at the time of collection and to retrieve text for queries and reports. There are about 35 dictionaries containing a total of ▮▮▮▮ records.

    25X9

    25X1C

▮▮

Interface File—This file is used to pass the data that is required for all systems needing personnel data. Approximate size is ▮▮▮▮▮▮▮

Strength-Matrix—This file is a detail accounting record of personnel by major organizational component reflecting statistics on assignment, location, affiliation, and strength accountability. It is used by Statistical Reporting Branch (SRB) to keep track of total Agency strength on a current basis. Approximate size is 100 records.

EMPINDX—This file is a cross-reference from employee number to SSN. Approximate size is 20 to ▮▮▮▮ records.

Off-Line File

Report File—This file is basically an extract of the PERSIGN data list with text fields added and is used by all report programs. Approximate size is ▮▮▮▮▮▮

c. Unresolved Areas

The personnel action specifications for processing types of actions have not been written. We do not know specifically how many types of actions there will be. Our estimate on the number of basic actions is (70). Taking into consideration the combinations, corrections, and cancellations, the total will be over 650 actions.

5. Improvements

Each objective is addressed here and what will be done to satisfy that objective is identified.

a. Reduce manual effort required to prepare and process personnel actions.

1. Reduce data input volumes by at least 50% due to typing and inputting only changing data.

2. Eliminate typing of Form 1150, posting to SF7, and determining proper step and salary on standard promotions.

3. Reduce effort to research current data for Form 1152 by printing form on demand.

b. Increase the accuracy of the data base.

1. Increase the editing capabilities by 80% over the 501 system.

2. Use of GIM security controls to prevent unauthorized access/updates.

c. Improve the timeliness of the data base.

1. Provide on-line data collection capability.

2. Provide for daily update frequency as required.

d. Improve the reporting and report capabilities.

1. Produce selected personnel actions (1150) from Block Changes and STAFFING actions.

2. Produce request for personnel action (1152) on demand.

3. Increase the capabilities for user defined reports.

CONFIDENTIAL

    4. Produce—scheduled reports.

    5. Provide on-line strength matrix.

e. Improve the maintainability of the system.

    1. Reduce the numbers of systems from 3 to 1 by replacing PERCON, 501 Personnel System, and PERSIGN I with PERSIGN II.

    2. Design a flexible system that is responsive to user requirements.

    3. Provide for user defined dictionary edits.

    4. ███████████████████████████████████   25X1C

    5. Provide all documentation needed to maintain and use the system.

f. Improve the interface to systems using Personnel data.

    1. Add contract personnel data to payroll interface.

    2. Eliminate redundantly stored current personnel data in CENQUAL, TRAIN, PERHOSP, PERINSUR.

    3. Document the interface requirements in all systems affected.

ATTACHMENT 1

PERSIGN II

The following lists the inventory of (55) reports required from PERSIGN II. Included in the inventory are four (4) PERFIT reports and two (2) PERSTEP reports.

REPORT NUMBER	DESCRIPTION
	PERSIGN II REPORTS
R412530A	Request for Personnel Action (Form 1152)
R412530B	Notification of Personnel Action (Form 1150)
R412532A	Action Control by Office (User Office)
R412532B	Action Control by Office (Office of Personnel)
R412540A	Retirement Study Listing
R412540B	Retirement Study Cards
R412544A	LPI Notification—Regular Off/Div
R412544B	LPI Notification—Regular Alpha
R412544C	LPI Notification—SPS Schedule Off/Div
R412544D	LPI Notification—SPS Schedule Alpha
R412544E	LPI Notification—EP Schedule Off/Div
R412544F	LPI Notification—EP Schedule Alpha
R412544G	LPI Notification—SA's Off/Div
R412544H	LPI Notification—SA's Alpha
R412544I	LPI Notification—GS Statement
R412544J	LPI Notification—SPS Statement
R412544K	LPI Notification—EP Statement
R412550A	List of Non GS Scheduled Employees-Sch/Gr/Alpha
R412570A	Super Grade List by Grade
R412582A	Comb/Civ/Mil Staff Ceiling by Agency/SCC
R412582B	Comb/Civ/Mil Staff Ceiling by Director-ate/SCC
R412586A	General Schedule Male & Female Employees by 5 year age Groupings Reflecting Average Grades
R412586B	General Schedule Male & Female Employees by 5 year age Groupings Reflecting Average Grades by Career Service
R412586C	General Schedule Male & Female Employees by 5 year age Groupings Reflecting Average Grades by Career Service Panel

CONFIDENTIAL

R412586D	Average Age of Male & Female Employees by Schedule & Grade
R412586E	Average Age of Male & Female Employees by Career Service, Schedule and Grade
R412586F	Average Age of Male & Female Employees by Career Service Panel, Sch. & Grade
R412586G	Male & Female Employees by Age Group, Age, Schedule, Grade & Hqs
R412586H	Male & Female Employees by Career Service, Age Group, Age, Schedule, Grade & Hqs
R412586I	Male & Female Employees by Career Service Panel, Age Group, Age, Schedule, Grade & Hqs
R412586J	Age Distribution of Male Civilian Personnel by SD, Schedule & Grade
R412586K	Age Distribution of Female Civilian Personnel by SD, Schedule & Grade
R412586L	Age Distribution of Male & Female Civilian Personnel by SD, Schedule & Grade
R412586M	Age Distribution Male Civilian Personnel by SD Panel, Sch. & Panel
R412586N	Age Distribution of Female Civilian Personnel by SD Panel, Sch. & Grade
R412586O	Age Distribution of Male & Female Civilian Personnel by SD Panel, Sch. & Grade
R412586P	Age Distribution of Male Civilian Personnel by Schedule & Grade
R412586Q	Age Distribution of Female Civilian Personnel by Schedule & Grade
R412586R	Age Distribution of Male & Female Civilian Personnel by Schedule & Grade
R412590A	Military Detail List—Alpha
R412590B	Military Detail List—Rank/Service
R412590C	Military Detail List—Fan/Office
R412590D	Military Detail List—Service/Directorate
R412590E	Military Detail List—Fan/Service
R412590F	Military Detail List—Fan Number
R412590G	Military Detail List—Rank/Service
R412590H	Military Detail List—Fan Number/Service
R412594A	Occupational Series List

PERFIT REPORTS

R416650A	Fitness Report Call-Up and Delinquency Report—by Office by Division by Grade
R416650B	Fitness Report Call-Up and Delinquency Report—by Office by Alpha
R416650C	Initial Fitness Report Delinquency List—by Office by Alpha
R416651A	Fitness Report Master Listing

CONFIDENTIAL

PERSTEP REPORTS

R425600A	Pay Change Notification Form 560
R425601A	Pay Change Notification Control Roster

CONFIDENTIAL

C. Step Increase Processing (PERSTEP)

1. Scope
2. Applicable Documents
3. Requirements
   a. Input Volumes
   b. Update Frequency
   c. Collect & Edit
   d. Update
   e. Output
4. Proposed System
   a. Narrative
   b. File Descriptions/Capacities
   c. Unresolved Areas
5. Improvements

18

C. Step Increase Processing (PERSTEP)

1. Scope:

The PERSTEP processing will handle all Staff and Contract within-grade increases (WGI). It will interface with the PERSIGN system to determine who is eligible for a WGI and their projected due date. Based on these two criteria an employee will be selected 66 through 93 days before his due date and recorded on another file for monitoring. Leave Without Pay (LWOP) since the last WGI or promotion will be checked by PERSTEP against the Payroll system. If LWOP is within the prescribed limits for the schedule, grade & step, a Pay Change Notification (Form 560) is computer produced in the ODP main computer center. This form contains old and new salary with new step information and is channeled through OP to the various administrative offices for approval. Upon receipt by OP of an approved Form 560, one final LWOP check is made the pay period before the WGI is due. If the employee is within the LWOP limits of his pay category, the PERSIGN record is updated reflecting the WGI, Payroll is notified of the WGI, and the record is deleted from the monitoring file.

2. Applicable Documents

The Design Requirements Statement for PERSTEP.

3. Requirements

    a. Input Volumes—There is no input that is keyed directly into a file to be used only by PERSTEP. The Step Increase data will be keyed into PERSIGN's data collection file and PERSIGN logic will pass the data to the appropriate module.

    b. Update Frequency—The WGI call-up and LWOP update programs will run on the first Friday of each pay period. The report program will run on the first Friday of every other pay period. The PERSTEP update will run on the second Wednesday of each pay period.

    c. Collect and Edit:

        1. WGI exception data will be entered in the PERSIGN data collection file and will have edits on all fields.

        2. WGI file will be created by data extracted from PERSIGN, based on WGI eligibility and due date, and the PERPAY dictionary file.

    d. Update:

        1. On the first Friday of every other pay period (every 4 weeks) PERSIGN is queried for employees due a WGI within the zone of consideration (66-93 days). All employees due a WGI are recorded on the LWOP check file for processing against Payroll to determine excessive LWOP.

2. On the first Friday of every pay period (every 2 weeks) the WGI data is extracted from the WGI file for employees due a WGI during the next pay period. These employees are also recorded on the LWOP check file.

3. On the first Friday of every pay period the LWOP check file is run against the Payroll Leave Master to check for excessive LWOP. Employees passing this check that have just been called up from PERSIGN are recorded on the WGI file, and the Form 560 is produced. A transaction is also created to update PERSIGN to reflect a call-up status.

4. On the second Wednesday of every pay period employees that are due a WGI in the next pay period are selected and a transaction created for PERSIGN to grant them a step increase and delete them from the WGI file.

e. Output:

1. On the first Friday of every other pay period (every 4 weeks) one copy of Form 560 and two copies of a master control listing are printed.

2. On every run there are possible error and advisement messages that may print. These messages go to Office of Personnel.

3. On the first Friday of every pay period (every 2 weeks) a report is printed for Office of Finance and Office of Personnel to do a manual LWOP check for employees that are not on the automated payroll system.

4. Proposed System:

a. Narrative

The primary objective of PERSTEP is to increase the efficiency of the within-grade increase (WGI) process and to streamline the manual intervention. This will be done by extracting from the PERSIGN data base all employees, contract and staff, that are due a WGI within the next 66 through 93 days and all employees on the WGI File due the next pay period. These selected employees will be recorded on another file (LWOP CHECK).

The LWOP CHECK file is then run against the Payroll Leave Master to check for any LWOP the employee may have taken since their last WGI or promotion. The LWOP is then compared with the allowable LWOP for the employees pay category. If the employee used more than he is allowed, calculations are made to determine if it will put his WGI due date into another pay period. If it does and a Form 560 has been printed, a message is printed to change the due date on the form. If a form has not been printed a transaction will be created to update PERSIGN with his new due date for a later call-up.

For employees that do not have excessive LWOP and have just been called up, a record is written to the WGI file. Another program will print a form 560 Pay Change Notification and a control roster. All Form 560's are sent to the appropriate administrative office for approval of the WGI except those where the employee has a current unsatisfactory fitness report. These are sent to Chief, SAS for action. As the

CONFIDENTIAL

Form 560's return to Office of Personnel, they are checked for holds. For any holds or delinquents (forms not returned to OP) a transaction will be made to delete them from the WGI file and to update their PERSIGN record to show the hold or delinquency. Next, the WGI file will be queried for all employees due a WGI the next pay period. Those selected will have a transaction record created for PERSIGN to grant the WGI. PERSIGN in turn will process the WGI, notify Payroll, create a record for GAP and delete the record from the WGI file.

    b. File Description

WGI file—A monitoring file for employees who are eligible for a WGI and have passed the first LWOP check and are waiting for a final LWOP check before being granted a WGI. File capacity is 4,000 records.

LWOP CHECK File (off-line)—A file of employees who have been called up from the WGI file for a final LWOP check or have just been called up from PERSIGN for their initial LWOP check. File capacity is 1,500 records.

    c. Unresolved Areas

None.

5. Improvements

    a. Reduce the manual effort required to prepare and process WGI's.

        1. Eliminate posting to Form SF-7, and streamline the control of 560's upon return from the Administrative points.

        2. Expand the population for automatic call-up.

    b. Increase the accuracy of the process.

        1. Establish an automatic payroll interface for granting WGI's.

        2. Automatically check for excessive LWOP from payroll for those personnel resident on the biweekly Payroll system.

    c. Improve the maintainability and flexibility of the system.

        1. Dictionary oriented design.

        2. Staff and contract in one system.

CONFIDENTIAL

D. Fitness Report Processing (PERFIT)
　1. Scope
　2. Applicable Documents
　3. Requirements
　　a. Input Volumes
　　b. Update Frequency
　　c. Collect & Edit
　　d. Update
　　e. Output
　4. Proposed System
　　a. Narrative
　　b. File Descriptions/Capacities
　　c. Unresolved Areas
　5. Improvements

D. Fitness Report Processing (PERFIT)

1. Scope

PERFIT (The Fitness Report Call-up and Delinquency Record) will consist of a set of interrelated procedures that will use the PERSIGN record as a base record and source for:

- Identifying all personnel for whom Fitness Reports are due or delinquent and notifying offices accordingly;

- Statistical analysis of current employee performance ratings;

- Computer generated status information on Fitness Report forms;

- Simplifying processing procedures now in effect; and

- Making Fitness Report management an integral part of the PERSIGN project.

Fitness Reporting requirements have been expanded to include all staff and contract personnel with the exception of those under the executive pay scale and details to the Agency. Fitness Report data (last overall rating, date of report, and type of report) will be stored as current data in PERSIGN and as historical data in GAP.

Under the new PERFIT procedures, data will be transcribed directly from audited Fitness Report forms to a menu format on a terminal for periodic update of the Fitness Report items recorded in the PERSIGN/PERFIT data lists. Designated personnel can directly query the PERFIT data list and the Fitness Report data elements of the PERSIGN record. The PERSIGN and GAP files will be the source for current and historical statistical reports respectively.

2. Applicable Documents

    a. PERFIT DESIGN Requirements Manual (1/77)

    b. PERFIT Project File (1976/77)

3. Requirements

    a. Input Volumes

There is no input keyed directly into a file to be used only by PERFIT. The Fitness Report data will be keyed into PERSIGN's data collection file and PERSIGN logic will pass the data to the appropriate module.

    b. Update Frequency

The call-up process is run monthly on the 1st weekend of the month and is geared to the PERSIGN update cycle. PERFIT file update (data collection) is run daily.

c. Collect and Edit

Data Elements from incoming Fitness Reports (i.e., Date of Report, Type of Report, and Overall Rating) will be processed via a GIM menu into a Data Collection file. Errors identified by the system must be corrected before acceptance into the data collection file.

d. Update

There are two major processes involved with the update of the PERFIT file—the programmed movement of selected PERSIGN attributes into the PERFIT call-up and delinquency file and the input of PERFIT data from incoming Fitness Reports into an update procedure which will impact the PERFIT file in a programmed manner to selectively move data out of PERFIT into both PERSIGN and to GAP through PERSIGN.

The primary call-up provides for a scheduled PERSIGN extract to be processed through a complex decision/selection procedure which utilizes affiliations, schedules, grades, service designations, etc., to produce the required monthly call-up grouping for the month in question. An additional process then selects delinquent case data (newly created or recorded in PERFIT) and combines the result with the call-up data to produce call-up and delinquency listings, preprinted forms, etc.

The update routine based on incoming Fitness Reports moves data out of PERFIT to PERSIGN and eventually to GAP. Errors will be recycled to the data collection file to be corrected. A daily error listing will also be provided.

e. Output

1. The call-up procedure produces the following outputs:

   a. Call-up and delinquency report listings sent out to Agency components and career services indicating those employees due a Fitness Report, who are delinquent, or both, noting the number of months delinquent, due dates, etc.

   b. A special listing of delinquent Initial Fitness Reports will be prepared for action by the Special Activities Staff, OP, who in turn will obtain the Fitness Report prior to the completion of the one-year trial period.

   c. Preprinted Report Fitness Forms will be instituted on a test basis to determine the feasibility of preprinting a status information on the top portion of Form 45 in the future. These will be produced in ODP's main computer center. The Office of Logistics and the Office of Security have asked to be forerunners in this test. The goal is to reduce clerical errors and component workload with the possible benefit of quicker turnaround time on return of completed reports.

2. Update procedures produce error listings identifying transactions that do not pass program edit.

3. The GAP historical file will provide a source for periodic statistical reports concerning extended performance rating information.

4. The PERFIT file will provide the source for delinquency data for periods up to the previous three years.

4. Proposed System

a. Narrative

PERFIT operates essentially as a system supplementary to the PERSIGN system. As a computer based record, it figuratively derives 80% of its data from PERSIGN record information, 10% from program routines which detect delinquency, and a final 10% from data reported on Fitness Reports to the Office of Personnel by the Agency's supervisors.

PERFIT has an absolute dependence on PERSIGN since the data elements needed to determine call-up requirements for any group of employees resides in and is maintained by the PERSIGN system. Once the needed data elements are extracted from PERSIGN and processed through the complex decision/selection program designed to call-up and control Fitness Reporting, the supplementary PERFIT data list comes into the forefront. PERFIT acts as the source for all the call-up and delinquency reports, preprinted forms, terminal query concerning delinquency, etc., during the time (but limited to three years) that there are any outstanding requirements for Fitness Reports. Once requirements have been met for any given employee, PERSIGN and GAP become the primary source records for either Fitness Report status, history or statistical information.

PERFIT is a "holding" file not a history file, and exists only during the time necessary to exercise management control over the Fitness Reporting function as set forth i█████████████

25X1A

b. File Descriptions/Capacities

PERFIT file—This file is used as a monitoring file for employees that were called up for a Fitness Report, and for identifying periods of delinquency needed for reporting status on the delinquency list.

c. Unresolved Areas

None.

5. Improvements

There are three principal objectives in PERFIT oriented towards improving personnel management functions:

a) Reduction in the manual effort currently needed to process Fitness Reports:

   1) Reduction of number of keystrokes needed to process incoming reports.

   2) Elimination of coding sheets.

   3) Possible improvement in turnaround time through preprinting of status information on Fitness Reports.

b) Improvement of record accuracy through:

   1) Integration with PERSIGN data.

    2) System management in a more controlled environment.

    3) More effective edits.

c) Improvement of system's maintenance and flexibility by:

    1) Consolidation of staff and contract personnel into a unified system (a PERSIGN concept), and

    2) A dictionary-oriented call-up design.

E. STAFFING Authorization System (STAFFING)
1. Scope
2. Applicable Documents
3. Requirements
   a. Input Volumes
   b. Update Frequency
   c. Collect & Edit
   d. Update
   e. Output
4. Proposed System
   a. Narrative
   b. File Descriptions/Capacities
   c. Unresolved Areas
5. Improvements

E. STAFFING Authorization System (STAFFING)

1. Scope

The STAFFING system currently provides the Office of Personnel with a means to maintain records on Agency organizations, Agency ceilings allocated to organizations, Agency positions, language requirements levied both on organizations and positions, and also on abbreviated record of all positions at time of deletion since August 1974. It further provides for the automatic updating of Agency personnel records as a result of a change to STAFFING data.

The following modifications are required to the STAFFING system as a result of PERSIGN II development:

a. The addition of Assignment Control Processing Logic for comparing positions versus personnel.

b. The automatic generation of "Budget Control Personnel" organization records to the Office (Level 2) and Division (Level 4), similar to the current "Development Complement Personnel" and "Pending Reassignment Personnel" records currently generated.

c. The redesign of the STAFFING Data Collection (STAFFDC) Data List to accomplish on-line code validation of the codes input on STAFFING transactions.

d. The analysis and design of the STAFFING/GAP interface process for the creation of Personnel History Records when the STAFFING system reassigns personnel due to STAFFING changes.

e. Conversion to the new Language Proficiency Codes, with adjustment to the associated Language Control Register report, at the same time the CENQUAL Project is implemented.

f. Modifications to the current STAFFING Update Programs to interact with the new off-line PL/1 Batch Facility and the new format of the PERSIGN records.

g. The update of the current STAFFING documentation to reflect the above modifications.

2. Applicable Documents

a. STAFFING User Manual

b. STAFFING System Manual

c. STAFFING Program Manual

d. STAFFING Production Run Manual

e. Establishment of Computer Controls for Assignment and Promotion of Agency Personnel (Memo dtd. 27 Oct 1976).

3. Requirements

a. Input Volumes

The on-line data collection volumes for STAFFING will continue to be cyclical in nature with an average of 50 transactions per day, with a peak of 250 daily transactions.

b. Update Frequency

The STAFFING Data Collection Data List will continue to have daily updates during normal working hours, with the remaining data lists having the capability to be updated once per day upon request on overnight basis.

c. Collect and Edit

The STAFFING Data Collection system will continue to perform preliminary edits on all STAFFING transactions. When the transaction passes the preliminary edits, it will be added to the STAFFING Data Collection Data List for subsequent processing by the STAFFING Update Processor.

d. Update

1. Normal Daily Update

The STAFFING update processor will continue to have the capability for running on a daily basis upon user request, it will continue to process all the stored transactions in the Data Collection Data List, update the STAFFING data lists in accordance with the processing specifications, recycle the transactions in error back to the Data Collection data list, and produce audit reports reflecting all activity.

2. Block Change/Automated Mass Dictionary Updates

Block Change/Automated Mass Updates will continue to be made on a periodic basis to the STAFFING Data Lists as a result of changes/deletions to the dictionary files used in the normal processing of STAFFING data. Reports reflecting the data that has been changed/deleted will continue to be produced.

e. Output

Output from the STAFFING Update processes are reflected via the following various modes:

1. Audit Reports indicating the STAFFING records updated as a result of normal, error recycled, and automated mass update transactions that have been processed.

2. Up-to-date STAFFING Data Lists available for ad hoc on-line queries using the GIM language.

3. Programmed queries to facilitate the on-line access and menu display of STAFFING data.

4. Ad hoc and scheduled production reports are produced utilizing the scheduled report-extract tape, similiar to the current system.

CONFIDENTIAL

4. Proposed System

a. Narrative

The modified STAFFING system will continue to provide the Office of Personnel with the capability to maintain records on Agency organizations, Agency ceilings allocated to organizations, language requirements levied both on organizations and positions, and also an abbreviated record of all positions at time of deletion since August 1974.

All data will continue to be input on a menu displayed on a computer terminal. Preliminary editing of the data will occur at this time. Transactions will be accumulated during the day and the complex processing will occur at night. Maximum edits are imposed on all data elements to insure that only accurate data enters the system.

The 21 different STAFFING actions with associated menus and update procedures and five unique input forms will continue to be processed within the system.

Assignment Control Processing of personnel incumbering the STAFFING positions, together with a new organizational grouping "Budget Control Personnel" will be added to the system. Additional modifications will be made to complement the PERSIGN II method of processing records.

The automatic interaction of STAFFING data with PERSIGN employee data when conducting on-line queries, off-line updates and/or reports will continue to provide the Office of Personnel with a powerful management tool.

b. File Descriptions/Capacities

The following is a brief description of the Data Lists that will continue to be maintained within the STAFFING system:

1. Agency Organizations—(ORGCODE)

Contains all the valid organization records for (8) different levels of organization within the Agency, plus deleted office records that still have PERSIGN employee records associated with the office. In addition, it identifies the Agency position/personnel ceilings levied on Level 1 and 2 organizations, together with the identifiers of the Language Requirements imposed on various organizations. Approximately ▮▮▮ records.

25X9

2. Positions—(POSNR)

Contains all the valid position records in the Agency. In addition, it identifies:

    a. the unique organization component the position is associated with;

    b. the personnel that are assigned to the position;

    c. the identifiers of the language requirements imposed on the position. Approximately ▮▮▮

25X9

3. Position History—(HPOSNR)

Contains an abbreviated record of all Agency positions at time of deletion since August 1974. Approximately ▮▮▮

25X9

4. Language Requirements (LREQID)

Contains all the language requirements imposed on Organizations and Positions within the Agency. Approximately ███████████   25X9

5. Mass Organization Updates—(BLOCKCHG)

Contains selected organizational changes/deletes that have occurred. These transactions are processed against the Position and PERSIGN Data Lists to insure the respective records are reflected in valid organizations only. Approximately 100 records.

6. Data Collection—(STAFFDC)

Contains all STAFFING update transactions that have not been processed to date, together with transactions that were previously processed and were incorrect due to edit/processing errors. Approximately 1,500 records.

c. Unresolved Areas

The following unresolved areas have surfaced since the initial scope of changes to the current STAFFING system was defined and therefore, have not been included in the initial time estimates. Additional analysis will be required in each of the areas to determine the impact and time required to accomplish the additional enhancements/ changes.

1. Changes will be required to some of the current STAFFING reports that are in a production status as a result of proposed changes to some of the PERSIGN values, i.e., Pay Schedule changes—EP to EX, SPS to ST, etc.

2. Deletion of the Emergency Relocation Designation from positions will require changes to forms, input processing, and associated reports.

3. Expansion of the Position Footnote code to two characters will require changes to forms, input processing and associated reports.

4. The Report Specifications and programming of 11 complex reports, i.e., Career Service Grade Authorization, Supergrade, etc.

5. The requirements/specifications for the selected STAFFING Actions that will cause the automatic generation of Personnel Actions (Form 1150) as a result of STAFFING changes to personnel data.

6. It is assumed there will be no changes from the current method of processing incumbents when a position is moved or deleted which was unresolved in the Assignment Control memo dtd. 27 October 1976.

5. Improvements

a. The establishment of the automated assignment control processing will:

1. Eliminate the need for manual verification of Position and Organization data on request for Personnel Actions.

2. Increase the accuracy and timeliness of the Assignment Control Processing.

CONFIDENTIAL

b. The addition of "Budget Control Personnel" organization records will provide greater flexibility for the assignment of personnel with no additional workload of maintaining the records.

c. On-line code validation will increase the timeliness of the edits on coded input values.

IV. PROJECT PLAN

1. Objective

The plan consists of detail procedural and control documents needed to establish the working environment for all project personnel. They are management tools and do not relate to the requirements or design of PERSIGN II and therefore, are not a part of the proposal. The objective of this section is to explain the plan and describe how it is organized. If there is a desire to read the plan, it can be obtained through the Project Leader.

2. Discussion

Our plan is separated into six sections, each one having: (1) specific objectives, (2) a discussion that explains the section, and (3) the details of the section. One can read the objectives and the discussion areas to gain a good understanding of what that section is about without involvement in the details. The sections are plans in themselves, each relating to a particular area of concern: they are: Organization Plan, Review and Reporting Plan, Change Control Plan, Documentation Plan, Resources and Deliverables Plan, and Test Plan. Other plans are necessary to manage the total effort: they are: Training Plan and Installation Plan. These will be written early in the project's schedule and are identified in the tasks to be done.

3. Detailed Plan

The following paragraphs highlight the objective of each section.

Organization Plan

Describes PERSIGN II project organization of personnel by identifying functions, responsibilities, skills, and assignments. The work flow through the project is also described.

Review and Reporting Plan

Identifies the mechanisms for reporting status to higher management and for reviewing the work to monitor and control the progress.

Change Control Plan

Defines the procedures and identifies the documentation used to control changes that occur in the system requirements or design of the system.

Documentation Plan

Outlines all project documents and identifiers when they are to be used and who is responsible for completing them. Defines the procedures and resources required for the publication cycle.

CONFIDENTIAL

Resources and Deliverables Plan

Identifies all the major tasks to be accomplished under the PERSIGN II development effort. Each task is described in the form INPUT-PROCESS-OUTPUT-CRITERIA FOR COMPLETION. A statement of ODP and OP resources required for each task is included.

Test Plan

Identifies the different levels and types of testing to be performed during PERSIGN II's development and describes in detail the tools, procedures and responsibilities for conducting the test and the documentation required to control progress.

CONFIDENTIAL

V. IMPACT STATEMENT

A. General

B. Office of Data Processing

    1. Processing
    2. Applications

C. Office of Personnel

    1. PERSIGN II Tasks
    2. Other Personnel Systems Affected

D. Office of Finance

    1. Payroll
    2. FRS
    3. VIP

E. Central Cover Staff

F. Office of Communications

G. Office of Security

H. Office of Training

I. Northwest Federal Credit Union

V. IMPACT STATEMENT

A. General

The intent of this section is not to identify in detail what the impact is, but only to identify by major component the areas and type of impact. See Task Charts for the time estimates of other projects.

B. Office of Data Processing

1. Processing

Each type of impact will be explained further in follow-up memos and/or meetings with each Division.

    a. Production Division

     1. User requested Updates (anytime) *ℓc*

     2. Ad hoc batch reports (anytime)

     3. Scheduled Batch reports   *ℓc*

     4. Attended *ant* processing (critical cutoffs only)

    b. GIMS Division

     1. Increase in GIM transaction volume

     2. New Report writer to satisfy our needs *ℓc*

     3. Establishment of new Data Base *ℓc*

     4. On-Line Storage Increase   *ℓe*

     5. Batch Reader Processing (anytime) *ℓe*

     6. Extract Processing   *ℓe*

     7. Batch Job Submission *ℓe*

     8. Requested changes to GIM software

    c. ~~Hardware~~ Engineering Division

     1. More terminals needed (4-6)

     2. Special Forms Printer in TRB/OP (1152/1150)   *ℓc*

    d. Operations Division

     1. Attended *ant* Processing (GIM & Batch) *ℓc*

     2. Critical Processing during the following periods *ℓe*

       a. Payroll interface

       b. End of Month Reports   *ℓe*

     3. Eliminate 501 similator support for: PMOEND (25296), PMOEND+5 (25297), PERSEDF (25302), RCA PMOEND (25719), RCAPMOEND5 (25720), and 360 support for PERCON (25101)

CONFIDENTIAL

2. Applications

The following projects will be affected by PERSIGN II:

    a. C Division

       1. GAP

       2. CENQUAL (including MSQ data)

       3. TRAIN

       4. CAPER/OP

       5. CREDIT UNION

       6. CEMLOC

       7. CIARDS/OP

       8. CENBAD

       9. PERHOSP

      10. PERINSUR

      11. PAYROLL

      12. COMCON

    b. D Division

       1. CENCO

       2. VIP

       3. FRS

C. Office of Personnel

1. PERSIGN II

    a. Requirements

        1. Processing specifications—ADRS & PMCD

        2. Conversion specifications—ADRS & PMCD

        3. Report specifications—SRB, ADRS and PMCD

    b. User Test Team

        1. TRB

        2. CPD

        3. SRB

        4. PMCD

    c. Training

        1. Personnel Officers and Technicians

        2. Coders

        3. Data Input Clerks

    d. Manuals

        1. Users

        2. Coders

2. Other Personnel Systems Affected

    a. New Systems

        1. GAP

        2. CENQUAL

        3. PERHOSP

        4. PERINSUR

    b. Interface/Impact

        1. CAPER/OP

            a. Description

The current Office of Personnel EAM system controls the processing of applicants for Staff positions from the time of security initiation to EOD or cancellation. The 501 system provides CAPER/OP with punched cards on EOD's.

b. Impact

With the discontinuation of 501 processing PERSIGN must supply CAPER/OP with these punched cards. This will require either conversion of PERSIGN codes to the old 501 codes or a change in CAPER/OP system.

2. CEMLOC

a. Description

The current Office of Personnel Central Emergency and Locator (CEMLOC) system provides employee locator and emergency designee information in support of various functions i.e., Telephone Facilities, Mail Services, Duty Officers and Payroll.

Current PERSIGN/CEMLOC interface is the comparison of records from both systems and the production of a report to identify selected discrepancies.

b. Impact

There is no impact on CEMLOC as a result of PERSIGN II development. The PERSIGN Extract report tape will continue to be provided to CEMLOC for the production of the Discrepancy report.

3. CIARDS/OP

a. Description

The CIA Retirement & Disability System (CIARDS/OP) maintains records for the retention of data on each participant (active, retired or survivor). It is designed for monitoring participant cases, identifying cases for review and reporting. It also provides the structured data base needed for actuarial valuation.

CIARDS/OP is dependent on the 501 Personnel System to establish records and to detect changes in selected data. The present interface permits deletion of cases judged ineligible at separation. CIARDS/OP also interfaces with the Overseas Service Record.

b. Impact

The Employee Number will not be a data element in PERSIGN II. Employees will be identified by Social Security Number (SSN) in PERSIGN and also the Overseas records which will be maintained by GAP. Therefore, the CIARDS/OP file will require conversion to SSN and the interface process will have to be modified.

D. Office of Finance

The interface to the following systems requires changes:

1. Payroll

The proposed Personnel systems will be passing data with a new code structure, format, and in some cases, content to other systems requiring the data. The recipient systems therefore, must be modified to react to and process the new data.

Of the three pay systems in operation within the Office of Finance: Agents, CIARDS, and the Automated-Bi-weekly Payroll system, (APS), only the APS is a recipient of computer transferred data from the Personnel system. The APS also receives data from the Hospitalization and Insurance systems which are not included in this proposal. They are treated as separate entities, apart from the Personnel system processing, and will be covered in a different proposal.

APS

The APS which is transaction orientated operates primarily based on the type of personnel action code and type of employee code received from the Personnel system. A change to either of these items has a significant impact on the APS. These two data elements have been completely redefined in the Personnel system to be more meaningful; the old types of personnel action codes have been replaced with new values and expanded, the type of employee codes have been replaced with employee affiliation codes.

Considerations

For the APS to operate on these new codes two options were considered:

— Modify or reprogram the APS to handle the new data.

— Convert the Personnel data to acceptable APS data.

The modifications to the APS would require a major effort and could not be completed to coincide with the planned implementation of PERSIGN. Additionally, the risks involved in implementing two major systems concurrently is high and the probability of success low.

Conversion of the Personnel data to the old data characteristics allows the APS to remain intact and continue operating as is, with a minimum of modification. The task of converting the data, being of much lesser magnitude than reprogramming, can be completed to coincide with PERSIGN's operational date. The conversion program, acting as a buffer between the systems, would be modified as required to react to changes in the Personnel systems leaving the APS unaffected.

Agents

The current Agents' system, operating under the 501 simulator, is basically an automated bookkeeping system. All input to the system is via OF manually prepared

CONFIDENTIAL

transactions. This system with its outdated and limited capabilities must be completely studied, upgraded and reprogrammed. Current plans call for work to begin as soon as resources are available, implementation to coincide with PERSIGN. Specifications for the interface will be developed as work on this system progresses, therefore, the remainder of this section deals with the APS only.

Proposed System Interface

Those Agency personnel and data elements as defined by the PERSIGN/PAY-ROLL Interface Team will be made available to the Payroll process by the Personnel systems. Although this data is provided for the future interface, the conversion program will utilize only the data necessary for converting actions to acceptable APS input data for Staff Employees, Summer Only, and Project 'R' Details-in. Processing of data for Contract and other payrolled Staff personnel will continue as is, through OF transactions, and will not be part of the automated interface.

The Office of Finance will receive computer produced reports in lieu of the Notification of Personnel Action (Form 1150), Pay Change Notification (Form 560), and the Miscellaneous Change (Form 3975). In addition to the above reports the contract document will be provided for Contract personnel for interpretation and action by OF as required.

The current manual check of Leave Without Pay (LWOP) hours prior to the granting of a Within Grade Increase (WGI) by OF will be terminated and replaced by an automated check for those personnel maintained in the APS and the Agents system.

25X1A
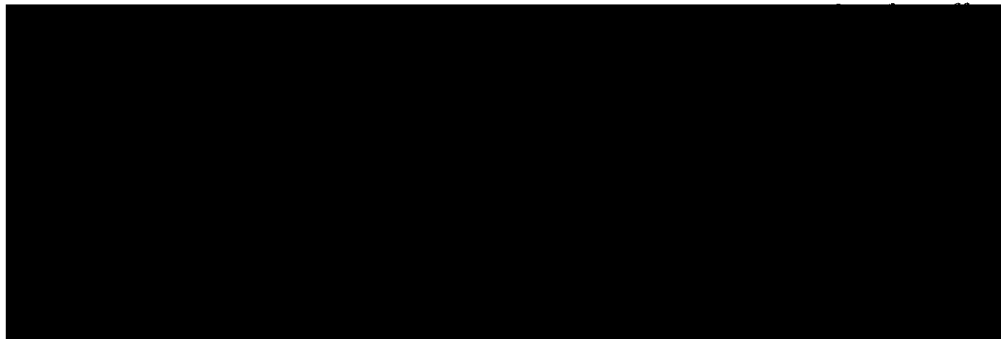
Computer Files
  APS
    Payroll Master
    Agents Journal
    Quarterly T&A's
    Name File Master
    CACER
    Annual Retirement Master

    Personnel Separations Master
    Agents Roster
    Leave History
    Bonds Master
    Retirement Master
    Station Cost Master Tax History

Hard Files
    T&A Cards
    900 series transactions

    Master File Transactions
    Pay Adjustments

STATSPEC

Other files not directly in the Payroll area that are effected by a change in the numeric identifier are:

Voluntary Investment Plan (VIP)   Insurance
Credit Union   Hospitalization

A tentative agreement was reached on 26 January 1977 by ODP, OP and OF personnel that the SFN would be used as the numeric identifier in the APS and will be the controling number in the interface. It was also agreed that the Payroll files requiring conversion to the SFN would be done at the beginning of the pay year. PERSIGN would provide the PEN up to that time.

25X1C

Future Interface

Although the conversion of Personnel data to satisfy the requirements of the APS could continue indefinitely, plans must be made to modify the APS to process the Personnel data as is and to expand the types of personnel processed through the interface. The most logical choice would be to add the processing of Contract personnel data via the interface as soon as the new Personnel system achieves stability.

2. FRS

a. Description

The current Financial Resources System (FRS) supports the various Directorates and Comptroller in maintaining the operating budget of the Agency. The FRS system uses selected personnel data for computing Average Salary and On-Duty Strength of Agency employees; this data is then used in various reports produced by FRS. FRS also produces updates for the FAN (Project Number) Dictionary used by the personnel systems for validating Project Numbers input on Personnel Actions.

b. Impact

No impact to the FRS system is expected as a result of PERSIGN II development. The PERSIGN extract tape will continue to be provided to FRS for input to their processing. FRS will continue to update the FAN (Project Number) Dictionary used by the Personnel system.

3. VIP

a. Description

The current Voluntary Investment Plan System (VIP) provides the accounting data necessary by the Office of Finance to manage and control the investment of funds, for current and retired Agency employees. The Plan basically allows career employees to set aside a portion of their current earnings to be invested over the years for their ultimate use at retirement.

The VIP system currently retrieves organizational data, which identifies the Office/Division an employee is assigned to, from the Personnel system to facilitate the distribution of quarterly statements.

CONFIDENTIAL

b. Impact

The Employee Number will not be a data element in PERSIGN II. Employees will be primarily identified by their Social Security Number (SSN). Where available, the Security File Number (SFN) will be the secondary identifier. Additionally, the Organizational Codes have been restructured.

The VIP system will, therefore, require modification to their numeric identifier (Employee Number) and Organization Codes if an interface with PERSIGN remains a requirement.

25X1C

CONFIDENTIAL

F. Office of Communications

1. Description

The current COMCON production application in support of the Office of Communications (COMMO) provides the capability for maintaining supplemental information on COMMO personnel, positions, organizations and stations that is not maintained by the Office of Personnel.

COMCON data resides within the HRSMCS data base, together with the data for the PERSIGN and STAFFING systems. It utilizes the COMMO data maintained by the Office of Personnel in PERSIGN and STAFFING for both on-line queries and off-line reporting to complement the data maintained within COMCON.

2. Impact

No major changes are anticipated with the current COMCON application as a result of the PERSIGN II implementation. The COMCON data lists and update/reporting procedures will remain basically the same. However, due to the consolidation of the PERSIGN I and PERSIGN II data lists into one PERSIGN data list, it will be necessary to modify the current COMCON procedures to reference the one PERSIGN data list only.

G. Office of Security

1. Description

The current Central Badging (CENBAD) production system provides the capability for maintaining various types of credentials (i.e., badges, drivers licenses, passports, etc.) on personnel affiliated with the Agency in support of the following components:

1. Badge Office, Office of Security

2. Clearance Division, Office of Security

3. Central Processing, Office of Personnel

4. Motor Pool, Office of Logistics

5. Central Cover Staff

The Office of Security serves as the Data Base Manager for the system.

2. Impact

The current MINI-GAP procedure for passing transactions to the CENBAD system will be abolished with the implementation of PERSIGN II.

New procedures for interfacing with all systems needing Personnel data will be developed. All transactions needed by the various systems for subsequent processing will be stored in a Central Interface data list with an appropriate indicator denoting the system(s) needing the data. Race code will not be passed to any system per Federal Regulations. The respective system(s), in turn, may access the transactions in accordance with their updated cycle.

To minimize the impact on the current CENBAD processing, CENBAD will be required to develop a program to read the new Interface data list and format transactions in a manner that the current CENBAD update process is expecting.

CONFIDENTIAL

H. Office of Training

The TRAIN system is currently in the development stage and has ODP and OTR resources already allocated to the project. PERSIGN II will not impact the resources already identified for TRAIN. The impact on the design is in the interface area. This design must wait until some basic decisions are made. Generally the interface must:

1. Pass data from PERSIGN II to TRAIN—SSN changes and Re-EOD's

2. Provide TRAIN with data needed for reports—MAINID

3. Pass data from TRAIN to PERSIGN II—Updates to MAINID

I. Northwest Federal Credit Union

1. Description

The Northwest Federal Credit Union's computer system currently extracts the Division Organization Code, which identifies the Agency Office and Division an employee is currently assigned to, from the PERSIGN record for updating its Name and Address file. The Name and Address file is then used for distributing Credit Union statements to Agency employees. The merge of the Credit Union System and PERSIGN records is currently accomplished by matching the Employee Number contained in both records.

2. Impact

The Employee Number in the PERSIGN record is being deleted. In PERSIGN II, all employees will be identified by their Social Security Number (SSN).

The Credit Union should reevaluate their method of acquiring data for distributing statements to employees and sub-accounts (children, etc.).

CONFIDENTIAL