

21 June 1984

MEMORANDUM FOR: C/CSD/OC

SUBJECT : Revisions/Expansion of the Data Requirements Document
for PRIM Release 2

2.1.2 Component Data has been expanded for Release 2 of the PRIM System.

The following items were revised or deleted from the overall document:

1. Remove reference to MAINID and SFN data lists.
2. Remove references to COMVAD Dictionaries in Release 2.
3. Revise the number of COMVAD Dictionaries in Release 1.
4. Delete the section of statement that said CEMLOC will be moved to HRS2 data base "in 1983".
5. Change normal hours of accessibility to the PRIM System from 0800-1800 to 0700-2000.
6. Reflect new ODP organizations where applicable.
7. Change references from CAPER and CAPER/OP to IAPS.
8. Change references from PROGRAMDOC to PGMDOC.
9. Change reference to query statements executing longer than 3 minutes to 1 2/3 minutes.

PRIM TEAM

C O N F I D E N T I A L

Personnel Resource Information Management

(PRIM)

Data Requirements Document
(DRD-G20-1B)

by

PRIM Project Team

ODP/MISG/ISD
OP/ID/ADRB

21 June 1984

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C O N F I D E N T I A L

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Chapter 1

INTRODUCTION

1.1 PURPOSE

The purpose of the Data Requirements Document (DRD) is to identify during the Initiation Phase of software development, data groupings applicable to the PRIM System's data requirements. This approved DRD establishes a foundation for the definition and design of the Initial Operating Capability (IOC) of the PRIM System. This document will be used in developing the PRIM Data Specifications Document during the Preliminary Design Phase.

1.2 SCOPE

This DRD addresses data requirements in terms of groups and types of data input to and output from the PRIM System.

All of the requirements will not be satisfied in the IOC of PRIM. Some of the data requirements from external systems are not within the current scope of the PRIM System; consequently, they are excluded from the requirements to be satisfied by the PRIM System at this time. The data requirements to be satisfied but not included in the IOC will be satisfied in a phased approach with each phase identified as a new release of the PRIM System. This DRD will be updated with the appropriate detail requirements for each release of the PRIM System. The IOC is Release 1 of the PRIM System.

This DRD consists of two Chapters:

1. Introduction

This chapter presents the purpose and scope of the PRIM DRD and all references applicable to the contents of the DRD.

2. Data Description

This chapter describes the input and output data requirements logically grouped by functional use and subject matter of the data.

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In addition to the documents identified in Table 1, the PRIM Project Team utilized the following Publications and Reference material in writing this Data Requirements Document:

1. ODP Applications Documentation Standards
2. FIPS PUB 38, U. S. Dept of Commerce (NBS), 15 Feb 1976, 'Guidelines for Documentation of Computer Programs and Automated Data Systems'
3. Data Catalogue II, System Overview Manual, ([redacted])
[redacted]

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Chapter 2

DATA DESCRIPTION

Overview

The PRIM System must be a centralized data base for use by the Personnel Officer, Career Management Officer, Office Director, or Training Officer of a component¹ in direct support of the component's day-to-day personnel management activities.

The query and reporting requirements for the PRIM System need data related to organizational structure, position information, and employee data. The majority of this data currently exists in the Human Resources System (HRS2 Data Base) of the Office of Personnel (OP), and therefore, is considered data to be transferred from an external system into the PRIM System. Eight other external systems also contain data requested to satisfy these requirements. Other query and report requirements identified by many of the components surveyed are for data not currently available for all components in a computerized system. These queries and reports of component data will be used by the components for planning personnel assignments, Career Management tasks, and Directorate-Level reports. See Section 2.1 on Page 5 .

Components must have the capability to generate their own online queries or reports, offline reports, or graphs. Office of Personnel reports will continue to be the official reporting mechanism for components reporting to Directorate-Level. See Section 2.2 on Page 20 .

This centralized data base will be used for decentralized query by component offices for all people assigned to their component or having that component's career service designation. Security must control all the read and/or write accesses to the PRIM Data Base as appropriate.

All of these Requirements will not be satisfied in the IOC of the PRIM System (Release 1). The requirements will be satisfied in a phased approach with each phase identified as a new release of the PRIM System. This will provide the basic capabilities early and build upon those capabilities until a final operating capability (FOC) is operational. This methodology will deliver a viable system to the

¹ The term component in the context of this document is defined as a separate entity in the Agency's organizational structure be it a directorate level, an office, a staff, a division, a service, or a center.

user in a much shorter time frame than if all of the capabilities were developed as one release.

2.1 INPUT DATA

General

The PRIM requirements identify the need for a centralized data base of organizational, position and employee data currently resident in external systems. The centralized data base must have the capability for components to access the data for queries and reports, as well as, the capability for components to enter, update, and retrieve their own component data².

External Systems

The majority of the data needed to satisfy the query and reporting requirements of the PRIM System exists in the Human Resources System (HRS2 Data Base) of the Office of Personnel (OP). To ensure the integrity and performance of the HRS2 Data Base, the data must be transferred from the HRS2 Data Base and loaded into the PRIM Data Base. This data loaded into the PRIM Data Base cannot be updated by the components and can only be changed by another extract from the HRS2 Data Base. See Section 2.1.1 on Page 6 for the detailed requirements.

The requirements for data resident in the eight other computer systems external to the HRS2 Data Base will not be satisfied in the current planned releases of the PRIM System. See Section 2.1.1.5 on Page 17 for more detailed information.

Component Data

Other requirements identified by many components are for data not currently resident in a computerized system available to all components. Some components have systems to support a portion of their needs, but these systems are strictly for their use. The components need work files to assist them in their activities related to:

1. Planning and projecting personnel assignments into the future,
2. Directorate-Level reporting such as resources expended for defined target areas over a specific period of time, and

² The term component data refers to any data not transferred into the PRIM System from an external system thereby, requiring data entry by the components of their own data.

3. Career Management tracking of competitive evaluation ratings/rankings.

The PRIM System must provide an online capability for a component to enter, update (add, change, delete), and retrieve this data.

Because of limited requests, some component data requirements will not be satisfied in the current planned releases of the PRIM System.

Refer to Section 2.1.2 on Page 18 for the Component Data requirements.

Data File Summary

The DBMS must support queries and reports requesting data from up to 30 different user data files utilizing a minimum of 70 edit/validation dictionaries. These are not all needed in Release 1; the following list identifies the projected number of files for each release:

1. Release 1 - 10 data files, and 63 dictionaries.
2. Release 2 - 5 data files.
3. Release 3 - 11 data files, 5 dictionaries
4. Release 4 - 1 data file.
5. Release 5 - 2 data files.

This is exclusive of any data files required to satisfy the Security Requirements.

2.1.1 External Systems

The data requirements for the PRIM System covers a wide range of information resident in a large number of systems. The majority of the information required for the PRIM System is in the HRS2 Data Base. Online read/write access to the HRS2 Data is not available at the component level. However, components do receive reports of the HRS2 Data from the Office of Personnel on a periodic basis. To meet the requirements for queries and reports at the component level, specific HRS2 Data will be transferred to the PRIM Data Base. The transfer of the HRS2 Data must be phased to correspond to the planned releases of the PRIM System.

A. HRS2 Online Access

The HRS2 Data Base is a GIMS II online system resident in the Ruffing Computer Center at Headquarters Building. Online access to the HRS2 Data Base is limited to:

1. Office of Personnel employees responsible for Data Collection,
2. Nine Offices responsible for Data Collection of Training data,
3. Office of Personnel employees responsible for the data integrity,
4. Office of Personnel employees responsible for online updating
5. Office of Personnel employees responsible for online reporting and ad hoc queries,
6. Office of Training and Education for updating Language Incentive Awards and requirements for Language Units.
7. Central Cover Staff for query of selected files,
8. Office of Finance for query of selected files, and
9. Office of Communications for extracting data for OC personnel from selected files.

B. HRS2 Reports

The official OP reports are produced from PL1 programs and from a RAMIS Data Base generated by loading an extract tape from the HRS2 Data Base. These reports are used by all components and are produced on a predetermined schedule. Unfortunately, the shortest frequency for the PL1 reports is every two weeks. The components require this information on a more current basis.

C. HRS2 Data to be Transferred

The PRIM Data Base will be comprised of data from the following HRS projects:³

1. PERSIGN - Personnel Assignment and Status Information
 2. STAFFING - Organizational and Position Structure
 3. PERFIT - Performance Appraisal Callup and History Records
-

³ PERSTEP and COMCON are part of the HRS2 Data Base, however, they will not be included in PRIM. Some selected items from PERSTEP are resident in PERSIGN, and therefore, they will be available in PRIM.

4. CENQUAL - Central Qualifications (Experience, Language Capabilities, Education, etc.)
5. CIARDS - CIA Retirement and Disability System
6. PERSEAS - Historical Record of Overseas Assignments of CIA Employees
7. TRAIN - A data collection file for Internal and External Training
8. COMVAD - Common Validation dictionaries for input data validations and to retrieve text fields for queries and reports.
9. CTP - Career Training Program

D. Phased Data Transfer

The transfer of data from the HRS2 Data Base to the PRIM Data Base must be accomplished by identifying groups of data, and then providing this data to correspond with the phased approach of the multiple releases of the PRIM System. The groups of data are:

1. The most frequently requested HRS2 Data and the HRS2 data needed for query: NAME, PERSIGN, QUAL (Active), HPOSNR, LREQID, ORGCODE, POSNR, STRENGTH, and supporting COMVAD validation dictionaries.
(Section 2.1.1.1 on Page 9)
2. This paragraph deleted.
3. The requested HRS2 Data, resident in the following HRS Projects: CEMLOC, CIARDS, CTP, PERFIT, PERSEAS, CENQUAL (QUACOM), and TRAIN. CEMLOC is scheduled to be made part of HRS2.
(Section 2.1.1.3 on Page 13)
4. The planned/new HRS2 Data. IAPS is the only project in this category at this time.
(Section 2.1.1.4 on Page 16)

Other PRIM data requirements were identified from eight systems external to the HRS2 Data Base. At this time, the current plans for the PRIM System do not include satisfying the requirements for data from existing computer systems outside of the HRS2 Data Base. The Non-HRS data requested resides in the following systems:

1. CENBAD - Central Badging and Credentials
2. CENCO - Central Cover Computer System
3. MEDSIGN - Medical Assignability and Examinee Control System

4. MINIGAP - Abbreviated General Archives-History File
5. Payroll - Automated and Non-Official Cover Pay
6. PERINSUR - Hospitalization and Insurance
7. VIP - Voluntary Investment Plan
8. 4C - Community Wide Computer Assisted Compartmentation Control System

Refer to Section 2.1.1.5 on Page 17

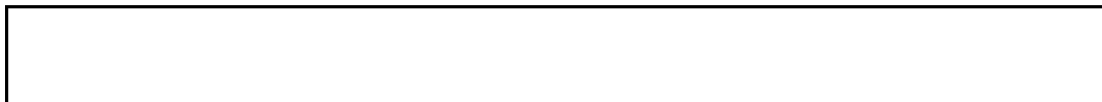
2.1.1.1 Data Transfers from the HRS2 Data Base (Release 1) - (M)

The PRIM System must receive data values from the most frequently requested HRS2 data lists, HRS2 Data Lists needed for query, and supporting validation dictionaries. They are NAME, PERSIGN, QUAL (Active), COMVAD, HPOSNR, LREQID, ORGCODE, POSNR, and STRENGTH.

1. This section deleted. ⁴
2. NAME - This Data List provides a cross-reference from the last and first name to the individual's identifying number (SSN). In the PRIM System, it will provide user access, via last and first name, to various data lists which have the identifying number as the data list identifier.

The previous and current names will reside in this data list for a period of three years when there is a name change at the employee's request, by court order or marriage, or change from one pseudo to another. After three years the old name record will be deleted from the data list.

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Approximate number of records currently are Ex-
pected growth per year is records.

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3. This section deleted
4. PERSIGN - This Data List provides data on Agency employees for basic status, assignment, pay and selected items on cover. The file is organized primarily for online query but serves as the basic report data list for current status, assignment and

| ⁴ This footnote deleted.

strength reports. The status and assignment data in MAINID for active employees is updated only by PERSIGN.

Approximate number of records currently are Expected growth per year is minimal.

25X9

5. QUAL (Active) - This Data List provides CENTRAL QUALIFICATION DATA on active and some former Agency employees i.e., general qualification data, geographic area knowledge, foreign language ability, personal, dependent, and foreign relative data; modern language aptitude test scores (MLAT), military service questionnaire information, and language incentive awards data. It also contains data necessary for Biographic Profiles. The file is organized for online query. Data is maintained in code form only. Release 1 will provide PRIM users access to 5 QUAL-related COMVAD dictionaries (identified below) which will allow the components to retrieve the text fields for queries and reports from the dictionary codes.

Approximate number of records currently are for QUAL active employees. Expected growth per year is minimal.

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6. COMVAD Dictionaries

- | | | |
|-----|----------|---|
| 1. | \$AGE | Age Group Code and Text for Ages 15 to 99 |
| 2. | \$ANLV | Annual Leave Category |
| 3. | \$ANTYST | Annuity Status |
| 4. | \$AREA | Geographic Knowledge Specialization |
| 5. | \$AREXT | Extent of Area Knowledge |
| 6. | \$CRDREL | Relationship Code |
| 7. | \$CRSTAT | Status Code |
| 8. | \$CTPCL | Career Training Program Class Number |
| 9. | \$DEVCO | Development Complement |
| 10. | \$DRAFTS | Draft Codes |
| 11. | \$EXTENT | Extent of Education or Experience |
| 12. | \$FEG | Federal Employee Group Life Insurance |
| 13. | \$FLSA | Fair Labor Standards Act |
| 14. | \$FRCALL | Annual Fitness Report Call-Up Schedule |

	15. \$FRQCON	Frequency of Contact
	16. \$FTNE	Position Footnote
	17. \$FUNCTN	Function
	18. \$GAPOCC	Occupational Code and Sequence Number
	19. \$GAPOFF	Codes and Texts of Office Acronyms
	20. \$GAPSD	Historical Data on Service Designations
	21. \$GEOG	Geographic Knowledge/How Acquired
	22. \$GOVT	Government Organization
	23. \$HCAP	Handicap
	24. \$HQS	Headquarters
	25. \$LANG	Language Specialty/Proficiency
	26. \$LANSCR	Foreign Language Scores
	27. \$MARST	Marital Status
	28. \$MILSEP	Military Separation
	29. \$MILSVC	Military Service
	30. \$MOBCAT	Mobilization Category
	31. \$NATION	Nation
	32. \$NEWLOC	Location Code
	33. \$NOTACT	Notification of Action
	34. \$OCCSTA	Occupational Status For Dependents
	35. \$OCCUP	Occupational Series
	36. \$OSCAT	Overseas Category
	37. \$PBASIS	Pay Basis
	38. \$PERACT	Action Required
	39. \$PERAFF	Affiliation
	40. \$PERCIT	Citizenship
	41. \$PERSAL	Schedule, Grade, Step Concatenated

- | 42. \$PERSCH Pay Schedule
- | 43. \$PGVT Previous Civilian Government Service
- | 44. \$PRA Personnel Rank Assignment
- | 45. \$PROJNO Project Numbers
- | 46. \$RACE Race Code
- | 47. \$RELATN Foreign Relatives Relationship
- | 48. \$RTMT Retirement System
- | 49. \$SCC Subcategory
- | 50. \$SCHGR Schedule Grade Concatenated
- | 51. \$SD Career Service Designation
- | 52. \$SECCL Security Clearance Type
- | 53. \$SEPCO Separation Contact
- | 54. \$SEPGO Separation Where Going
- | 55. \$SEPREA Separation Reason
- | 56. \$SOURCE Source of Experience or Area Knowledge
- | 57. \$SPECS Education or Work Specialty
- | 58. \$SREF Special Reference
- | 59. \$SUFFIX Occupational Series Text Suffix
- | 60. \$TOUR Duty Tour
- | 61. \$TRANSL Translator Experience Code
- | 62. \$TYMSEP Type of Military Separation
- | 63. \$VET Veterans Preference

7. HPOSNR - The HPOSNR (Position History) Data List contains all the deleted position records in the Agency. These records are maintained from the system start-date (August 1974) only. The identifier of each record is the position number.

Approximate number of records currently are Expected growth per year is records.

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8. LREQID - The LREQID (Language Requirements) Data List contains all the valid organization units with Language Requirements in the Agency. The identifier is the organization code (ORGCODE) concatenated with the identification number for organization language records.

Approximate number of records currently are Expected growth per year is minimal.

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9. ORGCODE - The ORGCODE (Organizations) Data List contains all the valid organization records in the Agency (8 levels), plus deleted office records that still have PERSIGN employee records associated with the office. In addition, it identifies Agency position personnel ceilings levied on Directorate (Level 1) and Office (Level 2) organizations, together with the Language Requirements imposed on various organizations.

Approximate number of records currently are Expected growth per year is minimal.

25X9

10. POSNR - The POSNR (Positions) Data List contains all the valid position records in the Agency and identifies the personnel assigned to them. It is a unique number assigned to each position on the Staffing Complement that is used to identify the position and also used for assigning personnel to the position. These numbers will never be re-used. The identifier of each record is the POSITION NUMBER.

Approximate number of records currently are Expected growth per year is minimal.

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11. STRENGTH - This Data List contains a MATRIX of CEILINGS, POSITIONS and STRENGTH COUNTS of all active Agency employees by ceiling count, by type and location of assignment by selected types of employees by Office. The STRENGTH MATRIX is computer generated as a result of ceiling/staffing changes and personnel action processing.

Approximate number of records currently are 86. Expected growth per year is 1 record.

| 2.1.1.2 This section deleted

2.1.1.3 Data Transfer of Remaining HRS2 Data (Release 3)

The PRIM System must receive data values from the remaining requested HRS Projects: CEMLOC, CIARDS, CTP, PERFIT, PERSEAS, CENQUAL (QUACOM) and TRAIN. CEMLOC is scheduled to be part of the HRS2 Data Base.

1. CEMLOC - This project contains Centralized Emergency and Locator Records for Agency personnel (active and separated). PRIM users will have access to the following CEMLOC Data lists:

CEMLOC data list provides information needed to locate, contact or address personnel at work or at home. It is used to identify and locate the person to be contacted in the event of an employee's illness, injury or other emergency.

LOCLNAME data list contains the individual's last name and social security number. It is used primarily to conduct a quick search of a last name in the CEMLOC record.

AFFIL, BLDG, KIN, ORG, and TITLE are data lists, but when they come into the HRS2 Data Base they will become COMVAD dictionaries.

1. AFFIL data list indicates the code and clear text of the individual's relationship to the Agency.
2. BLDG data list contains abbreviated name and full text of all Agency buildings or Agency occupied office space within the greater Washington area.
3. KIN data list indicates the code and clear text of the relationship between emergency designee to the individual.
4. ORG data list contains the code, abbreviated text and full text of the individual's organizational code at the office level.
5. TITLE data list contains abbreviated titles and clear text used to address an individual in business letters or in an introduction, i.e., Mr., Mrs., Dr., etc.

The CEMLOC project currently contains records.

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2. CIARDS - The CIA Retirement and Disability System project is comprised of 2 Data Lists.

The CRDMAST contains active participants and employees removed from the system.

Approximate number of records are

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CRHHIST contains CIARDS annuitants and deceased former CIARDS members, their survivors and terminated participants.

Approximate number of records are

25X9

3. CTP - This project provides basic data on all staff and contract employees (including both separated employees and those currently on duty) who have been enrolled in the Career Trainee

Program (CTP). The data list is designed to accommodate online queries and the generation of CTP reports.

Approximate number of records are

25X9

4. PERFIT - This project tracks the Performance Appraisal records by Social Security Number of record. PRIM users will have access to FRCALLUP and FRHISTORY.

FRCALLUP has current and delinquent callup records along with personnel information associated with the individual at time of callup, (i.e., Schedule, Grade, Alpha Org).

Approximate number of records are

25X9

FRHISTORY contains fitness report response data (i.e., overall rating) and personnel data associated with that particular reporting period. Data is retained for 14 months and then purged. The complete FRHISTORY file is maintained on an OP offline data base and updated monthly.

Approximate number of records are

25X9

5. PERSEAS - This project contains all the Overseas Service that has been reported to the Office of Personnel on an individual. It is used to alert the Retirement Operations Branch of an employee who has 60 months of Overseas Service and could possibly be a candidate for the CIA Retirement and Disability System. PRIM users will have access to OSINDEX and OSHIST data lists.

OSINDEX is an index to the overseas history data list as well as total overseas time to date. It contains data elements that point to a specific OSHIST record as well as overseas data elements that are unique to the individual and not to each of his/her tours.

Approximate number of records are

25X9

OSHIST contains a separate record on every individual's overseas tour(s). It also states whether the tour was creditable or non-creditable.

Approximate number of records are

25X9

6. CENQUAL - The Central Qualifications Project contains six data lists on active and terminated Agency employees. Release 1 provides data from the QUAL (Active) Data List. For a further definition of the CENQUAL Project see Section 2.1.1.1 on Page 9, Item 5, QUAL (Active). Release 3 contains the QUACOM Data List.

QUACOM data list provides free form text describing an employee's Special Awards, Commendations and listings of papers

or articles written, etc. The data list is designed to accommodate online queries and the data is reflected on the employee's Biographic Profile Report.

Approximate number of records currently are

25X9

The remaining CENQUAL Data Lists are used only by the Office of Personnel and will not be transferred to the PRIM Project.

- 7. TRAIN - The TRAIN Project has online data collection files that 9 offices presently have the capability to input completed internal and external course data. The information is then loaded quarterly to the offline TRAIN file which contains completed internal and external course data for Agency employees. The offline file also contains internal courses taken by non-Agency people. The offline TRAIN file contains training information from 30 June 1975 to present.

The offline TRAIN file contains approximately records.

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2.1.1.4 Data Transfer of Planned/New HRS2 Data (Release 5)

| Discussions are underway to have the IAPS System developed within the
 | HRS2 Data Base. The PRIM Project Team must plan for this system if it
 | is developed within HRS, otherwise, IAPS will come under Section
 | 2.1.1.5 .

| IAPS is a preemployment processing system. IAPS provides manage-
 | ment and the operating levels within the Office of Personnel with the
 | capability to monitor and more effectively control preemployment pro-
 | cessing from initial contact or resume to Entrance on Duty (EOD) or
 | Cancellation. IAPS is designed to provide a statistical data base es-
 | sential for the analysis of:

- (1) Agency recruitment planning and control; and
- (2) special purpose research projects.

| IAPS contains two years of data and is comprised of 2 Data Lists
 | (AFS and CAPER). Records over two years are dumped to tape on a quar-
 | terly basis.

AFS Data List basically contains interview, resume and status
 data (30 items). Approximate number of AFS records are . Esti-
 mated growth per year is records.

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CAPER Data List contains biographic (PHS) and status data on in-
 dividuals who have been put in process to EOD (113 items). Approxi-
 mate number of CAPER records are . Estimated growth for FY-82
 is . Estimated growth for FY-83 and forward is records
 per year.

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25X9

25X9

This requirement will be defined in detail in Release 5 of the PRIM System.

2.1.1.5 Non-HRS Data

Data requirements were identified from eight systems external to the HRS2 Data Base. The data volumes were very low except for Payroll data; however, a new Payroll System is under development and a query capability is planned. For each of the systems, a separate interface procedure would be required, in addition to separate coordination efforts to plan and authorize each interface. Considering all of the above, the current plans for the PRIM System do not include satisfying the requirements for data from existing computer systems outside of the HRS2 Data Base. However, since the requirements were surfaced, the appropriate offices, as indicated below, will be notified of these data requests:

1. Office of Security
 1. CENBAD
 2. 4C
2. Office of Personnel
 1. PERINSUR
 2. MINIGAP
3. Office of Finance
 1. Payroll Systems
 2. VIP
4. Office of Medical Services
 1. MEDSIGN
5. Central Cover Staff
 1. CENCO

Data requirements were also identified for a small group of component data that will not be satisfied in the current planned releases of the PRIM System. Refer to Section 2.1.2 Component Data (Release 2 & 4) on Page 18 Item 'Unique Data Requirements'.

2.1.2 Component Data (Release 2 & 4)

2.1.2.1 Planning and Projecting Personnel Assignments (Release 2)

The requirement is to have a mirror like image of the Official file fields (PERSIGN, POSNR, ORGCODE) moved to the component file area. Based on the selection criteria for that particular component, data lists would be created of PERSIGN, POSNR, and ORGCODE with new fields (from Release 2 questionnaire) and reserve fields. The components require the add, change, and delete capability to key information into these fields if they wish the data to be different from the official record. When the component adds a potential reassignment-in record to the component file, a check must be made to ensure the SSN is in the components's SEGACCESS segment. If it is not then the losing component must transfer the record to the gaining component which would permit access to the record. If it is a potential new EOD, a check of SEGACCESS and PERSIGN would indicate no official record of the SSN and then the component could add the SSN. A flag would be generated on a field that is being changed by the component. Over the weekend the linking procedure would be initiated and the official files would be made current. The fields in the official and the component files would then be compared. If the fields are different and the component fields have no flag, the component fields would be changed to equal the official fields. If the fields are equal and the component fields have a flag, the flag would be deleted. If the fields are different, and the component fields have a flag, the component fields are not changed.

A compare of the active SEGACCESS segment to the component SEGACCESS segment would either add new SSNs (EODs) or delete SSNs (separations which moved from PRIM PERSIGN to PRIMSEP). These records respectively would be added to or deleted from the component PERSIGN file. This compare would also apply to POSNR and ORGCODE.

The components require a user-friendly method of updating their component files such as general purpose update menus which allow the users to simply enter the changes desired to their record fields.

There is a requirement for a menu to enable the components to establish edits and validations for their reserve fields. This menu would permit the components to use the same fields created for the component files but establish unique edits and validations, e.g. length of field, rename the fields, alpha/numeric, for their specific fields and store them in a file with a unique name using their signon org. There should be a tie-in of their signon org to this file for retrieval purposes. Upon updating their component files, the update menus must call in this specific edit/validation file unique to the component and use in conjunction with the input menu.

There needs to be a skeletal manning table menu that would produce a basic manning table sorted by orgcode, position sequence number similar to the current Staffing Complement produced by the Office of Personnel. There is a requirement for the capability to add or change the fields that print out on the manning table. Menus are needed to simplify this capability. The requirement for creating a component manning table is to pull both official and component data together to produce a management tool for planning purposes.

There is a requirement by some Directorates to utilize the component data. There are also requirements from some components that the Directorates not have access to their component data.

1. Career Management Activities (Release 4)

Components have levied requirements to store and track competitive evaluation ratings/rankings for their careerists.

Approximate number of items are 60.

2. Unique Data Requirements

Some components would like to enter, update, and retrieve data unique to their needs. These requirements are categorized as unique because only one or a very few components requested the data. Unique component requirements should be considered as enhancements following the last planned release.

These previous requirements will be defined in detail in the appropriate releases of the PRIM System.

2.2 OUTPUT DATA

The requirements to provide data outside of the PRIM System are grouped into two categories. Data must be passed between components for reassignment processing, and data is required for queries and reports.

2.2.1 Data Transfer Between Components (Release 1)

Security requirements for the PRIM System limit the access to individual records within the PRIM Data Base; consequently, this has identified the requirement to pass data between components for individuals being considered for reassignment. Components must have access to data on employees who have been nominated for assignment to their component.

2.2.1.1 Potential Reassignments - (M)

When an employee has been nominated for reassignment consideration to another component, the losing component must be able to electronically provide requested employee data from the PRIM System to the gaining component. This request must be initiated by the gaining component and is limited to the data available in the PRIM System. The requested data will be basic employee data as is normally found in a Biographic Profile Report.

2.2.2 Queries and Reports

The output requirements for reporting data from the components' PRIM data lists are varied. These outputs represent working tools used by the Personnel Officer, Career Management Officer, Office Director, or Training Officer of a component. Components plan to use the PRIM System reporting capabilities in their day-to-day management. The output reporting requirements are for:

1. Component generated online queries (Release 1),
Section 2.2.2.1 on Page 21 ,
2. Component generated offline reports (Release 1),
Section 2.2.2.2 on Page 22 ,
3. Component generated basic graphics capability (Release 1),
Section 2.2.2.3 on Page 23 ,
4. Career Management Reports (Release 4),
Section 2.2.2.4 on Page 23 ,

5. Directorate-Level Reports (Release 1),
Section 2.2.2.5 on Page 23 ,
6. Data Base Reports (Release 1),
 1. Statistics,
Section 2.2.2.6 on Page 23 ,
 2. Exceptions, and
Section 2.2.2.7 on Page 24 ,
 3. Security,
Section 2.2.2.8 on Page 24 ,
7. Data Dictionary Reporting
Section 2.2.2.9 on Page 25 ,

Office of Personnel reports will continue to be the official reporting mechanism for components reporting to Directorate-Level.

2.2.2.1 Component Generated Online Queries (Release 1) - (M)

Components must generate their own online queries utilizing the standard User Language of the DBM System.

All components must be instructed to use Agency standard control/classification labels for all online reports.

Examples of the type of online queries are:

1. List the Position, Schedule, and Grade of an employee to insure the proposed assignment conforms to OP mandated Assignment Controls.
2. Count Positions of a selected Occupational Series.
3. Counts of LWOP Cases and NTE Dates.
4. List date of last change to a Position.
5. Count of vacant positions.
6. List the date a position was officially deleted.
7. List Daily strength for:
 1. Part Time
 2. Full Time
 3. Dev Comp

4. LWOP
5. Details In/Out
6. Sick Leave (Approved for Disability Retirement)
8. List the Service Designation of a position versus the incumbent.
9. List the Subcategory Code of a position.
10. List selected Cover Items.
11. List FLSA Designation of Employee.
12. List projected WGI to ascertain whether to hold a promotion until the WGI is granted.

2.2.2.2 Component Generated Offline Reports (Release 1) - (M)

All PRIM offline reports must use Agency standard control/classification labels.

Components must generate their own offline reports. A report writer is required capable of simple listings and complex formats utilizing an English-like language similar to the RAMIS Reportwriter Language. The report writer must support sorting and totaling of up to 6 levels, arithmetic calculations, and unlimited selection logic utilizing the basic Boolean operators, e.g., AND and OR.

Examples of the types of offline reports needed are:

1. Directorate-Level Statistics

To produce reports such as a Branch's production activities or analytical resource expenditures for a given period of time, and

2. Component Level Reports

To produce reports of a component's active employees with a duty tour of part-time, sorted alphabetically by last name, with the employee's type of duty tour and number of hours scheduled to be worked, and

To produce a report of a component's active staff employees, sorted by station location, and sorted alphabetically by employee's last name, and

3. Career Management Reporting

To produce reports such as a listing of a particular schedule and grade level with a specific career service designation, assigned to a particular area, and sorted by date of grade.

2.2.2.3 Component Generated Basic Graphs (Release 1) - (M)

A basic graphics capability is required to produce very simple graphs utilizing 2 dimensions (x,y axes), and portraying either bar or connected point-plot representation of multiple variables in a vertical or horizontal layout. This capability must not be less than what is available in the RAMIS Basic Graphics package.

An example of a typical graph is a Competitive Evaluation Profile Graph. The graph lists the evaluation criteria on one axis, the point values on the other axis. All evaluated employees are identified to a particular peer group. Each peer group is represented by a graph showing the total counts for that group of how people were rated and printed at the appropriate intersection of the x and y axes.

2.2.2.4 Career Management Reports (Release 4) - (M)

The PRIM Project Team must develop and format standard Career Management Reports to be used Agency-wide. This requirement will be defined in detail in Release 4 of the PRIM System.

2.2.2.5 Directorate-Level Reports

Directorate-Level Reporting is available in Release 1 by utilizing the component retrieval capability with the HRS2 data transferred into the PRIM System. Release 2 extends the capability to include the data entered by the components for planning personnel assignments. Release 4 continues to extend the capability to include the data entered by components for Career Management activities.

2.2.2.6 Data Base Statistics (Release 1) - (M)

Daily Data Base statistics are required for the PRIM Data Base Manager. The PRIM Data Base must be in sync with the HRS2 Data Base at the beginning of business each day for each data list loaded to the PRIM System.

This report should be similar to the current GIMS II Data Base Statistics Report for the HRS2 Data Base. The list should be alphabetized by the PRIM Data List name of all Data Lists loaded into the PRIM System, and identify the Data Base and Data List names of the

originating system. This list should include at a minimum the number of items in each Data List on the PRIM Data Base.

2.2.2.7 Data Base Exception Report (Release 1) - (M)

A daily Data Base Exception Report is required to identify query statements executing longer than 1 2/3 minutes (100 seconds). The report should include at a minimum the following data:

1. Data Base Name,
2. Data List Name,
3. User Identification,
4. Terminal Identification,
5. User Organization,
6. Date and Time of exception,
7. Transaction number, and
8. Verb executing.

2.2.2.8 Data Base Security Reporting (Release 1) - (M)

The PRIM System must provide daily reports to the PRIM Data Base Manager identifying any violations of established access control to the PRIM System and the standard ACF2 violations report.

The violations of established access control report should be similar to the HRS2 Data Base report. It should be provided daily and identify who has been forced off the PRIM System after 3 security violations. The report should list at a minimum:

1. Data Base Name,
2. User Identification,
3. Terminal Identification,
4. Date and Time of violation,
5. If appropriate,
 1. Data List Name,
 2. Transaction Number, and

3. Verb Name.

2.2.2.9 Data Dictionary Reporting (Release 1) - (M)

The PRIM System must have a Data Dictionary software package to store and report information about data entities, definition entities (objective, requirement, function, specification) and associated data processing functions. It must provide a means of relating entities and functions similar to the current DATADOC and PGMDOC. It must also provide for:

1. longer narratives on all entities,
2. security restriction, allowing only authorized updating, and
3. provide a more flexible reporting capability.

These requirements are similar to the capabilities available in the Data Catalogue 2 System. This dictionary will assist ODP and OP administrators in maintaining the system by serving as a tool in analyzing the effects of proposed changes or needed corrections in the future.

CLASSIFICATION EXPLANATION

The classification of this document is CONFIDENTIAL because of the record sizes specified for the files within the HRS2 Data Base. All other sections of this document are UNCLASSIFIED.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Initiation Phase Documents for PRIM Release 2

FROM:

PRIM Team

2-E-21 [redacted]

EXTENSION

NO.

DATE

22 June 1984

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/CSD/@C

ATT: [redacted]

2-B- [redacted]

Attached are the revised and/or expanded documents for the Initiation Phase of PRIM Release 2. Any questions, please call

2.

3.

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5.

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10.

11.

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13.

14.

15.

STATINTL

ATTACHMENTS:

Detailed System Requirements Document

Data Requirements Document