



# Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 1100

January 3, 2014

Incorporating Change 1, December 12, 2017

---

---

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Civilian Human Resources  
Management Information Technology Portfolio

References: See Enclosure 1

## 1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with the authority in DoDD 1400.25 (Reference (b)) and consistent with subtitle III of Title 40, United States Code (U.S.C.) (Reference (c)) and sections 2223 and 2224 of Title 10, U.S.C. (Reference (d)), this volume:

(1) Reissues DoD Instruction (DoDI) 1400.25-V1100 (Reference (e)) to update policy, assign responsibility, and provide direction for implementation of the DoD Civilian Enterprise Human Resources Information Systems (EHRIS) Portfolio.

(2) Incorporates requirements established in DoDD 8115.01 (Reference (f)) and DoDD 8000.01 (Reference (g)) for managing information technology (IT) investments as portfolios.

(3) Mandates the use of Civilian Human Resource Management Information Technology (CHRM-IT) enterprise systems that exclusively support the civilian business area. The Defense Civilian Personnel Advisory Service (DCPAS) Extranet at <https://extranet.apps.cpms.osd.mil/> will serve as the official site for the list of mandated systems, reporting changes in existing systems, and providing updates related to CHRM-IT.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies and DoD Field

Activities (except the National Geospatial-Intelligence Agency, the National Security Agency, the National Reconnaissance Office, the Defense Security Service, and the Defense Intelligence Agency), and all other organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”).

3. POLICY. It is DoD policy that:

a. IT investments will be managed as portfolios to: ensure IT investments support the Department’s vision, mission, and goals; ensure efficient and effective delivery of capabilities to support the warfighter; and maximize return on investment to the enterprise consistent with Reference (f). The enterprise portfolio consists of CHRM-IT systems, providing capabilities across the spectrum of the end-to-end human resources (HR) life cycle.

(1) The DoD has a single enterprise-wide mandated CHRM-IT solution consisting of a set of CHRM-IT systems. This includes the Defense Civilian Personnel Data System that uses a standard configuration for personnel action processing, reporting, and data retrieval.

(2) The DoD Components will use the mandated portfolio of enterprise systems defined by DCPAS/EHRIS to support CHRM-IT requirements across DoD.

b. DCPAS/EHRIS coordination is required to develop, enhance, or buy DoD Component-unique CHRM-IT systems, modules, or software applications. This includes prior coordination of the annual Organization Execution Plan (OEP) submissions to the Deputy Chief Management Officer (DCMO). Failure to obtain DCPAS/EHRIS recommendation may result in withholding of investment certification.

c. DCPAS/EHRIS approval is required to make subsequent changes to mandated systems, modules, or applications. The DoD Components will ensure subordinate activities do not make changes or enhancements to mandated CHRM IT systems, modules, or applications without prior coordination and approval from the Executive Director, EHRIS.

d. All DoD Component and subordinate activity CHRM-IT solutions must map to the DoD Business Enterprise Architecture (BEA) published by the Office, DCMO, at <http://dcmo.defense.gov> (Reference (h)).

e. All transfer or use of approved CHRM-IT solutions, in whole or in part, to non-DoD agencies must be coordinated with and approved by the Executive Director, EHRIS.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This volume is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

7. EFFECTIVE DATE. This volume is effective January 3, 2014.

  
Jessica L. Wright  
Acting Under Secretary of Defense  
For Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....5

ENCLOSURE 2: RESPONSIBILITIES.....6

ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS6  
DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL  
POLICY (DASD(CPP))..... 6  
DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY  
(DoDHRA)..... 6  
DCMO.....6  
DoD COMPONENT HEADS.....7

ENCLOSURE 3: PROCEDURES.....8

GENERAL.....8  
EXECUTIVE DIRECTOR, EHRIS.....8  
DIRECTORS, DCPAS DIRECTORATES .....9  
DIRECTOR, PERSONNEL AND READINESS INFORMATION MANAGEMENT  
(P&R IM).....10  
CHRM-IT-ESC.....10  
NEW BUSINESS REQUIRMENTS .....10  
SYSTEM CHANGE REQUEST (SCR).....10  
CCB.....10  
DoD CIVILIAN ENTERPRISE SYSTEMS REQUESTS.....10  
NON-STANDARD HR IT .....10

GLOSSARY .....11

PART I: ABBREVIATIONS AND ACRONYMS .....11  
PART II: DEFINITIONS.....11

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)," June 23, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management Systems," November 25, 1996
- (c) Subtitle III of Title 40, United States Code
- (d) Title 10, United States Code
- (e) DoD Instruction 1400.25-V1100, "DoD Civilian Personnel Management Systems," December 19, 2008 (hereby cancelled)
- (f) DoD Directive 8115.01, "Information Technology Portfolio Management," October 10, 2005
- (g) DoD Directive 8000.01, "Management of the Department of Defense Information Enterprise (DoD IE)," March 17, 2016, as amended
- (h) Office of the Deputy Chief Management Officer Website, <http://dcmo.defense.gov>
- (i) DoD Instruction 8510.01, "Risk Management Framework (RMF) for DoD Information Technology (IT)," March 12, 2014, as amended
- (j) DoD Instruction 5000.02, "Operation of the Defense Acquisition System," January 7, 2015, as amended
- (k) DoD Instruction 8500.01, "Cybersecurity," March 14, 2014
- (l) DoD Manual 5200.01-Volume 1, "DoD Information Security Program: Overview, Classification, and Declassification," February 24, 2012
- (m) Section 552a of Title 5, United States Code, (also known as "The Privacy Act of 1974," as amended)
- (n) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (o) DoD Manual 8910.01, "DoD Information Collections Manual," date varies by volume

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA) has overall responsibility for the development of DoD civilian personnel policy covered by this volume and:

- a. Serves as the DoD official responsible for the Human Resources Management (HRM) domain.
- b. Ensures that civilian HR data are maintained and available to authorized users throughout the DoD.
- c. Participates in Business Mission Area (BMA) governance forums with the goal of identifying commonality in BMA portfolio management processes and providing solutions that are in the best interest of the DoD.
- d. Reviews and oversees the planning, design, acquisition, deployment, operation, maintenance, and modernization of the CHRM IT investments of the BMA with the primary purpose of improving HRM activities consistent with BMA guidance, this volume, and section 2223 of Reference (d).
- e. Develops and maintains HRM Functional Strategy in support of the Integrated Business Framework.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP) supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components, ensuring consistent implementation and continuous application throughout the DoD.

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director DoDHRA, provides support to the DASD(CPP), as appropriate, in the execution of the duties and responsibilities in this volume and serves as the acquisition executive for DoD CHRM-IT solutions.

4. DCMO. The DCMO supports investment and acquisition oversight and compliance across the DoD. The DCMO:

- a. Operates and maintains the Investment Review Board (IRB) process in accordance with section 2222 of Reference (d).
- b. Integrates the Executive Director, EHRIS, authorization of CHRM-IT review packages as part of the IRB process.
- c. Ensures the Executive Director, EHRIS, authorization process documentation is provided to the Defense Business Council (DBC) with DoD Component review packages.

5. DoD COMPONENT HEADS. The DoD Component heads:

- a. Fund approved DoD Component-unique requirements.
- b. Submit requirements for CHRM-IT capabilities to DCPAS/EHRIS for coordination prior to expenditure of resources to acquire, develop, or enhance CHRM-IT systems.
- c. Provide an empowered government representative to support the CHRM-IT governance process.
- d. Ensure compliance with information assurance (IA) policies, procedures, and standards.
- e. Ensure that persons appointed to positions dealing with CHRM-IT systems are provided security education and training on the protection of enterprise system official information.
- f. Support functional and technical testing of CHRM-IT systems software releases.
- g. Buy and maintain the necessary infrastructure to support the CHRM-IT systems.
- h. Fully test third-party software releases prior to implementation.
- i. Ensure that subordinate activities comply with this volume of this instruction.

ENCLOSURE 3

PROCEDURES

1. GENERAL. This enclosure addresses activities applicable to the governance process and management of CHRM-IT enterprise systems. DCPAS/EHRIS develops and publishes standard operating procedures and charters for specific processes as prescribed in this volume of this instruction.

2. EXECUTIVE DIRECTOR, EHRIS

a. Provides technical and operational oversight of DoD CHRM-IT solutions, except those approved for acquisition, development, enhancement, and operation by the DoD Component head.

b. Develops and maintains a transformation CHRM-IT roadmap and rationalize the existing portfolio of CHRM-IT solutions.

c. Establishes and chairs a governance structure that includes an Executive Steering Committee. The governing body reviews and recommends strategic initiatives and priorities for a comprehensive set of CHRM-IT solutions. These solutions achieve DoD CHRM business goals and objectives and align to the USD(P&R) functional strategies.

d. Maintains the enterprise-wide CHRM-IT Systems Security Program, including the chair of the Computer Security Working Group (CSWG), security testing, system patches, and management of the intrusion detection effort. In accordance with DoDI 8510.01 (Reference (i)), serves as the designated approving authority (DAA) for the enterprise CHRM- IT portfolio, oversees security certification and accreditation, and approves or disapproves system operations based on the level of security risk identified.

e. Reviews and coordinates DoD Component and subordinate activity OEP prior to submission to the Office of the DCMO.

f. Chairs (or delegates a representative) an enterprise solution collaborative, transparent Change Control Board (CCB) comprised of representatives from the DoD Components and prescribed in DoDI 5000.02 (Reference (j)).

g. Reviews CCB meeting minutes and escalates CHRM-IT matters to the Civilian Human Resource Management Information Technology Executive Steering Committee (CHRM-IT-ESC) as required.

h. Appoints a program manager for each DoD CHRM-IT enterprise solution to be responsible for management of life cycle activities and acquisition documentation in support of the CHRM-IT solution.

i. Maintains oversight of enterprise architecture, portfolio management, new business needs, and system modifications.

j. Serves as the DAA for Civilian HR Enterprise Systems solutions in accordance with DoDI 8500.01 (Reference (k)).

k. Maintains oversight of DoD Information Security standards in accordance with DoDM 5200.01 (Reference (l)).

(1) Ensures compliance with appropriate certification and accreditation for enterprise systems.

(2) Ensures personally identifiable information is handled in accordance with section 552a of Title 5, U.S.C., also known as “The Privacy Act of 1974”, as amended (Reference (m)) and DoD 5400.11-R (Reference (n)).

l. Appoints a DCPAS/EHRIS Certification Authority for an independent assessment on IA validations.

m. Appoints an Information Assurance Manager to oversee Enterprise CSWG:

(1) Ensures policies and requirements are included in the System Security Authorization Agreement.

(2) Ensures enterprise system software incorporates Defense Information Systems Agency security patches; and manages the intrusion detection effort.

n. Conducts periodic Post Implementation Review efforts as appropriate to evaluate enterprise systems, identify problems, and measure functional program benefits in accordance with the procedures in DoDM 8910.01 (Reference (o)).

o. Establishes memorandums of agreement with non-DoD agency heads requesting use of enterprise CHRM-IT solutions provided by DoD.

3. DCPAS DIRECTORS. The Directors, DCPAS Directorates:

a. Serve as functional sponsors for CHRM-IT systems related to programs under DCPAS purview.

b. Participate in functional sponsor activities including program reviews.

c. Approve system requirements for CHRM-IT systems under DCPAS purview.

d. Communicate new business requirements to the Executive Director, EHRIS, for which CHRM-IT may be required to support.

e. Designate functional leads to coordinate with program managers on CHRM-IT needs, including developing systems requirements, forming work groups, and deploying pilots.

4. DIRECTOR, PERSONNEL AND READINESS INFORMATION MANAGEMENT (P&R IM). Under the authority, direction, and control of the Director, DoDHRA, the Director P&R IM partners with the Executive Director, EHRIS, to advocate for the CHRM-IT portfolio when approval by the DBC is required.

5. CHRM-IT-ESC. The CHRM-IT-ESC serves as the Executive Level Governance Board to review and recommend strategic initiatives and priorities for a comprehensive set of CHRM-IT solutions that achieves DoD CHRM business goals and objectives, and aligns to USD(P&R) or CHRM functional strategies.

6. NEW BUSINESS REQUIREMENTS. New business requirements that may result in substantial change to an existing CHRM-IT system or development of a new CHRM-IT system will be routed with supporting documentation through the Executive Director, EHRIS, to the CHRM-IT-ESC.

7. SYSTEM CHANGE REQUEST (SCR). Protocols for existing CHRM-IT systems SCRs will be adjusted as required to comply with this volume of this instruction. Updates will be posted on the DCPAS Extranet at <https://extranet.apps.cpms.osd.mil/>.

8. CCB. Protocols for existing CHRM-IT systems CCBs will be adjusted as required to comply with this volume of this instruction.

9. DoD CIVILIAN ENTERPRISE SYSTEMS REQUESTS. The DoD Components and non-DoD customer agencies may submit requests with supporting documentation to the Executive Director, EHRIS, for system support services, unique requirements, modifications, or enhancements related to DoD Civilian Enterprise Systems.

10. NON-STANDARD HR IT. The DoD Component head must submit requests to deviate from standard enterprise CHRM-IT applications to the Executive Director, EHRIS, for consideration.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
BEA	Business Enterprise Architecture
BMA	Business Mission Area
CCB	Change Control Board
CHRM-IT	Civilian Human Resource Management Information Technology
CHRM-IT-ESC	Civilian Human Resource Management Information Technology Executive Steering Committee
CSWG	Computer Security Working Group
DAA	designated approving authority
DASD(CPP)	Deputy Assistant Secretary of Defense Civilian Personnel Policy
DBC	Defense Business Council
DCMO	Deputy Chief Management Officer
DCPAS	Defense Civilian Personnel Advisory Service
DCPAS/EHRIS	Defense Civilian Personnel Advisory Service/ Enterprise Human Resources Information Systems
DoDD	Department of Defense Directive
DoDHRA	Department of Defense Human Resource Agency
DoDI	Department of Defense Instruction
EHRIS	Enterprise Human Resources Information Systems
HR	human resources
HRM	human resources management
IA	information assurance
IRB	Investment Review Board
IT	information technology
OEP	Organizational Execution Plan
SCR	System Change Request
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense Personnel and Readiness

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this volume of this instruction.

BEA. Defined in Reference (h).

BMA. Defined in Reference (h).

CCB. A board established to support acquisition program management. The board reviews, prioritizes, and approves system enhancements, changes, and modifications.

CHRM-IT-ESC. An established governance structure to promote and support the effective use of CHRM-IT for DoD.

CHRM-IT portfolio. The collection of capabilities, resources, and related investments that are required to accomplish a civilian HR mission-related or administrative outcome. Management activities for the portfolio include strategic planning, capital planning, governance, process improvements, performance metrics or measures, requirements generation, acquisition or development, and operations.

CSWG. A working group supporting enterprise systems that focuses on the implementation of DoD and federal IA regulations and laws, and on reviewing and commenting on IA-related documents, specifications, and concepts of operation; on IA validation plans, results, and operating procedures; and on security patches and other program documents including SCRs.

DAA. Defined in Reference (l).

Defense Civilian Personnel Data System. The DoD enterprise-wide automated HR information and transaction processing system for DoD civilian employees. This system contains classification, staffing, training, employee benefits, equal employment opportunity complaints action tracking, and data retrieval information on DoD civilian employees. Each DoD HR regional service center uses DCPDS to process its civilian HR actions.

DoD enterprise. Defined in Reference (g).

DoD enterprise architecture. Defined in Reference (g).

end-to-end HR life cycle. The DoD business process used to optimize functional capabilities and encourage interoperability between processes and systems.

enterprise services. Defined in Reference (g).

enterprise solution. The action of solving a problem or satisfying a requirement that affects the entire organization.

human resource management domain. A part of the business mission that focuses on the management of HRM systems for civilian personnel management, military personnel management, and military health.

IRB. Defined in Reference (c).

IT portfolio. Defined in Reference (h).

IT roadmap. The enterprise strategy that represents collective efforts of many stakeholders plan for achieving the goals of increased efficiency, effectiveness, and security.

map. IT investments are mapped to capabilities, as represented in operational architectures, to provide a repeatable, systematic, and analytic framework for review and assessment of their fit to the architecture, and to determine their disposition during the selection activity.

Organizational Execution Plan. Defined in Reference (h).

Post Implementation Review. A review conducted within 6 months following the attainment of full operational capability to assess the extent to which a developed system has achieved the benefits established at the program outset.

SCR. New system capabilities desired or required by DCPAS/EHRIS or a DoD Component resulting from modified business practices or DoD Component regulatory changes.