



Human Resources Management (HRM) Investment Management Out-of-Cycle Certification Request Guidance

Background

Each Department of Defense (DoD) Component will develop Organizational Execution Plans (OEPs) on an annual basis to articulate its approach to aligning its portfolio of business Information Technology (IT) investments to the appropriate portion of the Functional Strategy(s). An out-of-cycle certification request (funding allocated for a system outside of the standard certification schedule) for defense business systems (DBS) must be initiated if at any time there are changes to a previously approved OEP.

The HRM Investment Management team assists HRM stakeholders with developing and submitting out-of-cycle certification requests. The process includes preliminary certification review and facilitation of the submission to the Personnel and Readiness (P&R) front office. This guidance will help stakeholders submit complete and accurate out-of-cycle requests in a timely manner and ensure compliance with the out-of-cycle certification requirements set by the Office of the Deputy Chief Management Officer (ODCMO).

Out-of-Cycle Request Classifications

Type One: Notification to the Defense Business Council (DBC)

Certain Out-of-Cycle requests do not require formal review and approval by the DBC per Section 2.6 of the ODCMO's Defense Business Systems Investment Process Guidance. The appropriate Pre-Certification Authority (PCA) is required only to submit a notification memo to the DBC if specific changes are being made to an OEP. These changes and the associated documentation are provided in the table below.

<u>Type</u>	<u>Changes Requiring Notification</u>	<u>Artifacts/Documentation</u>
Notification to DBC	<ul style="list-style-type: none"> • Removal of a DBS from the portfolio of previously approved systems • Decrease in funding for a DBS with previous certification approval • Redistribution of resources <ul style="list-style-type: none"> ○ Lesser of \$10 million or 20% of previously approved total portfolio value ○ Lesser of \$5 million or 15% of the prior approved certification amount for a single DBS 	<ul style="list-style-type: none"> • Defense Human Resources Activity (DHRA) Notification Memo • Other Personnel and Readiness (P&R) Components Notification Memo

Type Two: Out-of-Cycle Certification Request

All other changes to a previously approved OEP will require a formal out-of-cycle certification request per Section 2.6 of the Defense Business Systems Investment Process Guidance. Standard elements and documentation of an out-of-cycle request package must be submitted and/or completed in order to facilitate the review and approval process. This documentation is detailed in the table below.

<u>Type</u>	<u>Artifacts/Documentation</u>
Out-of-Cycle Certification Request Submission	<ul style="list-style-type: none"> • System data updated in the following four authoritative data sources per the new requested total: Defense Information Technology Portfolio Repository (DITPR); Select and Native Programming Data Collection System – Information Technology (SNaP-IT); Architecture Compliance and Requirements Traceability (ACART); and DoD Information Technology Investment Portal (DITIP) • Updated Pre-Certification Request (PCR) Memo <ul style="list-style-type: none"> ○ DHRA PCR Memo ○ Other P&R Components PCR Memo • Updated Attachment (1) with Prior Approved Portfolio Data (changes highlighted) • Updated Attachment (2) with Condition Status (changes highlighted) • Out-of-Cycle Briefing Slides • Out-of-Cycle Briefing Slides [SAMPLE]

Timeline and Submission

The DBC will address out-of-cycle certification requests on a case-by-case basis during the bi-monthly DBC meeting. Please submit an out-of-cycle package to the [HRM Investment Management team](#) via the [HRM Portal](#) 60 days prior to the targeted DBC meeting. The HRM Investment Management team will help stakeholders coordinate submission of the request to the P&R front office to ensure the package is received by the ODCMO for submission to the DBC at least 15 days prior to the target meeting. All out-of-cycle certification requests should be submitted to the HRM Investment Management team no later than June 15th of the given year for certification in order to meet the ODCMO’s August 15th suspense date. *Note: Stakeholders requiring access to the HRM Portal should email the HRM Investment Management team at HRMInvestmentManagement@osd.pentagon.mil.*

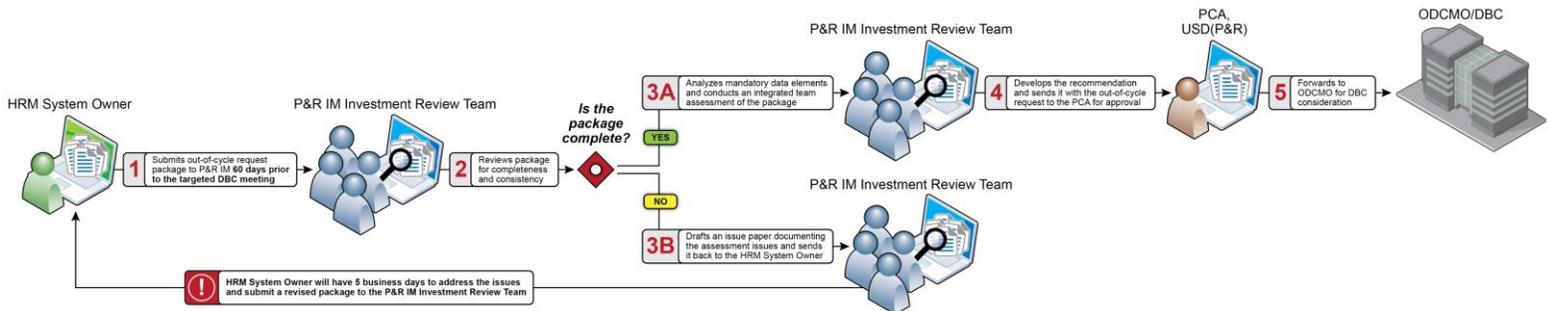


Review Process

Upon receipt of an out-of-cycle request package, the HRM Investment Management team will check the package for completeness, consistency and compliance.

If issues are identified during the review, the HRM Investment Management team will draft an issue paper documenting the assessment issues and send it to the Component with a suspense of five business days to address/resolve the issues and submit a revised package to the HRM Investment Management team to continue and finalize the review.

If no issues are identified, the review process will move forward, and subject matter experts will analyze the mandatory data elements (DITPR, SNaP-IT, ACART, and DITIP contents) and conduct an integrated team assessment of the package(s). If at this stage compliance is validated and no significant issues come out of the review, the HRM Investment Management team will develop the recommendation and send it to the PCA for approval and forwarding to the ODCMO for DBC consideration.



Close-out and Approval

The PCA forwards the package to the ODCMO. The ODCMO then conducts a review of the out-of-cycle request package and presents it to the DBC for final approval.

Learn More!

To learn more, please visit the [HRM Investment Management Resource Library](#) or email HRMInvestmentManagement@osd.pentagon.mil.