



Performance Based Work Statement (PBWS)

USMEPCOM Human Resource (HR) System Requirements Document

The following are the minimum Baseline Requirements for a Software as a Service (SaaS) Human Resources System solution:

The SaaS solution shall be able to project manpower requirements, identify the mission list and develop policy & procedure guidance, support preparation of the Department of Defense budget, including both budgetary and executionary requirements.

The SaaS Solution shall provide Billet Management. This activity is associated with the formulation of specifications for peacetime authorizations and wartime requirements needed to accomplish tasked Department of Defense (DoD) missions. This includes the occupation, skill, position requirements, education, and training specifications that the position requires to perform the specified mission.

The Solution shall provide the configurations required to enable the reoccurring data imports from Defense Civilian Personnel Advisory Service (DCPDS), not to exceed 100 attributes. The data will be limited to the following data sets, Basic Demographic information, Dependents, Military Education, Civilian Education, Skills, Languages, and Civilian Education Certifications. Defense Civilian Personnel System is the authoritative personnel system for management of Department of Defense civilians.

Functional Requirements Identified:

1. Dynamic querying, reporting and analysis capabilities, including ad-hoc reporting, with drill-down functionality and export to common file types (e.g., .pdf, .doc, .docx, .txt, .xls, .xlsx).
2. Ability to evaluate all system data in graphs, charts, and side by side comparisons through a customizable dashboard.
3. Ability to view/sort/filter data as needed based on user roles.
4. Ability to produce reports and documents (e.g., PDFs, Letters, Emails, Spreadsheets, and Mailing Labels etc.), as required.
5. Ability to produce interoperable templates with the ability to allow for user input (e.g., open text fields, drop-down menus, etc.) as required.

6. Ability to create checklist includes activities that must be completed for their assignment.
7. Ability for tracking and managing gains of military, civilian and contractor personnel. To include capturing and validating the recruits' personal data.
8. Capability of updating a member's profile with HRM information (e.g., record of emergency data, duty status, Dates of rank, place of birth, military education, civilian education, skills, languages, certifications).
9. Capability of administering awards, decorations, and special recognition programs to include individual, unit/organizational, and special recognition awards.
10. Ability to form Department of Defense (DoD) organizations within DoD command relationships that are needed to accomplish assigned DoD missions.

Technical Requirements Identified:

1. The SaaS solution must be hosted in a FedRAMP approved IL4 (Impact Level 4) Cloud Service Provider.
2. The SaaS solution must have a current Authority to operate on a DoD network also known as a DoD provisional ATO for the corresponding impact level.
3. The SaaS solution must meet all required security standards, protocols and procedures as well as compliancy for the Risk Management Framework under the DoD RMF for IT Systems (DoDI 8510.01).
4. The SaaS solution must allow USMEPCOM access to its data for Business Intelligence and reporting purposes.