Headquarters Reporting Information

REFERENCES: Refer to Enclosure.

1. PURPOSE: This instruction establishes the policy and procedures associated with requesting data from the Defense Civilian Personnel Data System (DCPDS) and other applications managed by the DLA Human Resources organization. It is critical to the effective and efficient planning, reporting, evaluation, and overall management Agency-wide, that personnel information is properly maintained, managed, and reported to the appropriate sources. Of equal importance is the need to comply with the Office of Personnel Management (OPM), Department of Defense (DOD), and internal DLA requirements for the reporting of employee information.

a. This instruction describes the process for the production of reports and interfaces from DLA Human Resources Services, Human Resources Information Systems supported applications. Information stored includes civilian and military personnel records, workforce statistics, and program data related to areas such as training, acquisition, performance management, and equal employment opportunity (EEO). The source systems that generate the majority of these data are the DCPDS, the Military Online Personnel System, and the DLA Learning Management System. Data from these systems is accessed directly or through databases maintained for efficient reporting and to produce standard reports that the source systems do not provide.

b. The outputs of this process are hardcopy reports, softcopy reports primarily in spreadsheet format, and automated interface files feeding Agency and external databases and systems.

2. APPLICABILITY: This DLA Instruction applies to HQ DLA, DLA Primary Level Field Activities (PLFAs), and DOD Agencies serviced by DLA Human Resources. Data is defined as any information derived from Human Resources systems. It is generally requested as specific fields (such as name, grade, etc) or groupings of fields. There are two primary categories, static snapshot information (example: list of everyone in organization A as of the end of FY10), and transaction based information (example: awards processed for organization A during FY10). Data can be about individuals or groups of individuals, or it may be in statistical format with no direct relationship to an individual. The Human Resources Reports team will assist requesters in determining what type of data best suits their purpose.
3. **POLICY**: It is DLA’s policy that all Human Resources data shall be protected, maintained and released in accordance with the Privacy Act of 1974, 5 U.S.C. 552a; and Personally Identifiable Guidance (PII) guidance provided by the DLA Office of General Counsel.

   a. DLA Human Resources Services, Human Resources Information Systems is the organization responsible for the production of data releases, and for ensuring Personal Identifiable Information (PII) and Privacy Act guidance are followed. The DLA Human Resources web site contains information on how organizations may request data and/or reports. While the DLA Human Resources Services, Human Resources Information Systems will assist organizations in obtaining the data that meets their requirements, the staff cannot assist with charting, slides, or specialized formatting.

   b. Data requests are categorized into three options:

      (1) **Standard Reports**: Organizations may request that reports be generated on a recurring basis. The DLA Human Resources Services, Human Resources Information Systems organization will attempt to use previously prepared reports of a similar content, and coordinate the production and delivery with the requesting organization.

      (2) **AD-HOC Reports**: Special one-time reports may be prepared for organizations

      (3) **Interfaces**: Data can be provided for recurring system or database requirements. When Privacy Act or PII data is requested, the system/database must be accredited by DLA Information Operations (J6) and approved to store PII data. If approved, the DLA Human Resources Services, Human Resources Information System staff will work with J6 to develop secure transfer methods. Data is made available to the organizations through an electronic file containing data specific to the requesting organization on a bi-weekly basis or as required. Data maintained in DCPDS is safeguarded under the provisions of the Privacy Act and is used for official purposes only.

   c. The major function of the reporting team is to provide DLA with the data it needs to plan, manage, and evaluate Agency-wide programs. However, the organization also furnishes data to the Office of the Secretary of Defense, the Defense Manpower Data Center, OPM, the EEO Commission, and other external organizations where appropriate. In addition, the reporting team provides needed managerial and operating data to Commanders, Directors, Managers, and Equal Employment Managers, as well as to other principal staff elements in DLA.

   d. The DLA Human Resources Services, Human Resources Information Systems organization will not release PII/Privacy data unless the request meets previously defined criteria as provided by the DLA Privacy office. Personnel data may be used for official purposes only, and PII and Privacy Act rules govern the release of data. Fields that are commonly requested but are provided only in limited cases include the social security number, date of birth, home address, and ethnicity data. Requestors of PII data will be required to provide a justification, controls, and other information so that a proper determination can be made. In cases not meeting predefined precedent, a legal opinion will be requested of the Privacy office. Requests for DCPDS data to feed databases or other systems will require written approval by the Defense Civilian Personnel Advisory Management Service.

   e. **Timelines**: The DLA Human Resources Services, Human Resources Information
Systems organization will respond to data requests as quickly as possible. In many cases the data can be provided within one business day, but the timeline is subject to workload and the complexity and size of the request. The DLA Human Resources Services, Human Resources Information Systems organization will provide anticipated delivery dates if ad-hoc requests can’t be fulfilled within 2 working days. For standard reports, the goal is to produce biweekly reports within 3 business days after the close of the biweekly period; for monthly reports the goal is 10 business days after the end of the month; and for quarterly reports, the goal is 15 business days.

4. RESPONSIBILITIES

   a. It is the customer’s responsibility to initiate a data request and respond to DLA Human Resources, Human Resources Information Systems questions regarding the requirement. Initial requests can be sent via email to hr.reports@dl.a.mil. Requests should define the data required, the employee population, the timeline, the requested suspense date, and the purpose for the request. Guidance on developing a data request can be found on the DLA Human Resources web site (HTTP://www.hr.dla.mil) in the Human Resources Reports/Data section of the Automated Tools area. Once in receipt of the data, it is the customer’s responsibility to protect the information from dissemination beyond its agreed upon purpose. Data not be used for purposes not in the original request, to include loading into a database or sharing with other users.

   b. Upon receipt of the request, the DLA Human Resources, Human Resources Information Systems staff member will review and evaluate the management requirement for content, authentication, and justification and determine if valid data is obtainable from existing systems. As stated above, PII data will not be provided on routine data requests.

   c. The customer is responsible for charting or special formatting. The reports team will make an attempt to provide data in the format requested through listings or Excel spreadsheets, but will not prepare slides, prepare multiple sorts or views, or other special formatting.

5. PROCEDURES

   a. Customer requests will be approved or denied by the DLA Human Resources, Human Resources Information Systems Staff. If approved, the request is forwarded to a data specialist. Timeframes for delivery are provided to the customer. If denied, the requester is notified of the reasons for the disapproval.

   b. The data specialist reviews the request and contacts the requester if further clarification is necessary. A determination is made to identify the system best suited to provide the data required to fulfill the request.

   c. The staff member queries the databases necessary to gather the information requested. Requests for historical data require the use of numerous databases. The information is either stored electronically or on paper.

   d. The previously gathered information is then prepared for presentation to the requester.
Depending upon the request, various software programs or a hardcopy report will be used.

e. Ad-hoc data requests and resulting reports are kept for a minimum of 2 years for review and audit purposes.

f. The report is delivered to the customer by encrypted email, secure transport, or in hardcopy format. All privacy act and personally identified information will be safeguarded from unauthorized disclosure.

6. **EFFECTIVE DATE:** This Instruction is effective immediately.

    Director, DLA Enterprise Support          Deputy Director, Human Resources
    August 27, 2003                           August 30, 2011

ENCLOSURE
Enclosure

References
