

Subject: Action Needed by February 15, 2008 - Human Resources Data System (HRDS) Decommissioning and Roll Out of the National Finance Center's Reporting Center

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MEMORANDUM FOR: NOAA Executive Panel and Chief Financial Officer Council

FROM: Eduardo J. Ribas  
Director for Workforce Management

SUBJECT: Human Resources Data System (HRDS) Decommissioning and Roll Out of the National Finance Center's (NFC) Reporting Center - \*Action Needed by February 15, 2008 to secure access to NFC Reporting Center\*

Many of you are familiar with the Human Resources Data System (HRDS). It is a Department of Commerce system which provides pre-programmed reports on human resources (HR) data. In/ /late November 2007, the Department of Commerce (DOC) officially notified the Office of Management and Budget of its plan to decommission HRDS on March 15, 2008. This Departmental decision was made based upon several factors including usage data, functionality, and cost to become certification and accreditation (C&A) compliant.

To offer DOC users access to reports similar to that found in HRDS, the Department is making the National Finance Center's (NFC) Reporting Center (RC) available. The RC is a data tool that provides the ability to create reports using NFC's HR data.

The RC's offerings include the following:

- \* Employee data such as job title, series and grade or level, duty station, date of birth, date of last equivalent increase, and date entered position
- \* Position organizational listings with official job and working titles
- \* Listings by organization, such as Northeast Region or Seafood Inspection by division or branch
- \* Personnel data on individual employees
- \* Accessions and separations by organization for attrition analysis
- \* Bargaining unit status by union
- \* Numbers of employees covered and not covered by unions.

Just like in HRDS, users will be provided access to information regarding their immediate Office, not NOAA-wide data. If data is needed on a group of employees larger than the scope of your Line or Corporate Office, a request should be sent

to WFMO.HRDS@noaa.gov. In the subject line of your email request, please include the date the data is needed. WFMO will fill all requests on a first-come, first-served basis and acknowledges there will be occasions when priorities must shift to address an immediate need.

During the month of February, WFMO will receive RC training offered by the Department. To get Line and Corporate Office users acclimated, starting in March, the WFMO will offer training to NOAA RC users. A RC user is defined as a member of your staff that must have access to HR data to accomplish the day-to-day duties and responsibilities associated with their job (e.g., an employee needing to conduct workforce analysis or run budgetary reports which include HR data). Due to accessibility to Privacy Act and Personally Identifiable Information (PII), including social security numbers, the number of RC users must be limited. Therefore, at this time, WFMO is requesting the names of no more than five individuals in your respective organizations that will serve in this capacity, running your organization's RC reports. We will then work to obtain NFC identification and password user information through the Department's Human Resources Office. It is imperative that we work together as a community to implement this change quickly. Some larger Line or Corporate Offices may have a business need for more RC users to service their organization. Judith Westbrook, WFMO's Director for Human Resources Information Technology and her staff, will work with you in an effort to prioritize and add RC users, and strive to meet your access specifications. Again, RC users will have access to PII, therefore, careful consideration must be given to these determinations.

Those individuals identified as needing RC access must complete and sign the attached confidentiality agreement. The completed documentation must be provided in a pdf format\*, \*and sent to WFMO.HRDS@noaa.gov not later than \*February 15, 2008\*. Once we have received the completed and signed forms, WFMO will make the access requests through the Department to NFC. These access requests take on average four weeks to process, therefore, the sooner the names and completed forms are received, the quicker we can proceed.

Upon receipt of the first access codes, WFMO will conduct training once a week until the end of March. Your employees will be notified upon receipt of their access, and provided details regarding the next available training sessions. Additional sessions will be incorporated as needed.

Because of the extremely short turnaround on this important project, we need to work together to ensure a smooth transition from HRDS to RC. I appreciate your support and partnership in this effort. If you have questions regarding the transition, please contact Judith Westbrook, the WFMO lead on this conversion, on (301) 713-6310 or via email at [Judith.Westbrook@noaa.gov](mailto:Judith.Westbrook@noaa.gov).

Attachment - [Confidentiality Agreement](#)