



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

May 15, 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Purchase of Information Management Area (IMA) Infrastructure for the Army Civilian Personnel Regionalization and Systems Modernization Project – Guidance Memorandum 98 - 6

Reference Guidance Memorandum 97-11, October 31, 1997, subject, Regionalization Automation, Software and Communications Infrastructure.

This memorandum provides additional guidance on Expense/Investment Criteria as it relates to the purchase of IMA infrastructure (hardware and software) under the centrally managed civilian personnel regionalization and systems modernization project.

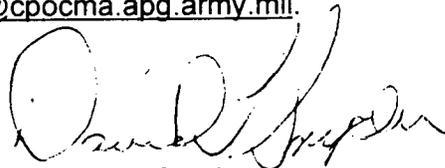
The interim and modern Defense Civilian Personnel Data Systems (DCPDS) are Army-wide automated systems centrally managed by Headquarters, Department of the Army (HQDA). All IMA infrastructure required to support the regionalization and systems modernization initiative becomes part of the HQDA centrally managed system if the components are designed primarily to function within the context of the whole system and will be interconnected to satisfy an approved requirement. System components include routers, controllers, servers, storage devices, personal computers, printers, connecting cable, and networks (local area networks, wide area networks and metropolitan area networks). Certain forms of software are also considered part of the centrally managed system, e.g., ORACLE, ORACLE OTA and RESUMIX.

Centrally managed systems are considered investment items that require the use of Other Procurement, Army (OPA) funds for the purchase of all system components, regardless of the cost of individual components. There are several advantages of a centrally managed system. The total cost of the system is visible since HQDA centrally funds the entire system cost. Purchase of required infrastructure is not constrained by limited installation budgets, therefore, all activities receive the same level of IM support. Because the HQDA Project Manager (PM) maintains both control and responsibility for system configuration, life cycle and sustainment costs are kept to a minimum and equipment is replaced in an efficient manner.

The HQDA Program Manager for the interim and modern DCPDS systems is the Office, Assistant Secretary of the Army (Manpower and Reserve Affairs) (OASA (M&RA)). The OASA (M&RA) is responsible for determining automation infrastructure requirement levels for the civilian personnel regionalization and systems modernization initiative based on the target personnelist-to-customer servicing ratio. Supplementation does not allow known requirements of a centrally managed system to be fulfilled locally with OMA funds simply because adequate OPA funding is not available. In rare instances, infrastructure required to support supplemental users not included in the target servicing ratio may be approved for purchase with Operations and Maintenance, Army (OMA) funds. Care must be exercised to ensure that addressees coordinate in advance with the U. S. Army Civilian Personnel Operations Center Management Agency (CPOCMA) on proposed IMA hardware purchases to supplement the interim/modern DCPDS. CPOCMA will review proposed requirements for technical propriety as well as conformance with appropriations statutes. Approved requirements identified as part of the HQDA centrally managed system will be purchased by the Project Manager, Sustaining Base Automation (PMSBA) in conjunction with CPOCMA. Typically, PMSBA/CPOCMA will also purchase approved supplemental IMA infrastructure for CPOCs in the Continental United States. Supplemental IMA infrastructure approved by CPOCMA may be purchased by commands with OMA funds unless other provisions of Army Regulation 37-100-XX, Financial Management, the Army Management Structure, FY 98, require use of OPA funds. (This regulation is issued annually and "XX" refers to the year of issuance.)

Use of incorrect funding source (OMA when OPA should have been used or vice versa) is a potential statutory violation. While regulatory violations may result in administrative penalties, statutory violations may result in more severe penalties. Thorough, advance coordination of proposed automation requirements with CPOCMA should ensure compliance with appropriations statutes and technical compatibility with the centrally managed system.

Questions should be directed to Tom Caine, CPOCMA, DSN 458-1709, commercial 410-306-1709, email cainet@cpocma.apg.army.mil.



David L. Snyder
Director for Civilian Personnel
Management and Operations

DISTRIBUTION:
OFFICE, SECRETARY OF THE ARMY (JDPEW)

COMMANDER
US ARMY, EUROPE AND SEVENTH ARMY
EIGHTH U. S. ARMY
FORCES COMMAND
U. S. ARMY MATERIEL COMMAND
U. S. ARMY TRAINING AND DOCTRINE COMMAND
U. S. ARMY CORPS OF ENGINEERS
U. S. ARMY PACIFIC
MILITARY TRAFFIC MANAGEMENT COMMAND
U. S. ARMY CRIMINAL INVESTIGATION COMMAND
U. S. ARMY MEDICAL COMMAND
U. S. ARMY INTELLIGENCE AND SECURITY COMMAND
U. S. ARMY MILITARY DISTRICT OF WASHINGTON
U. S. ARMY SOUTH
U. S. ARMY SPECIAL OPERATIONS COMMAND
U. S. ARMY RECRUITING COMMAND
U. S. ARMY RESERVE PERSONNEL COMMAND
U. S. MILITARY ENTRANCE PROCESSING COMMAND

SUPERINTENDENT, U. S. MILITARY ACADEMY

DIRECTOR, U. S. ARMY CIVILIAN PERSONNEL OPERATIONS CENTER
MANAGEMENT AGENCY
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, ARMY
NATIONAL CAPITAL REGION
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, NORTH
CENTRAL
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, NORTHEAST
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, SOUTH
CENTRAL
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, SOUTHEAST
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, SOUTHWEST
DIRECTOR, CIVILIAN PERSONNEL OPERATIONS CENTER, WEST