



# DEFENSE MANPOWER DATA CENTER

*Information and Technology for Better Decision Making*

## About DMDC

- The Defense Manpower Data Center (DMDC) serves under the Office of the Secretary of Defense (OUSD) to collect personnel, manpower, training, financial, and other data for the Department of Defense.
- Support the information requirements of the OUSD Personnel & Readiness (P&R) and other members of the DoD manpower, personnel, and training communities with accurate, timely, and consistent data,
- Operate DoD-wide personnel programs and conduct research and analysis as directed by the OUSD (P&R).
- DMDC conducts four matches a year for HHS/ACF/SPAA
  - August
  - November
  - February
  - May
- The process includes the states (interstate), federal and Veterans Administration (VA)

## Time Line for the Match

- State submissions are submitted not later than the 2<sup>nd</sup> Friday of the submission month e.g., May 13<sup>th</sup>, August 12<sup>th</sup> & November 10<sup>th</sup>, 2016. Submitters are required to notify DMDC if they are participating each quarter.
- VA file is typically received 2<sup>nd</sup> week of the submission month.
- DMDC manually checks each submission to verify record count and submission date (must be after last quarter submission period).
- DMDC notifies the states via email that their submission file was received
- By the 3<sup>rd</sup> week of the month, the validation process begins. There are 16 programs that generate the data for the match.
  - This cannot begin until all participating State's files have been validated
- By the end of the 4<sup>th</sup> week, matches are completed.



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## What files are matched?

Federal Files	State/Submitters Files	Veterans Administration Files
Active Duty pay & personnel Reserve pay & personnel Retired Military Civilian pay & personnel Civilian Retired Civilian Office of Personnel Management (on hold pending CMA agreement) Non-Appropriate Funds Military Retired Survivors Pay	50 States* Washington District of Columbia* Puerto Rico*  *if participating	Veterans Submission File The Veterans Administration submit demographic (compensation data) file to DMDC for use in the match each quarter.
The state files are the source file (merged before matching). <b>A memorandum of agreement is required to accomplish the veterans and federal match.</b>		

## Transmission Procedures

### DMDC FLINT Technical representative:

SFTP Flint Server: Hiram H. Cooke II, Deloitte Consulting LLP, 831.583.2400 x4494, hiram.h.cooke2.ctr@mail.mil

### To establish an account and receive a USERID for the FLINT server the following is needed:

- Complete a DD Form 2875 (SAAR), section 1-12 (ONLY).
  - For the IA training Item 10 put the date of the last personally identifiable information (PII) training.
  - Indicate if you can use SFTP (Standard SFTP Port 22) on the application.
  - Once completed digitally sign the form, unless you don't have that capability, then you may sign it by hand and scan it. Additionally, we need your 'outward-facing/internet' server IP address to complete the connectivity and;
  - Annotate the full name of primary & secondary (backup) POC (including middle initial; use NMI if none), & a business email address for each POC.
  - It takes approximately two weeks for approval and an additional two week to set up and test.

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## DEFENSE MANPOWER DATA CENTER

### File and Folder Naming Convention

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The below file names are used for FLINT:

- Inbound file format will be PARIS.<state code>.Pyymm. PARIS.DC.P201511
- Outbound return files will be DCInterStateResp DCFederalResp DCVAResp **1<sup>st</sup> two digits state abbreviation**
- INCOMING FOLDER: /ftp/data01/paris\_ks/ **last two digits state abbreviation**
- OUTGOING FOLDER: /ftp/data01/paris\_ks/ **last two digits state abbreviation**

#### *Notes:*

- *the filenames are all uppercase letters.*
- *scripts will automatically rename your files*
- *files remain in that folder for 30 days after which the processes will automatically delete them*
- *PASS Phrase must be changed every 30 days*

### Testing | Transmission & Data

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Transmission testing is done with the FLINT |representative above. We do not have a test environment. We can however provide match data test files.

### DMDC Match Notification

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Once the match files are transmitted an automated notification email will be sent to the submitting agency.

Example: SUBJECT: PARIS FILES FOR MA ARE READY

### Typical Issue Each Quarter

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- **Notification of participation**
  - Each quarter HHS/ACF email instructions to submit the files by a specific date and to notify DMDC that the file was transmitted and what method was used (example: Connect Direct, SFTP—FLINT)



## DEFENSE MANPOWER DATA CENTER

- This serves two purpose:
  - Alert DMDC to expect a file
  - Alert DMDC that there was a transmission problem if the file was not received
- **The submitter did not receive the expected file(s) example: Veterans or Federal**
  - Check your submission to make sure a “Y” was updated for participating
  - Check to make sure you have a memorandum of agreement for Veterans and/or Federal.  
*There must be an MOA to get a match file for Veteran or Federal* regardless of the indication in the submission file.
- **Don’t know if the match file was transmitted**
  - Match files are transmitted a month after the submission month and an email notification is transmitted with the file name(s), and the method of transmission or if it’s available to pull.
  - Contact Portia Gilliam if you do not receive the file(s)
- **DMDC don’t know who the submitter(s) technical contact is**
  - DMDC should be notified of changes
- **Can DMDC re-run the match after the files are transmitted?**
  - Once the files are transmitted we cannot generate a new match