

## DefenseReady Workforce



### > Force Mobilization - from Planning to Deployment

DefenseReady administers personnel information at the local level in order to better prepare and manage force mobilization. DefenseReady Workforce supplies a complete solution for managing the entire lifecycle of your organization's workforce, including military and civilian branches, as well as contractors and auxiliary forces.

#### > Contacts and Personnel Records

- Manage the organization's total workforce: military, civilians, contractors, recruits, applicants, & auxiliary forces.
- Comprehensive personnel tracking: demographics, readiness levels, photos, & service/promotion/personal data.
- Track military & civilian branches separately with service-specific terminology & business rules for enhanced security.

#### > Recruiting and On-Boarding

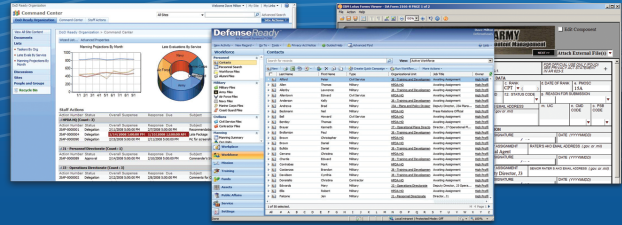
- Enter contact info for recruits to initiate screening & security processes.
- Automate on-boarding tasks using template-based checklists.
- Project recruits into billets & track projected arrival dates.
- Convert recruits to organization members, which triggers on-boarding workflows.

#### > Evaluations and Awards

- Pre-populates new evaluation records based on rating scheme info from personnel records.
- Nominate personnel for award types & route packages to Human Resources for collaboration & approval.
- Automatically route evaluations & awards to the appropriate chain for action.
- Integration with SharePoint for secure document collaboration.
- Automatically generate & populate standard DoD evaluation & award forms in PureEdge or Adobe PDF.

#### > Organization Structure and Manning

- Track chain of command & organizational hierarchy for automated workflow & strength management.
- Manage both official manning documents & unofficial duty assignments for a complete picture of personnel utilization.



## DefenseReady Workforce

### › Security and Sensitive Items

- Security office tracks sensitive information, such as place/date of birth & SSN, in a secure and separate file.
- Sensitive items capability allows for tracking the issuance of items such as badges, building passes, and keys.
- Use workflow to notify users before items expire or need to be returned.
- Security clearance process & sensitive item tracking are both tied to in/out processing workflows.
- Track Special Access Program read-ons and billet authorizations.
- Manage passports & visas: requests, issues, losses, expirations, etc.
- Automate security group membership & distribution lists in Active Directory using personnel & security data.

### › Staff Actions and Taskers

- Manage the initiation, acknowledgement, execution, review, receipt, & response delivery of Staff Actions.
- Integrate with SharePoint to collaborate on documents relating to a particular Staff Action.

### › Communication Devices and Directories

- Switchboard can view all phone numbers & communication devices in the organization, including private numbers.
- Organization phone book allows for quick access to published phone numbers for all members.

### › Medical Files and Readiness

- Medical files allow users to schedule medical appointments, track exams and vaccinations, as well as medical profiles and medications.

### › Duty Status and Calendars

- Duty status, rosters, & attendance tracking provide personnel accountability & predictable manpower reporting.
- Group calendars manage events for organizations & communities of interest using Gantt & block-style calendars.

### › Notifications and Reports

- Users receive notifications via RSS feeds or automated email alerts.
- Users build their own ad-hoc queries to see the data the way they need it.
- Out-of-the-box, DefenseReady includes an extensive library of customizable workforce reports.
- SharePoint dashboards give leadership real-time visibility over enterprise operations.

