Defense Civilian Personnel Data System (DCPDS)

R12 User Guide

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Defense Civilian Personnel Advisory Service (DCPAS)
Enterprise HR Information Systems Directorate (EHRIS)
Systems Testing, Training and Requirements Division

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Module 1

Fundamentals of the DCPDS

Purpose

The purpose of this module is to familiarize you with the DCPDS and how to use it. It covers the basics of how to move around in (or "navigate") the system to perform your work. It also explains the tools and functionality common to all users of the system.

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Module 1

Chapter 1

What is the DCPDS?

Chapter Overview

Introduction

Before you learn how to use the Defense Civilian Personnel Data System (DCPDS), you may find it helpful to understand why we have it, how it operates, and its features and benefits.

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What is the DCPDS?

What Is It?

The DCPDS is a human resources information system that will support civilian personnel operations in the Department of Defense (DoD).

The DCPDS allows the Department to move from multiple systems to a single information system for DoD civilian employees.

Who Does It Support?

The system is being designed to support appropriated fund, non-appropriated fund, and local national human resources operations.

What has taken place?

The DCPDS supports multiple human resource applications and was designed to replace a number of information systems used throughout the Department to manage civilian human resources.

The system has been upgraded from Oracle 10.7, a client-server based architecture, to Oracle Release 12 (R12), a web based architecture. Additionally, the Corporate Management Information System (CMIS), a part of the DCPDS will also upgrade to R12.

Terminology

Many of the terms used in explaining the DCPDS may be unfamiliar to you. The tables that follow define a number of terms associated with DoD personnel systems, regionalization of personnel operations, and computer systems terminology.

DoD System Terms

The following are terms associated with Department of Defense civilian personnel systems.

Term	Meaning
Defense Civilian Personnel Data system (DCPDS)	The civilian personnel data system that has been developed to replace other civilian personnel data systems, including the legacy system.

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What is the DCPDS?, Continued

Computer System Terms

The following are computer system terms that will help you understand the DCPDS

Term	Meaning
Open System	Refers to the physical and logical organization of system functions, structures, and operations based upon commercial and federal government standards. An open system is a collection of interacting software, hardware, and human components.
Network	This is a system composed of hardware and software communications systems. It can be classified as Local Area Network, Metropolitan Area Network, or Wide Area Network. The classifications are based on how far the network reaches, or its geographical extensions. It can also be classified according to the protocols that are used.
Server	In a network, a server is the computer that acts as the central machine to provide resources such as communications, printers, and software applications. The server may store user information and files that may be used by more than one machine or in more than one location.
Client-Server	A client-server system is based on the principle that most of the resources of a network are centralized and can be accessed through a server. In a network, a client is a workstation that is used to access the server (e.g., the computer on your desk). Client software has to be installed on the client PC in a client-server environment.
Web-based Architecture	Client users connect to a data system via the World Wide Web from the browser on their desktop computer (such as Internet Explorer). No client software needs to be installed on the PC, making system administration much easier.
Local Area Network (LAN)	A computer network that is centered at one location. It can range from two or three workstations to hundreds.
Wide Area Network (WAN)	Several local area networks tied together at different locations.

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What is the DCPDS?, Continued

Computer System Terms (continued)

Term	Meaning
Relational Database	A database management system with the ability to access data organized in tabular files that may be related by a common "key" item, data field, or column. A relational database has the capability to merge the data items from different files, thus providing powerful tools for data usage and reducing data entry.
Graphical User Interface (GUI)	An interface or menu system, such as Microsoft Windows, that uses a series of icons or other visual objects to assist the user in operating the software.

Regionalization Terms

The following are terms associated with the DoD regionalization effort.

Term	Meaning
Regional Service Center (RSC)	Regionalization is a Department-wide effort that consolidates civilian personnel operations into Regional Service Centers. A Regional Service Center provides centralized processing operations.
Customer Support Unit (CSU)	In Regionalization, the Customer Support Unit is the on-site personnel office that handles the face-to-face customer activities for civilian personnel operations.

Why Build the DCPDS?

Reasons for Building the DCPDS

There are many good reasons for building a new human resources information system to support the DoD civilian personnel programs. Below are the major reasons.

Reason	Explanation
To reduce multiple systems	In the past the DoD Components developed and used multiple and duplicative human resources information systems to accomplish the same type of work. The DCPDS is a single, integrated system to be used by all DoD organizations.
To reduce costs	Elimination of multiple data systems with varying requirements to accomplish similar tasks will reduce costs to DoD.
To support Regionalization	The DCPDS will meet the dynamic needs of the Department with fewer personnelists while responding to increased needs for HR information.

How Does the DCPDS Work?

Network Environment

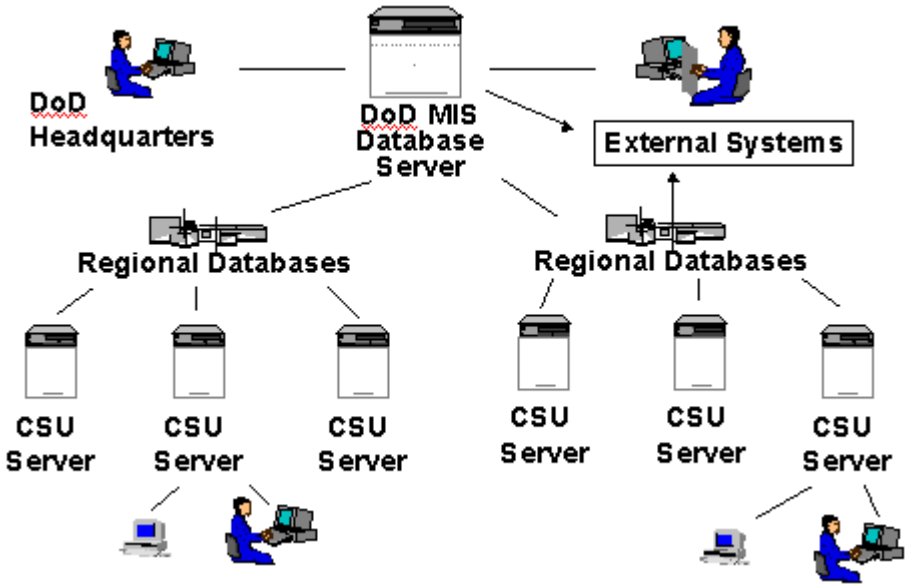
The DCPDS will operate via a network environment.

Information Flow

Information will flow between CSUs and their respective RSCs via servers located at each CSU and RSC. There will be regional databases across the Department -- one for each RSC.

Illustration of Operating Environment

This is an illustration of the DCPDS operating environment.



RSC Database

The RSC will house a database that will have information for all employees serviced by the Region. Data for the entire RSC, or each serviced CSU, can be accessed at the Region.

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How Does the DCPDS Work?, Continued

Corporate Management Information System

Regional servers will link the regional databases to the DoD Corporate Management Information System (CMIS), where information on all DoD employees will be maintained.

The CMIS will provide Component Headquarters access to Component information and the Department access to DoD-wide human resources information.

System Access

Access to the system, at all levels within the Department, will be based on an individual's official need for information. Each Component has responsibility for granting access privileges.

Benefits to the User

Introduction	Using the DCPDS will take a period of adjustment, but ultimately you, the user, will appreciate the benefits of increased access to information, enhanced productivity, reduced redundancy, and improved operations.
Easier to Use	The DCPDS features a standard Windows format with easy point-and-click maneuvering. Words, lists of values, edits, and on-line help replace the codes, manual table look-ups, and guess-work of legacy systems.
Better Access to Information	From your desktop, you will be able to track the status of personnel actions and access up-to-date information about employees, positions, and recruitment activities (from individual queries to workforce reports).
Reduced Reliance on Paperwork	Electronic routing and instant on-line access to up-to-date information will reduce reliance on paperwork. The data in the system will be available to you when you need it – so you won't have to search for documents or wait for reports that only system support people can give you. Electronic data, unlike paper documents, cannot get lost amongst paperwork. You will spend less time tracking down papers and personnel folders because much of the data you need to do your work will be on your desktop in the system.
Reduced Redundant Operations	Redundant operations and duplicate data entry will decrease dramatically. With its relational database, data already input (manually or electronically scanned, as in the case of resumes) will flow and display wherever it is used, and multiple systems will be updated automatically. Tracking of actions will be done electronically.
Reduced Inquiries from Managers	Managers will be able to directly access information about their employees and positions, run reports, and track the status of personnel actions. Automation will also assist in rating and ranking job candidates.

Data and Task Flow in the DCPDS

Introduction

The DCPDS supports the full range of requirements for processing personnel actions and maintaining workforce data, including:

- Creating and maintaining work structures and position data.
- Applicant rating and referral processes and data.
- Employee appointment, reassignment, promotion, and other assignment actions.
- Administration and maintenance of employee benefits, training, and performance management.
- Viewing, tracking, and reporting data.
- Electronic routing of personnel actions between managers, local personnel offices, and regional servicing centers.

Data Flow

The DCPDS is a system of integrated applications; at its core is a relational database. Data is entered into the database from a variety of points within the system, and then it is shared across the system electronically (so you do not need to enter the same data more than once).

Examples:

- When you process a Request for Personnel Action (RPA) in the DCPDS, data that is already in the database (e.g., position data) is automatically inserted into the online RPA form.
- When you process a recruitment action using Resumix (an automated applicant rating and referral system), data gathered through Resumix on the selectee flows to your appointment Request for Personnel Action and the DCPDS database.
- If you classify a position using COREDOC, that position information flows to your fill action and the DCPDS database.
- If you enroll an employee in a training Event in Oracle Training Administration (OTA), and the employee completes the training, the information flows to the DCPDS database.

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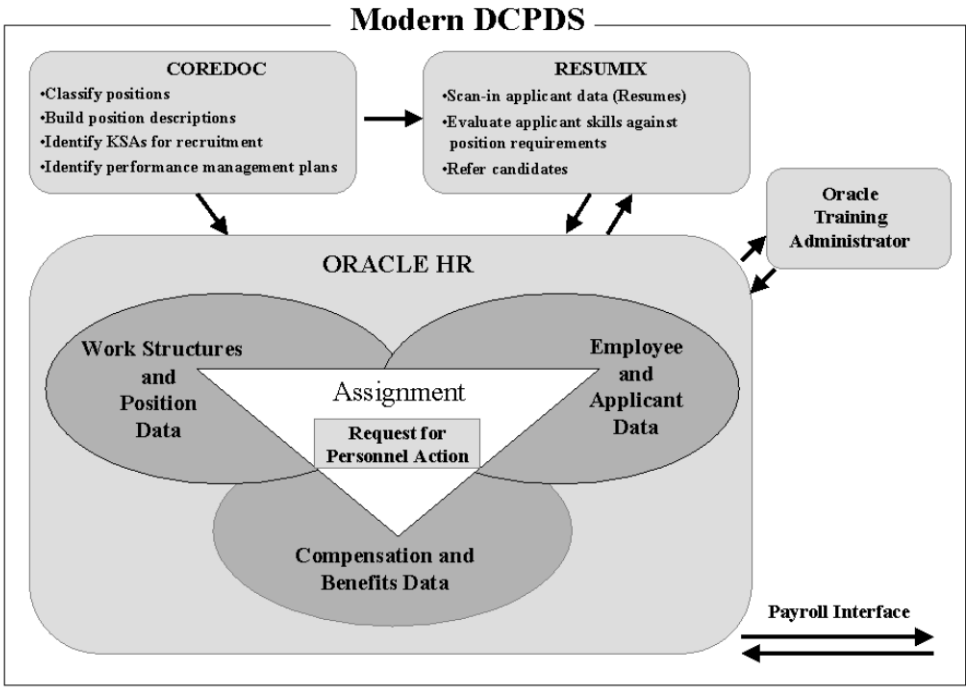
Data and Task Flow in the DCPDS, Continued

Illustration



Data Flow

The major components of the DCPDS are: Oracle HR, Resumix, COREDOC, and Oracle Training Administration (OTA). The chart below identifies some of the major flows of data between the different parts of the DCPDS.

Data Flow	Type of Data
COREDOC to Oracle HR	• Position data
COREDOC to Resumix	• KSAs
Resumix to Oracle HR	• Applicant data
Oracle HR to Resumix	• Position data • Employee data
Oracle HR to OTA	• Position data • Employee data
OTA to Oracle HR	• Completed Training data

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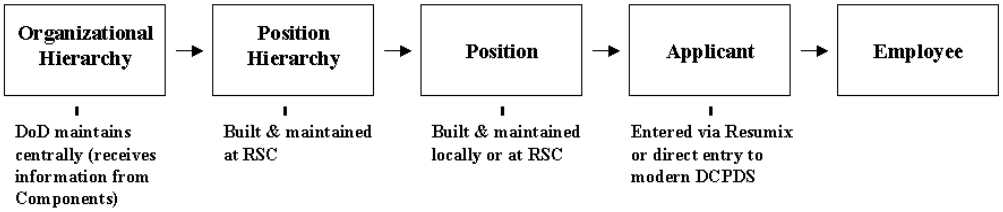
Data and Task Flow in the DCPDS, Continued

Task Flow

There are some basic task flow business rules in the DCPDS. The chart below shows the sequence in which data must be entered.



While data must be entered in a particular sequence, you can process actions before their effective dates through a feature called DateTrack. Specific business rules and how to use DateTrack to process actions are explained later in the User Guide.

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Module 1

Chapter 2

Logging On and Access

Chapter Overview

Introduction

This chapter explains how to log on to the DCPDS and gain access to the functions, forms, and data necessary to do your job.

Chapter Contents

Topic	Page
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Navigator Window	6
Roles and Responsibilities	12
Switching Your User Responsibility	18
Exiting the DCPDS	20
Security in the DCPDS	21
Routing Lists	23

Logging On

Purpose

To use the DCPDS, you will need Internet Access:

- Open the DCPDS application,
- Sign on, and
- Select a "responsibility" if you have been assigned more than one.

Before You Begin

You will need a user account and a personal password to gain access to and use the DCPDS. A system administrator sets up your account and access privileges ("responsibility" categories).

Terms

Responsibility: A set of access privileges for using the DCPDS. When a system administrator establishes your user account, you will be assigned one or more "responsibilities" so that you can access only those functions, forms, and data appropriate to do your job.

Categories of Responsibilities

Categories of responsibilities include (but are not limited to):

- HR Generalist
- HR Specialist (by function)
- Civilian HR Manager
- Manager or Supervisor (non-HR)
- Non-Appropriated Fund (NAF) HR Manager
- System Administrator

Access to Employee Data

Your access to employee data will be restricted based on your role and responsibility in your organization.

How to Log On

To log on to the DCPDS:

Step	Action
1	Start up your computer and log on to your local network, according to local procedures.
2	Double-click the DCPDS icon that is displayed on your computer's program manager screen or follow local procedures if an icon has not been created.

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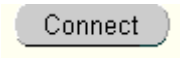
Logging On, Continued

How to Log On (continued)

Step	Action
3	A log on window opens and your cursor is in the ***User Name*** data field. Type in your user name (as assigned by the local system administrator). ♦ **Example**:
4	Press **[Tab]** once to move your cursor to the ***Password*** data field (or use your mouse to place your cursor in the ***Password*** data field). Type in your password and click <**Connect**>. ♦ **Example**:  **Note**: • Your password will not display as you type it; this prevents others from seeing it. • If you incorrectly type in your password, you can re-type it, but after a third try the DCPDS will close down and you will need to re-enter the application. **Caution**: Keep your password confidential to prevent unauthorized users from gaining access to the system.

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Logging On, Continued

How to Log On (continued)

Step	Action
5	If you have been assigned more than one responsibility, a **Responsibilities** window will display. Click a **responsibility** from the choices provided and click **<OK>**. ♦ **Example:** **Note:** The responsibility you select will determine the specific set of data, menus, and forms to which you will have access. You will only be able to select responsibilities that have been assigned to you by your system administrator (based on your job responsibilities).

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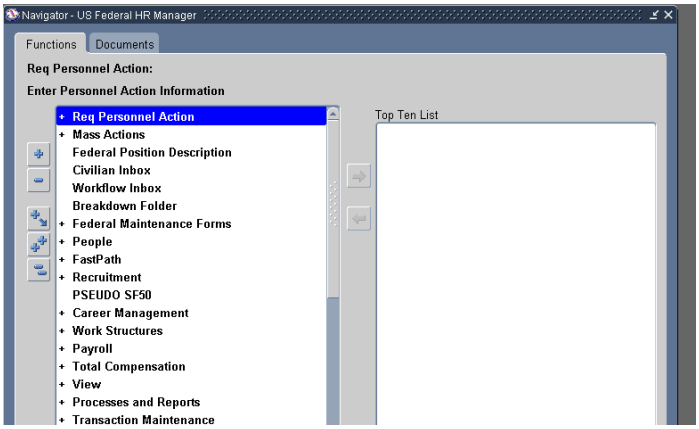
Logging On, Continued

How to Log On (continued)

Step	Action
6	The **Navigator** window opens. You are now ready to begin using the DCPDS. ♦ **Example** (for US Federal HR Manager responsibility)**: GET A DIFFERENT VIEW IF USING THE HAT TO NAVIGATE.** 

The Navigator Window

Purpose

You begin working in the DCPDS by choosing an option from the **Navigator** window. The **Navigator** window opens a list of categories for the tasks you can perform in the DCPDS, based on the access privileges ("responsibility") you have been assigned in a list called the **Navigator**. If you have been assigned more than one responsibility, the **Navigator List** displayed will be for the responsibility you selected in the **Responsibilities** window.

At the top of the **Navigator** window you will see the name of the responsibility which you have logged on to (e.g., "CIVDOD Personnelist").

The **Navigator** window is always open when you are using the DCPDS.

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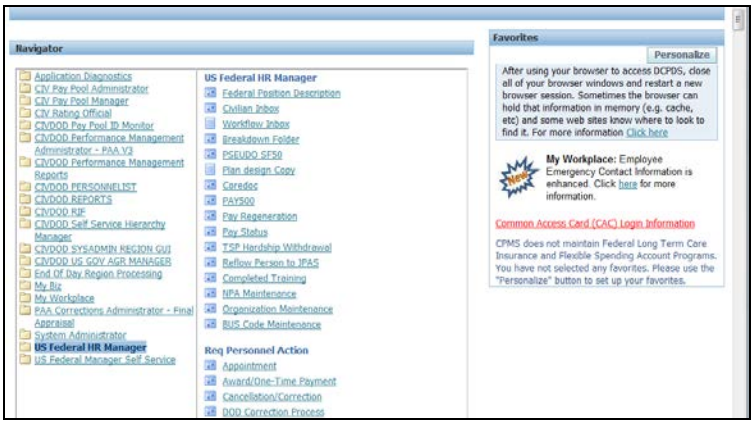
The Navigator Window, Continued

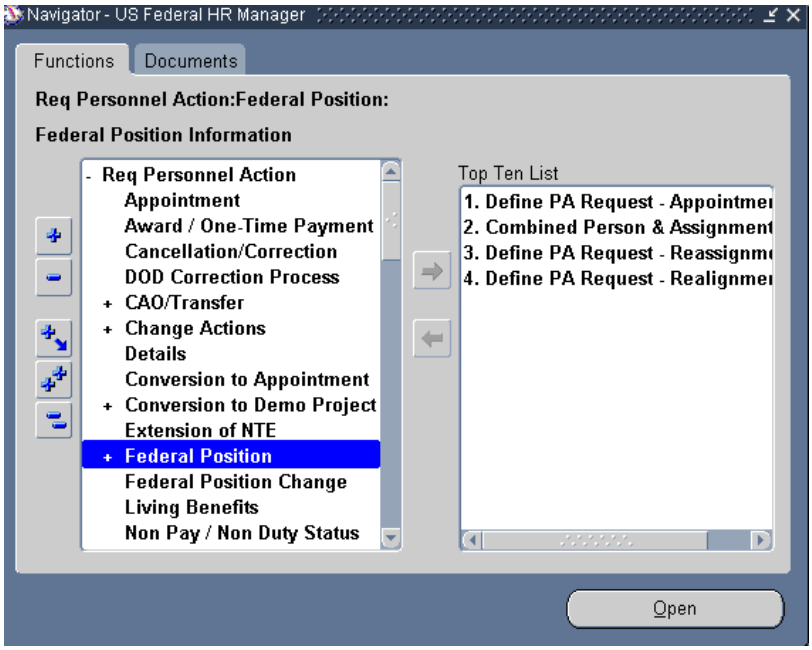
Illustration

Below is the **Navigator List** which is displayed if you log on under the "Federal HR Manager" responsibility:



On the tool bar,

if you select 'hat' icon, you can select which responsibility you want to switch to.



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The Navigator Window, Continued

In This Section

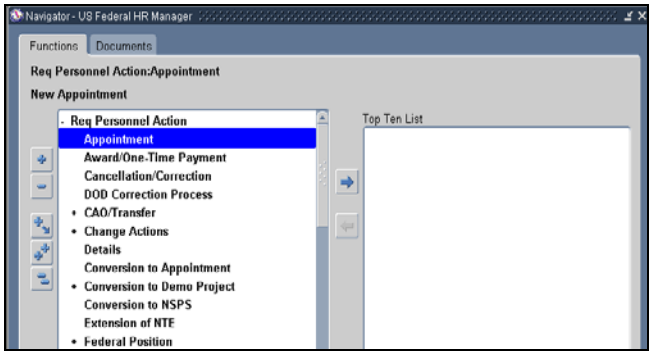
This section explains:

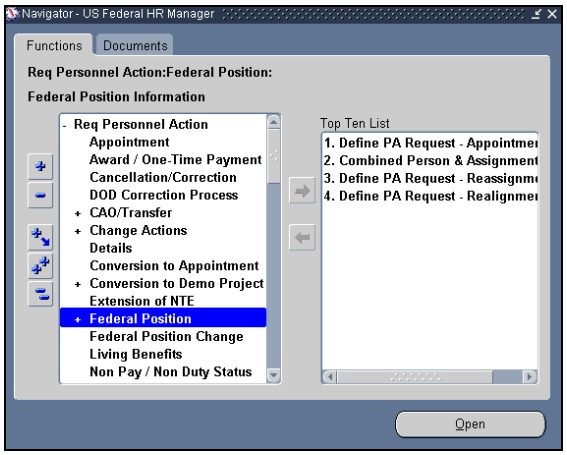
- How to find what you need from the **Navigator** window.
- How to open windows from the **Navigation List**.
- How to create a Top-Ten List to quickly access frequently used windows.

How the Navigation List is Organized

Within the **Navigator** window you will see a **Navigation List**. The **Navigation List** is organized much like the hierarchy of a file system: with main categories (levels) and subcategories (sub-levels). You will see only main category items on the **Navigation List**. You can then expand items that begin with a plus sign (+) to search sub-levels until you find the area you need.

Sub-levels will display indented below the items from which they are expanded. When an item is expanded, a minus sign (-) will display next to it. You can expand an item no further if there is no plus or minus sign beside it.





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The Navigator Window, Continued

Terms: Below are definitions for terms associated with the **Navigator** Window:

Term	Definition
Navigate	Describes the way users move around in the DCPDS: e.g., move from one place in the application (window, data field, etc.) to another. ♦ **Examples**: "From the **Navigation List**, you can *navigate* (e.g., go) to any window you need to do your task" or "By *navigating* around the DCPDS, you can see where different data fields are located and become more comfortable with using the new system."
Navigation List	The list of items located in the **Navigator** window. The **Navigation List** is the starting point for everything you do in the DCPDS.
Expand	Some items in the **Navigation List** -- those proceeded by a plus sign (+) - can be "expanded" to display additional items that fall under the same category.
Collapse	Expanded items may be "collapsed" to view only the main category.
Top-Ten List	To quickly find and open items on the **Navigation List** that you use frequently, you can create your own navigation Top-Ten List. The Top-Ten List you create will be located on the right side of the **Navigator** Window.

Continued on next page

The Navigator Window, Continued

Expanding Items on the Navigation List

Choose one of the following methods to expand items on the **Navigation List** (to see the items listed in sub-levels):

To...	Do this...
Expand one item to its next sub-level:	• Double-click the item *Or* • Click the item, then click <**Open**> *Or* • Click the item, then click the **Expand** button: *Or* • Click the item, and then click **Special** → **Expand** on the Main Menu Bar.
Expand all sub-levels of one item	Click the item once and then click the **Expand All Children** button:
Expand all sub-levels of all expandable items in the navigation list	Click the **Expand All** button:

Collapsing an Expanded Item on the Navigation List

You may find it easier to locate the item you need on the **Navigation List** by collapsing expanded items (so you do not have to scroll through lists you do not need). To collapse an expanded item:

To...	Do this...
Collapse one expanded item	Click the item, then click the **Collapse** button:
Collapse all currently expanded items	Click the item once, then click the **Collapse All** button:

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The Navigator Window, Continued

Opening an Item from the Navigation List

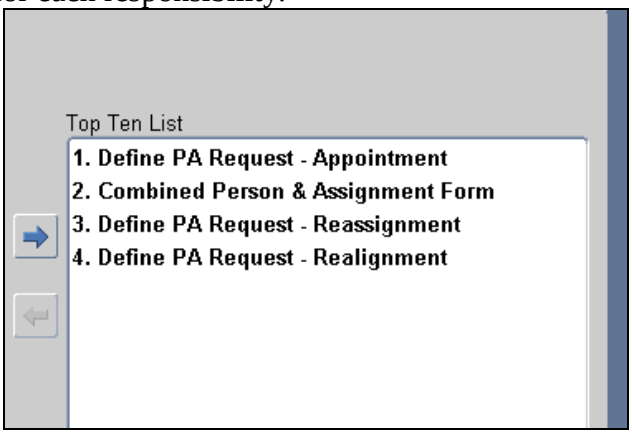
Follow the steps below to open an item from the **Navigation List** and begin using the DCPDS:

Step	Action
1	Select Window you wish to work in from the **Navigation List**.
2	Double Click on the item, or click **<Open>.**

Creating a Navigation Top-Ten List

To quickly find and open navigation list items you use frequently, you can create your own navigation Top-Ten List. The Top-Ten List you create will be located on the right side of the **Navigator** window, opposite the **Navigation List**.

If you have access to more than one responsibility, you can create a different Top-Ten List for each responsibility.



To create a navigation Top-Ten List:

Step	Action
1	Click an item from the **Navigation List** you use frequently.
2	Click the Add arrow. The item is now displayed in the navigation Top-Ten List, with a Top-Ten List number beside it.
3	Repeat steps 1 and 2 for the other items you want to put on your list (up to ten items).

Continued on next page

The Navigator Window, Continued

Removing Items from the Navigation Top-Ten List

To **remove** an item from the navigation Top-Ten List:

Step	Action
1	Select the item on the Top-Ten List you wish to remove.
2	Select the Remove arrow.

Opening an Item from the Top-Ten List

To **open** an item from the navigation Top-Ten List and begin using the DCPDS:

1. On your keyboard, press the number key that corresponds with the Top-Ten List number of the item you want to open.

   OR

2. Highlight the item with your cursor and double-click.

   OR

3. Highlight the item with your cursor and select <Open>.

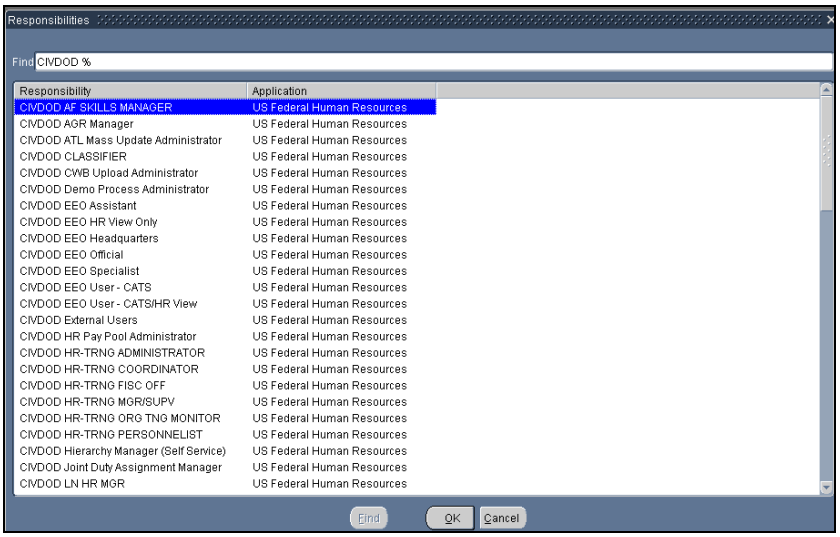
Roles and Responsibilities

Introduction

DCPDS user roles and responsibilities are key to levels of access in the system for security purposes. Security within the system controls what menus, forms, data, and reports you can create, view, and update. Security access is set based on your role in human resource management and your responsibility for certain actions, and the records you are authorized to access. This section applies to all system users. A responsibility is basically a menu or a collection of functions the user can perform. A role is a capability, such as Request for Personnel Action approver vs. initiator or requestor.

Human Resource Management Responsibilities

There are a number of human resource management responsibilities identified in the DCPDS.



Responsibility	Application
CIVDOD AF SKILLS MANAGER	US Federal Human Resources
CIVDOD AGR Manager	US Federal Human Resources
CIVDOD ATL Mass Update Administrator	US Federal Human Resources
CIVDOD CLASSIFIER	US Federal Human Resources
CIVDOD CWB Upload Administrator	US Federal Human Resources
CIVDOD Demo Process Administrator	US Federal Human Resources
CIVDOD EEO Assistant	US Federal Human Resources
CIVDOD EEO HR View Only	US Federal Human Resources
CIVDOD EEO Headquarters	US Federal Human Resources
CIVDOD EEO Official	US Federal Human Resources
CIVDOD EEO Specialist	US Federal Human Resources
CIVDOD EEO User - CATS	US Federal Human Resources
CIVDOD EEO User - CATS/HR View	US Federal Human Resources
CIVDOD External Users	US Federal Human Resources
CIVDOD HR Pay Pool Administrator	US Federal Human Resources
CIVDOD HR-TRNG ADMINISTRATOR	US Federal Human Resources
CIVDOD HR-TRNG COORDINATOR	US Federal Human Resources
CIVDOD HR-TRNG FISC OFF	US Federal Human Resources
CIVDOD HR-TRNG MGR/SUPV	US Federal Human Resources
CIVDOD HR-TRNG ORG TNG MONITOR	US Federal Human Resources
CIVDOD HR-TRNG PERSONNELIST	US Federal Human Resources
CIVDOD Hierarchy Manager (Self Service)	US Federal Human Resources
CIVDOD Joint Duty Assignment Manager	US Federal Human Resources
CIVDOD LN HR MGR	US Federal Human Resources

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Roles and Responsibilities, Continued

Personnelist

Personnelists are individuals with human resource management responsibilities, such as a classifier, personnelist, or OTA personnelist.

Access

Personnelists:

- At a Regional Service Center (RSC), will normally be given access to records of all employees serviced by their Regional Center or for their own servicing assignment.
- At a Customer Service Unit (CSU), will normally be given access to only those records of employees at their installation or serviced by their CSU.
- Will normally be given access to all parts of the DCPDS. Some RSCs and CSUs may limit access to menus, forms, reports, and data by personnel specialization.
- May approve an RPA, while others may not. It depends on each Component's business practices. This role, or level of permission, is independent of the responsibility the individual uses.

Personnel Speciality Access

Specialty	Area Access
Classification	Position areas related to building positions and COREDOCs, and other position management tasks.
Employee Development and Training	Oracle Training Administration (OTA) and Special Information (SIT).
Employee Management Relations	Benefits area related to performance management, pay, benefits and entitlements, hours of work, work schedules, leave and absences, discipline and adverse actions, and injury and unemployment compensation. This includes dues withholding, Bargaining Unit Status (BUS) codes, Union time reporting, and Complaints Tracking (if located in HR). May have Special Information (SIT) and Person/Extra Information.
Staffing	Areas related to filling positions, Resumix, and completion of Requests for Personnel Actions (RPAs).

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Roles and Responsibilities, Continued

Personnel Speciality Access (continued)

Specialty	Area Access
Personnelist	A generalist who has a combination of Classification, EMR, and/or Staffing functions.
System Administrator	Provides appropriate system capability to include creation of user accounts and assignment of responsibilities (menus).
Local Nationals (LN)	Areas related to LN positions and employees under the LN system.
National Guard Bureau (NGB)	Areas related to NGB positions and employees under the NGB system.
Non-Appropriated Fund (NAF)	Areas related to NAF positions and employees under the NAF system.

Combination of Specialties

Personnelists with responsibilities under several specialties may be given access to areas and records (in the case of NAF or Generalists) that apply to all their specialties. This may involve such persons having more than one responsibility (menu) assigned to them.

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Roles and Responsibilities, Continued

Manager/ Supervisor

Managers and supervisors are individuals who manage or supervise civilian employees. In some organizations, this responsibility may include administrative staff that supports management.

Access

Based on their role, managers and supervisors can:

- View portions of records **for their own and subordinate employees within their hierarchical chain** (including their own record).
- View Payroll and leave data from DFAS.
- View Appraisals, current and historical.
- View Education, Licenses, Completed Training, etc.
- Initiate and authorize RPAs for positions and employees within their hierarchical chain for actions such as:
  - Promotions
  - Changes to lower grade
  - Awards
- Initiate and authorize Training Request Forms (TRFs) for employees.

Other Users

Specialty	Area Access
Resource Manager	Ability to view basic data about the employee, view current and historical budget-related data, and have restricted viewing capability for a group of resource items. May also be given RPA role such as requestor.
Fiscal Officer	Access to all cost information on individual, group, and total training costs. Does not have access to employee records. This could be a resource manager in the organization or an individual in the accounting and finance office.
EEO Official	Ability to enter and update in the EEO Complaints Tracking application and view only capability for People - Enter and Maintain.
EEO Management Representative	View only capability for the EEO Complaints Tracking application and People-Enter and Maintain.

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Roles and Responsibilities, Continued

Other Users (continued)

Specialty	Area Access
External User	Access for a military supervisor of civilian employees or a personnelist located at a region that performs personnel servicing duties for a region other than the one which assigned as an employee. Access for a military supervisor would be the same as manager/supervisor.
HR-Training Monitor	Access to training records and reports for their assigned organization. Access to the Bulletin Board and Course Evaluations. Capability of completing the Training Request Forms, Printing DD Forms 1556, and accessing the Enrollment Window.
VSB Reports	Ability to request a large variety of user-requested reports. Normally given as an additional responsibility.

Switching Your User Responsibility

Purpose

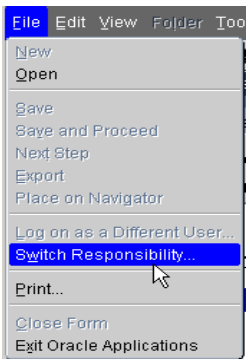
If you have been assigned more than one *user responsibility* and, while you are logged on to the DCPDS, you wish to work under a different responsibility, you can do so without exiting the DCPDS and logging on again.

Term

Responsibility: A set of access privileges for using the DCPDS. When a system administrator establishes your user account, you will be assigned one or more "responsibilities" so that you can access only those functions, forms, and data appropriate to do your job.

How to Switch Your User Responsibility

Follow the procedures below to switch your user responsibility after you have logged on under a different responsibility:

Step	Action
1	• Click File from the Main Menu Bar then select switch responsibility. υ **Example**:  Or • Select the Switch Responsibility button on the Toolbar. If you have other windows open that have unsaved changes, a **Save Changes** window will display, asking you if you want to save the changes you have made. All open windows will close except the **Navigator** window, and a list of the responsibilities to which you have access will display.

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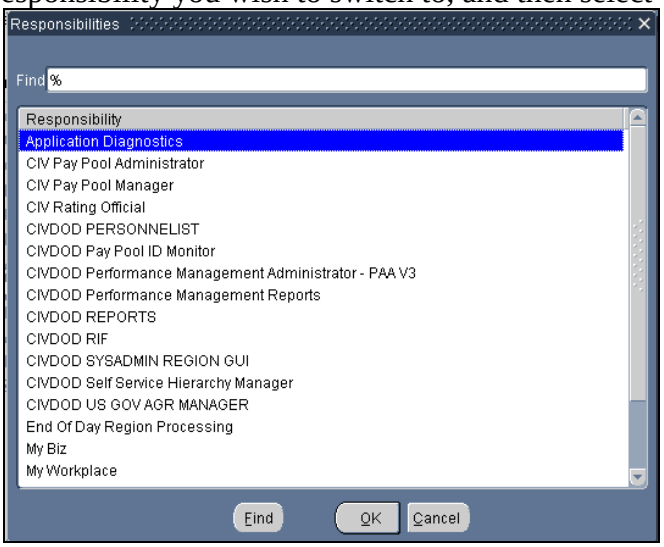
Switching Your User Responsibility, Continued

How to Switch Your User Responsibility (continued)

Step	Action
2	Select the responsibility you wish to switch to, and then select **OK**.  **Example**: The **Navigator** window title and contents will now reflect the new responsibility.

Exiting the DCPDS

Purpose

When you have finished working in the DCPDS, you will need to follow a simple procedure to exit the application. If you have any unsaved work, the system will prompt you to save or discard the changes.

How to Exit the DCPDS

- Select File then **Exit Oracle Applications** from the Main Menu Bar.
  - If there is **no** unsaved work, the DCPDS exits and returns you to your desktop.
  - If there **is** unsaved work, then a dialog box will display:

- Select <**Save**> button to save the changes before exiting.

  Or

- Select <**Discard**> button to exit without saving any changes.

  Or

- Select <**Cancel**> button to close this window and cancel the exit.

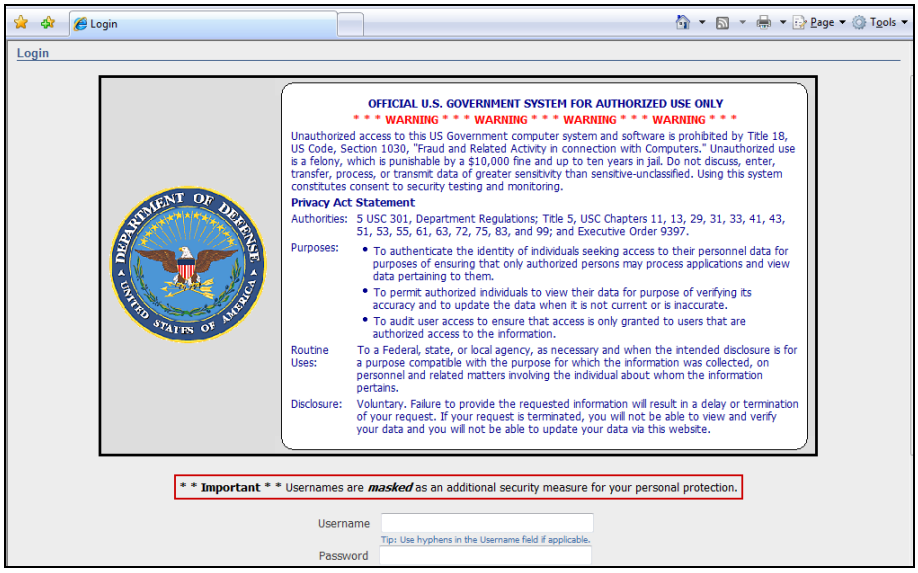
Security in the DCPDS

Introduction

Security for the DCPDS is the responsibility of each user authorized to access the system. The Oracle Human Resources (HR) application has inherent security within the application in addition to the mandatory security requirements of DoD. Security is a major responsibility of the system administrator at the RSC and CSU, as well as security personnel at all levels within a Component. Additionally, security uses "roles and responsibilities" to limit your access to the DCPDS. DoD, Components, and local installations issue security policy and guidance. It is your responsibility to provide the necessary security to protect the DCPDS information in accordance with current regulations and guidance.

Privacy Information

Information created and stored within the DCPDS is UNCLASSIFIED FOR OFFICIAL USE ONLY and is subject to the Privacy Act of 1974. Every user of the DCPDS must adhere to the Privacy Act when working with any information that relates to the data contained in the DCPDS. The following warning screen on unauthorized use of your computer opens once you access the DCPDS from your workstation. By signing on with your *User Name* and P*assword*, you acknowledge your consent to security testing and monitoring of your computer.



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Security in the DCPDS, Continued

Importance of Security

Security is important to you as the user because the DCPDS database contains personal data on DoD personnel that, according to Operational Requirements and DoD Directives, must be safeguarded at all times. Unlawful use of the information contained in the database by you or an unauthorized user is a crime and punishable to the full extent of the law. Therefore, safeguarding information and access to the DCPDS database is of paramount importance.

Controlling Access

Management and the Information System Security Officer (ISSO) or the HR system administrator at the RSC or CSU determines access to the DCPDS based on your role and responsibilities within the organizational hierarchy and "need to know." A unique *Username* and *Password* is assigned to you based on your role and responsibility within the organization.

Secure Users

The Systems Administrator is responsible for establishing a Secure User ID for each person that needs access to specific Oracle forms with the DCPDS application. The Secure User View will allow viewing of only those records based on organization or position hierarchy within one's assignment.

Individual Responsibility

You, as a DCPDS user, must protect your individual *User Name* and *Password* to prevent any unauthorized access. It is your responsibility to attend security training, report changes in your user status; any suspected security violations, etc., to the designated management authority, ISSO, or HR system administrator. You may be required to sign a statement to acknowledge your understanding of these responsibilities and the consequences.

Changing Passwords

As a continuing security measure, *Passwords* must be changed on a periodic basis to help prevent the possibility of undetected password compromise. The maximum time limit established by the system is 90 days. Prior to the expiration date you will be notified automatically by the application to change your *Password*. At that time, simply follow instructions on the monitor to execute a new *Password*.

Log on Attempts

The DCPDS will allow you three attempts to successfully log on. If three attempts result in an unsuccessful log on, the application will automatically terminate. You will need to re-access the system.

Routing Lists

Purpose

A Routing List:

- Is a predefined list of routing destinations for sending notifications to Workflow Inboxes.
- Defines the order in which a personal inbox or Groupbox receives a workflow notification.
- Expedites routing HR windows by automatically forwarding a form from one routing destination to the next.

Workflow allows you to route forms to either groups or individuals who need to approve, modify, or review the forms; e.g., Request for Personnel Actions (RPAs) (including those with Core Documents attached).

Note: Training Requests Forms (TRFs) are not routed to Workflow Inboxes in the same method as HR forms. There is no routing list for Training. You must select the name of the person and route to their Workflow Inbox.

Workflow features include:

- A flexible routing mechanism.
- A flexible notification system.
- Powerful Inbox and Groupbox capabilities.
- A complete tracking history of an RPA and TRF during the routing process.

Continued on next page

Routing Lists, Continued

Before you Begin

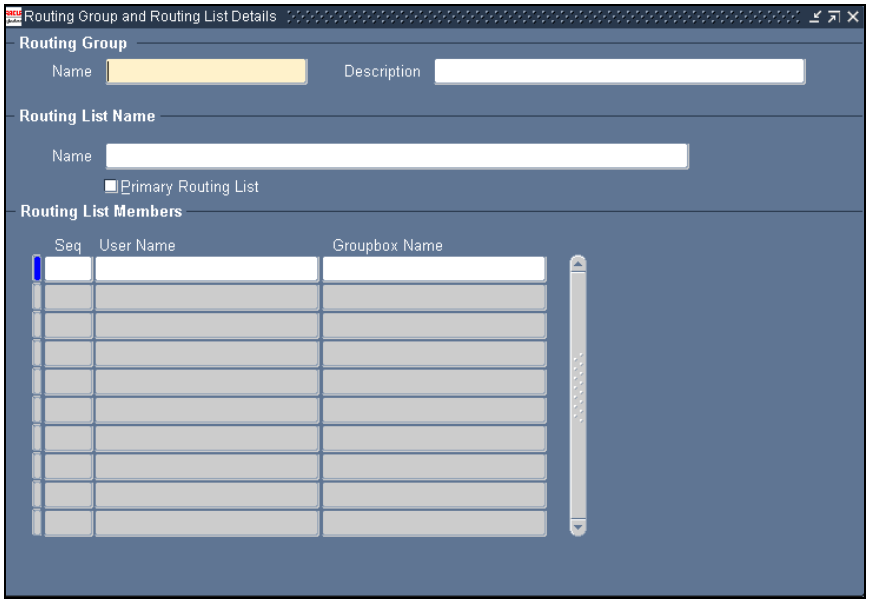
Components will determine procedures for each Region in establishing Routing Groups. The following is information on the process.

- A Routing Group is set up at each region when the DCPDS deploys.
- A Routing List is created for a Routing Group in the **Routing Group and Routing List Details w**indow.
- Before adding a user to a Routing List, the user must have system access and belong to a Routing Group.
- Multiple Routing Lists for a Routing Group may be created.
- Users may belong to more than one Routing List.

Note: You must be assigned the role of a Systems Administrator on the **Responsibilities** Menu to create Routing Lists. You can also create a Routing List if you are assigned the CIVDOD MANAGER responsibility. Click *Routing Lists* on the **Navigation List** and follow the procedures below.

Creating a Routing List

Follow the procedures below to create a Routing List, if you are assigned this responsibility.

Step	Action
1	**Navigation Path** → *Federal Maintenance Forms* → *Routing List* <***Open***>. The **Routing Group and Routing List Details w**indow opens. 

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Routing Lists, Continued

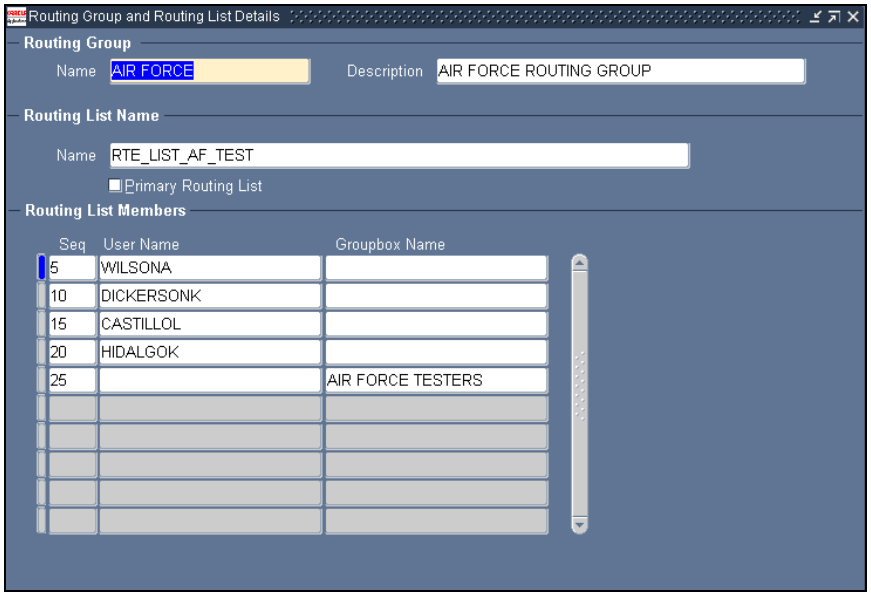
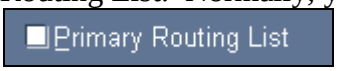
Creating a Routing List (continued)

Step	Action
2	Place your cursor in the ***Name*** data field of the **Routing Group** Region execute a query by selecting F11 key followed by selecting Ctrl button plus the F11 keys together. This opens the Routing Group in the ***Name*** data field. Use up and down arrow keys to review the lists of Routing Groups. Select the Routing Group that you want to create a Routing List for or to add new users.

Continued on next page

Routing Lists, Continued

Creating a Routing List (continued)

Step	Action
2 (cont)	If you previously created a Routing List for the Routing Group, the system opens that information with specific user names listed. 
3	Place your cursor in the **Routing List** Region, ***Name*** data field and type in the name of your Routing List, if known or type in the name of a new Routing List that you want to create.
4	Place an "X" in the ***Primary Routing List*** check box if this is to be the Primary Routing List. Normally, you will leave this box unchecked. 

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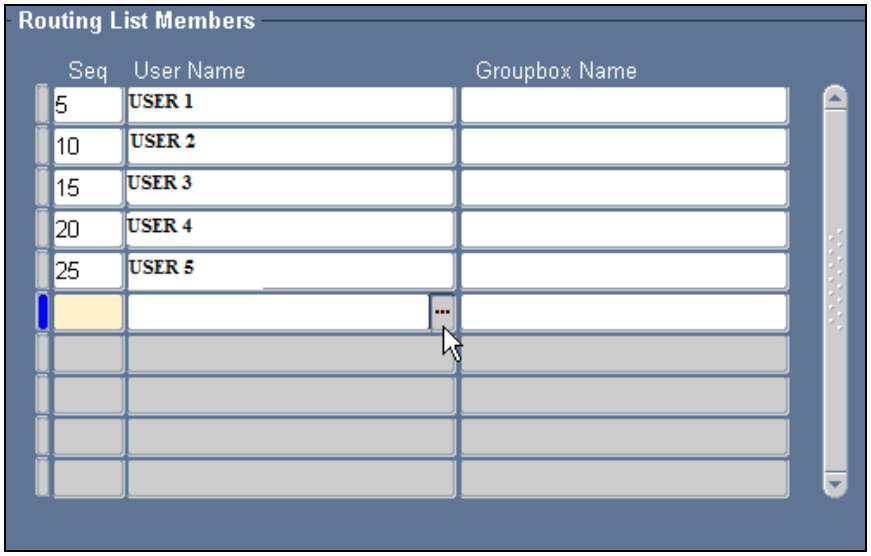
Routing Lists, Continued

Creating a Routing List (continued)

Step	Action
5	In the **Routing List Members** Region, input a number in the first **Sequence (Seq)** Column; e.g., 1, 2, 3, etc. You can change the sequence numbers later, if necessary. **Note:** The sequencing numbers represent the order for routing an RPA.
6	Tab to the ***User Name*** Column. Input the user names, or use the List of Values (LOV) to select the names. If you use the LOV, the **Users** Window will display. Select the name and select **<OK>**. 

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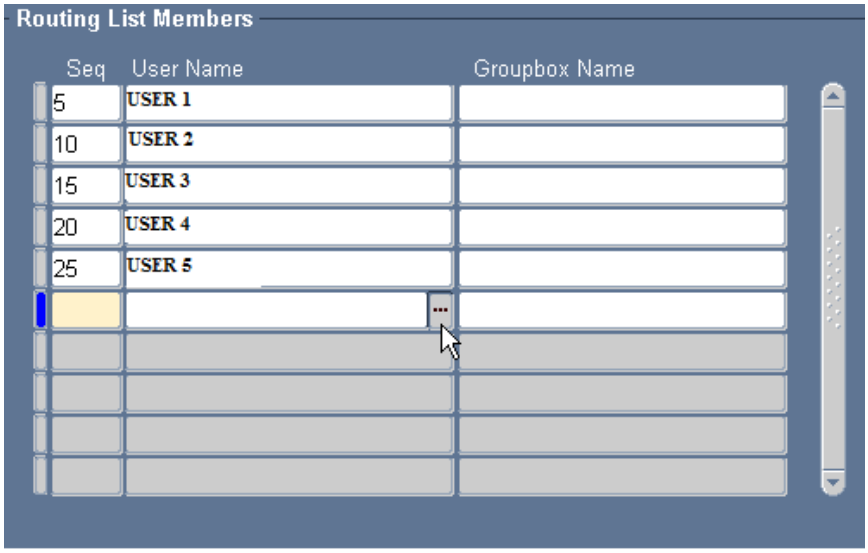
Routing Lists, Continued

Creating a Routing List (continued)

Step	Action
7	The name selected populates the ***User Name*** column. 

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Routing Lists, Continued

Creating a Routing List (continued)

Step	Action
8	Continue with new sequence numbers and additional users until you are finished. **Note:** If you do not enter a user name in the second column, you may enter a Groupbox name in the third column. You may enter a Groupbox name or a user name in each row, but not both.
10	Save the **Routing List**. **Note:** You may want to only include Groupboxes as members of a Routing List. If a user ceases employment and their User Name is not removed from the Routing List, RPA's will still go to that User's Inbox and not to the next person's on the Routing List. This is true even if the former employee's User Account has been inactivated.

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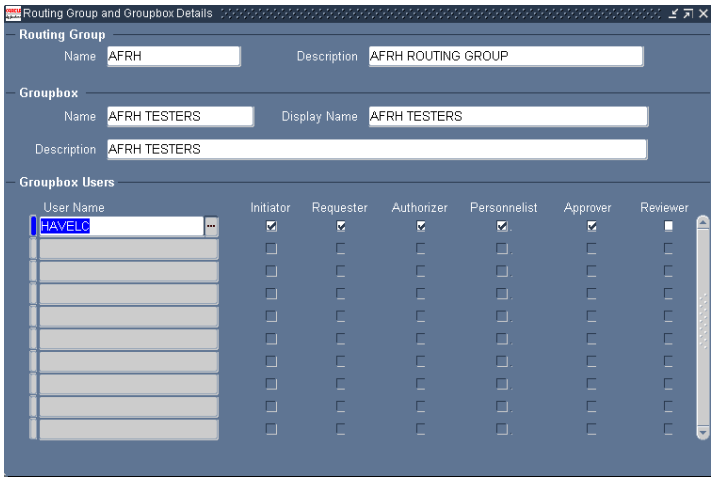
Routing Lists, Continued

Removing a User from the Routing List

Step	Action
1	In the **Routing Group and Routing List Details** window, in the **Routing List Members** Region,  Select a user and click **Delete Record** on the Toolbar. The user name is deleted.
2	Select **Save**.

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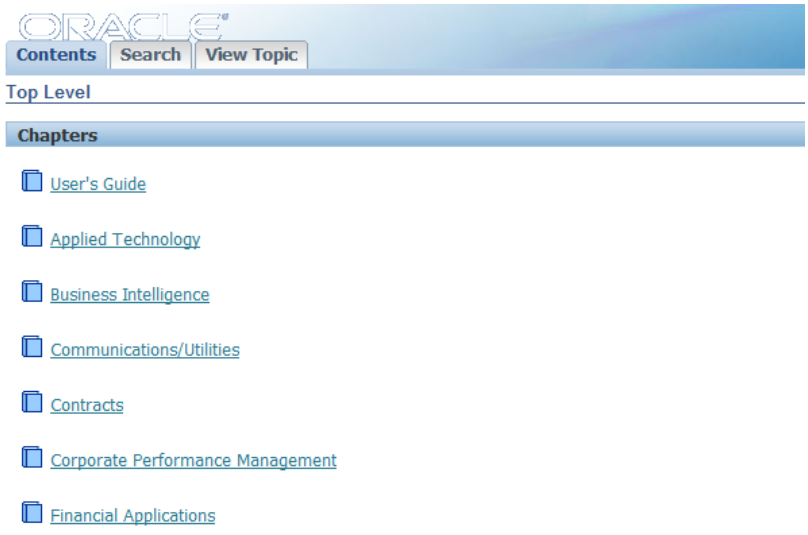
Routing Lists, Continued

Adding Multiple Routing Lists to a Routing Group

Components with only one Routing Group at the Region may need to add more than one Routing List to their Routing Group. Use the following procedures to add additional Routing Lists to the Routing Group.

Step	Action
1	In the ***Name*** data field of the **Routing List Name** Region, click **New Record** icon on the Toolbar.
2	Enter the name of the new Routing List. Check the primary routing list box, if this will be a primary routing list. ☐ Primary Routing List
3	Enter the user names.
4	Select **Save icon** after all users and Groupboxes have been added.
5	Repeat this process for each Routing List required. Additional Routing Lists may be added to the Routing Group at any time.
6	Close the **Routing List** window and return to the **Navigation List**. **Note:** For additional information, click **Help** on the Main Tool Bar then select Contents. You can also do a search by selecting the 'Search' tab, or if you wish to view by topic, select the 'View Topic' tab. 

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Module 1

Chapter 3

Navigating the DCPDS

Chapter Overview

Introduction

This chapter explains the basics of how to move around in (or "navigate") the DCPDS to perform your work, including common windows terminology and the menus and tools you will see displayed on the DCPDS windows.

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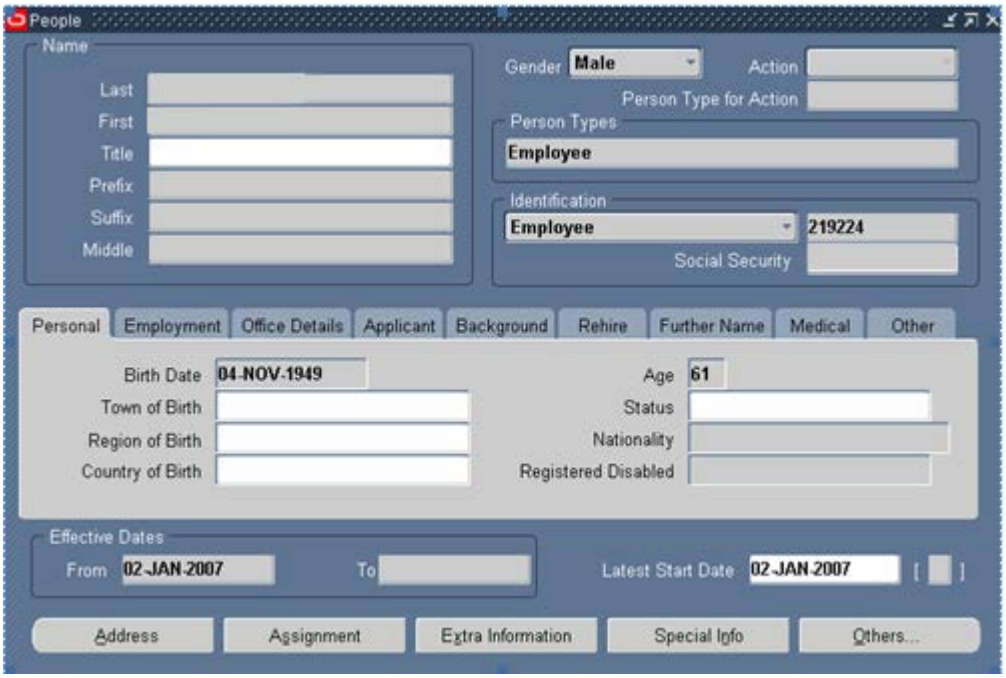
Copying an Attachment from Another Record	32

Windows Terminology

Purpose

The DCPDS is a “windows” application. This section describes and defines the windows terminology.



Terms

Below is a list of basic windows terms and their definitions.

Term	Definition
Application	A computer software program. The DCPDS is an *application*. Another example of an *application* is *Microsoft Word for Windows*.

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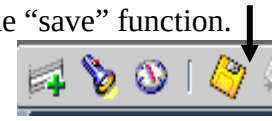
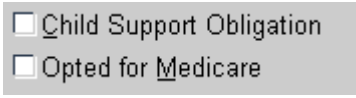
Windows Terminology, Continued

Terms (continued)

Term	Definition
Button	A graphic element that initiates a predefined action when you choose it. In the examples below, the *button* with the picture of a diskette on it initiates the "save" function. ♦ **Examples:** 
Check Box	A box in which you can toggle between an "on/off" or "yes/no" state for a value. ♦ **Example:** 
Clipboard	A temporary storage area that holds objects (e.g., data) that you "cut" or "copy" (see *Main Menu Bar, Edit Menu* in this User Guide for more information about the cut and copy functions in the DCPDS).
Current Record Indicator	Multi-record blocks often display a *current record indicator* to the left of each record. A *current record indicator*, when filled in, identifies a record as being the current or "active" record.
Desktop	The screen background on your computer monitor, where you view and access all information.

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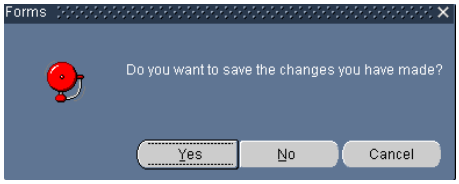
Windows Terminology, Continued

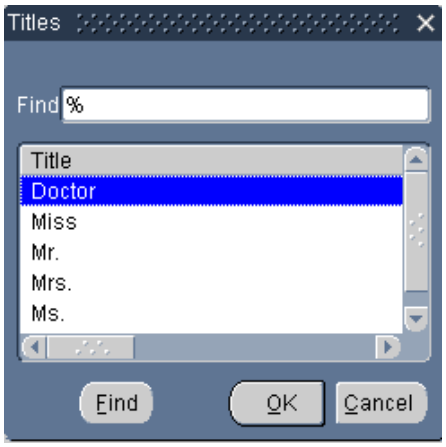
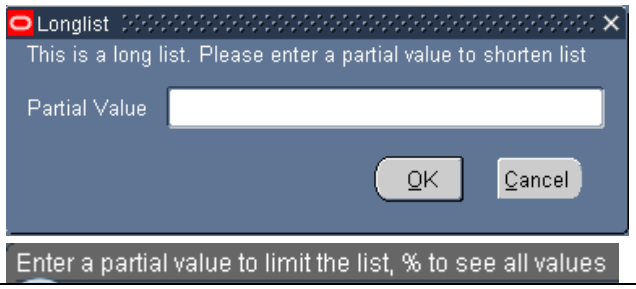
Terms (continued)

Term	Definition
Dialog Box	A window that requires you to act on its contents before continuing. ♦ **Example:** 
Field	Also referred to as a "data field." An area in a window that opens data or allows you to enter data. ♦ **Example:**
Flexfield	A data field that is made up of sub-fields, or segments. That is, a flexfield contains a number of data fields (or separate pieces of data) within itself. In contrast, regular information fields hold just one unit of information. (See the section on *Flexfields* in this User Guide for more information).
Form	An organized display of data fields through which you can access and enter information to complete a business task. When you use the **Navigation List** on the **Navigator** window, you navigate to a form. ♦ **Examples of forms:** • "Request for Personnel Action Appointment" • "Workflow Inbox" • "Position" Each form opens one or more windows that link to a task flow. A given window can appear in more than one form if it accomplishes a task that is part of more than one task flow. A form in one responsibility may vary from the same form in another responsibility, in that certain windows or buttons may exist in one but not the other. What you see depends upon your responsibility.

Continued on next page

Windows Terminology, Continued

Terms (continued)

Term	Definition
Icons	Small pictures that represent various applications, files, folders, or commands. ♦ **Example:**
List of Values (LOV)	A List of Values (LOV) (possible data choices) for the current data field. LOVs are available for most data fields. If a list is available, **<List>** will appear on the message line at the bottom of the window. ♦ **Example:** List of values  Message line
Message Line	A line of text that is displayed near the bottom of your window that opens hints, warnings, error information and status information about the current window or data field, such as query-mode and record-count information. 

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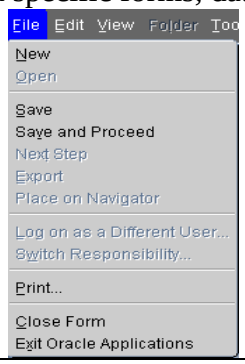
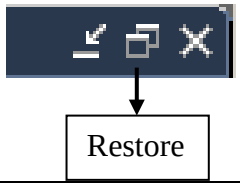
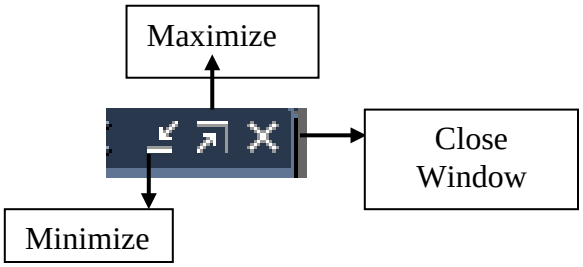
Windows Terminology, Continued

Terms (continued)

Term	Definition
Menu	A list ("menu") of choices used to perform a variety of functions. The Main Menu Bar provides menus for functions needed throughout the DCPDS (for example, to save an action or do a query). The Main Menu Bar is always in view and accessible; it is located at the top of every window. There are also "drop-down menus" that appear throughout the system, organized around specific forms, data, or functions. 
Resize	Restores a window to its previous size and location. 
Maximize / Minimize	To Maximize or Minimize a window select a window command icon button at the top right corner of the window. You can enlarge the window to fill the entire desktop or Minimize the window which keeps it active and easily available for your use, 

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Windows Terminology, Continued

Terms (continued)

Term	Definition
Navigate	Term used to describe the way users move around in the DCPDS; e.g., move from one place in the application (form, window, data field, etc.) to another. Users can navigate through the system by using the mouse or keyboard.
Scroll Bar	The shaded bars located along a side and/or bottom of a window when the size of the window contents (document, List of Values, inbox, form, etc.) exceeds the space of the window. To scroll to another part of the item (you have open and are working with document, List of Values, inbox, form, etc.), Select and drag the box or Select the arrows in the scroll bar.
Taskflow Buttons	A sequence of windows linked by buttons to take you through the steps necessary to complete a task, such as hiring a new employee.

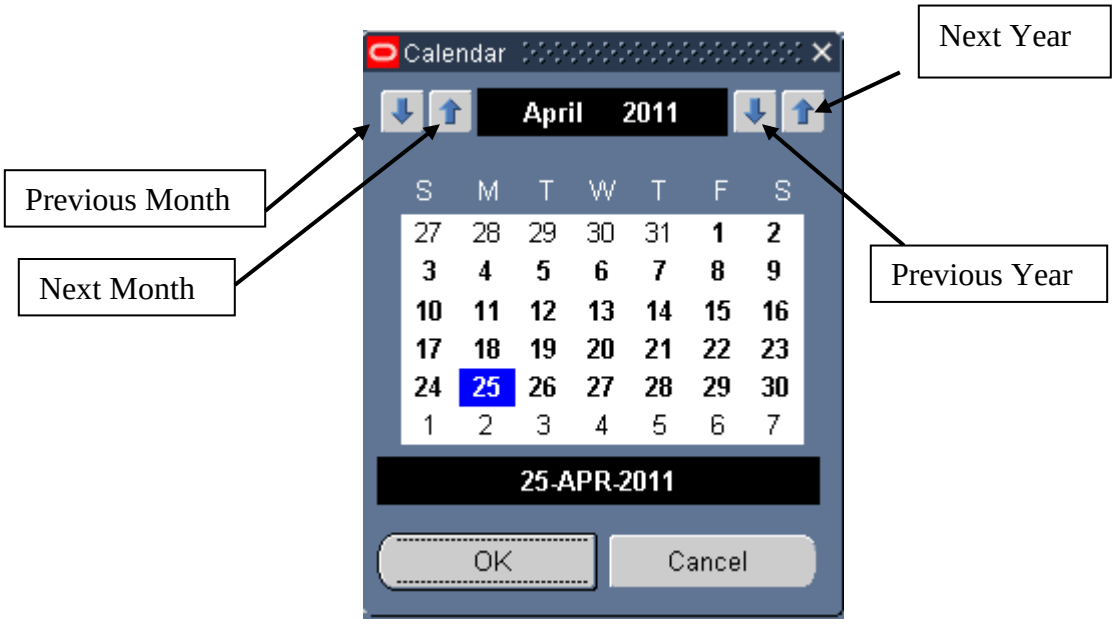
Enter Dates Using the Calendar

Purpose

To explain the steps needed to use the calendar button. The calendar feature, essentially an LOV, provides an easy way to find and enter a valid date.

Illustration

If the data field requires a date, select the calendar icon in the toolbar.



Entering a Date Using the Calendar

Step	Action
1	Select in the applicable date data field, then: Select the ellipsis at the end of the field. The **Calendar** window opens (see illustration above). The date value that appears below the calendar is either the value already in the data field, the default value of the data field, or the current system date.

Continued on next page

Enter Dates Using the Calendar, Continued

Entering a Date Using the Calendar (continued)

Step	Action
2	Select the month and year you wish to enter by Selecting the arrows at the top of the **Calendar** window until the desired month and year display:

To Display:	**Select:**
Previous Month	*Left* arrow button to the *left* of the *month* display
Next Month	*Right* arrow button to the *left* of the *month* display.
Previous Year	*Left* arrow button to the *right* of the *year* display.
Next Year	*Right* arrow button to the *right* of the *year* display.

3	Select a day button. **Note:** Disabled buttons that show dimmed text represent invalid days, which cannot be selected.
4	Select <**OK**> button to accept the selected date and close the **Calendar** window.

New Record

Purpose

To describe the steps necessary to create a record in the database.

Creating a New Record

Step	Action
1	• Select New Record icon on the Toolbar.
2	• Select **File** > **Save and Proceed** from the Main Menu Bar *OR* • Select Save icon on the Toolbar, the record is saved to the database.

Notes:

- When you insert a new record in a multi-record block, the system moves the current block down and inserts a new blank row. You add a new record by filling in this row.
- When you insert a new record in a single-record block, the system opens a blank record in the current block so you can enter data for a new record.

Delete Record

Purpose

To describe the steps to delete a record from the database.

To Delete a Record

Step	Action
1	• Select **Edit** > Delete **Record** from the Main Menu Bar, Then save work. *Or* Select icon to Delete Record icon on Toolbar. The record is now deleted from the database

Note: If you exit without saving your work, the record will not be deleted from the database.

Copying and Moving Data

Purpose

To guide you through the steps to copy or move data from one data field to another.

Terms

Term	Definition
Copy	Refers to the process of making a duplicate or *copy* of data already in one data field, to then be inserted or *pasted* in another data field. When you use the *copy* function, the data you copy is temporarily stored on the "clipboard" until you "paste" it to another location or until you "cut" or "copy" other data.
Clipboard	A temporary storage place for data that has been *copied* or *cut*. Clipboard contents are replaced with the next "copy" or "cut" action.
Cut	Refers to the process of removing or *cutting* data from one data field, and inserting or *pasting* it in another data field. You use the cut function when you want to **move** data from one data field to another. When you use the *cut* function, the data you copy is temporarily stored on the "clipboard" until you "paste" it to another location or until you "cut" or "copy" other data.
Paste	The function of *pasting* the contents of the clipboard into the current data field.

Copying or Moving Data

Note: The ***cut*** function is only available if the data field can be updated. This is because the cut function removes data from its current location.

Continued on next page

Copying and Moving Data, Continued

Copying or Moving Data (continued)

Step	Action
1	Highlight the data you wish to copy or move; to do this: • **[Tab]** to the data field (when you tab to a data field with text in it, the text is automatically highlighted and ready to copy or cut). *Or* • Move your mouse so your cursor is to the left or right of the text you wish to copy. Select and continue to hold your mouse button down while you drag your cursor over the data, releasing the mouse button when you get to the end of the text to be copied.

Caution: Clipboard contents will be replaced with the next "cut" or "copy" action. To avoid losing clipboard contents (data that has been cut or copied), "paste" it to the desired location before you "cut" or "copy" other data.

Clear Data

Purpose

To describe the steps to enter data and then "erase" the data without saving it to the database by using the **Clear** function.

The data you clear is erased from the window. If the data has already been saved to the database, the clear function will not delete the data from the database.

If the data is new and has never been saved to the database, it will be lost permanently when you clear it.

Clearing Data

Use the procedures below to clear data from a data field, record, block, or form.

To Clear Data From a…	From the Main Menu Bar, Select …	From the Toolbar Select…
Record	Edit > Clear Record	
Block	Edit > Clear Block	
Form	Edit > Clear Form	

Duplicating a Data Field

Purpose

To describe the steps to duplicate data from a previous record if much of the data needs to be repeated again in a new record.

Copying a Data Field Value from the Previous Record

1. Enter a new record or query an existing record in a window.
2. Select **File > New Record** from the Main Menu Bar to insert a new record after the existing record.
3. Navigate to the data field whose value you want to duplicate in the new record.
4. Select **Edit > Duplicate Field Above** from the Main Menu Bar to copy the data field value from the previous record to the current record.

Copying All Data Field Values from the Previous Record

1. Enter a new record or query an existing record into your form.
2. Select **File > New Record** from the Main Menu Bar to insert a new record after the existing record.
3. Select **Edit > Duplicate Record Above** from the Main Menu Bar to copy all data field values from the previous record to the current record.

Note: The **Duplicate Record Above** menu item will not duplicate data fields that must be unique.

When Not Applicable

The **Duplicate Field Above** and **Duplicate Record Above** menu items are not available if there is no previous record (for example, if you are on the first record of a block).

Editing a Data Field Using the Editor Window

Purpose

To provide the steps to view, enter, or update the contents of a text data field by using the **Editor** window. Using this window is not necessary, but it can be useful for doing a search and replace in a data field that contains a lot of text.

Using the Editor Window

Step	Action
1	• Select **Edit** > **Edit Field…** from the Main Menu Bar. *Or* • Use keyboard shortcut [**Ctrl**] + **e**. The **Editor** Window opens:
2	• Type in a new value *or* edit the existing value in the **Editor** window. • Follow the procedures below to search for a phrase and replace it with another phrase. **Note:** If the current data field is a display-only data field, the **Editor** Window opens in a display-only mode.
3	Select <**OK**> button to close the window and insert the value in the data field.

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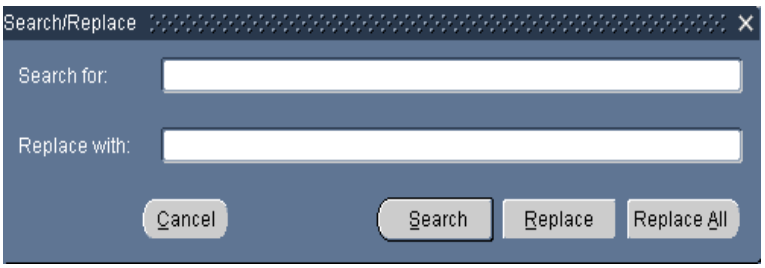
Editing a Data Field Using the Editor Window, Continued

Searching and Replacing Text

Follow the procedures below to search for a phrase within the text of the data field. If you choose, you can also replace the piece of text with another piece of text.

Step	Action
1	• Select **Edit > Edit Field…** from the Main Menu Bar. *OR* • Use keyboard shortcut [**Ctrl**] **+ e**. The **Editor** window opens.
2	Select **<Search>** in the **Editor** window to open a **Search/Replace** window: 
3	Type a value in the ***Search for*** data field. If you want to replace that value with another value, type the new value in the ***Replace With*** data field.
4	• Select **<Search>** to search for the value. *Or* • Select **<Replace>** to search for the value and replace the first occurrence with the new value. *Or* • Select **<Replace All>** to search for the value and replace all occurrences with the new value.
5	When you are satisfied with the value in the **Editor** window, Select **<OK>** button to close the window and insert the value in the data field.

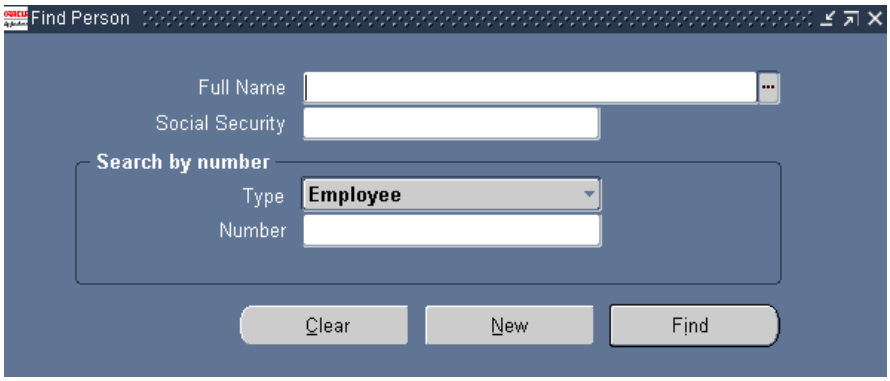
Direct Data Updates

Purpose

After an employee is on board, you can update the database to add new information or change existing information. If a Notification of Personnel Action, or a Request for Personnel Action (RPA) is **not** required, you can perform a direct data element update to the database.

Updating a Direct Data Element

Follow the procedures below to update information in the database when no Notification of Personnel Action, is required (if one is required (SF-50), use the Request for Personnel Action).

Step	Action
1	**Navigation Path**, > *People* > *Enter and Maintain*. The **Find Person** window opens. 

2	In the Find Person window, query for the employee by either their social security number or name:
	• Select in the ***Social Security*** data field and then:
	  • Type in the employee's social security number, with the dashes (format: NNN-NN-NNNN).
	  • Select **<Find> button**.
	Or
	• Select in the ***Full Name*** data field:
	  • Type in the employee's last name, or portion of it, followed by a percent sign (%). (Example: **Robb%**)
	  • Select **<Find>** button. A List of Values opens; Select the employee's name from list.

Continued on next page

Direct Data Updates, Continued

Updating a Direct Data Element (continued)

Step	Action
3	The **People** window (employee's record) opens. If the effective date of the data change is not the current date, Select the Alter Effective Date icon on the Toolbar.
4	Navigate to the data field to be updated by Selecting on the appropriate Taskflow Button at the bottom of the window, and then any subsequent Taskflow Buttons and list windows. If you navigate to a list of categories in a window that has a ***Details*** field at the bottom of the window: • Scroll through the list of categories. If all are not in view, Select the "down" arrow to the left of the category or press **[Page Down]** or **[Page Up]** on your keyboard to scroll down or up through the list. • Select the appropriate category. • Select in the ***Details*** field at the bottom of the window.
5	Select the data field you need to update and edit the data field as required. Use the LOV within the window as necessary.
6	Select the Save button on the Toolbar to save the change to the database.
7	If you are changing existing data, an **Option** window will display asking you to select **<Update>** or **<Correction>**: • Select **Update** to change the record as of the effective date you specify. When you update record, all previous information is preserved and can be viewed in history. • Select **Correction** if the previous data is incorrect. The new information will override the previous information back to the date that the error occurred.
8	The Message Line will indicate that your transaction has completed and has been applied and saved to the database.

Saving Your Work

Purpose

To update the DCPDS, you need to save all data that you enter, edit, or delete.

Saving your work is sometimes referred to as "committing a change" or "transaction".

In many cases, the DCPDS will prompt you to save your work before proceeding.

Edits for Correct Data Entry: "Validation"

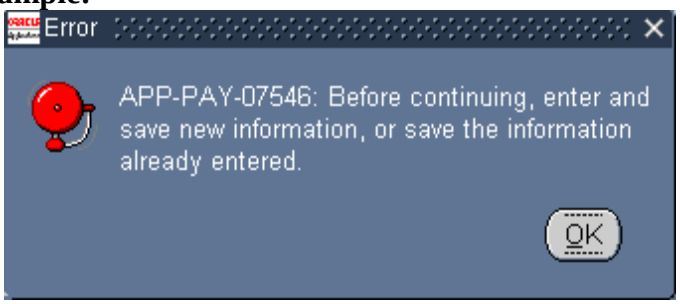
When you Select ***Save***, the DCPDS checks your work ("validates" it) against certain built-in edits, to ensure the values or combination of values entered meet HR Federal and DoD business rules.

If your work meets the edit criteria, a Message Window and the Message Line notifies you that your work will be saved to the database.

υ **Example:** FRM-40400: Transaction complete: 1 records applied and saved.

If any of the data you enter is invalid (i.e., does not meet required business rule edits) or if required data is missing, an error message opens describing the problem to you.

υ **Example:**



Caution: If you receive an error message, your data **will <u>not</u> be saved** to the database. You need to correct the problem and try the save again.

Saving Your Work

Use the following methods to save your work.

To:	On the Main Menu Bar Select…	Or On the Toolbar Select…	Or Use the Keyboard Shortcut…
Save your work and enter a new transaction	File > Save *or* File > Save and Proceed		**Ctrl + S**

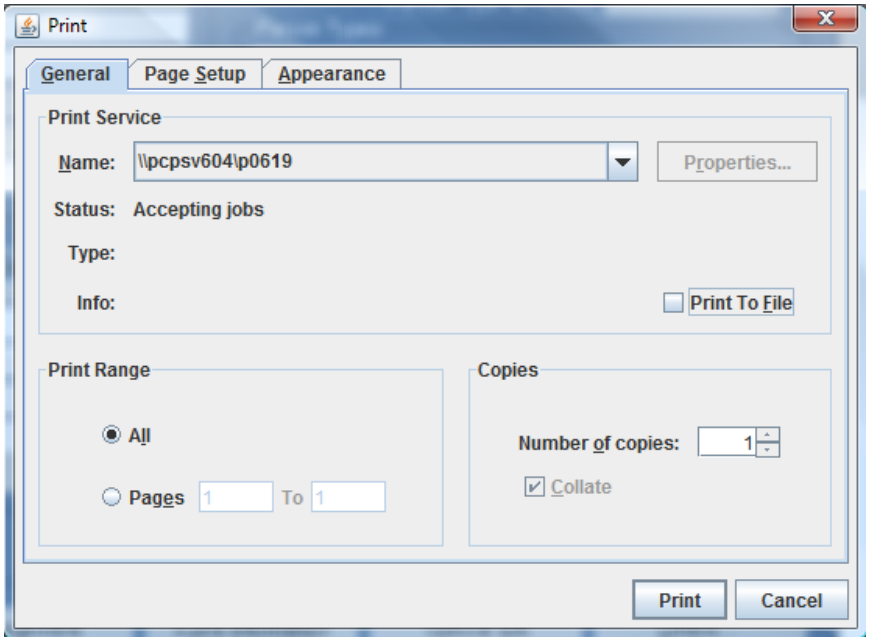
Printing a Window

Purpose

You can print an image of the current window at any time.

How to Print a Window

To print a current window:

Step	Action
1	Select **File** > Print from the Main Menu Bar. A **Print** window will open.
2	• Use the following tabs to establish your print options: General, Page Setup and Appearance. Once your options are established, select the 'Print' button to continue. 

Attaching a Document

Purpose

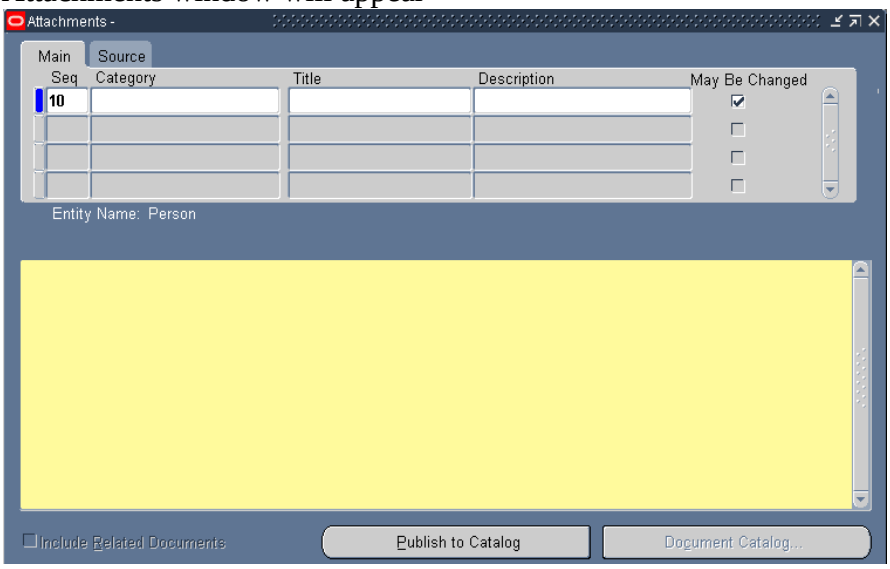
This section guides you through the steps to attach, view, print, and delete an attachment to a record.

Before You Begin

- Supporting documentation is sometimes required with an RPA, Position, People, Activity, or other record. You can attach short comments, word documents, images, OLE objects, or Web pages to many records. For example, you can attach a position description to a position record.
- Use the icon to attach documents, images, etc.
- Each record can have one or more attachments and you can copy attachments from one record to another. You can store the attachments in the database or in your file system in the Document Catalog.

Attaching a Document

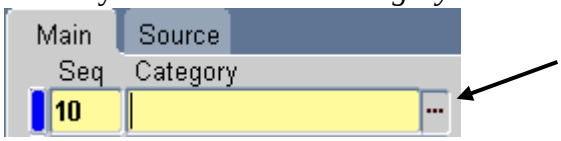
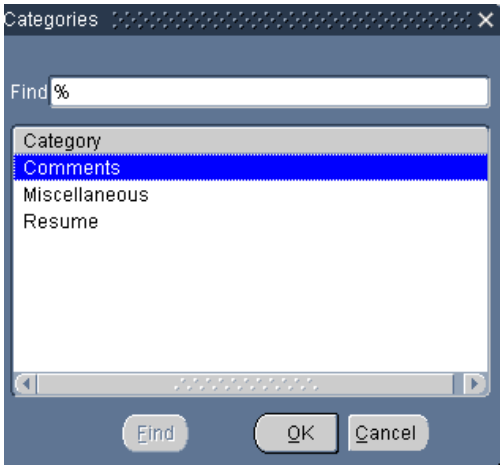
While in a Form and wish to attach a document follow the steps listed below: (Person window)

Step	Action
1	Select the Paperclip icon to invoke the form and the Attachments window will appear  The *Seq* number is system-generated. M*ain* or *Source* are alternative regions providing more options/segments to determine what kind of attachment you have.

Continued on next page

Attaching a Document, Continued

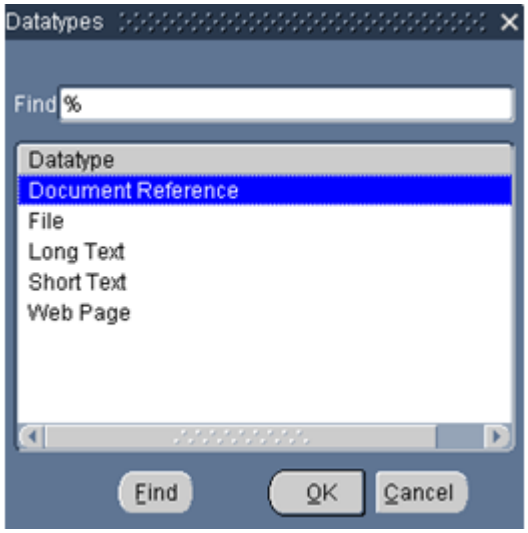
Attaching a Document (continued)

Step	Action
2	Place your cursor in the *Category* data field, Select the LOV. 
3	The **Categories** window opens. Select *Comments, Miscellaneous or Resume.* Select <**OK**> button to continue. 
4	In the Description field type the information you want to attach such as a job description, name of word document, etc. This is a free flow text field of 255 characters. Press **[Tab]** on your keyboard.

Continued on next page

Attaching a Document, Continued

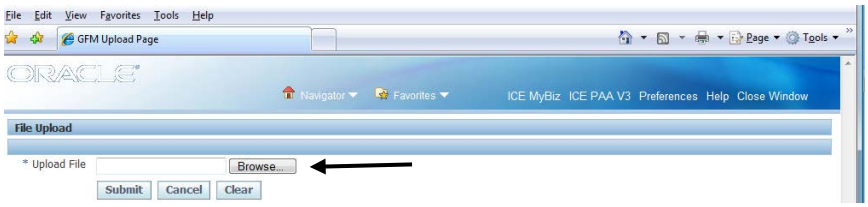
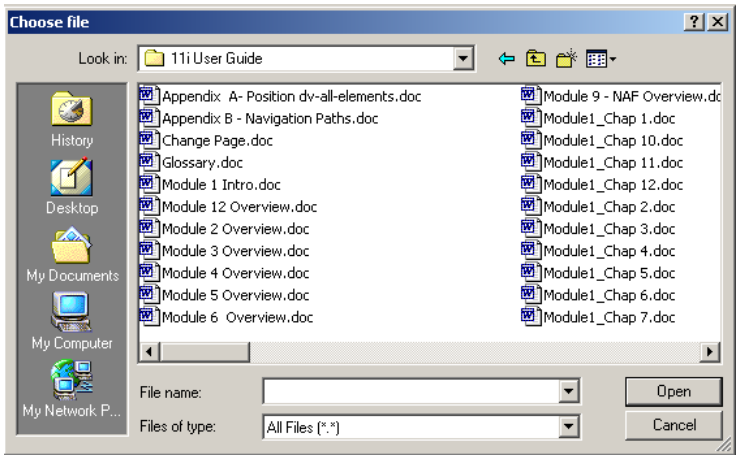
Attaching a Document (continued)

Step	Action
5	With your cursor in the ***Data Type*** data field Select the LOV. Select the format for your data and Select **<OK>**.  You can select any of the data types listed. • "Document Reference is representative of a document that already exists within the Oracle Application • "File" places a file in as the attachment. Such as a word document or power point document. • "Long Text" is text stored in the database containing 2000 characters or more and is used when *Comments* is selected. • "Short Text" is text stored in the database containing less than 2000 characters. • "Web Page" is a URL reference that you can view with your Web browser. You must define your Web browser to view a Web page attachment.

Continued on next page

Attaching a Document, Continued

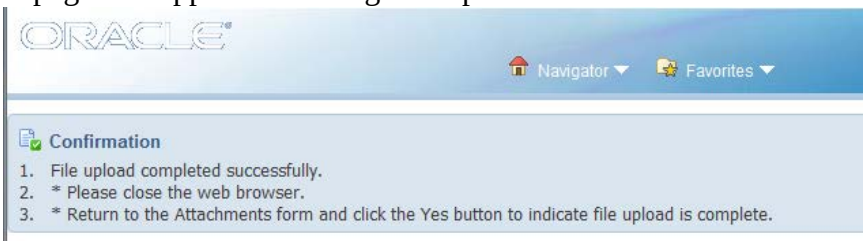
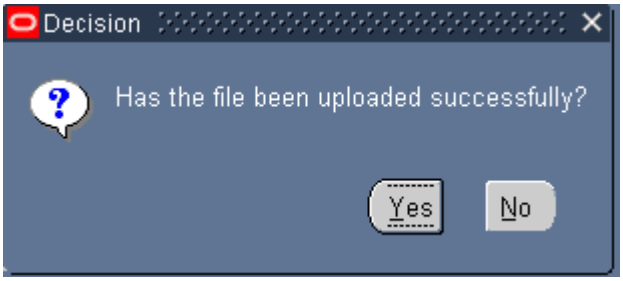
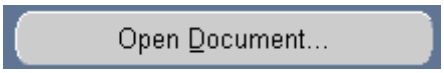
Attaching a Document (continued)

Step	Action
6	If the File data type is selected, a web enabled page will populate allowing you to search for the file of choice. 
7	Select Browse button to select drive, directory and file, after the file is selected, Select Open button and then OK to proceed. 

Continued on next Page

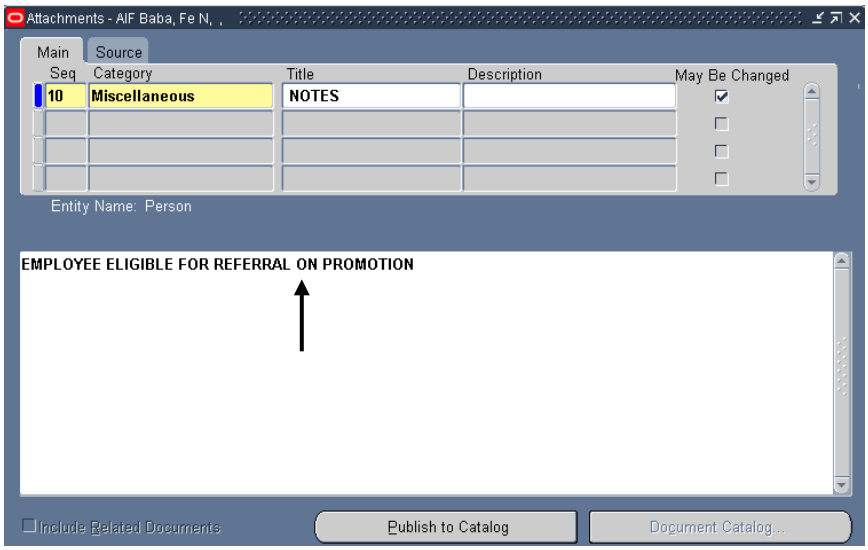
Attaching a Document, Continued

Attaching a Document (continued)

Step	Action
8	A page will appear indicating File upload was successful.  Close window to return to Oracle.
9	Upon returning to Oracle, a Decision box appears. Select the "Yes" button to save work. (A message will appear at bottom of left screen of saved work). 
10	The **Attachments** window opens with the Open Document button in the text area. The checkboxes next to the *Data Type* column indicate if the data "may be changed" when the box is selected.  **Note:** Multiple data types can be inserted into the text area as attachments for the document being processed.

Viewing and Printing the Attachment

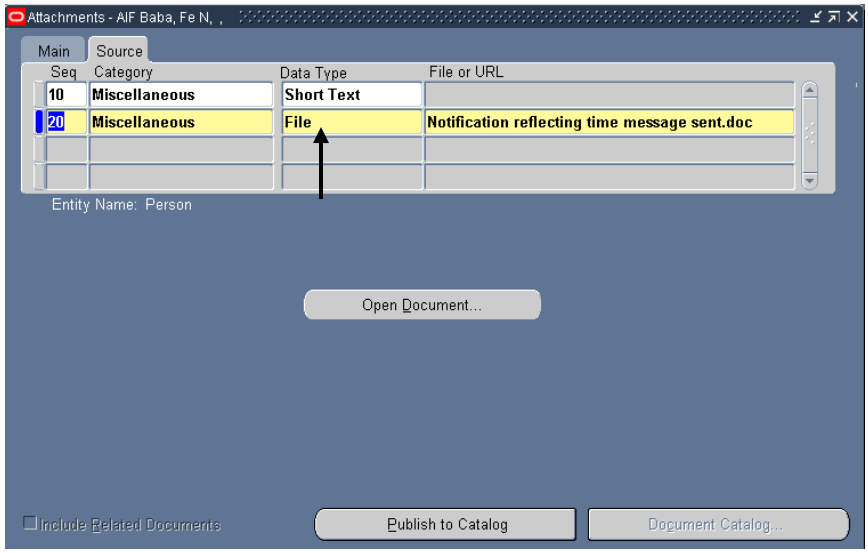
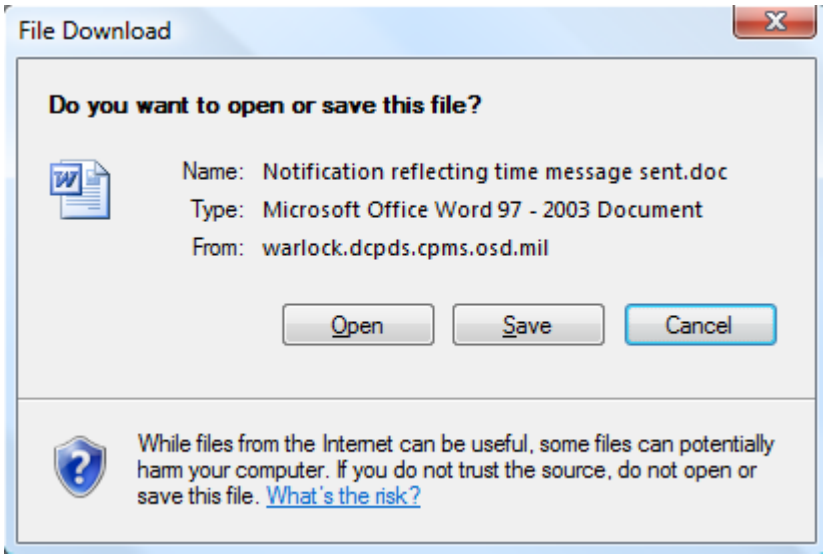
Viewing and Printing

Step	Action
1	To view the attachment(s) to a record, Select the **Attachment** icon on the Toolbar. **Note:** The shading on the bottom half of the button indicates there is an attachment.
2	The **Attachments** window opens. Select the ***Seq*** and ***Category*** you wish to view or print. Depending on the attachment selected the window will appear different. (When a text attachment is selected the message will appear immediately)  • Example – Text attachment • Select the Publish to Catalog button – a File Download window will appear. Open, Save or Cancel options.
3	To print a text attachment, Select **<File> <Print>**

Continued on next page

Viewing and Printing the Attachment, continued

Viewing the Document (continued)

Step	Action
4	When a file attachment is elected, an **Open Document** button will be visible.  • Example – File attachment
5	To open the File attachment, Select the Open Document button a **File download** screen appears. 

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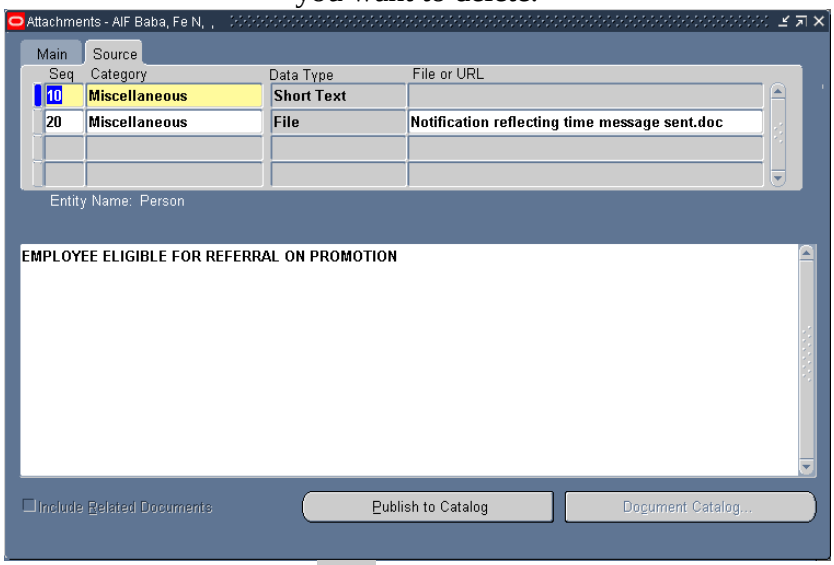
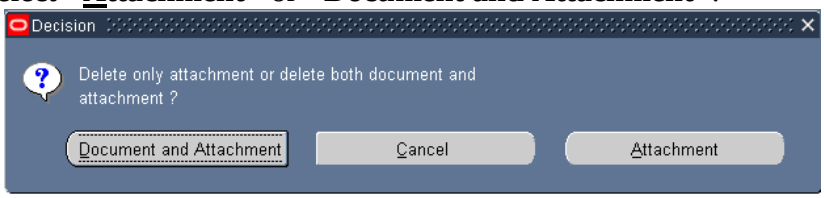
Viewing and Printing the Attachment, continued

Viewing the Document (continued)

Step	Action
6	Make your selection by Selecting one of the buttons. • Open *Opens file from its current location* - file opens, but does not save automatically– Opens the file automatically and does not save it. • Save *Save this file to disk* allows you to select where you would save it before opening. • Cancel Cancels request.
7	Once the file opens, print the document as normal in a Word or Excel format.

Deleting an Attachment

Deleting an Attachment

Step	Action
1	After selecting the action which has an attachment you want to delete, Select the Attachment icon on the Toolbar.
2	The **Attachments** window is opened. Select the ***Seq and Category*** you want to delete.  Select the Delete Record button on the Toolbar.
3	A Decision Message Box displays, "*Delete only attachment or delete both document and attachment?*" Select <**Attachment**> or <**Document and Attachment**>. 

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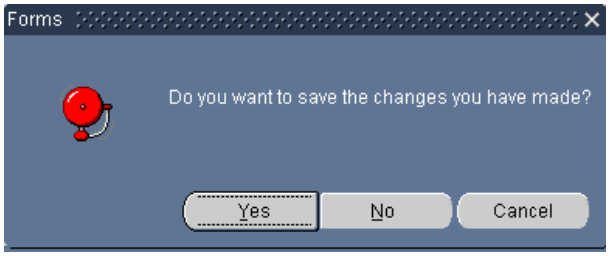
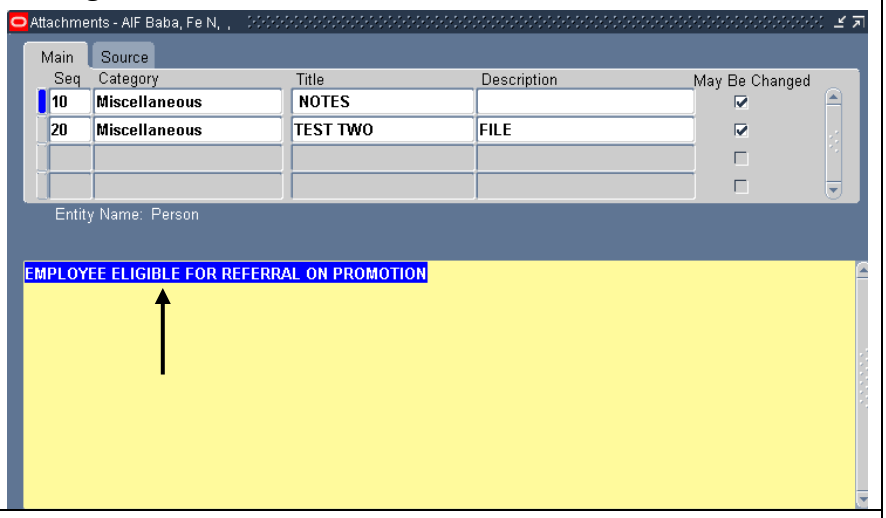
Deleting an Attachment, Continued

Step	Action
4	You must save your work before continuing. Select the save icon. If you do not save your work and try exit the form, an error message will appear asking “Do you want Save your changes?” Select the ‘Yes’ **button** and exit the window. 

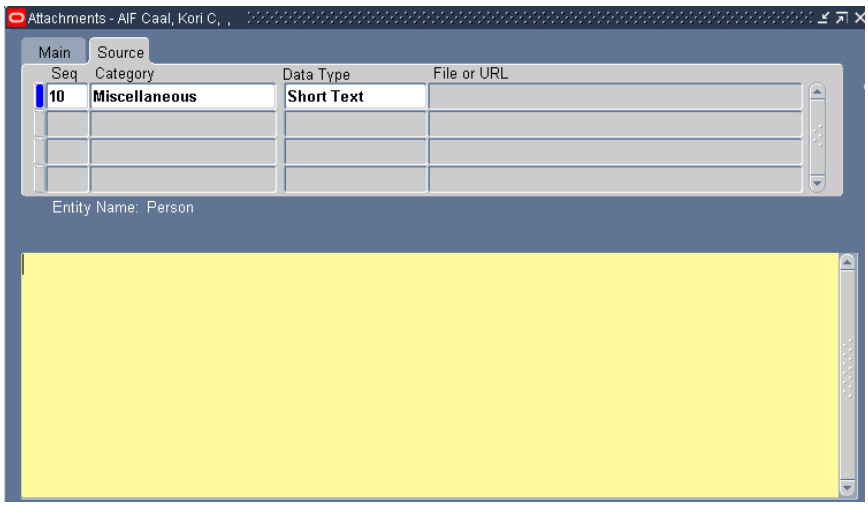
Copying an Attachment from another Record

Copying an Attachment

Step	Action
1	Query the record you want to copy the attachment from
2	With the record open, select the **Attachment,** Highlight the message. 
3	Select **<Edit>** <**Copy**>. Exit the window and record.
4	Query the new record that you want to attach the message. Select the paperclip icon.

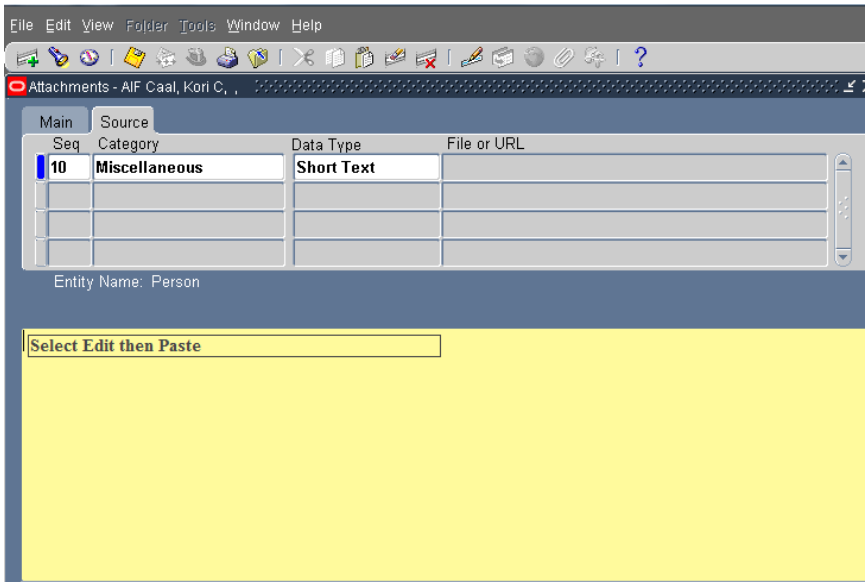
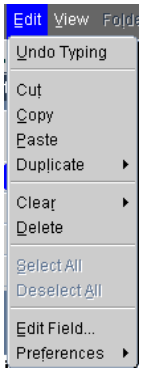
Continued on the next page

Copying an Attachment from another Record continued

Step	Action
5	When the **Attachments** window is opened. Enter the Category, Description and Data type information  Place cursor in the text message box

Continued on Next Page

Copying an Attachment from another Record continued

Step	Action
6	Select <Edit> <Paste> to transfer copy.  
7	Select Save icon and close window using the

Module 1

Chapter 4

Dated Information and DateTracking

Chapter Overview

Introduction

Information in the DCPDS is either "dated" or "DateTracked." To use the DCPDS you must understand these features, because you will use them to some extent with every action you process or record you view.

You can view, add, change, or delete information as of any particular date in time – past, present, or future. The way information is dated and DateTracked provides a powerful tool for maintaining a continuous history of information.

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Understanding DateTrack	3
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Viewing DateTracked Information and History	8
Updating and Correcting DateTracked Information	10

Terms

This chapter addresses both dated or DateTracked information. Below are brief definitions of each.

Date Type	Definition
Dated	Information about locations, organizations, jobs, positions, grades, pay tables, and other work structures is "dated" information. All dated information has ***From*** and ***To*** dates that identify when it is/was/will be in effect (the ***To*** date is blank for current and future information). Previous versions are maintained in the DCPDS history.
DateTracked	Information on employees, assignments, and compensation and benefits is "DateTracked." DateTrack is a feature that allows you to view, add, change, or delete information as of any particular date in time – past, present, or future. Through DateTrack, a continuous history of information, and changes to records, is maintained.

Dated Information

Purpose

Information about locations, organizations, jobs, positions, grades, pay tables, and other work structures is ***dated*** information.

All dated information has a ***From*** and ***To*** date that identifies when it was/is/will be in effect.

Example:

***From* and *To* Dates**

You enter the ***From*** date when you enter dated information. It is the date when the information becomes effective or valid.

Example: When you build a position hierarchy, you enter a ***From*** date to indicate the date that particular hierarchy becomes in effect.

The "***To***" date (end date) is automatically assigned when you update the information and, thereby, create a new version.

Example: When you make changes to the hierarchy, the DCPDS will automatically assign a ***To*** date (end date) to the previous version as you save the new version.

History

All dated information (for example, positions, hierarchy versions, pay tables) will be maintained in the database, to keep a history over time.

Business Rule

It is important to understand the following DCPDS business rule related to dated information:

Business Rule	Work Around
You <u>cannot assign</u> an employee to a work structure on a date earlier than the work structure *Date From* or later than the *Date To*.	**But you <u>can process</u> an assignment action before the effective date**, by altering the DateTrack Effective Date to a date on or after the work structure *From* date. You can also use DateTrack to make a retrospective assignment.

Understanding DateTrack

How It Works

Information on employees, assignments, and compensation and benefits is ***DateTracked***. DateTrack is a feature that allows you to view, add, change, or delete information as of any particular date in time – past, present, or future.

To use the DCPDS you must understand the *DateTrack* feature, because you will use it to some extent with every action you process or record you view.

When you are in the DCPDS, you can set a ***DateTrack Effective Date*** in the past or future. You can then view or edit information as of that date. DateTrack ensures that only information effective on that DateTrack date is used for any processing, validation, and reporting actions.

Through DateTrack, a continuous history of information, and changes to records, is maintained.

Terms

To understand DateTracking, you will need to understand the following terms:

Term	Definition
Effective Date	We are used to thinking of the *effective date* as the date a personnel action takes effect. In the DCPDS, *effective date* **also** refers to the point in time you identify for DateTracking (the date of the snapshot of the record). To avoid confusion, this Users Guide will generally use the term *DateTrack Effective Date*.
Update	An *update* is a change to a record where the previous information was valid up until the date of the update. When you *update* a record, all previous information is preserved, and can be viewed using DateTrack History.
Correction	A *correction* is a change to a record where the previous information was incorrect. When you *correct* a record, the new (correct) information overrides previous information that was incorrect (back to the date the error occurred). After the correction, if you view the record in DateTrack History, the correct information will display even during the period of time where the incorrect information was displayed (and related data fields will have been adjusted accordingly).

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Understanding DateTrack, Continued

Data Display and Use in DateTrack

The information you see in the DCPDS, and the information used for any processing, validation, and reporting, is based on whatever DateTrack Effective Date you are working in:

DateTrack Effective Date	Information Displayed and Used for Processing, Validation, and Reporting
Past Date	Information as it was on that date.
Current Date	Information as it is today. If any action has already been input that has a future effective date, you will not see it.
Future Date	Information that includes any future dated actions (as of the DateTracked date) that have already been input.

Business Rule

Caution: It is important to understand the following DCPDS business rule related to DateTracked information:

Business Rule	Work Around
You cannot create a record and update it on the same day. **Example:** You cannot hire an employee on the same day you accept him or her as an applicant, and you cannot hire an employee unless he or she has been first entered as an applicant. This is because DateTrack maintains records entered for a minimum of one day.	**But you can process both things on the same workday if you alter the DateTrack Effective Date** so that the two events are effective in the system on different days. **Example:** You can alter the DateTrack Effective Date to a past date to enter the applicant; then alter the date again to the present date to hire the applicant.

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Understanding DateTrack, Continued

DateTrack Buttons and Menu Items

Below are the DateTrack Toolbar buttons and the Main Menu Bar items related to the DateTrack functions you will use. Explanations of when and how you will use these functions are explained in the pages that follow.

Toolbar Button	Main Menu
Alter Effective Date button:	**Tools > Alter Effective Date**
Date Track History button:	**Tools > Date Track History**

Current Effective Date Reminder

Note: If you need the system set up to remind you of the current effective date each time you begin working on the **People** window, follow your local business rules for setting up this option.

Altering the DateTrack Effective Date

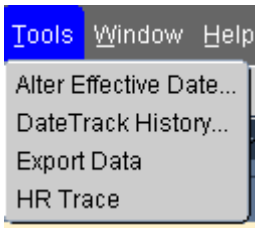
Purpose

When you log on to the DCPDS, the effective date is always the current date. To view information current at another date, or to make retrospective or future dated changes, you need to change your DateTrack Effective Date.

Altering the DateTrack Effective Date

To alter the DateTrack effective date, follow the procedures below. Before you do, be sure to save any unsaved data.

Note: If you are altering the date to make retrospective or future-dated changes, you need to follow these steps before you enter the changes.

Step	Action
1	• Select the Alter Effective Date button on the Toolbar. *Or* • Select **Tools** > **Alter Effective Date…** from the Main Menu Bar.  The **Alter Effective Date** window opens:
2	Type in or use the calendar to enter a new effective date.
3	Select <**OK**>. **Note:** Whenever you are operating in a DateTrack Effective Date that is different from the current date, the DateTrack Effective Date will be displayed in the Title Bar of every window. **Example**: People: 01-MAY-2011

Continued on next page

Altering the DateTrack Effective Date, Continued

Cautions

Whenever you alter the *DateTrack Effective Date*, it is important to remain aware of the date in which you are working, and to reset it as appropriate. Below are some cautions and notes you need to be aware of.

Cautions:

- If your current window is a "top-level" window (one that is accessed directly from the **Navigation List**), the new DateTrack Effective Date remains in place until you reset it or exit the DCPDS.
- If your current window is not a "top-level" window, the new DateTrack Effective Date only applies while you are working in the current window and any windows subsidiary to it. When you return to a top-level window, your DateTrack Effective Date is reset to the previous value.
- In some cases, when you alter the effective date on a subsidiary window, the DCPDS returns you to the previous window, and you may have to re-query the records you want to view or update.

Viewing DateTracked Information and History

Purpose

The DCPDS maintains a continuous record of changes made to DateTracked information. You can:

- View record information for a particular date (snapshot in time).

  Or

- View all of the changes to a record over time (a full history).

Viewing Information as of a Particular Date

When you view a record in a window that contains DateTracked information (e.g., the **People** > Enter **and Maintain** window), you will see a snapshot of information as of the DateTrack Effective Date in which you are operating. This is either the current date or the date you set by using the Alter Effective Date function.

The procedures below outline how to view information as of a particular date and explain the Effective Dates region in DateTracked windows.

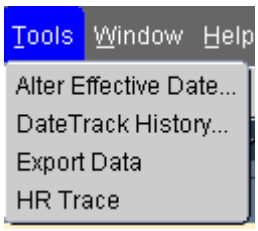
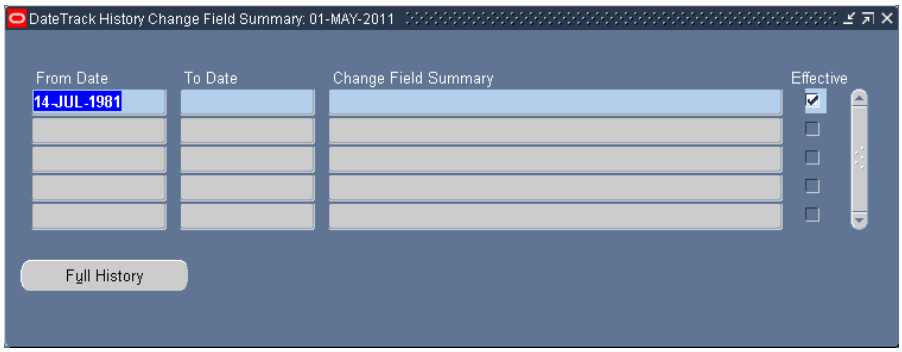
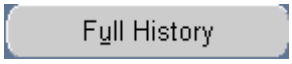
Step	Action
1	Set your DateTrack Effective date: • Use the current date. *Or* • Follow the procedures in *Altering the DateTrack Effective Date* to select a past or future date.
2	Retrieve the record or records you wish to view.
3	Look at the Effective Date region in the window: **Example**: This Effective Date region shows you the dates between which the information in the snapshot is valid. If there is no ***To*** date (end date), then there have been no changes to the date since the ***From*** date and there are no future dated changes. If there is a ***To*** date, then the record was either deleted or changed the next day. To find out if the record continues to exist, you can use Alter Effective Date to set the DateTrack date to the day after the ***To*** date, or use DateTrack History.

Continued on next page

Viewing DateTracked Information and History, Continued

Viewing the DateTrack History of a Record

To see a history of all of the changes to a DateTracked record over time, follow the procedures below:

Step	Action
1	• Select the DateTrack History icon on the Toolbar. *Or* • Select **Tools > Date Track History…** from the Main Menu Bar.  The **DateTrack History Change Field Summary** window opens. Each row shows which data fields were changed, and the corresponding ***From Date***. 
2	Select **Full History** button to open a DateTrack History folder showing the value of each data field between the effective dates. The row for the current snapshot (corresponding to the effective date you are working in) is highlighted. 

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Updating and Correcting DateTracked Information

Purpose

Whenever you change DateTracked information, you will be prompted to choose between ***Update*** and ***Correction***.

Update vs. Correction

Caution: There are important distinctions between ***Update*** and ***Correction***. In most cases, you will be *updating* records, because the previous information was correct; it has just changed. At times it may be necessary to process a *correction*. In these cases, special care should be taken to ensure that the action truly is a correction instead of an update. Below are the distinctions between these two functions and the impact of each on history files.

Term	Definition
Update	An *update* is a change to a record where the previous information was valid up until the date of the update. When you *update* a record, all previous information is preserved, and can be viewed using DateTrack History. **Example**: An employee gets married and changes her name, address, and next of kin information. You Alter the Effective Date to the date of her wedding and input the new information. When saving the changes, you select **Update**. The employee's previous information, up until her wedding date, remains in her history record. **Note:** Information that you enter in the *Assignment*, *Position*, and *Person Extra Information* flexfields is always an update, not a correction.
Correction	A *correction* is a change to a record where the previous information was incorrect. **Example**: You discover an error in an employee's record made during the processing of his appointment, relating to his address. You Alter the Effective Date to the date of his appointment and you edit his address information. When saving the changes, you Select **<Correction>**. By choosing *correction*, you make the record correct, from the beginning. **Caution**: When you *correct* a record, the new information overrides previous information that was incorrect (back to the date the error occurred). After the correction, if you view the record in DateTrack History, the correct information will display even during the period of time when the information was incorrect

Updating and Correcting DateTracked Information, Continued

Updating or Correcting Information

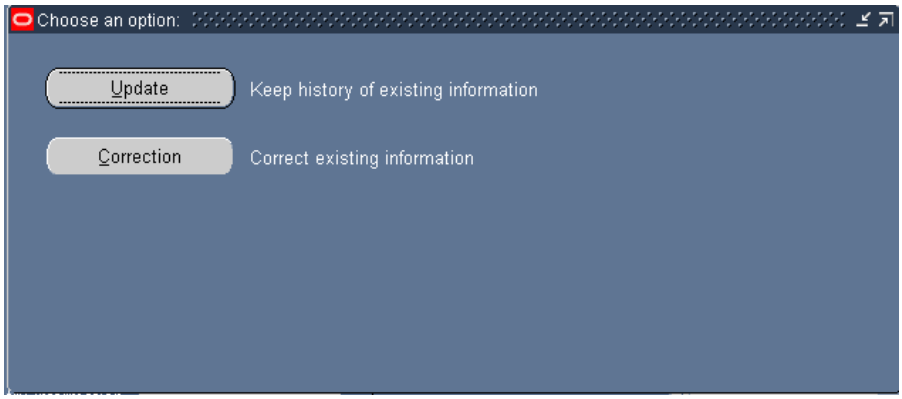
Note: **You cannot create a record and then update it on the same day**

Step	Action
1	• Select the Alter Effective Date icon on the Toolbar. *Or* • Select **Tools > Alter Effective Date…**from the Main Menu Bar. The ***Alter Effective Date*** window opens:
2	Type in or use the calendar to enter: • The effective date of the update.
3	Select **<OK>**. **Note:** Whenever you are operating in the DateTrack Effective Date data field that is different from the current date, the DateTrack Effective Date will be displayed in the Title Bar of every window. **Example**: People: 01-MAY-2011
4	Edit the data field(s) applicable to the update or correction: • If an SF-50 is required, access the window(s) with the data fields to be updated through the **Navigation List** > ***Request for Personnel Action*** (for an update) or **Navigator List** > ***Request for Personnel Action*** > **Cancellation/*Correction*** (for a correction). If an SF-50 is not required, you can access and edit the data fields without going through the ***Request for Personnel Action*** form.

Continued on next page

Updating and Correcting DateTracked Information, Continued

Updating or Correcting Information (continued)

Step	Action
5	Select the Save icon on the Toolbar. An option window opens: 
6	• Select <**Update**>. *Or* • Select <**Correction**>.
7	If you are processing a correction: check to see if there is an end date in the Effective Date region of the record. **If there is an end date**, you have only updated the first snapshot of the record. So… • Alter the Effective Date to the day after the end date and make the correction again. • Repeat this procedure until the ***To*** data field is blank indicating that you have reached the last snapshot of the record.

Module 1

Chapter 5

Updating and Viewing the Employee Record

Chapter Overview

Introduction

This chapter explains the use of the People window (Record) for updating and viewing employee records in such areas as education, licenses, emergency contacts, etc. It is also used in the procedure, **Building an Applicant**, when a recruitment tools such as Resumix and USA Staffing are not used.

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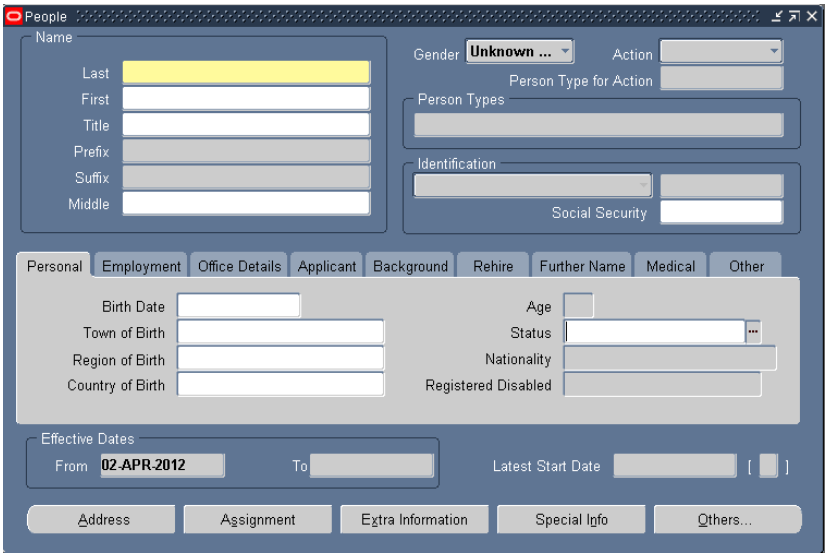
Chapter Overview, Continued

Before You Begin

The **People** window is used to enter and update employee information when an RPA/NPA is not required. It is also used for retrieving or viewing current information on an employee. Oracle HR contains both a **People** Record and a **Position** Record. The two records are linked together through assignment.

The People Window

The People window has four Regions and five Task flow buttons:



Note: Grayed out fields cannot be updated.

Regions/Data Fields/ Buttons	Description
Last	Last name plus suffix (Jr., III, etc.)
First	First name
Title	Not used by DoD (Mr., Mrs., etc.)
Prefix	Not used by DoD (grayed out)
Suffix	Not used by DoD (grayed out)
Middle	Middle name or initial
Gender	Female/Male/Unknown Gender
Person Types	System-generates with Employee or Applicant
Identification	System-generated number
Social Security	Automatically populates
Personal Information Region:	Birth Date automatically populates Work Telephone and Email can be added at a later time.

Chapter Overview, Continued

The People Window (continued)

Regions/Data Fields/ Buttons	Description
From/To	Self-explanatory
Taskflow Buttons:	
Address	Payroll updates and feeds back to Oracle HR. There are six types: Forwarding, Overseas, Residence 1, Residence 2, etc.
Assignment	Assignment information for tracking purposes. *Supervisor* data field not used by DoD. Position hierarchy is used to maintain supervisory information (see Module 2). The Assignment Taskflow Button links the People Records with the Position Records and is used for viewing only.
Extra Information (single occurring item)	Maintains additional employee information such as acquisition, kinds of employees (local nationals, NAF, NG, etc.), security, etc.
Special Information (multiple occurring items)	Maintains special information such as demo projects, education, acquisition waivers, details, NAF, completed and required training, and Career Management Programs.
Others (view only)	Finance Information is updated from the bi-weekly Personnel Pay Application Data (PAD) interface file. Person Summary is a snapshot of person and position information.

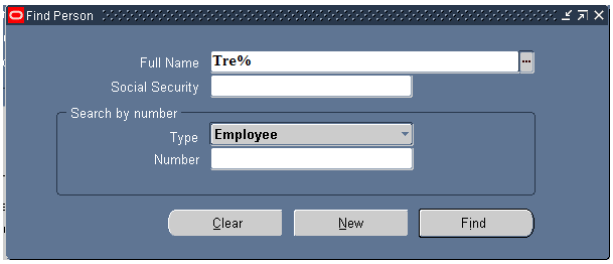
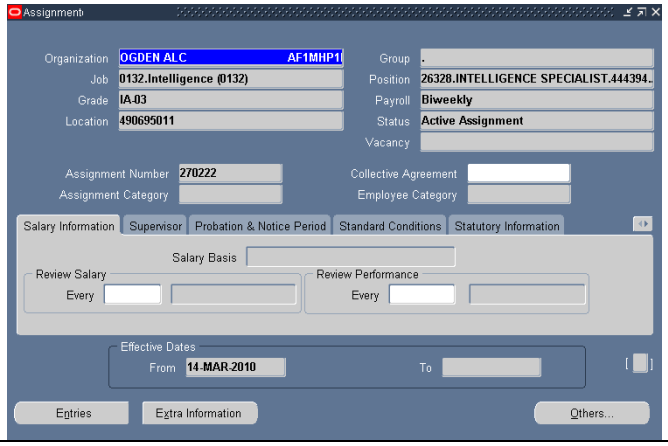
Updating the Employee Record (Using Assignment)

Purpose

This section uses, as an example, the Assignment process for updating Government Awards in the employee record. Complete instructions can be found in Module 5, Workforce Relations Using the DCPDS, Chapter 3, Awards, Section, Entering a Non-Monetary Award.

Using Assignment to Update Government Awards

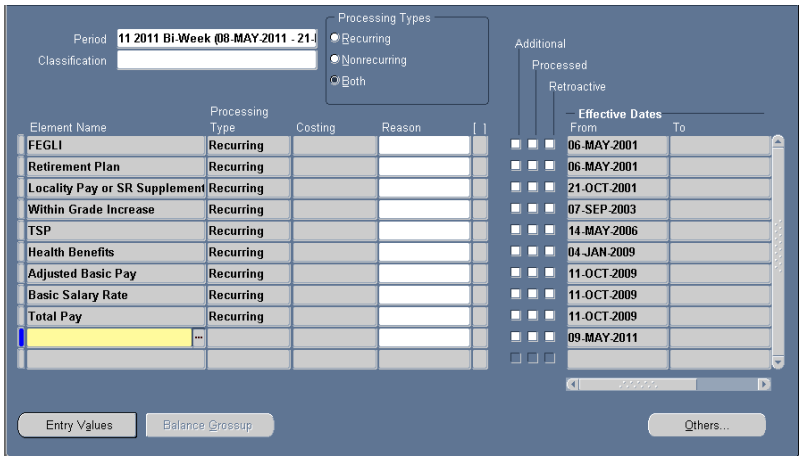
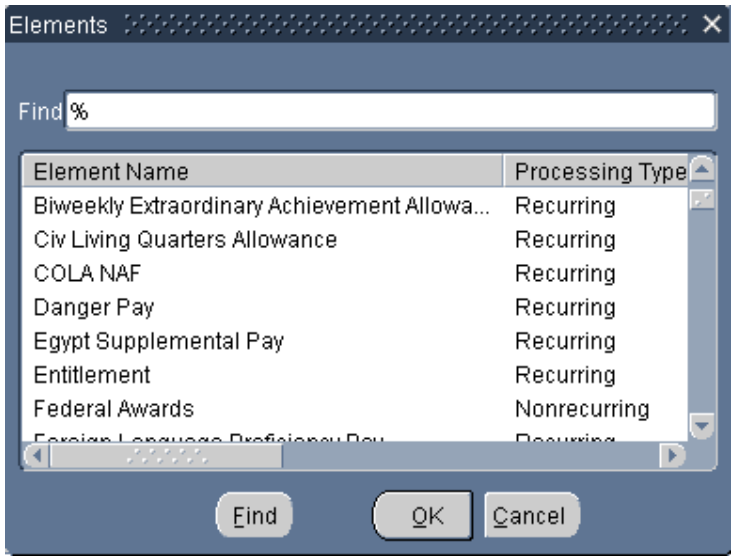
NOTE: Remember to **Date Track** as appropriate. Refer to Mod 1, Chapter 4 for specifics.

Step	Action
1	**Navigation Path** > People > *Enter and Maintain*
2	The **Find Person** window opens.  Query the employee by typing in the Full Name or partial (ex: Tre %) or enter Social Security Number and then select the Find button.
3	The **People** window opens with the employee data populated.
4	Select the **<Assignment>** button. The **Assignment** window displays many of the data fields populated and/or grayed out and three Taskflow Buttons: **<Entries>, <Extra Information>** and **<Others>.** 

Continued on next page

Updating the Employee Record (Using Assignment), Continued

Using Assignment to Update Government Awards (continued)

Step	Action
5	After invoking the **Entries** window. The cursor will be in the first data field in the ***Element Name*** column. Move the cursor to the first blank data field.  Select the LOV icon and select Federal Awards and then Select <***OK***>. 

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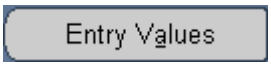
Updating the Employee Record (Using Assignment), Continued

Using Assignment to Update Government Awards (continued)

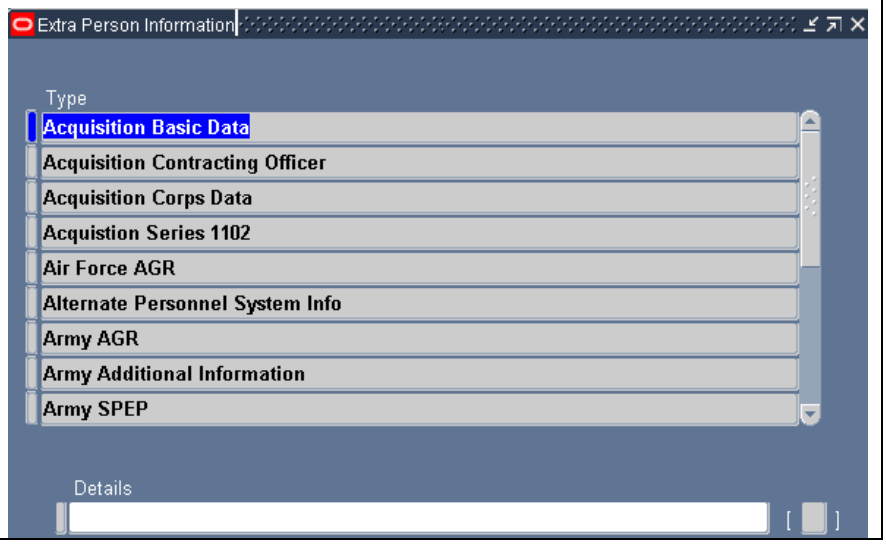
Step	Action
6	Select **<Entry Values>** button  to open the Values window. You can type the appropriate award data in the white data fields or Select the LOV to make selections.
7	Select **Save** icon and exit the windows.

Updating the Employee Record (Using Extra Information)

Purpose

This section uses the process for Updating US Government Separation and Retirement data in the employee record, as an example.

Using the Extra Information to Update

Step	Action
1	**Navigation Path** > People > *Enter and Maintain* > <**Open**>.
2	The **Find Person** window opens. Query the employee by typing in the last name and Selecting the <**Find**> button.
3	The **People** window automatically populates with employee data.
4	Select the <**Extra Information**> Extra Information button to open the window 

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Updating the Employee Record (Using Extra Information), Continued

Flexfields

The following is a listing of flex fields in the **Extra Person Information** window. There are data fields within each flexfield. Enter information as required.

Flexfields
Acquisition Basic Data
Acquisition Contracting Officer
Acquisition Corps Data
Acquisition Series 1102
Air Force AGR
Alternate Personnel System Info
Army AGR
Army Additional Information
Army SPEP
BBG/IBB Person Data
Birth Information
CIPMS
DCIPS Performance Payout Info
DCIPS Periodic Increase Info
DIS Security
DoD Enterprise Program Area Basic Data
DoD Enterprise Program Area Certification Assignment Data
FEGLI Open Season
Handicapped Additional Information
Information Assurance Basic Data
Initial Accounting Series Qualifications
LWOP Mil Reempl Rights Info
Local National Conduct/Performance
Military Affiliation
NAF Additional Person Information
NAF Army Allow and Earnings
NAF Army Pay
NAF Army Payroll Information

Continued on next page

Updating the Employee Record (Using Extra Information), Continued

Flexfields (continued)

Flexfields, Continued
NAWC Lab Demo Payout Information
NSPS Information
NSPS Pay Retention NTE
NSPS Performance Payout Info
NSPS RIF Tenure
National Guard Information
Navy Lab Demos Maint Pay Info
Navy Security Information
Navy Unique Information
OPM Separation and Retirement Data
OSDMIL
Other Person Information
Overseas Tour Person Information
Performance Award Salary
Personnel Contingency Area
Probation Certifications
Reemployed Annuitant
Training Program Requirements
US Federal Conversions
US Federal Ethnicity and Race Category
US Federal Person Benefit Information
US Federal Person Group 1
US Federal Person Group 2
US Federal Person RPA
US Federal Person Service Obligation
US Federal Probations
US Federal Retained Grade
US Federal SCD Information
US Federal Security
US Federal Separation and Retirement

Continued on next page

Updating the Employee Record (Using Extra Information), Continued

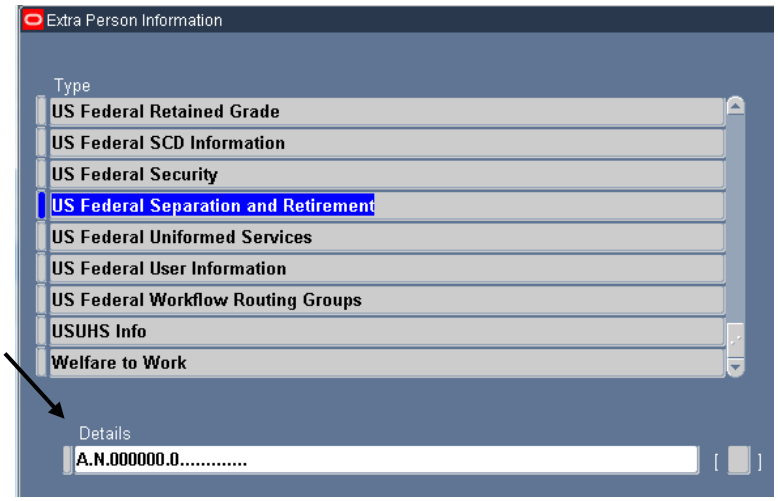
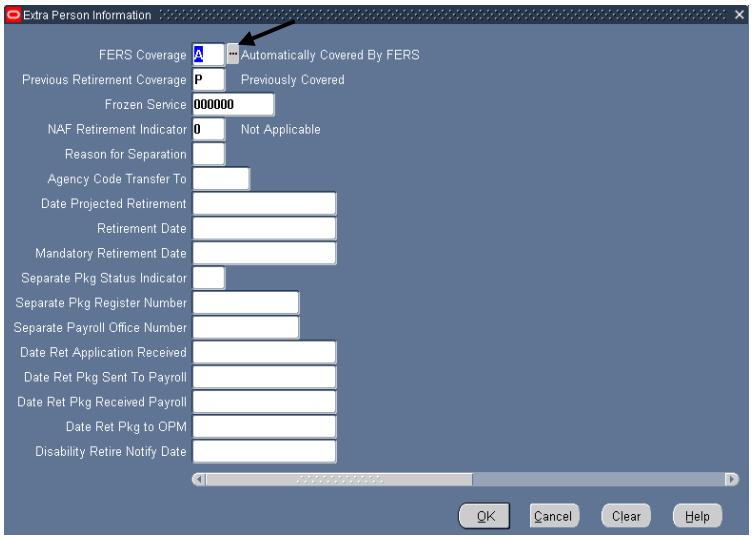
Flexfields (continued)

Flexfields, Continued
US Federal Uniformed Services
US Federal User Information
US Federal Workflow Routing Groups
USUHS Info
Welfare to Work

Continued on next page

Updating the Employee Record (Using Extra Information), Continued

Using the Extra Information (continued)

Step	Action
5	Use the scroll bar to the right to select **US Government Separation and Retirement**
6	Select in the ***Details*** field. To display the **Information** window.  Select the LOV icon for each appropriate data field, as some fields should only be updated via a Request for Personnel Action. 

Continued on next page

Updating the Employee Record (Using Extra Information), Continued

Using the Extra Information (continued)

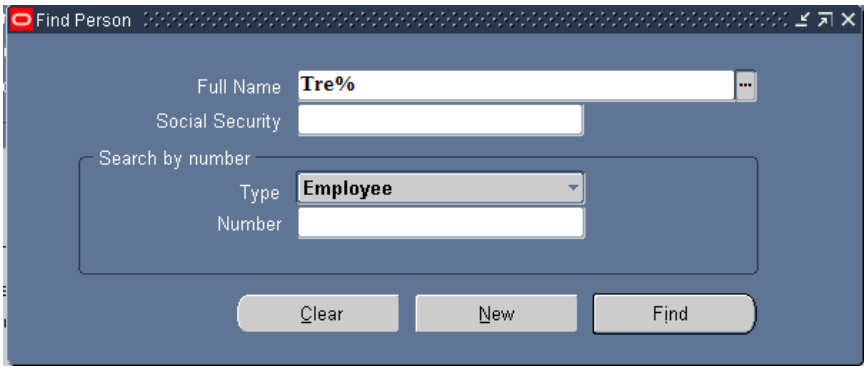
Step	Action
7	Select Cancel button to close window if changes weren't made or Select the **Save** icon if changes were made and exit the windows.

Updating the Employee Record (Using Special Information)

Purpose

This section uses the process for updating education in the employee record, as an example.

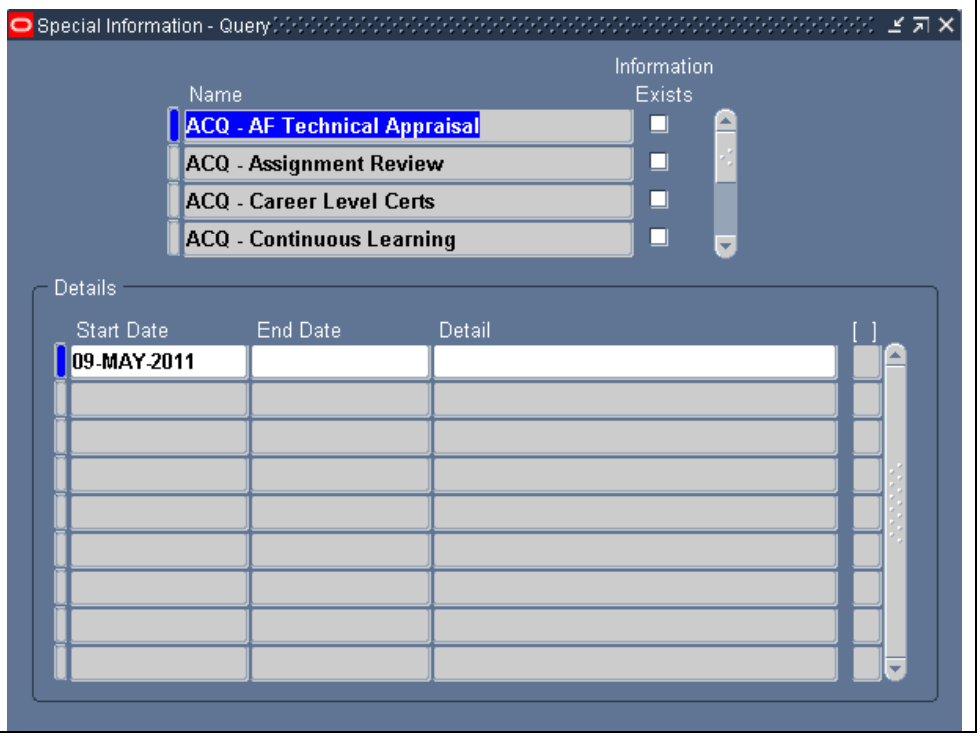
Using Special Information (SIT) to Update Education

Step	Action
1	**Navigation Path** > *People* > *Enter and Maintain* > **<*Open*>**.
2	The **People** window opens with the **Find Person** window displayed. Query for the employee by typing in the full name, just the last name, or partial last name with %. Select the **<Find>** button. 

Continued on next page

Updating the Employee Record (Using Special Information), Continued

Using Special Information (SIT) to Update Education (continued)

Step	Action
3	The **People** window is populated with the employee's data.
4	Select Special Info button to invoke the Special Information window. 

Flexfields

The following is a listing of flex fields in the **Special Information** window. There are data fields within each flexfield. Enter information as required.

Continued on next page

Updating the Employee Record (Using Special Information), Continued

Flexfields (continued)

Flexfields
ACQ - AF Technical Appraisal
ACQ - Assignment Review
ACQ - Career Level Certs
ACQ - Continuous Learning
ACQ – Crit Acq Posn Waivers
ACQ - Other CAP Waivers
ACQ - PEO Waivers
ACQ - PM and DPM Waivers
ACQ - SCO Waivers
ACQ - SES Waivers
ACQ - Warrant Data
AGR Prof Dev Program Data
AGR Reassignment Data
AGR Training Completions
Air Force Demo Bonus Info
Appr – Air Force Lab Demo
Appr – Army Lab Demo
Appr – DOD Acquisition Demo
Appr – NAWC Lab Demo
Appr – Naval Research Lab Demo
Appr – Space Nav Warfare Demo
Appr – Warfare Center Demo
Appraisal - Non-Appr Fund
Army Career Program
Certifications
Civilian Deployment Info

Continued on next page

Updating the Employee Record (Using Special Information), Continued

Flexfields (continued)

Flexfields, Continued
Demo Date Information
Demo Project – CCS/CCAS
Demo Project – NV Warfare Labs
Demo Project - Navy
Demo Project – Performance Pay
Detail Information
Education
IA Certifications
LN Adverse Action Info
LN Appraisal Information
LN Conditions of Employment
LN Conduct/Performance Army
LN Education Information
LN Language Information
NAF (401)K Changes
NAF Army Payroll - Bonds
NAF Career Program
NAF Life Insurance Changes
NAF Medical Insurance Changes
NAF Prev Retmnt Enrollments
NAF Retirement Changes
NAF Rev Pay: AWOP Information
NAF Rev Pay: Allowance Info
NAF Rev Pay: Annual Leave
NAF Rev Pay: Compensatory Time
NAF Rev Pay: Deduct and Contri
NAF Rev Pay: Flex Time Worked
NAF Rev Pay: Hours and Pay

Continued on next page

Updating the Employee Record (Using Special Information), Continued

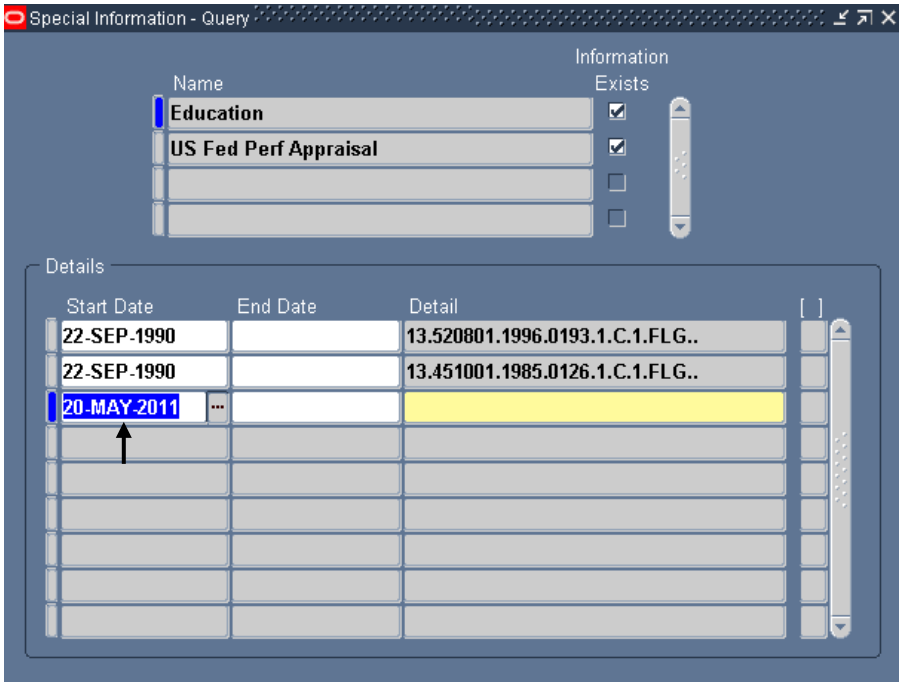
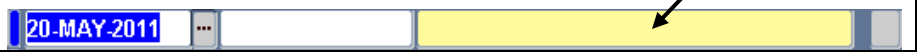
Flexfields (continued)

Flexfields, Continued
NAF Rev Pay: Mil and Home Leave
NAF Rev Pay: One-Time Earnings
NAF Rev Pay: Other Deductions
NAF Rev Pay: Other Earnings
NAF Rev Pay: Sick Leave
NAF Unclaimed Compensation
Navy CIVMAR Permanent Data
Navy Lab Demo – DCA-EAA Data
Navy Lab Demo - CCS
Required Training
SSC Atlantic-Pacific Payout
US Fed Cndtn of Emplmt
US Fed Conduct Perf
US Fed Language
US Fed Perf Appraisal
US Fed Spcl Consdrtn

Continued on next page

Updating the Employee Record (Using Special Information), Continued

Using Special Information (SIT) to Update Education (continued)

Step	Action
5	Use the upper scroll bar to the right and scroll down to locate ***Education.***  The current date populates in the ***Start Date*** data field in the ***Details Region,*** but you can override it by Date Tracking to the appropriate start date. The ***End Date*** data field displays a date for actions that have specific end dates, such as performance appraisals, completed training, reprimands, etc.
6	Place cursor in ***Detail*** data field to invoke form. 

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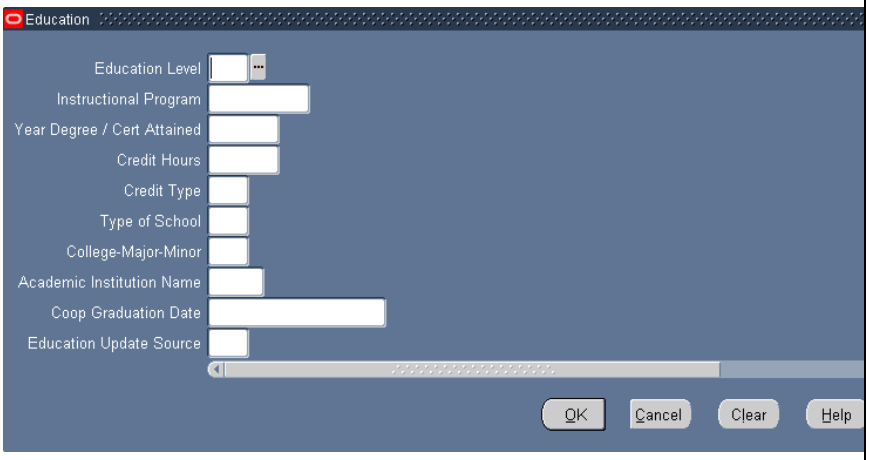
Updating the Employee Record (Using Special Information), Continued

Updating the Employee Record (Using the Special Information Type) (continued)

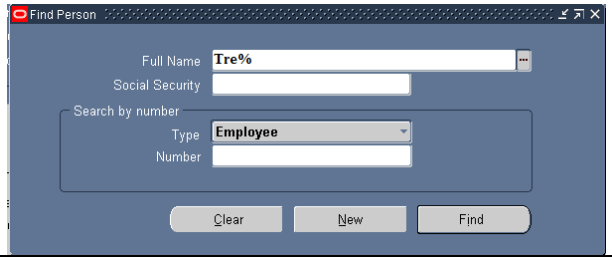
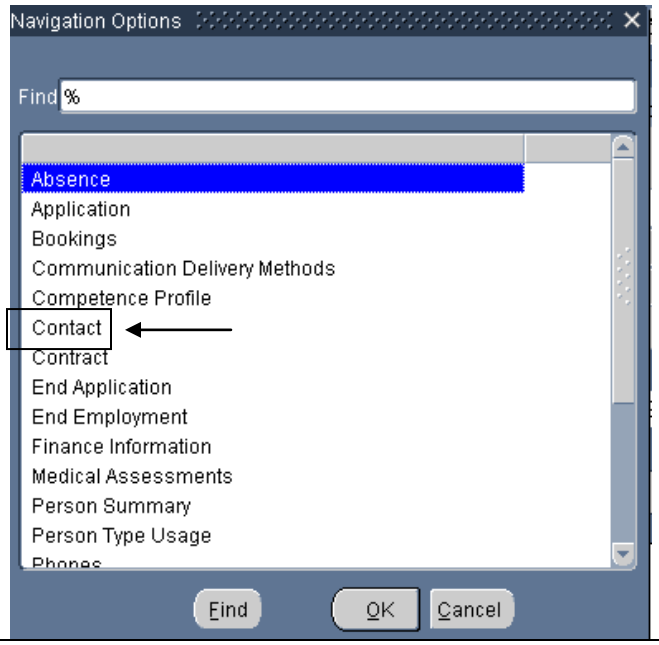
Step	Action
7	The **Education** window opens. Select the ellipsis at the end of the line to enter the information in the data fields as required by the business rules: 
8	Select Cancel button if entries are not made.
9	Select **Save** icon if information has been entered. To exit windows, select the ✕ located to the right of window.

Updating the Employee Record (Using Others)

Purpose

This section guides you through the procedure for updating emergency contacts (spouses, children, etc.) and their addresses.

Using Others to Update Emergency Contacts

Step	Action
1	**Navigation Path** > *People* > *Enter and Maintain*> **<Open>**. The **People** window opens with the **Find Person** window displayed. Query for the employee by typing in the full name, just the last name, or partial last name with %. Select the **<Find>** button. 
2	The **People** window automatically populates with employee data.
3	Select the Others... button to open the **Navigation Options** window 

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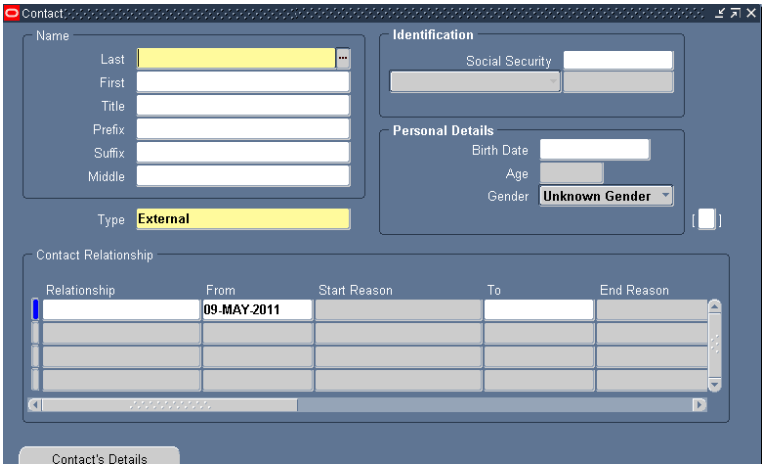
Updating the Employee Record (Using Others), Continued

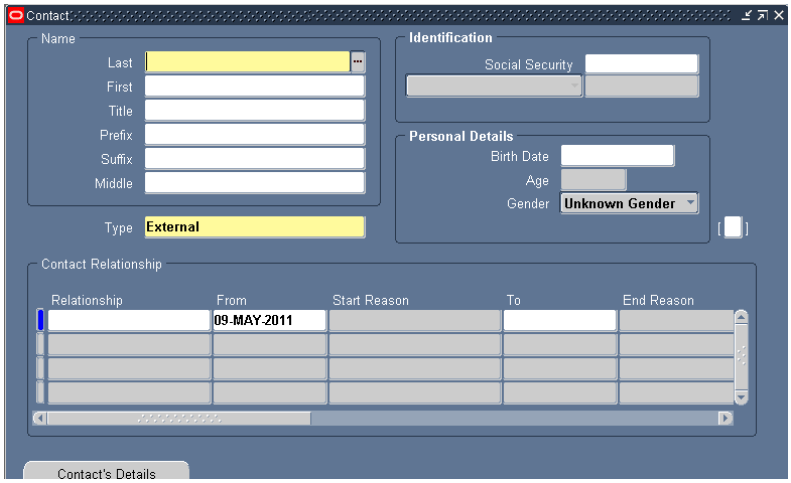
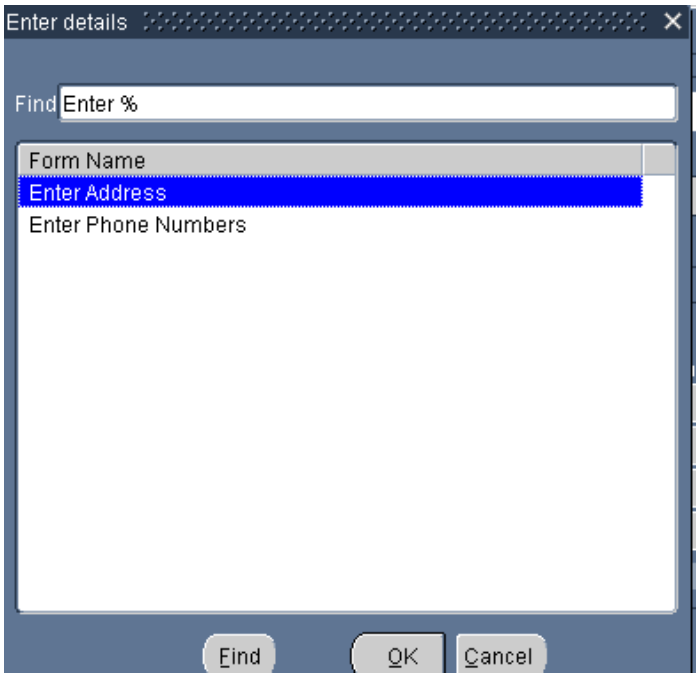
Using Others to Update Emergency Contacts (continued)

Step	Action
4	Select **Contact** and then select **<OK>** button to open window. 

Continued on next page

Updating the Employee Record (Using Others), Continued

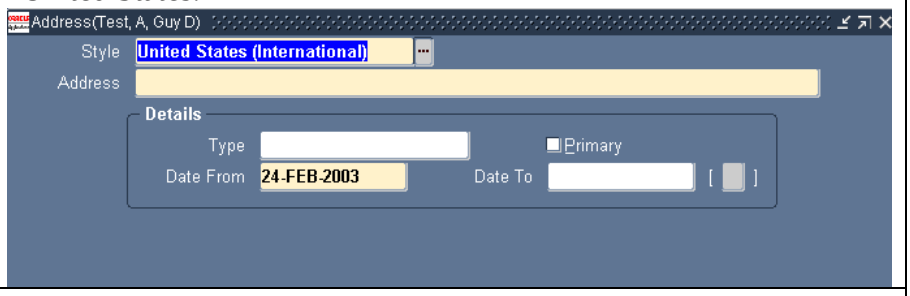
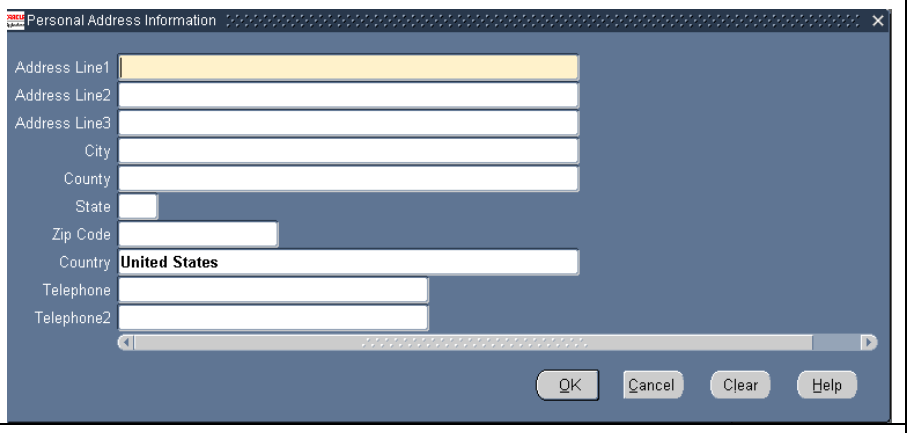
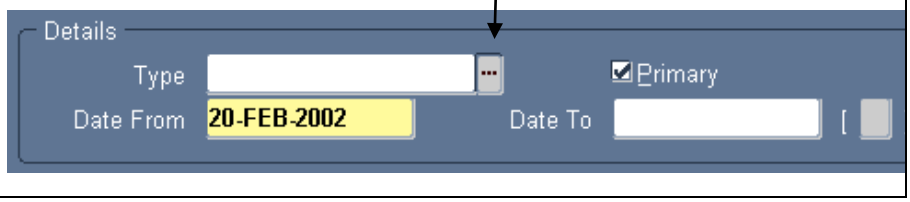
Using Others to Update Emergency Contacts (continued)

Step	Action
5	Type in the contact's name in the **Name** Region. The ***Type*** data field populates with "External". Place the cursor in the ***Relationship Region*** and select the type of contact. Save changes  Select the <Contact's Details> button, select Enter Address from the details window and Select <OK> button. 

Continued on next page

Updating the Employee Record (Using Others), Continued

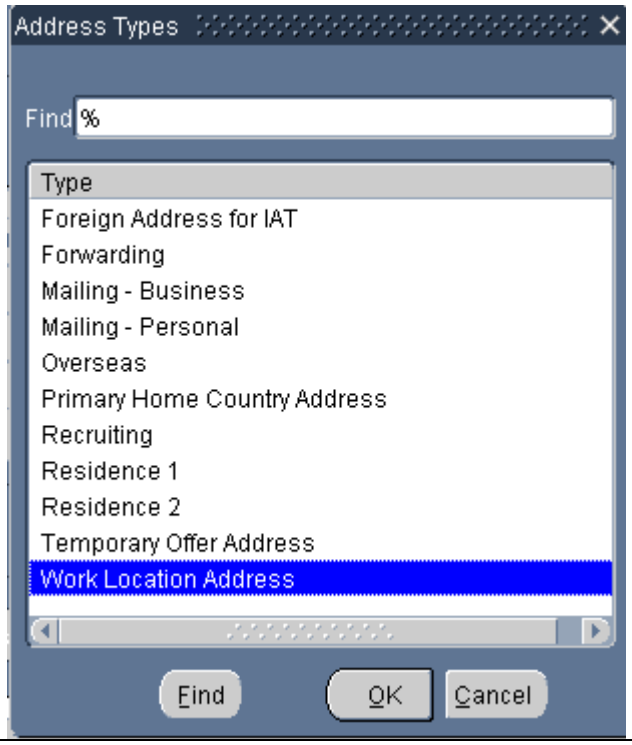
Using Others to Update Emergency Contacts (continued) (continued)

Step	Action
6	The address window displays the ***Country*** data field populated with "United States." 
7	Select in the **Address** field to open the window. Type in the ***Address Line1***. Enter the ***City, State***, ***Zip Code***, and ***County***. ***Telephone*** number is optional. Select the <OK> button. 
8	From the main Address window Select in the ***Type*** data field then Select the ellipsis to select address type. 

Continued on next page

Updating the Employee Record (Using Others), Continued

Using Others to Update Emergency Contacts (continued) (continued)

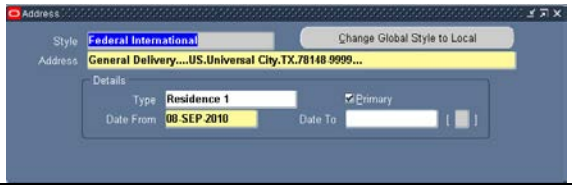
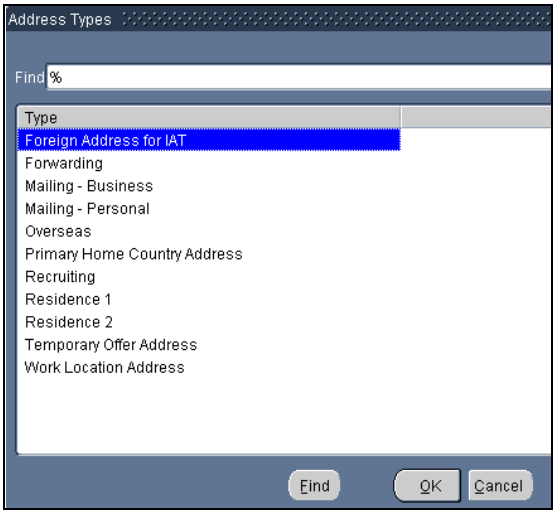
Step	Action
9	Select the type of address, and then Select the <**OK**> button. 
10	Select the **Save** icon and then close the form to return to the People window.
	If you … / **Then …** Want to create additional contacts / Exit the window back to the **Contact** window. Select **New Record** on the Toolbar and complete the steps described above. Do **not** want to create additional contacts / **Exit**.
	Note: If you create more than one contact, the contact designated as "Primary" will be the first window displayed when you check the data again. Use the Up and Down arrow keys to view the data.

Viewing the Employee Record

Purpose

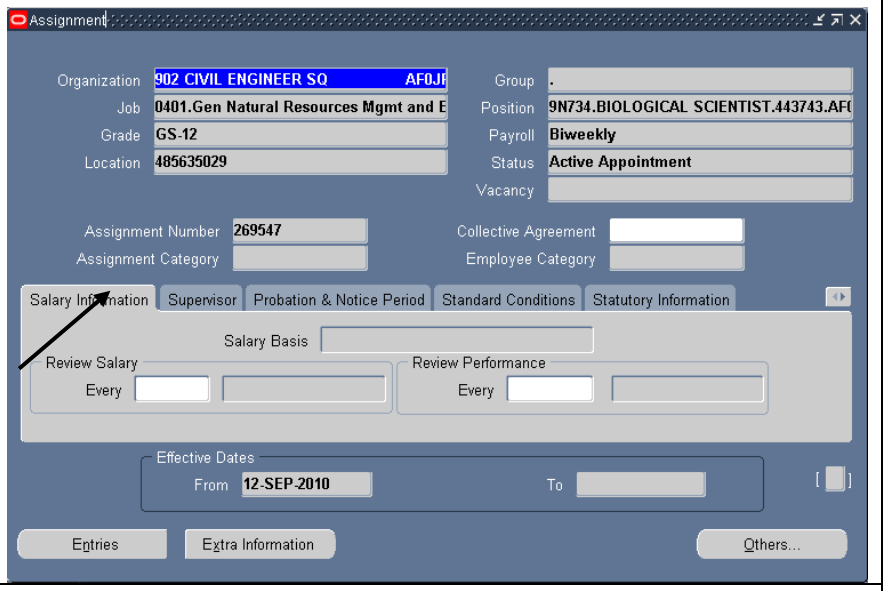
This section explains the steps to view the Employee Record using different Taskflow Buttons (Address, Assignment, Extra Information, Special Info and Others) to access information.

Viewing Address Information

Step	Action
1	Follow steps 1-3 as described in "Updating the Employee Record" to open the **People** window.
2	Select the **<Address>** button. The window will display the employee's address, if any, and is stored in the Residence 1 in the Type data field. An address file is received from DFAS every two weeks and will update the employee's record if there are any changes. If you make entries to this area, it will be overwritten by DFAS each pay period if it is different from what DFAS has on their system. 
3	Select in the ***Type*** data field and insert a **%** in the **Find** field to select another **Address Type.** Note: Data can be stored in these areas but for information only and is not retrievable.  Select the **<OK>** button to select the data. Exit the window.

Viewing the Employee Assignment

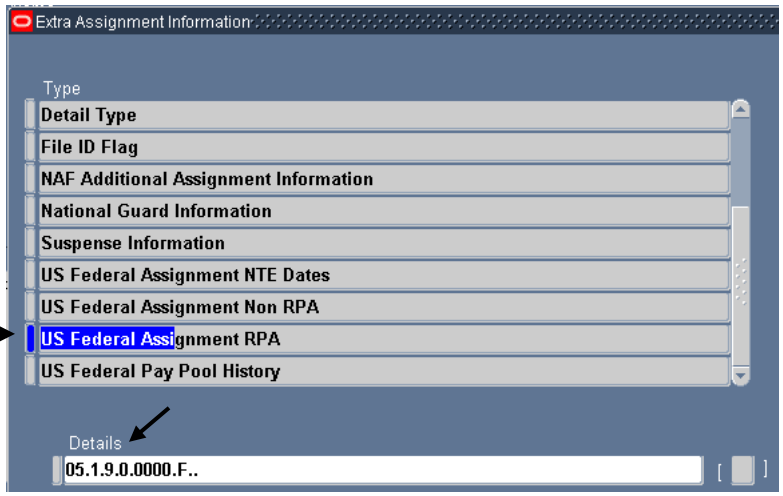
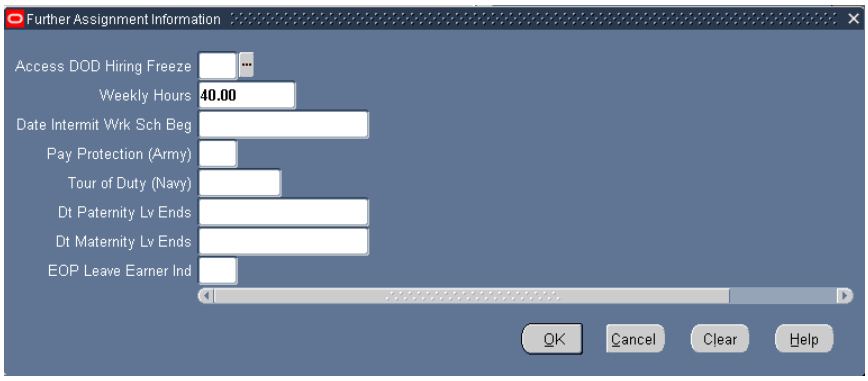
Viewing Assignment Information

Step	Action
1	Follow steps 1-3 as described in "Updating the Employee Record" to open the **People** window.
2	Select the <**Assignment**> button to open the **Assignment** window. The top region displays the ***Organization, Job***, ***Grade***, ***Location, Position, Payroll***, and ***Status*** data fields, as well as the ***Effective Dates***. 
3	DoD does not use the alternate region tabs such as the Supervisor field Task flow button. However, the <**Others**> and <**Entries**> Task flow buttons are used. <**Entries**> is also discussed in Module 6, Pay, Benefits, and Entitlements.
4	Select the <**Extra Information**> button to invoke the Extra Assignment Information.

Continued on next page

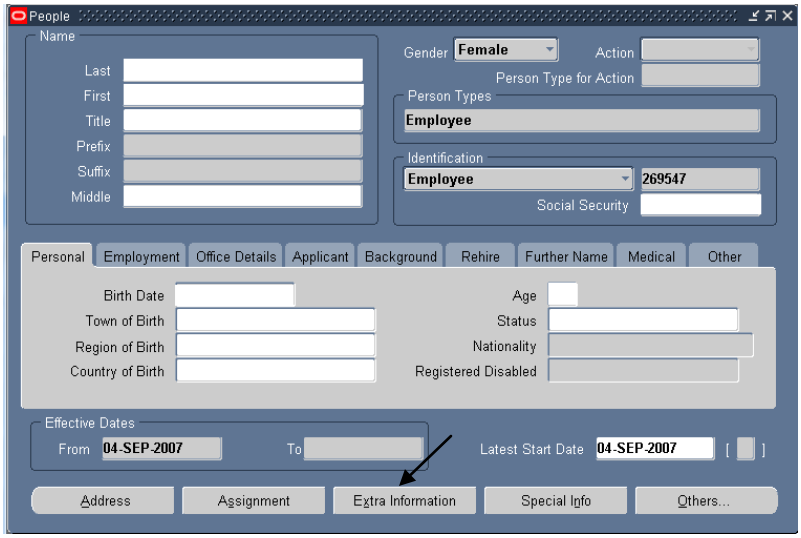
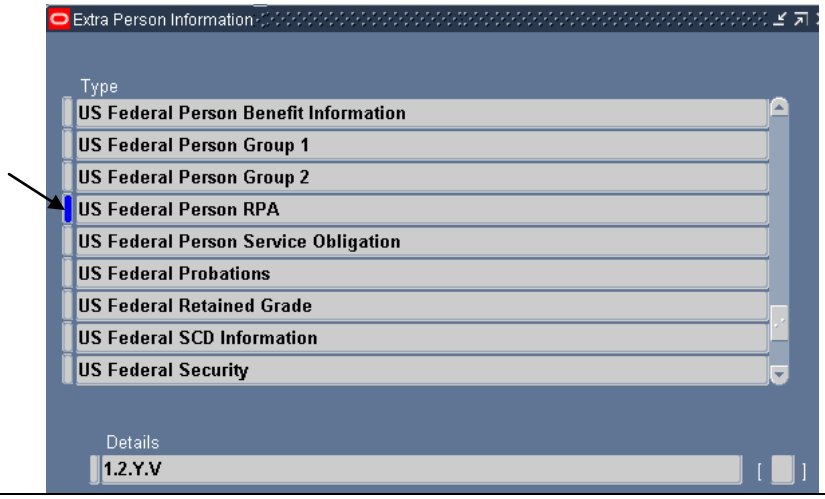
Viewing the Employee Assignment, Continued

Viewing Assignment Information (continued)

Step	Action
5	The **Extra Information** window will open. This provides additional assignment and pay information for both Appropriated and Non-Appropriated Fund employees such as NTE dates, type of detail, and pay rate determinant (**US Federal Assignment RPA**). 
6	Select an *Information Type*, then Double Select in the Details field to open window.
7	Select the ellipsis to select the appropriate information for each field according to the DoD business rules. Select **Additional Assignment Information**, then Selected <OK> button.  Repeat the process for each Option selected. When complete save work and then close windows.

Viewing the Employee Assignment, Continued

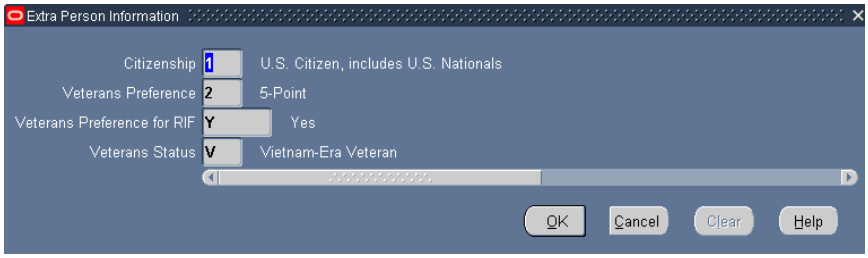
Extra Information

Step	Action
1	Follow the previous steps as described in "Using the Extra Information" procedure to open the **People** window.
2	Select **<Extra Information>** button to open the **Navigation Options** window.  Select **US Federal Person RPA** and then select **<OK>** 

Continued on Next Page

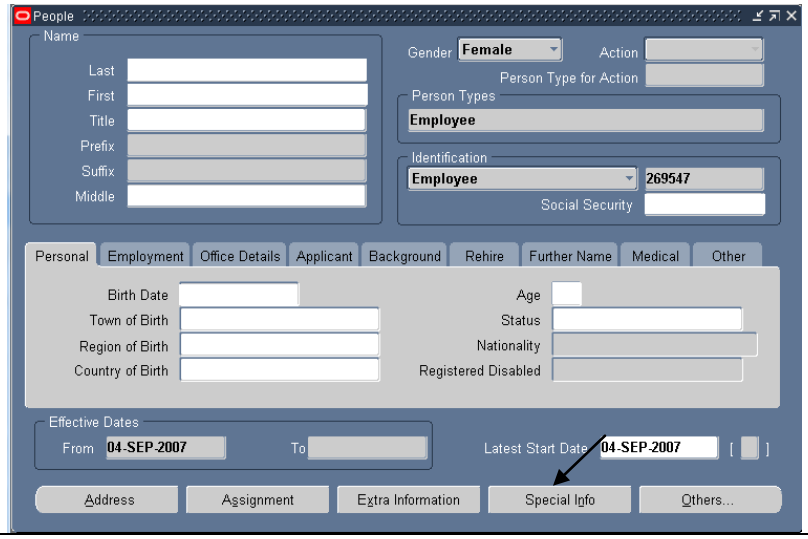
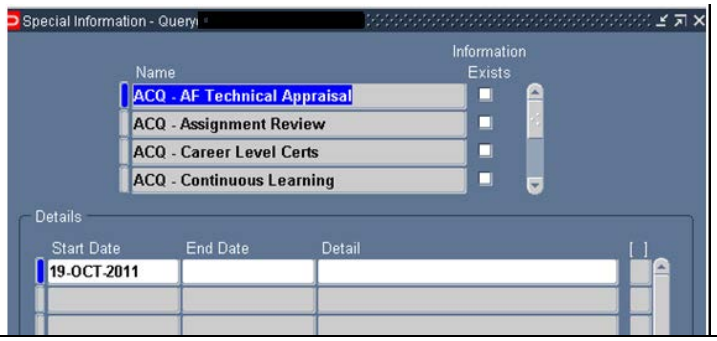
Viewing the Employee Assignment, Continued

Extra Information, Continued

Step	Action
3	 Information is view only.

Viewing the Employee Assignment, Continued

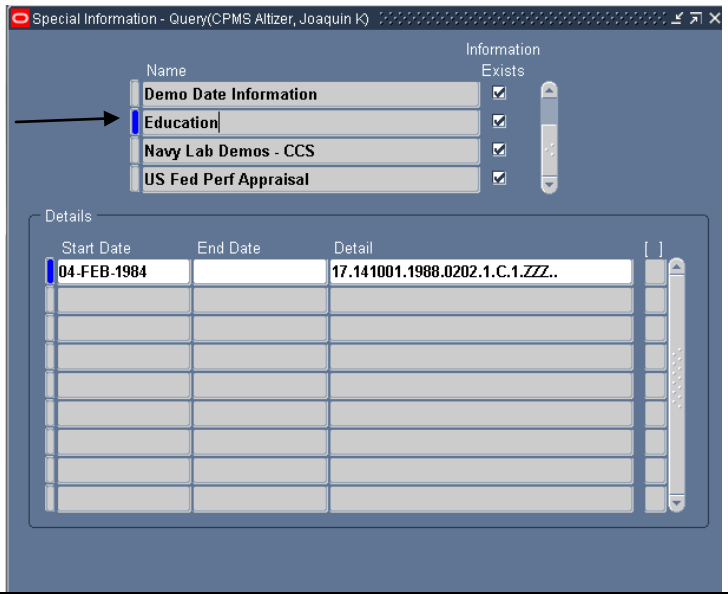
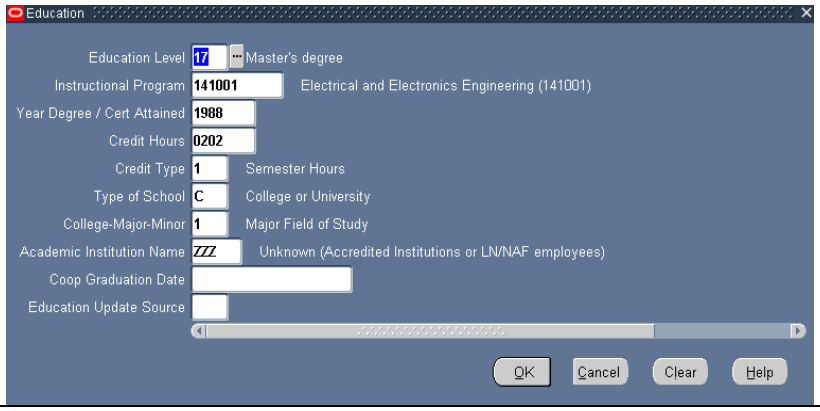
Special Information

Step	Action
1	Follow steps 1-3 as described in "Updating the Employee Record" to open the **People** window.
2	Select the <**Special Info**> button to open the **Navigation Options** window. 
3	The Special Information – Query window opens. 

Continued on Next Page

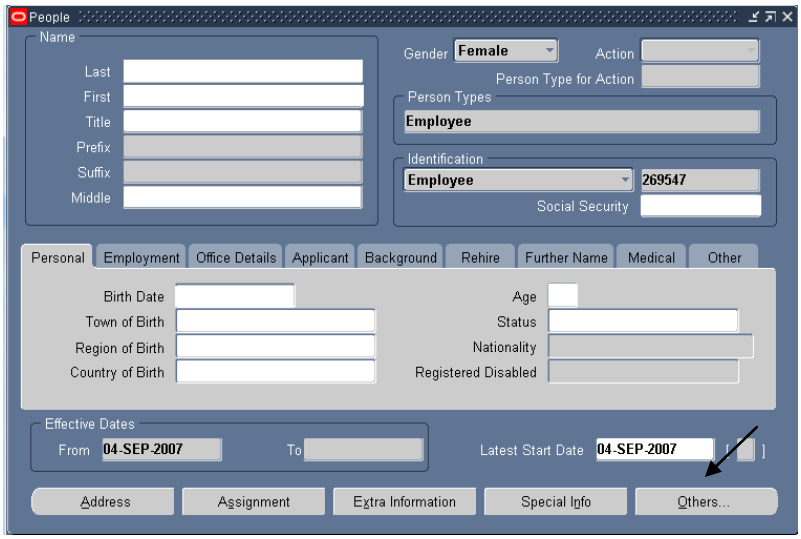
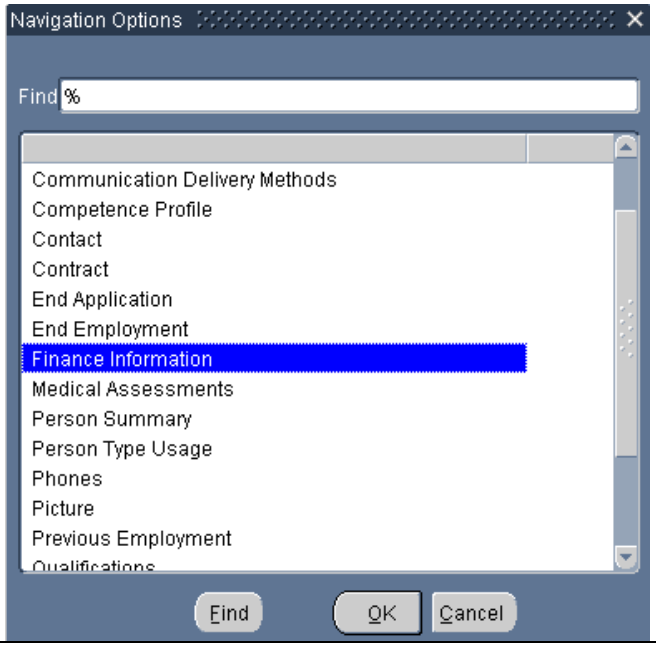
Viewing the Employee Assignment, Continued

Special Information, Continued

Step	Action
4	Use the upper scroll bar to the right and scroll down or use the query option to locate the Special Information Type you want to view. 
5	Select the area until **Detail**. The details will appear. 
6	Select <Cancel> to leave this screen when viewing.

Viewing the Employee Record, Continued

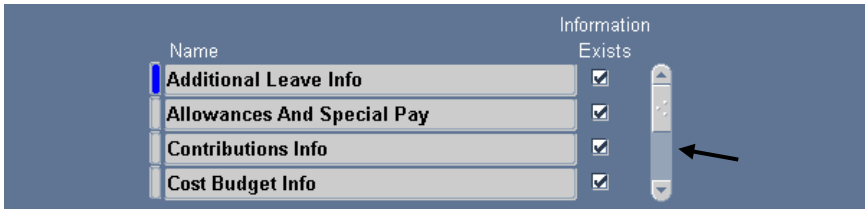
Others

Step	Action
1	Select <**Others**> button to open the **Navigation Options** window. 
2	Select ***Finance Information*** and Select <**OK**>. 

Continued on next page

Viewing the Employee Record, Continued

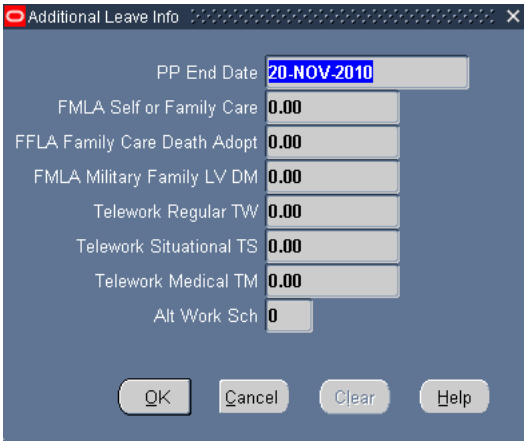
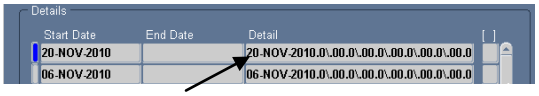
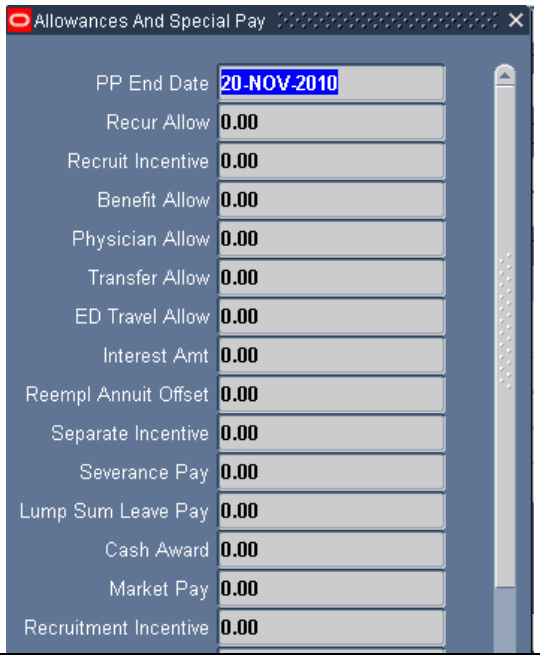
Others (continued)

Step	Action
3	The **Finance Special Information** window displays eight choices in the ***Name*** data field. Use the scroll to right to move up or down to make your selection. **Caution:** This is view only data – do not modify. 

Continued on next page

Viewing the Employee Record, Continued

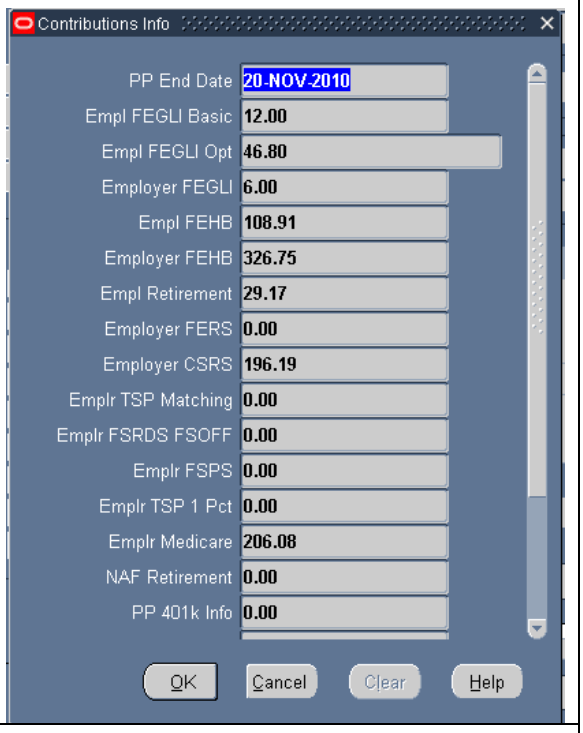
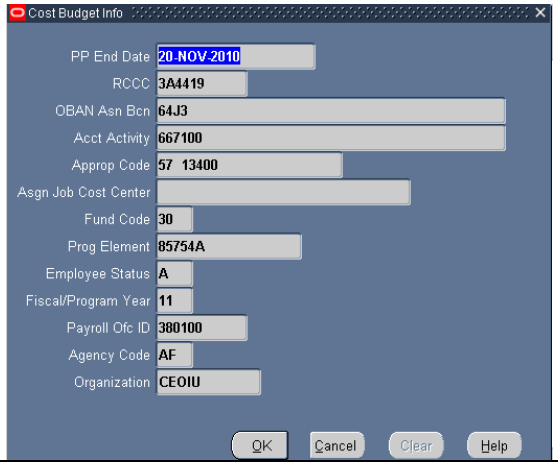
Others (continued)

Select	To View
Additional Leave Info	
Allowances and Special Pay	Place cursor in 'Detail' area to view information.  

Continued on next page

Viewing the Employee Record, Continued

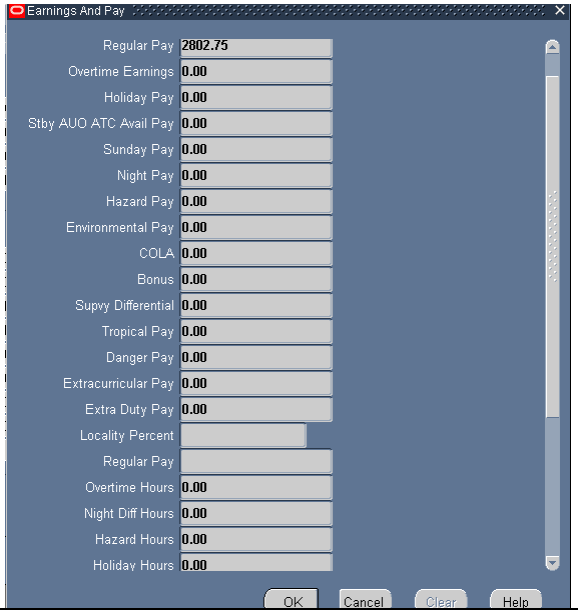
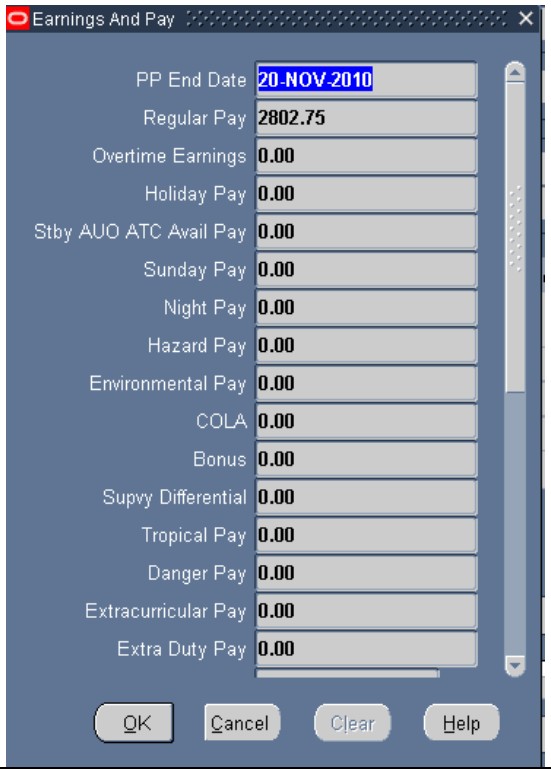
Others (continued)

Select	To View
Contributions Info	
Cost Budget Info	

Continued on next page

Viewing the Employee Record, Continued

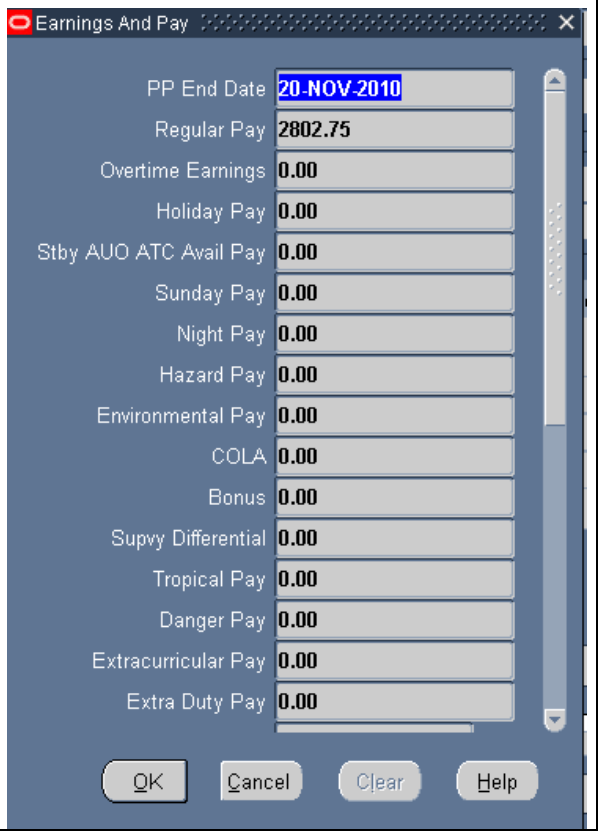
Others (continued)

Select	To View
Earnings and Pay	
Employee Leave Info	

Continued on next page

Viewing the Employee Record, Continued

Others (continued)

Select	To View
Employee Leave Info	

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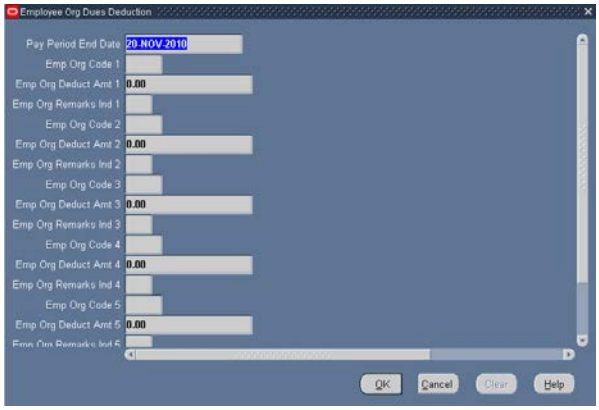
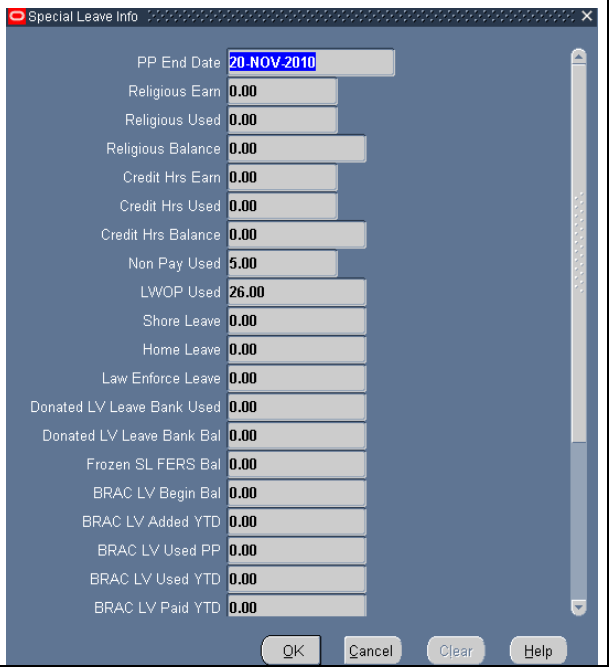
Viewing the Employee Record, Continued

Others (continued)

Select	To View
Employee Org Dues Deductions	
Special Leave Info	

Retrieving Records

Introduction

There are a number of different ways to retrieve and view data in the DCPDS. The search capabilities allow you to quickly and easily:

- Display a specific record or group of records you need to work with.
- Look up information online, for example, to respond to an inquiry.
- Find and enter values into specific data fields.

You can search for information without having to use a complex query language. You can search by a single letter, word, group of characters, or just about anything else. And, you can find out how much information is available that matches your criteria before running the search to save computer time and your time if the search would yield too big a response (this feature is available only when using *Query-by-Example).*

Term

Query – *Query* is used interchangeably with *search* to describe the retrieval of records or data.

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Module 1

Chapter 6

Folders

Chapter Overview

Introduction

Folders are on-line displays of information. As an example, navigate to the Civilian In Box for folder setup, etc.

You can identify a folder from a regular block by the following:

- A Open Folder button displays in the upper-left corner of a folder block and
- The Folder Tools button on the Toolbar is enabled (is not dimmed) when your cursor is in a folder block.

You can customize the display of data in folders and you can define your own, private, folders. In addition to viewing data in folders on-line, you can print and export the data.

Term

***Folder Definition*:** Folders which you have "created" by customizing standard DCPDS folders. When you customize a DCPDS folder, you can "define" (specify) the records to be displayed (by setting query criteria), and you can customize the layout of the data displayed for these records.

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Module 1

Chapter 7

Other Tools in the DCPDS

Chapter Overview

Introduction

This chapter guides you through the processes of using additional tools that will enhance your capability to use the DCPDS.

Chapter Contents

Topic	Page
Using Ghost View	2
Corporate Management Information System (CMIS)	5
End User Layer to Access Data	6
Using the NPA Maintenance Form	8

Using Ghost View

Purpose

To guide you through the procedure to use Ghost View to view reports. We will use the Notification of Personnel Action (NPA) as the example.

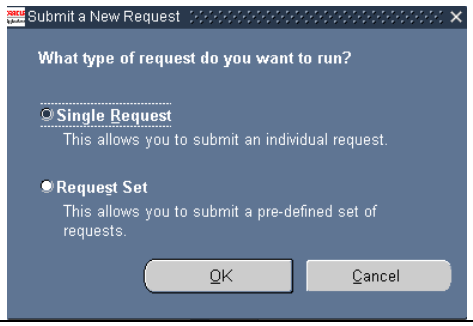
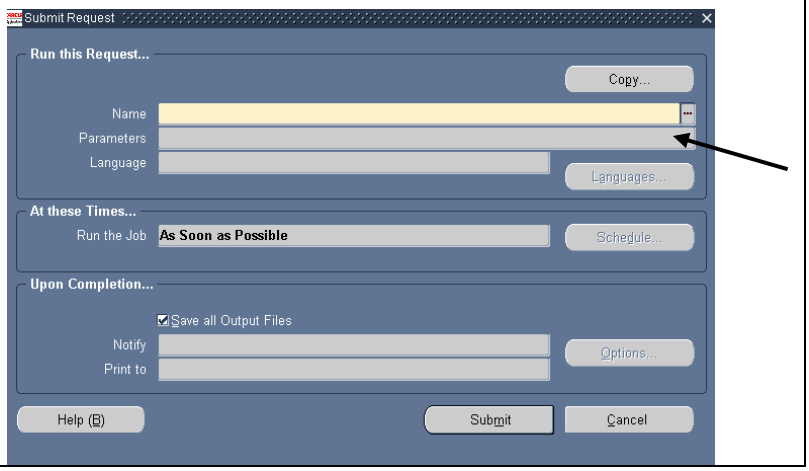
What Is It?

It is a behind the scenes software application that allows you to view your reports/documents that you normally create and view based on your role and responsibility.

Who Can Access

You must be in a role that allows you to print an RPA/NPA or a role to print a DD Form 1556.

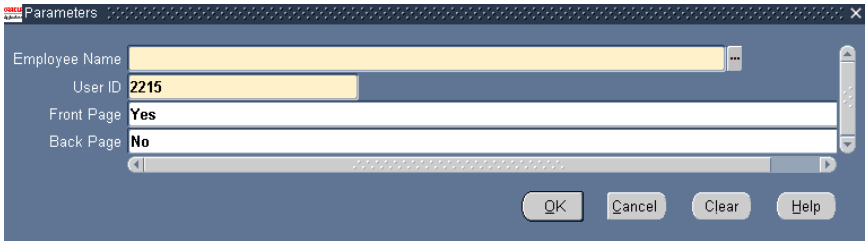
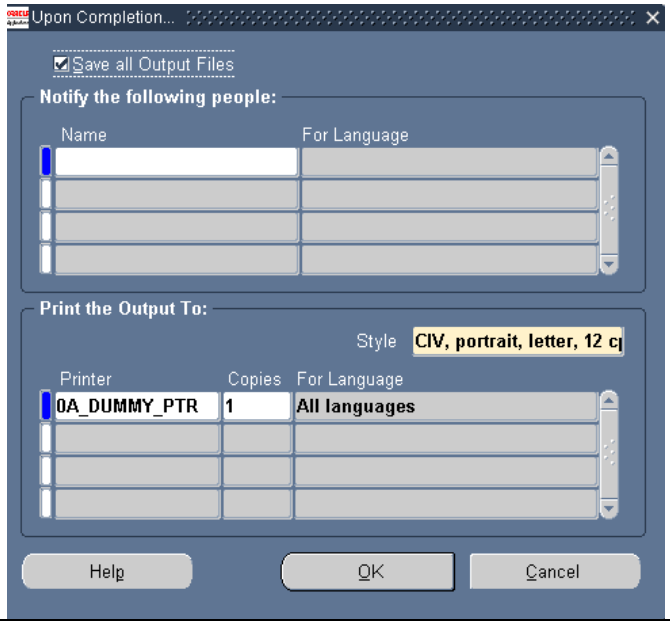
Using GhostView

Step	Action
1	**Navigation Path** > *Processes and Reports* > *Submit Processes and Reports* ><**Open**>.
2	The **Submit a New Request** window opens. Select **<OK>** button 
3	With your cursor in the *Name* data field, Select the LOV icon and select *Notification of Personnel Action*, then Select the**<OK>**button. 

Continued on next page

Using GhostView, Continued

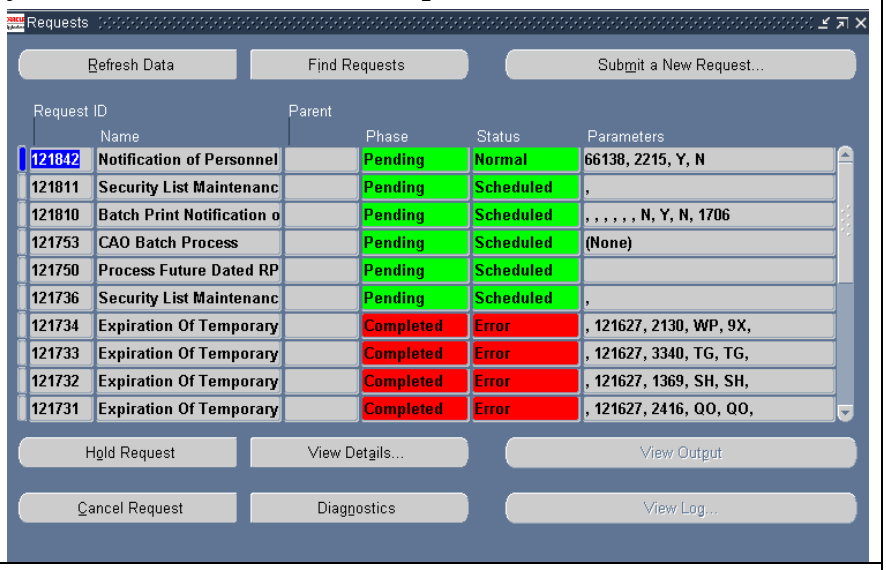
Using GhostView (continued)

Step	Action
4	The ***Parameters*** window opens. Select the LOV icon to select the *Employee Name* or use the shortcut query method. The next two data fields, *Front Page* and *Back Page*, automatically populate. Select the<**OK**> button 
5	Select the <**Options**> button the Upon Completion window opens, Select in the ***Copies*** data field and override with "0." It is not necessary to change the other two data fields. Select the <**OK**> button 

Continued on next page

Using GhostView, Continued

Using GhostView (continued)

Step	Action
6	Select the <**Submit**> button.
7	The **Requests** window opens and shows the *Phase* and *Status* of your Requests. With the *Current Record Indicator* on the Report you need, Select the <**View Output**>. 
8	**Ghost View** Window opens the Notification of Personnel Action for your review on your monitor screen.

Corporate Management Information System (CMIS)

Definition

CMIS is a central depository of all actions that occurs DoD wide. It has view-only capability. This data warehouse uses Business Objects as the front end reporting tool.

System Access

Access to the system, at all levels within DoD, will be based on an individual's official need for information. Each Component has responsibility for granting access privileges.

How It Works

Regional servers link the regional databases to the DoD Corporate Management Information System (CMIS), where information on all DoD employees is maintained.

CMIS provides Component Headquarters access to Component information and the Department access to DoD-wide human resources information.

CMIS is used to record personnel actions and not to process them. Although Oracle HR can generate reports primarily for use by personnelists, it has limited ad hoc capabilities. Access to this database will be through an Oracle compatible query tool. Code is written into an End User Layer (EUL) that hides the complexities of a large relational database and gives you an easy-to-use tool. The data are broken down into expandable folders. Once you become familiar with the contents of the folders, generating a query becomes easy as you are guided by a Wizard that walks you through each required step.

Using End User Layer to Access Data

Purpose

This section explains how the End User Layer (EUL) is used to access data from DCPDS. EUL is a predefined set of views of the database composed of folders with related data elements. It is used to access the database using query tools such as Cognos, Business Objects, or a Discoverer tool application. It is attached to the:

- Regional Service Center (RSC) database.
- Customer Support Unit (CSU) characteristics:
  - Designed for fast reporting.
  - Use as a reporting tool.
  - Is updated nightly from the RSC database.
- Transaction updates are done on the RSC database, not the CSU database.

How It Works

- The EUL provides an easy-to-use, ad hoc view of the data in the CSU database. Many commercial database inquiry systems exist. The illustration below uses Oracle Discoverer 3.1. Other tools provide the same basic functionality; however, your tool will not perform in exactly the same manner as discussed here.
- Most DoD users are functional specialists or managers and not programmers. The EUL encapsulates data into families of folders. For example, the Employee folder contains data directly related to employees, such as Name, SSAN, DOB, Tenure, and Citizenship. The Civilian Position folder contains data directly related to a position, such as PD Number, Agency Code, CCPO ID, and FLSA Category.
- Once the desired data is selected and moved into a selection window, it can be further refined by setting up conditions using standard relational operators, such as =, >, <, like, and in. Data items and operators are all available through Lists of Values (LOVs). Conditions can be joined with “and or” logic, making it possible to build tightly focussed inquiries. The data are initially displayed in the familiar spread sheet fashion and can be exported to an external file in several different formats. Any inquiry can be saved for future use. This is especially useful when an experienced user develops complex inquiries frequently used by new users or management officials.

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Using End User Layer to Access Data, Continued

How it Works (cont)

An additional feature for experienced users is the ability to build calculation fields. None of the folders contain years of service, but using the system date and SCD you can build a field called Yrs_of_Svc using the following formula: trunc ((system date - SCD)/365.25). This would not be used to calculate retirement eligibility, but it could be used for projections for large organizations. Users who are building basic inquiries are guided by a Wizard through the process and ensure even beginners can obtain useful queries. Sophisticated queries including graphs and cross-tabulated reports are also available.

Using the NPA Maintenance Form

Purpose

To provide instructions to the HR professional on the use of the NPA Maintenance Form in DCPDS. The NPA Maintenance Form was developed as a tool to provide HR professional a mechanism to control the NPAs viewable in Self Service for manager/supervisor in "My Workplace", My Employee Information and for employee in "My Biz" My Information under the Personnel Actions (PA) tab, in addition to eOPF. Manager/supervisors and employee will be able to view all personnel actions processed. Using this tool will provide the HR professional the ability to control the NPA to view or not to view in Self Service and eOPF.

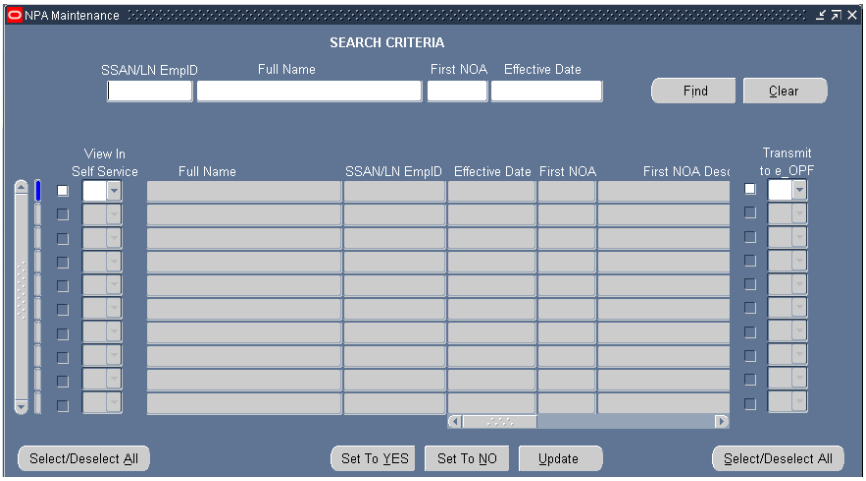
Who Can Access

You must have the CIVDOD PERSONNELIST, US FED HR MANAGER, CIVDOD NAF PERSONNELIST, or the CIVDOD NAF HR MANAGER responsibility to access this maintenance form.

Continued on next page

Using the NPA Maintenance Form, Continued

Using the NPA Maintenance Form

Step	Action
1	To open the NPA Maintenance Form from the Navigation list select → NPA Maintenance Form
2	The **NPA Maintenance Form "Search Criteria"** opens. 

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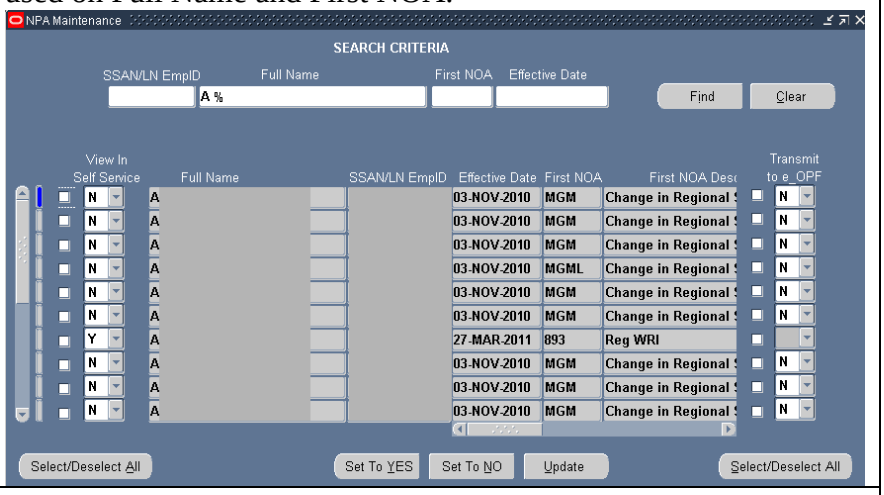
Using the NPA Maintenance Form, Continued

Using the Maintenance Form

Step	Action
3	Type your search criteria in the *SSAN/LN EmpID or, Full Name or First NOA or Effective Date* data field and Select the Find icon below to search for NPA or NPAs. The wild card % may also be used on Full Name and First NOA. 
4	a. ***Select/Deselect All*** button on the left is used to change ***ALL*** the NPAs view for employee in Self Service. b. ***Select/Deselect All*** button on the right is used to change ***ALL*** the NPAs for transmission to eOPF. c. ***Set to YES*** button is used to change the NPA view/transmit to Yes. d. ***Set to NO*** is used to change the NPA view/transmit to No. e. ***Find*** button is used with the above search criteria. f. ***Clear*** button is used to clear the form. g. ***Update*** button is used only when the user has selected to change the view/transmit NPA for employee to either YES or NO. **Note:** Remark Code **XYZ** has been added to every NOA. This remark code XYZ = **DATA CLEANUP DO NOT DISTRIBUTE**. ***CAUTION*** should be used when using remark code **XYZ**. Once action has been updated with **XYZ**, it ***can not*** be viewed by manager/supervisor or employee in Self Service or listed in the NPA Maintenance form. User will need to reprocess the RPA without the remark code to be viewed.

Module 2

Position Management and Classification Using the DCPDS

Module Overview

Purpose This module introduces the information you need to perform the duties of position management and classification in the system.

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Accessing and Navigating in COREDOC	2
Creating a Core Document	11
Viewing and Printing an Existing Core Document	42
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Attaching a Core Document to the RPA	76

Who Uses It

Users are given the roles and responsibilities by their Component for performing position management and classification duties. Users may include:

- Classifiers, Personnelists, and Generalists
- Managers and Supervisors

How It Works

Position Management and Classification interfaces with other applications, such as COREDOC and Resumix, and is intended to:

- Automatically populates most frequently used data.
- Provide automated tools for managers and personnelists to create, modify, and update documentation.
- Alleviate the cumbersome process of documentation.

Continued on next page

Module Overview, Continued

Business Activities Supported

Activity	Roles/Responsibilities
Administering the Program	The Personnel Office establishes positions, classifies and reclassifies positions, processes position actions, and reports organization and position information to the Office of Personnel Management (OPM).
Maintaining Position Classification Records	The system supports this critical function by enabling you to: • Define jobs using the supplied occupational series. • Classify and validate positions with associated position descriptions, grades, and occupational series. • Use COREDOC to generate documents which assign grade level, factor pattern, and KSAs consistent with the duties for developing a PD, recruitment, basic training competencies, and a performance management plan. • Process position-related actions with the **Request for Personnel Action (RPA)**. • Represent the reporting relationships within an organization through the position hierarchies for security purposes.

Business Rules

Rule	Description
Owned vs. Serviced Rule	If you service positions belonging to another agency, the rules of the owning agency will apply in building the position, RPA, etc. ♦ **Example:** If Navy services an Air Force position, Air Force rules will apply.
Validity Checks	You cannot validate a position until all required data is completed and all conditional relationships have been met. ♦**Examples:** • A non-sensitive position cannot require security access of Top Secret. • Invalid positions cannot be used for assignment.

Continued on next page

Module Overview, Continued

Business Rules (continued)

Rule	Description
Assigning a CPCN to a Core Document	• Only users with a classifier or personnel generalist role can assign CPCNs and edit cover sheets. • The Core Document must be attached to the **RPA** before you can assign it a CPCN. (The CPCN consists of the PD# and the Sequence Nbr as they appear on the Position "Name" Field, of Position Build Screens.)
Editing the Cover Sheet on the Core Document	A CPCN must be assigned before you can edit the cover sheet on the Core Document.

Assignment Linkage

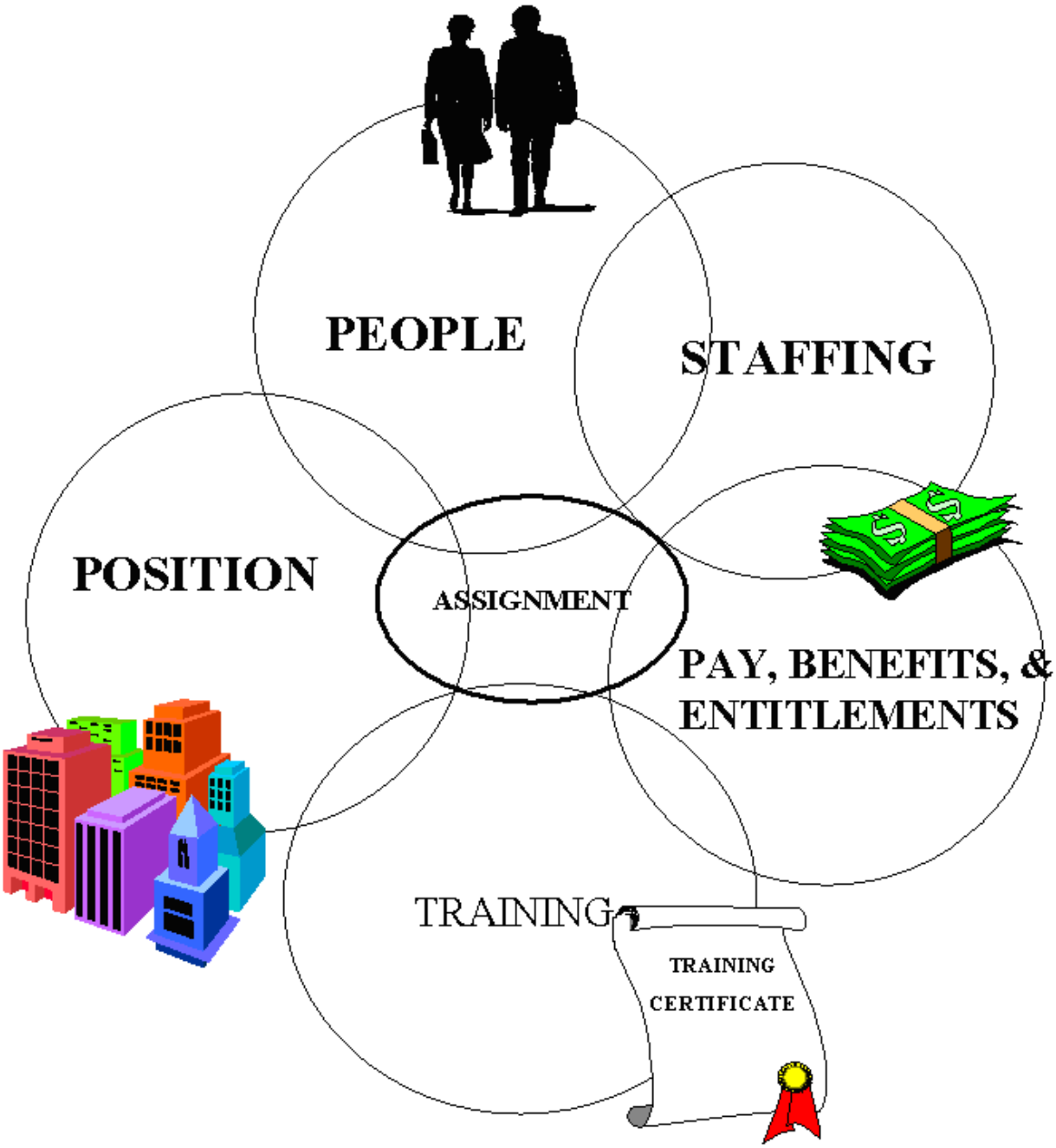
The **Assignment** area is the link between the following records to populate the **RPA** in DCPDS:

- **Work Structures** (Organization, Position Description**,** COREDOC).
- **People** (applicant or employee).
  - Position data from the **RPA** and the KSAs from the Core Document will flow into Resumix for the creation of the fill requisition and vacancy announcement, if used, and for use in the evaluation process.
- **Pay and Benefits** (Salary, Duty Station, Work Schedule).

Continued on next page

Module Overview, Continued

Illustration of the Assignment Linkage



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Module Overview, Continued

DoD Organization Hierarchy

The DoD Organization Hierarchy is a structure/architecture that depicts the highest organization level down to the lowest organization level.

- Organization Hierarchy begins at the Secretary of Defense level and proceeds downward to the installation level.

Organization Hierarchy is centrally managed and built in the system for each Component down to the UIC or PAS Code level.

Virtual Positions

Virtual positions serve as "place holders" to maintain chain of command in the hierarchies, e.g., military supervisors of civilian employees. Also, virtual positions may be used for external people in a database. For example, virtual positions could be used for people with remote assignments, such as a personnelist located at a region who performs personnel servicing duties for a Region other than the one to which assigned as an employee. See Building a Virtual Position in Chapter 1**,** in this module of the User Guide for additional information.

Use of COREDOC

COREDOC is an optional personnel process. COREDOC-related procedures are located in Chapter 4 of this module of the User Guide.
COREDOC:

- Replaces the current process of classifying duties and responsibilities for position descriptions.
- Identifies performance elements for employee evaluation.
- Lists Knowledges Skills and Abilities (KSAs) needed for recruitment.
- Lists training competencies.
- Combines the following into one (core) document:
  - Position description.
  - Performance plan.
  - Recruitment and training criteria.

Terms and Acronyms

Terms and Acronyms	Definition
ACTEDS	Army Civilian Training, Education and Development System - Army's career development program.
AFSC	Air Force Specialty Code.
AMSC/SSC Reqmt	Army Management Staff College/Senior Service School Requirement.

Continued on next page

Module Overview, Continued

Terms and Acronyms (continued)

Terms and Acronyms	Definition
AMSCD	Army Management Structure Code - Identifies a standard classification of activities and functions to interrelate programming, budgeting accounting, and manpower control.
AMSCO	National Guard Army funding account code.
CMIS	Corporate Management Information System - A central systemic updating (within 24 hours) of regional data for DoD. Main usage is for Component headquarters with viewing and reporting capability only.
COREDOC (CD)	The application that generates core documents which automatically assign the grade level, factor pattern, and KSAs consistent with the duties for developing a PD, recruitment, basic training competencies, and a performance management plan. **Note:** Not all Components are using the Performance Management Plan.
Core Document	The core document or PD generated by the COREDOC application.
CPCN	Civilian Personnel Control Number - A combination of PD# and Sequence Nbr used to attach the core document to the RPA and uniquely identify a specific position.
CPDF	Civilian Personnel Data File - An OPM system for storing statistical data on all Federal employees.
DEMO OGC	Demonstration Occupational Group Code.
DEMO SAC	Demonstration Specialty Area Code.
DOT Code	Dictionary of Occupational Titles.
Employee Number	A unique system-generated number to be used for various actions, i.e., dual appointments; identifying an employee when not using a SSAN, etc.
FAC	Functional Account and Shred – Identifies homogeneous grouping of tasks.
FLSA	Fair Labor Standards Act - The Law which requires Federal employees to be identified as Exempt (not covered by the Act) or Nonexempt (covered by the Act).
FTM Option	Full Time Manning (FTM) Option.
KSAs (Competencies)	Knowledge, skills, and abilities described in the PD or COREDOC. KSAs are used by Staffing in recruitment announcements.

Continued on next page

Module Overview, Continued

Terms and Acronyms (continued)

Terms and Acronyms	Definition
LEO Position Indicator	Law Enforcement Officer Position Indicator - Indicates if the employee is an LEO and is located in an interim locality adjustment area.
Mobilization Cross Walk	Identifies employee skills at local employment offices.
Mobilization Position Fill Code	Identifies recruiting source used to fill positions during a mobilization, e.g. retired civilians, local applicants, retired military, etc.
MOS	Military Occupational Specialty.
MTOE/TDA/ SP	Modification Table of Organization and Equipment/Table of Distribution and Allowances/Specific Instance.
MTOE/TDA/ PARA/LN/SP	Modification Table of Organization and Equipment/Table of distribution and allowances/Paragraph and Line Number/Specific Instance.
NPA	Notification of Personnel Action - The short term used for different Component forms (SF50 for appropriated, DA/NAF 4343, AF/NAF 2545, and others).
OCT Reporting Flag	Organizational Component Translation Reporting Flag - Indicates the codes, titles and hierarchical relationships for organizations within an agency used for the Central Personnel Data File (CPDF) sent to OPM.
Organization Hierarchy	The basic structure of the various organizations comprising DoD. This structure identifies organizations starting at the Secretary of Defense and continues down through the various Components (Army, Navy, etc.) to the installation or activity level in most cases.
HR-Training	Human Resource-Training - An application that assists management in the administration of civilian training. It allows managers or designated personnel to track and store completed training.
PAS Code	Personnel Accounting Symbol - A unique identifier, similar to a UIC, used by Air Force to identify major organizational segments. Usually, down one level lower than a UIC, to the directorate level.

Continued on next page

Module Overview, Continued

Terms and Acronyms (continued)

Terms and Acronyms	Definition
PD	Position Description - A document containing pertinent information about the position, i.e., Title, Occupational Series, Pay Plan, Grade, list of duties, etc.
PD#	A unique number given by the user to the PD to avoid duplication.
POI	Personnel Office Identifier - A four-character number that automatically populates on positions after CCPO ID and Regional Code are entered.
POID	Payroll Office Identification.
Position Hierarchy	The organization structure of an installation or individual unit maintained at region level. This structure identifies, to the lowest level, the organizational location of a position. It is usually comprised of organization units such as divisions, branches, sections, and units.
Position's Organization Address (POA)	POA is built at the regional level and is used on the RPA and NPA to fill in the position's address. It is also used to set up Security constraints.
PRP/SCI	Personal Reliability Program/ Sensitive Compartmented Information (PRP/SCI) - used to identify positions subject to the program or requiring the employee to have this level of security clearance.
Resumix	The business process staffing tool that interfaces with the DCPDS. It will be used to fill vacancies from external and internal sources.
RPA	The automated Request for Personnel Action (RPA) standard form that enables supervisors and managers to request employee and position actions. It enables the Personnel Office to record staffing and classification actions, as well as make personnel record changes. It replaces different Component forms, i.e. SF52, DA 4017, etc.
SAC	Specialty Area Code used in Demo projects.
Sensitivity Criteria	Description of access to sensitive areas used with the China Lake Demo Project.
Sequence Nbr	System generated unique position identifier; can be up to 15 characters in length.

Continued on next page

Module Overview, Continued

Terms and Acronyms (continued)

Terms and Acronyms	Definition
TDA	Table of Distribution and Allowance.
UIC	Unit Identification Code - A unique identifier for each of the major organizational segments (usually an installation or activity) in the organizational hierarchy. UIC is used for all non-AF organizations.
Virtual Position	The position used as a "place holder" to maintain the hierarchy of chain of command, e.g., a military supervisor of civilian employees. The military supervisor does not reside in the DCPDS database. Also used for “external users” who have remote assignments and are not in the database as an employee, e.g., a personnelist located at a region who performs personnel services at another Region and does not reside in that database.
Work Structures	The fundamental definitions of organizations, positions, grades, payrolls and other employee groups within your agency that provide the frame work for defining the work assignments of your employees.

Module Overview, Continued

Navigation Window Choices

The following table contains the procedure steps with associated windows included in this module.

Navigation List	Associated Window	Procedure Steps by Topic
Work Structures ∏ Position ∏ Description	**Position** window	Building a Position
		Querying a Position
		Validating an Invalid Position
		Quick Copying a Position
		Building a Virtual Position
		Changing Unencumbered Positions
		Terminating and Deleting a Position
Work Structures ∏ Position Organization ∏ Custom	**Organization** window	Building a Position's Organization Name (POA)
Request for Personnel Action ∏ Appointment	**RPA - Appointment** window	Querying Position Information from the RPA
Request for Personnel Action ∏ Change Action ∏ Change in Data Element	**RPA** - Position Data	Changing Encumbered Positions
View ∏ List ∏ Employees	**List Employees by Position Hierarchy**	Viewing a List of Employees by Position Hierarchy
COREDOC	**COREDOC Applications** window	Creating a Core Document
	Occupations to Select From window	Modifying a Core Document
	Core Document Selection window	Viewing and Printing a Core Document
Request for Personnel Action ∏ Recruit/Fill	**RPA - Appointment, Page 4** window	Attaching a Core Document to an RPA

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Module 2

Chapter 1

Building Positions

Chapter Overview

Introduction This chapter explains the position structures used in the DCPDS. It outlines the data fields used in the required and Component-unique flexfields and describes the data to be entered and maintained.

Building a Position

Purpose This section guides you through the steps of building a position. A position is required before an applicant can be appointed.

Section Content

Topic	Page
Before You Begin	2
Fields and Buttons on the Position Window	3
Navigating to the Position Window	4
Completing the Position Window and Flexfields	6
Completing Additional Position Details window	10
Completing the Extra Position Information	12
Validating the Position	15
Building a Position Organization Address	17
Building a Virtual Position	22

Building a Position, Continued

Before You Begin

- Business rules related to specific types of positions will dictate required data fields.
- Some of the most frequently used data will be initialized (auto populated) from a previous entry when you open the Flexfields. In most cases, you have the ability to override the information if incorrect or if you need to change it.
- You can validate the position at the main position window or at any of the Descriptive Flexfield windows, once all the **required data** has been input.
- At implementation of DCPDS, **Position's Organization Address (POA)** will already be loaded and will appear on the LOV in the US Federal Position Group 1 Flexfield, when building a position. After implementation, if a new position address is required, you will have to build it before a position can be validated. See **Building a Position's Organization Address (POA)**.
- For new positions below the UIC or PAS Code level, the **POA** is updated locally. This information is used to populate the "***TO***" and "***FROM***" data fields on the RPA and NPA. It is not directly related or tied to the UIC/PAS organization.
- New positions need to be **linked** (added) to a position hierarchy. (See Chapter 3, Managing Position Hierarchy of this module.)
- Decisions before you begin:

If you are building one of the following positions…	Then…
• In a new organization	You need to build a position's organization address **(POA)** using instructions in this chapter.
• Acquisition • Career Program • Obligated • Demo Project • National Guard	See the Component-Unique Flexfields in the Chapter Overview.

Building a Position, Continued

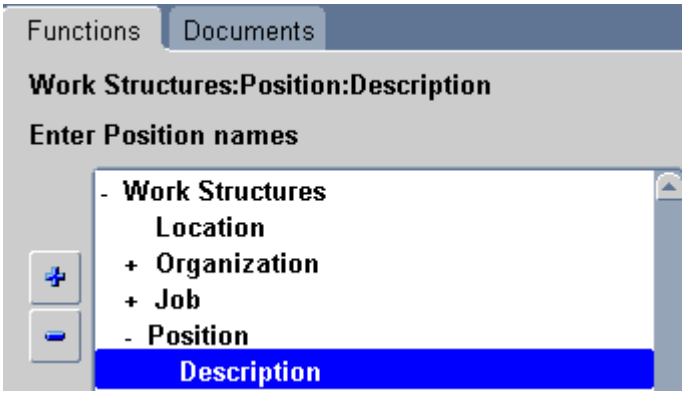
Fields and Buttons on the Position Window

Some fields and buttons are unique to the Oracle application and are not being used by DoD. Others will be used as you progress through a position build as described in the following table.

Fields/Buttons	Description/Action
Dates Region	The system populates the ***From*** data field with the current date which becomes the effective date (the date the position was established). **Note:** Ensure the effective date is early enough to handle any historical information you want to enter.
Name Region	Includes Position Description Number, Title, Sequence Number, Agency Number, and Position Type.
Organization	ex: HQ US Army Corps of Engineers
Location	GSA Location Code, ex: 110010001 (may be overwritten if different from the organization location)
Job	Occupational Series, ex: 2005. Supply Clerical and Technician
Status	Indicates if the position is Invalid or Valid
Occupancy	Used to identify the occupant of the position.
Extra Information	Used to capture extra information pertaining to the position.
Work Choices	Used indicate a choice of schedule and location preference.
Validate	Used to change the position status from invalid to valid once all required data is entered and all business rules are met.
Others…	Displays the **Navigation Options** window.

Building a Position, Continued

Navigating to the Position Window

Step	Action
1	Select your responsibility from the **Responsibilities** window, i.e., *CIVDOD PERSONNELIST*, etc.
2	Select <**OK**>. The **Navigation List** displays.
3	**Navigation Path** *Work Structures* → Position → *Description*. 

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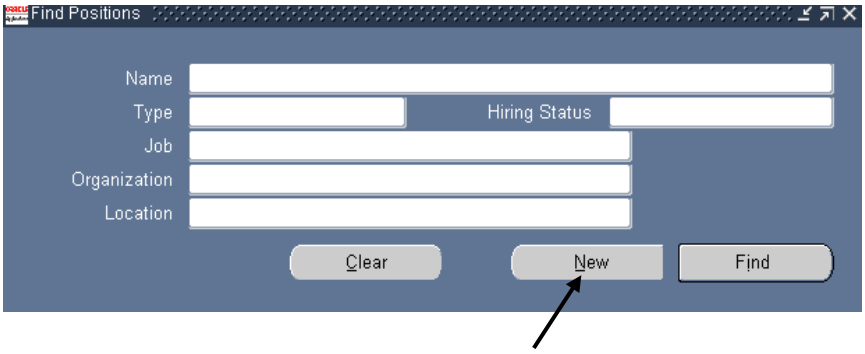
Building a Position, Continued

Navigating to the Position Window (continued)

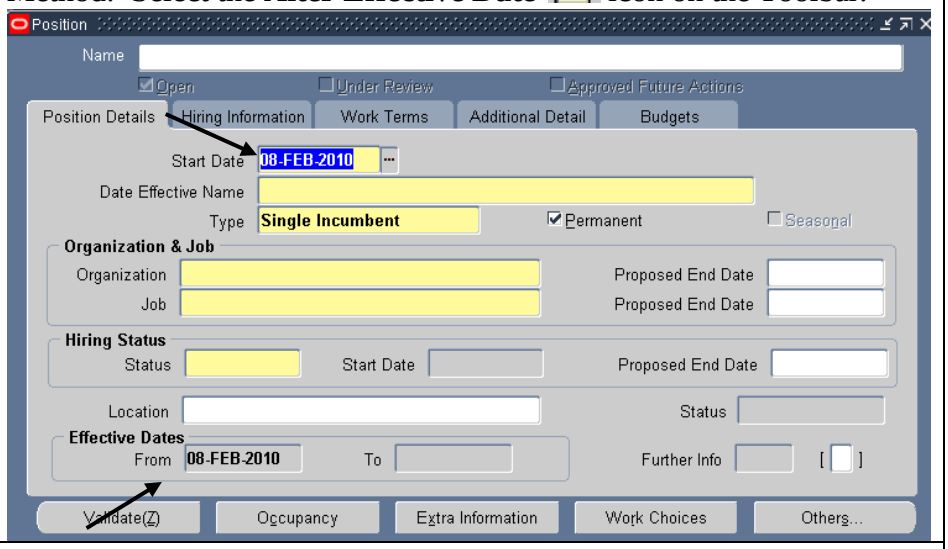
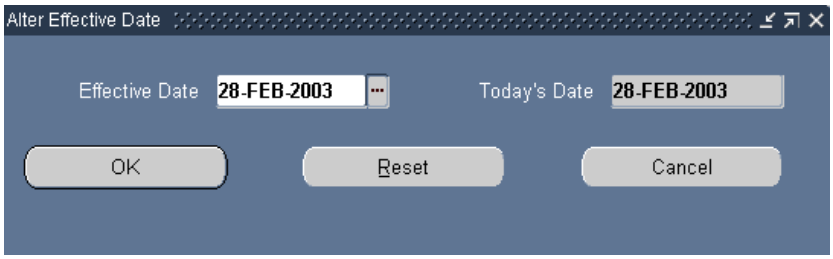
Step	Action
4	The **Find Position** window opens. Select the **<NEW>** button. (The **Find Position** window is also used to query a position.) 

Building a Position, Continued

Completing the Position Window and Flexfields

Because of the relational database and Component-unique flexfields, only one Component was used in these steps for building a position. Thus, examples provided are generic.

Note: Use all caps (upper case) when completing the data fields for consistency.

Step	Action
1	In the **Position** window, the cursor is on the ***Start Date*** data field which is the same as the ***From*** **Date** where the current date is displayed. If you need to change it to a prior date, use the **Alter Effective Date** Method: Select the **Alter Effective Date** icon on the Toolbar. 
2	The **Alter Effective Date** window opens with the cursor in the ***Effective Date*** data field, Change the ***Date*** to a prior date, by deleting the displayed date and entering a new date (DD-MMM-YYYY).  Select the <**OK**> button

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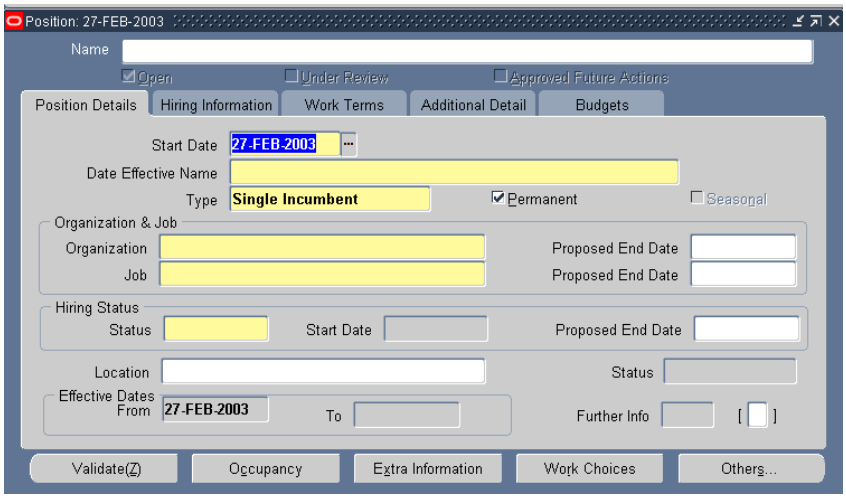
Building a Position, Continued

Completing Completing the Position Window and Flexfields (continued)

Step	Action
3	The **Position** window returns with the new **Start** date. Select in the ***Date Effective Name*** field.



Note: Once you **save** the position, you cannot go back and change the start date.

Data Field	Description/Action
Position Description No	All Caps, up to 15 characters.

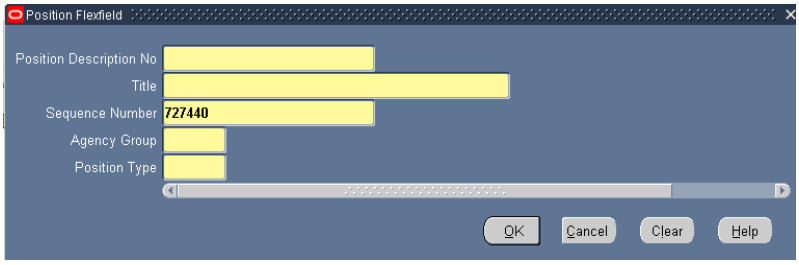
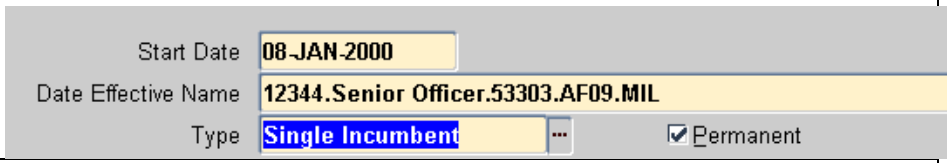
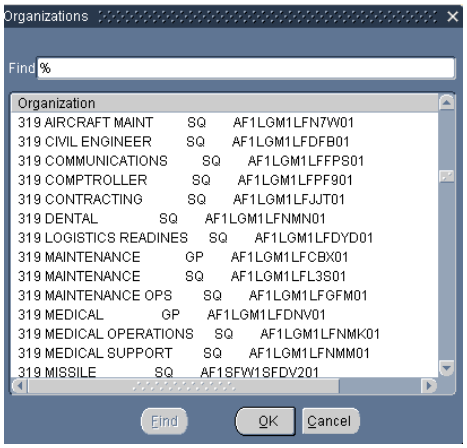
Caution: If you build the same position in upper and lower case, the system will recognize two separate positions.

Title	(For consistency, enter all caps, (Ex: SUPPLY TECHNICIAN)
Sequence Number	System generated
Agency Group	The owning Agency Group (Example: ARMC)
Position Type	Example**:** APPR (LN.EXT,NAF)

Continued on next page

Building a Position, Continued

Completing Completing the Position Window and Flexfields (continued)

Step	Action
4	The **Position** Flexfield window opens. [**Tab**] to each data field and type in information and use the LOV's to enter data. Select the **<OK>** button  There are Four buttons at the bottom of each flexfield. <**OK**> **-** Enters the data and moves to the next window**.** **<Cancel>** - Exits the window without entering data. **<Clear>** - Deletes entered data. **<Help>** Will open your on-line help window for more information.
	The **Position** window displays the populated ***Name*** field. 
5	Click in the ***Organization*** data field and then Select the LOV's icon to invoke window. Place the % in the Find data field and Select the**<Find>** button, Highlight the organization for this particular position. Select the**<OK>** button. 

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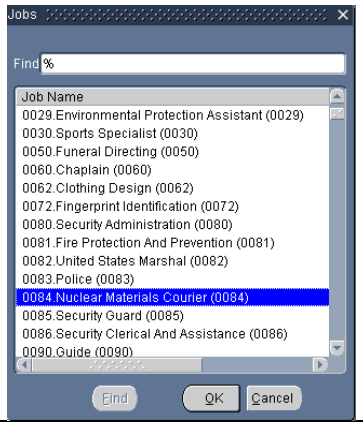
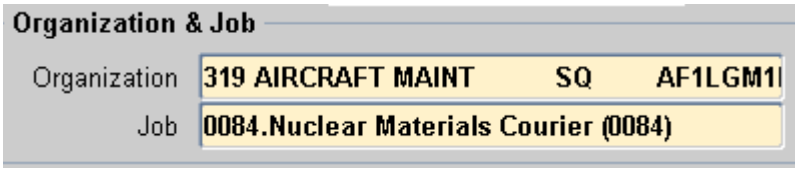
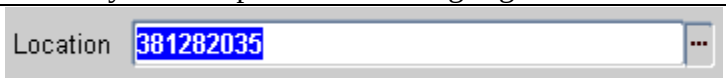
Building a Position, Continued

Completing Completing the Position Window and Flexfields(continued)

Step	Action
6	Click in the ***Job*** data field and then select the LOV's icon to invoke window. Place the % in the Find data field and Select the**<Find>** button, Highlight the Job this particular position. Select the**<OK>** button. 
	The **Position** window displays the populated ***Organization*** and ***Job***.  • Organizations are centrally maintained at the UIC Level and PAS Code Levels. Contact your Component for adding organization to the list.
	 The ***Location*** (GSA Location) is auto populated from the selection of the organization. **Note:** If the duty location is different from the organization location, you can override it with the correct duty location.
7	Click in the Descriptive Flexfield "[ ]" to add additional position details.

Continued on next page

Building a Position, Continued

Completing Additional Position Details Window

Step	Action
8	The **Additional Position Details** window opens. [Tab] to each data field and type in the information or use the LOVs to enter data.

Note: The ***Servicing Office ID*** and ***Region*** fields must be consistent to enable automatic population of ***Personnel Office ID*** in the **US Federal Position Group 1** Flexfield.

Data Field	Description/Action
Servicing Office ID	***e.g. AG***
Servicing Agency	***e.g. AR***
Region	***e.g. ARNE***
Unit ID Code	Not used by AF and Air National Guard
PAS Code	Used AF and Air National Guard
Mobilization Indicator	**e.g. B**
Remarks	Optional - enter freeform text (Used by Components for tracking purposes and will only show on this window.)
Vacancy Indicator	Defaults to 0
Payroll System	Defaults to D

Continued on next page

Building a Position, Continued

Completing Additional Position Details Window (continued)

Step	Action
8 (cont)	**Note:** ***Product Distr Instructions*** and ***Report Distr Instructions*** are based on ***Servicing Office ID*** and automatically populate during the initial entry. If you do not override (manually change) the defaults of these two elements, subsequent changes automatically populate them. Product Distr Instructions 4C Report Distr Instructions 4C **Caution:** However, if you do override either of these two elements, and later change the ***Servicing Office ID,*** you must ensure the codes are correct and make changes if required.
9	Select the<**OK**> button. The **Position** window displays the populated **Descriptive Flexfield** [4C]
10	After Selecting the OK button the **Hiring Information** window will open displaying FTE. The number 1system generates in this data field as well as the Headcount data field. Select the Positions Details Tab to return to the Position Details window. Position Details | Hiring Information | Work Terms | Additional Detail FTE 1 Headcount 1 Earliest Hire Date Fill by Date
11	Select in the ***Status*** data field and select Active from the LOV. Status Active
12	Select the **Save** icon on the toolbar. The Message Line indicates: "Transaction complete: 1 record applied and saved." FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/1 ... List of Valu...
13	Select the <**Others**> button at the bottom of the **Position** window.

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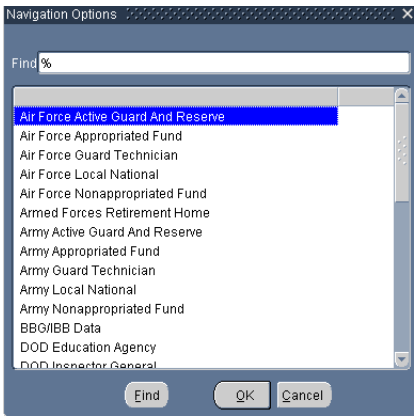
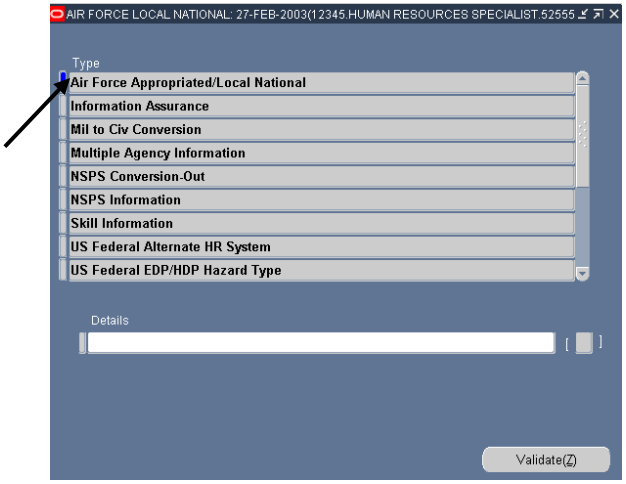
Building a Position, Continued

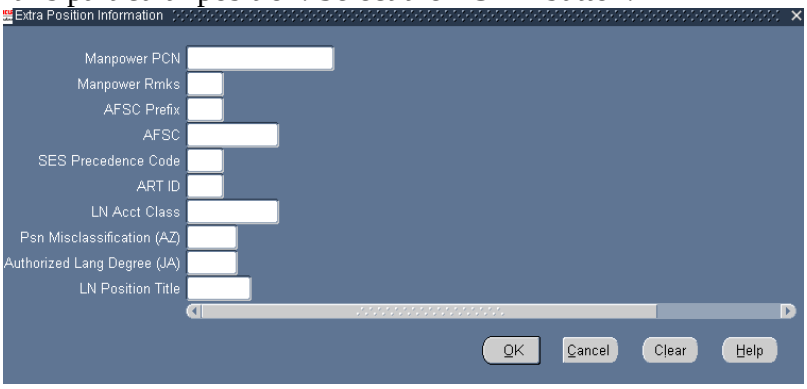
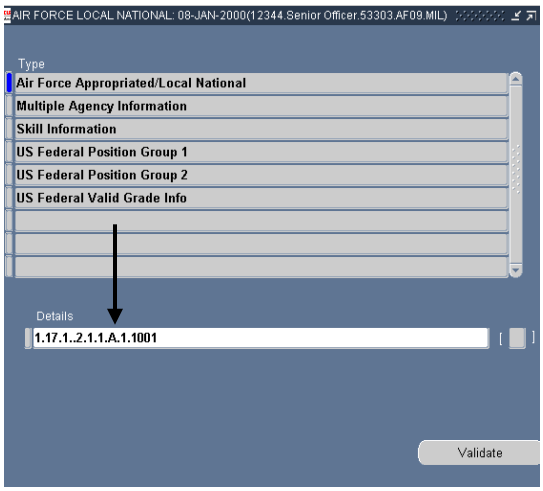
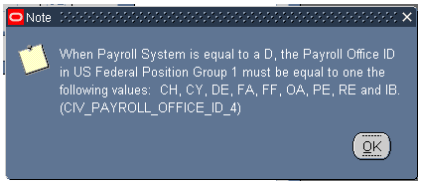
Completing the Extra Position Information

Step	Action
14	The **Navigation Options** window opens. Use the **Find** function to select your agency.  Select the <**OK**> button.
15	Once you have selected the Agency from the **Navigation Options** window, the **Extra Position Information Flexfield** window opens with position types. Select the necessary **Type.** For example, **Air Force Appropriated/Local National**.  **Note:** Display of segments may be different for each Component. And may be bypassed if not applicable to the position you're building,
16	Double Select in the ***Details*** data field to open the Extra Position Information window.

Continued on next page

Building a Position, Continued

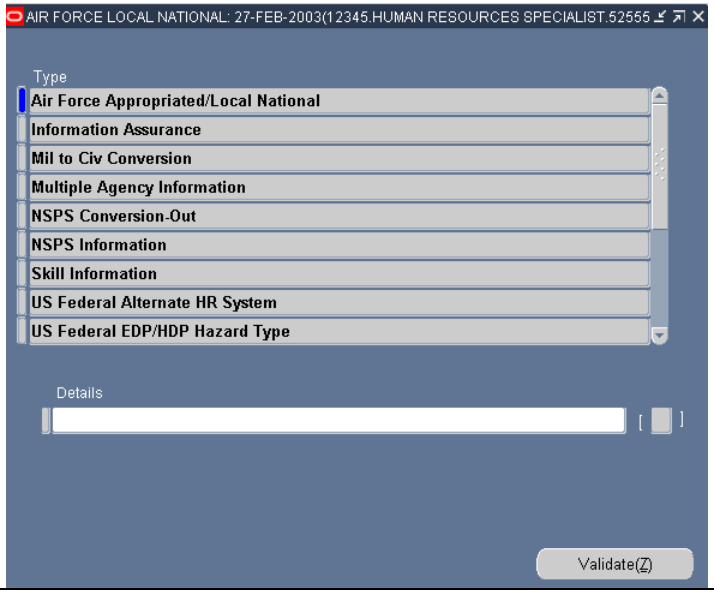
Completing the Extra Position Information (continued)

Step	Action
17	Tab through each Data field and enter the appropriate information for this particular position. Select the **<OK>** button.  The Extra Position Information Flexfield window opens displaying the populated data in the Details field.  **Note:** Although <Validate> is on the window, the position cannot be validated until all required data is entered. If you try to validate the position and the required data is incomplete. You will receive a Note Messages similar to the one below.  You will need to make all necessary corrections before validating.

Continued on next page

Building a Position, Continued

Completing the Extra Position Information (continued)

Step	Action
18	Continue to follow the previous step for all necessary Types. 
19	Select the **Save** icon on the toolbar and close window.

Continued on next page

Validating the Position

Validating the Position

Step	Action
20	On the last **Extra Position Information** window, Select the <**Validate**> button.

If…	Then…
If the Position doesn't validate.	You will receive a dialog box with an error message of data fields to fix. Retrieve the Flexfield(s) and make corrections. **Note:** You may refer to the **List of Position Data Fields with Associated Flexfield windows** in the Module Overview or in the Appendix: **Position Data for Components/Agencies.** After correcting, Select **Validate** on the **Extra Information Flexfield** to simultaneously save your changes and validate the data. Repeat until the **Position** window displays **"Valid"** in the Status Box.

If...	Then…
The position validates	The **Status** Box on the **Position** window will change from **"Invalid"** Status Invalid to **"Valid"** Status Valid.

21	Select **Save**. You can now use the validated position for processing position-related RPAs.

Validating the Position, Continued

Exiting the Position

Step	Action
1	**Caution:** If you used the ***Alter Effective Date*** window to change the effective date of this position, Select it again and Select **"Reset"** to change the system date back to the current date.
2	Select the **X** at the top right hand corner on the **Position** window to return the **Navigation List**.

Building a Position's Organization Address (POA)

Purpose

This section explains how to build a **Position's Organization Address (POA)**.

In This Section

The following topics are discussed:

- Accessing and Completing the Organization window.
- Completing the Organization Classifications Flexfield and Completing the US Government Organization Report Information.

Definition

Position's Organization - populates the "***TO***" and "***FROM***" data fields on the Request for Personnel Action (RPA) and the Notification for Personnel Action (NPA). The position's organization is the "address" of the position, equivalent to the Table 30 in Legacy; the one POA code is also know as an "Org Component".

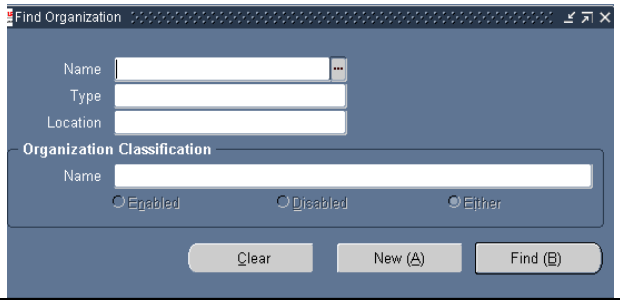
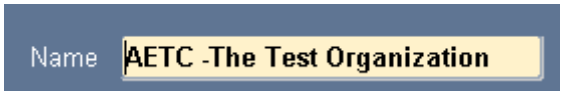
- When you build the position address, it will be available in building a position for a new organization.
- The Position's Organization data field is located in the **Extra Position Information** window in the ***US Government Position Group 1*** Flexfield window**.**

Who Uses and Maintains

HR Professionals designated by their Component will maintain and use the POA.

Building a Position's Organization Address (POA)

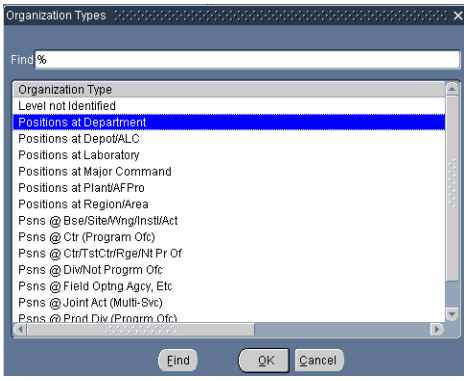
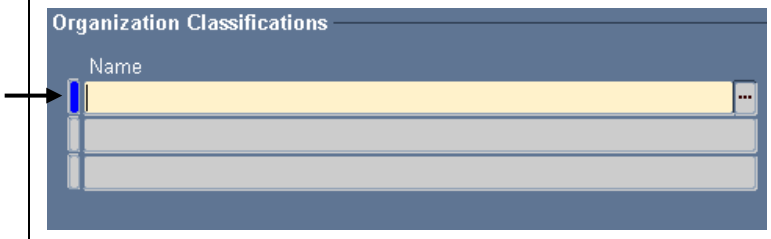
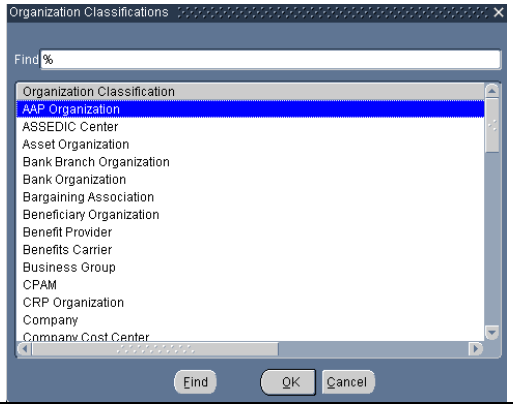
Accessing and Completing the Organization window

Step	Action
1	**Navigation Path** → Work Structures → Organization → *Custom* → **<Open>**.
2	The Find Organization window opens. Select the **<New>** button 
3	The **Organization** window opens with the ***From Date*** data field auto populated and the ***Internal or External*** data field populated with "Internal".
4	In the ***Name*** data field on the **Organization** window, Type in a unique name to identify the position's address (Ex: AETC-CPCH).  **Note:** If you built the position earlier, or will be effecting the action prior to the current date, set the **Alter Effective Date** to match, otherwise, you will get a **"Date warning message"**. Do not complete ***Location*** or ***Location Address***.

Continued on next page

Building a Position's Organization Address (POA), Continued

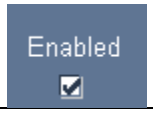
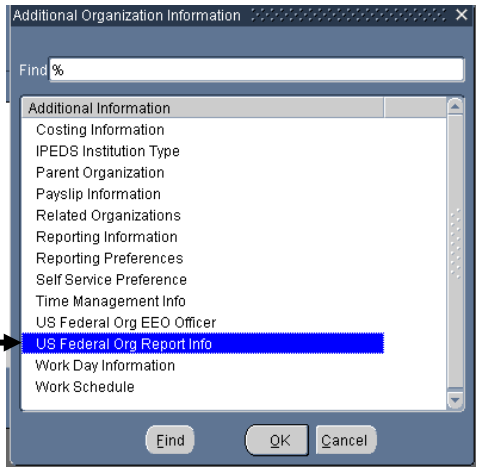
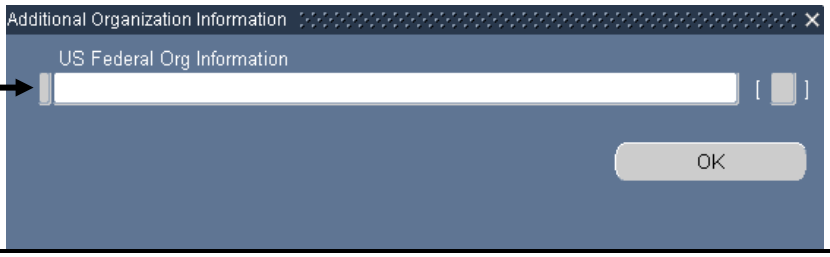
Accessing and Completing the Organization window (continued)

Step	Action
5	After entering a Name, tab to "Type" select an Organization Type from the LOV's,  Select <**OK**> and **Save** work.
6	Select in Organization Classification Name data field.  "HR Organization" replaces "Position's Organization" in the previous data field and "Position's Organization Address" populates the following data field. Both **Enabled** check boxes are now activated.
7	Select the LOV's icon to open the Organization Classification window. Highlight the correct Organization and Select the<**OK**> button. 

Continued on next page

Building a Position's Organization Address (POA), Continued

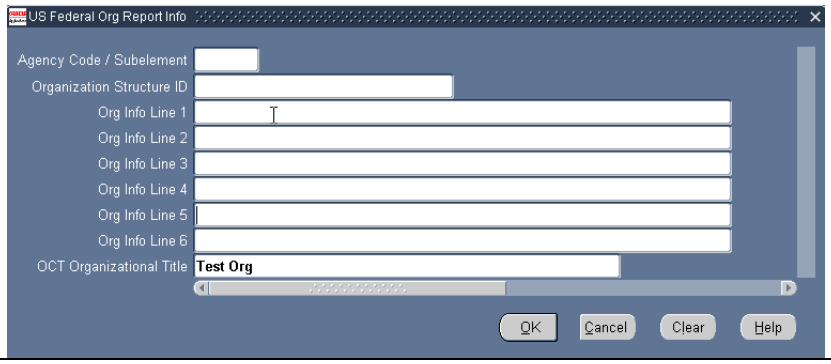
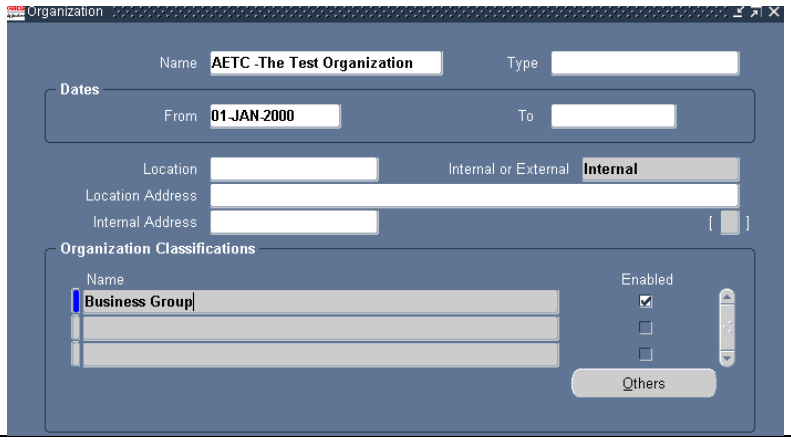
Completing the Additional Organization Information Flexfield

Step	Action
8	Select the Enabled box to enable organization. 
9	Select the Save Icon in the main menu bar.
10	Select the <**Others**> button to open The **Additional Organization Information** window. Select the ***US Federal Org Report Info***. Select the **<OK> button**. 
11	The **Additional Organization Information** window opens. Double Select the blank data field. 

Continued on next page

Building a Position's Organization Address (POA), Continued

Completing the Additional Organization Information Flexfield (continued)

Step	Action
12	Skip the first 2 POA blocks, Enter address then Select the **<OK>** button 
13	The **Additional Organization Information** detail is populated with the position's organization Address. Select the **Save** icon. Then Select the **<OK>** button.
14	The **Organization** window opens. The new **Position's Organization Address (POA)** is now available in position by Selecting the LOV for Position's Organization in ***US Government Position Group 1*** Flexfield window. 
14	Select to close the window.

Building a Virtual Position

Purpose

This section explains how to build virtual positions. Virtual positions are required for:

- Placeholders for a military supervisor.
- External users who have a need to be in the database to perform their duties, but are not assigned to an organization in the database.

An example of a Navy military virtual position is being used for illustration purposes.

Before You Begin

Virtual positions are:

- Required when supervisors of civilian employees are not in the database, i.e., military supervisors of civilian employees (**Job** series = **0002**; **Type = MIL**).
- Required for **external users**, i.e., HR Personnelists performing servicing duties for a region other than the one to which assigned as an employee (**Job** series = **0003**; **Type = EXT**).

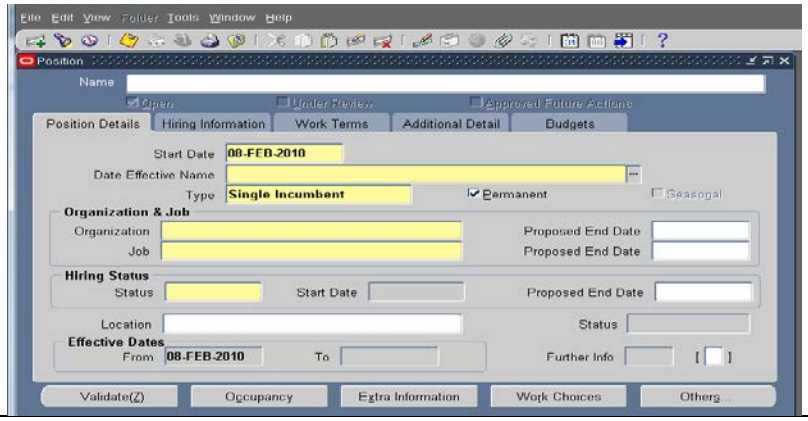
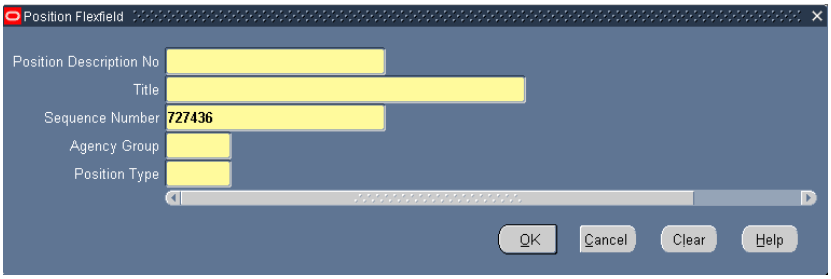
Note: Based on work assignments, an HR Personnelist who services employees in a different region will be assigned two positions:

1. A regular position at the work site with appropriate **Job** series.
2. A virtual **"external user"** position in the database at a different region than the one assigned to with a **Job** series of 0003.

- All the data fields are not required as they are for an appropriated position.
- The position must be placed in the hierarchy to maintain chain-of-command.
- If you have only one civilian position, i.e. secretary, who reports to a military supervisor, you will still need to build a virtual position for the military supervisor.

Building a Virtual Position, Continued

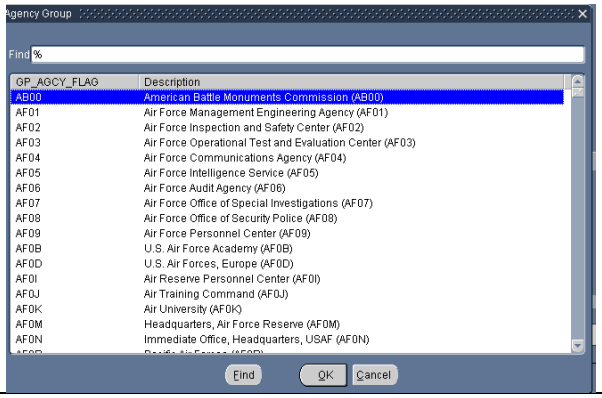
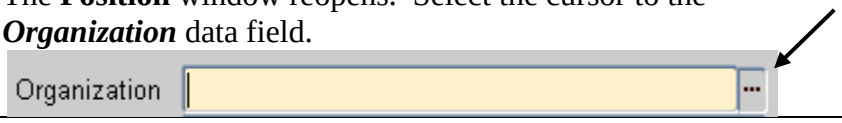
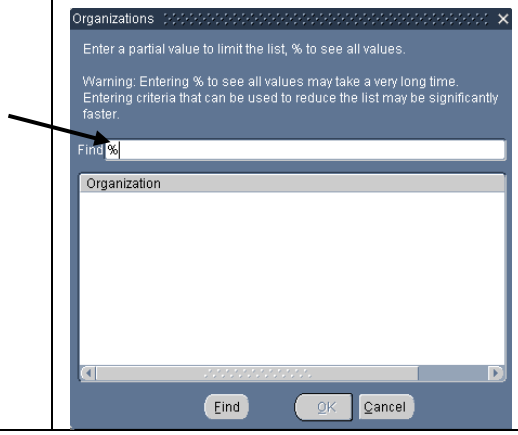
Completing the Position Window (Ex: Navy Virtual Position)

Step	Action
1	**Navigation Path** → Work *Structures* → Position → *Description* → <**Open**>.
2	The **Find Positions** window opens. Select the <**NEW**> button
3	In the **Position** window, Select in the ***Date Effective Name*** field. 
4	The **Position** Flexfield window opens. Use all caps in the **Position Description No** field, Then tab to each field and use the LOV's to enter the data.  **Note:** Remember this number if you want to retrieve the position later. **Caution:** If you use all upper or all lower case in the position name, the system recognizes them as two separate positions.

Continued on next page

Building a Virtual Position, Continued

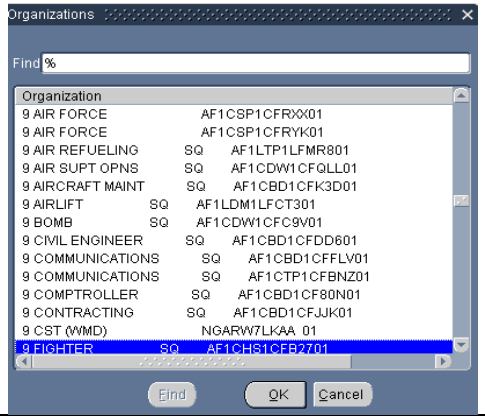
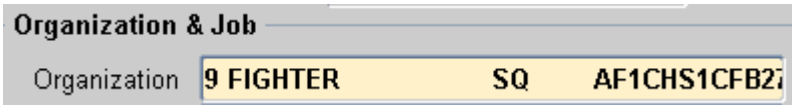
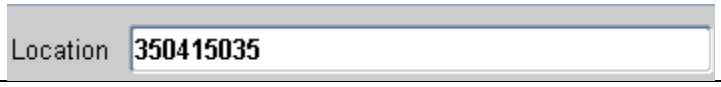
Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
4 (cont)	**Agency Group:** This is the owning Agency, i.e., NV09. (Block 47 on the NPA). Select the Agency and Select the **<OK>** button 
5	The **Position** window reopens. Select the cursor to the ***Organization*** data field. 
6	Select the LOV's icon to open the Organization window. Place a % in the Find window, then Select the **<FIND>** button. 

Continued on next page

Building a Virtual Position, Continued

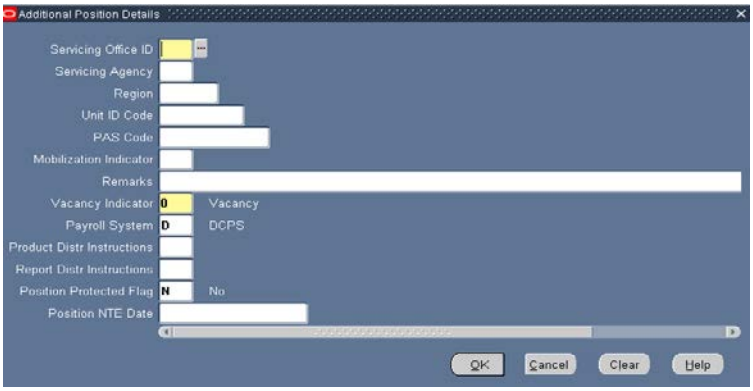
Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
7	Highlight the ***Organization*** of choice and then Select the <OK> button 
8	The **Position** window reopens with the ***Organization*** data fields populated.  **Note:** Organizations are centrally maintained at the UIC (specific to all DoD components except Air Force) and PAS Code (specific to Air Force and Air National Guard) level. Contact your Component for adding an organization not on the list.
9	The Location data field auto populates from the selection of the organization. 
10	Select the cursor to the ***Job*** data field. Enter the four digits of the occupational series (for **military: 0002**; **external user: 0003**) and Press Enter or select the LOV's icon to open the Job window to make the selection.

Continued on next page

Building a Virtual Position, Continued

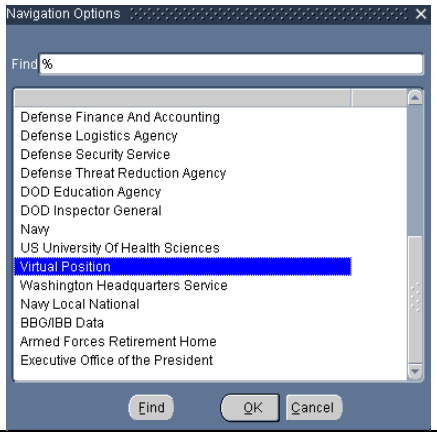
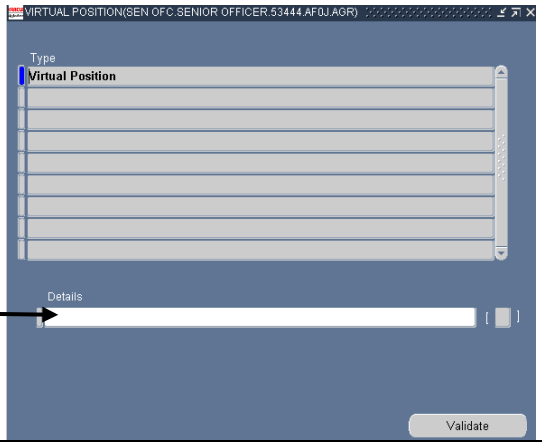
Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
11	The ***Numerical Code*** and ***Occupational Series*** displays. Job 0002.Military
12	Select the Descriptive Flexfield "[ ]" to add additional position details. [ ]
13	The **Additional Position Details** window opens. Tab to each data field and use the LOV's to enter the appropriate data.  Select the <**OK**> button **Note:** ***Product Distr Instructions*** and ***Report Distr Instructions*** are based on **Servicing Office ID** and populate during the initial entry. Product Distr Instructions 4A Report Distr Instructions 4A **Caution:** If you do not manually change the defaults of these two elements, subsequent changes populate them. However, if you do override either of these two elements, and later change the Servicing Office ID, you must ensure the codes are correct and make changes if required.
14	The **Position** window reopens. Place the cursor in the Status data field and Select the LOV's icon to select an Availability Status. Hiring Status Status Select the <**OK**> button.

Continued on next page

Building a Virtual Position, Continued

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
15	Select the Save icon in the main menu to save work.
16	Select <**Others**> button on the **Position** window. The **Navigation Options** window opens.
17	Select the ***Virtual Position*** and Select the **<OK>** button. 
18	The Extra **Position Information Flexfield** window opens. Select in **Details** Box. 

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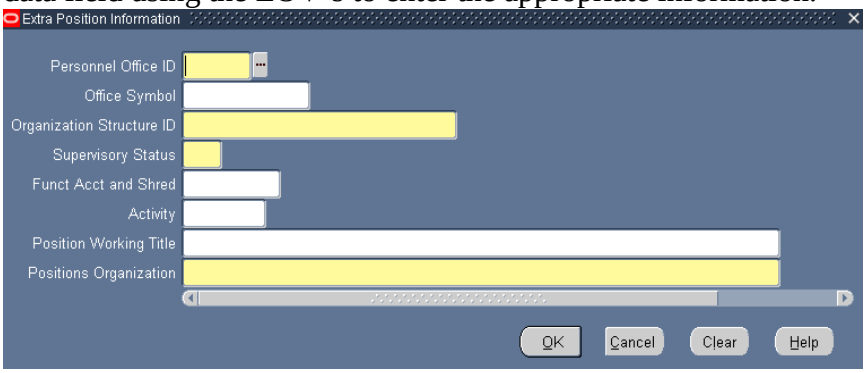
Building a Virtual Position, Continued

Completing the Position Window (Ex: Navy Virtual Position) (continued)

Step	Action
19	There are four required data fields: POI, Organization Structure ID, Supervisory Status and Positions Organization. Tab to each data field using the LOV's to enter the appropriate information.  Select the <**OK**> button.
20	Select the Save icon from the main menu to save work.
21	Select the <**Validate**> button in the position window.
22	Select the **X** on the top right-hand corner of the window to return to the main **Position** window. The ***Status*** is now "Valid."

Module 2

Chapter 2

Managing Positions

Chapter Overview

Introduction

This chapter contains information for managing positions in the database. It includes procedure steps for retrieving, validating, quick copying, as well as correcting and updating encumbered and unencumbered positions. It also outlines how to terminate and delete positions. Instructions for managing positions in position hierarchy are discussed in this module in Chapter 3.

Chapter Contents

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Changing Encumbered Positions	33
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Querying Positions

Purpose

This section guides you through the querying options for retrieving previously built positions and verification of position occupancy.

Section Contents

- Accessing the Position window
- Querying All Positions in the Database
- Querying a Specific Position
- Verifying Who Occupies the Position

Before You Begin

Examples of when you will use this procedure:

- You start to build a position, but get interrupted before you validate it.
- You want to quick copy a position in the database.

You can query on the **Position** window by selecting any of these data fields:

- ***Name***
- ***Type***
- ***Hiring Status***
- ***Job***
- ***Organization***
- ***Location***

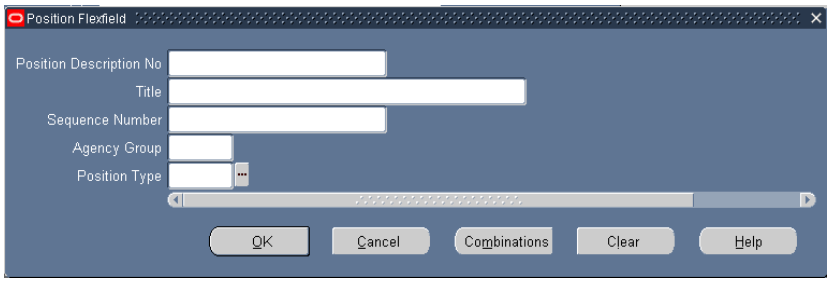
Querying Positions

Querying All Positions in the Database

Step	Action
1	**Navigation Path** → *Work Structures* → *Position* → *Description* → <**Open**>.
2	The **Find Position** window opens. To Query all positions within the Data base select the **<FIND>** button. When the Position window opens scroll through the positions with the up or down arrow keys until you reach the position you need.

Querying Positions, Continued

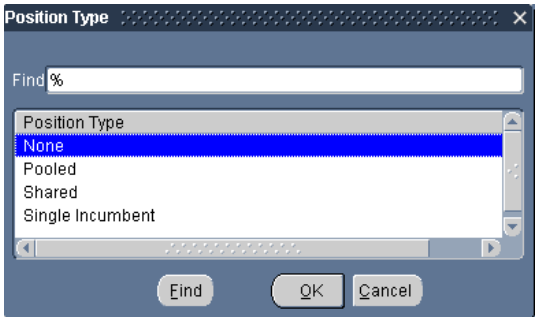
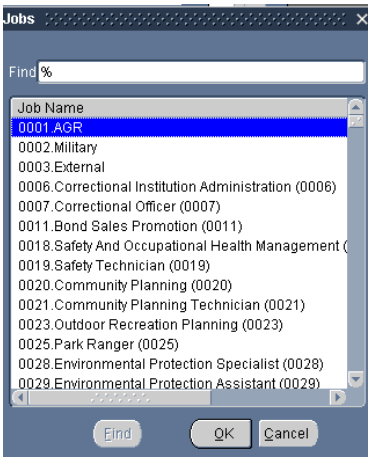
Querying a Specific Position

Step	Action
3	To Query a specific position perform any of the following procedures: Within the **Find Position** window, place your cursor in **Name**. This will allow you to search by *Position Description No.*, *Title*, *Sequence Number*, *Agency Group* or *Type*.  **Note:** The Query function is case sensitive and will only retrieve values identical to your search criteria. The "%" can be used at the beginning, and/or ending of your search value as a wild card character. Example: HUMAN RES% will retrieve all positions beginning with "HUMAN RES", but will not retrieve positions built in mixed case, i.e. "Human Res." "%UMAN RES%" will also result in all "HUMAN RES" position titles, as well as "ASSISTANT HUMAN RES" due to the preceding wild card character. Scroll through the listing of retrieved positions in order to locate your specific position.

Continued on next page

Querying Positions, Continued

Querying a Specific Position (Continued)

Step	Action
4	Place cursor in the Type field and select the LOV's icon to open the Position Type window. Highlight a Type select the **<OK>** button.  Then select the <FIND> button. Oracle will then retrieve all positions with that Type.
5	Place the cursor in the **Job** data field; select the LOV's icon to open the Job window. Highlight a JOB select the **<OK>** button.  Then select the <FIND> button. Oracle will then retrieve all positions with that Job Type.

Continued on next page

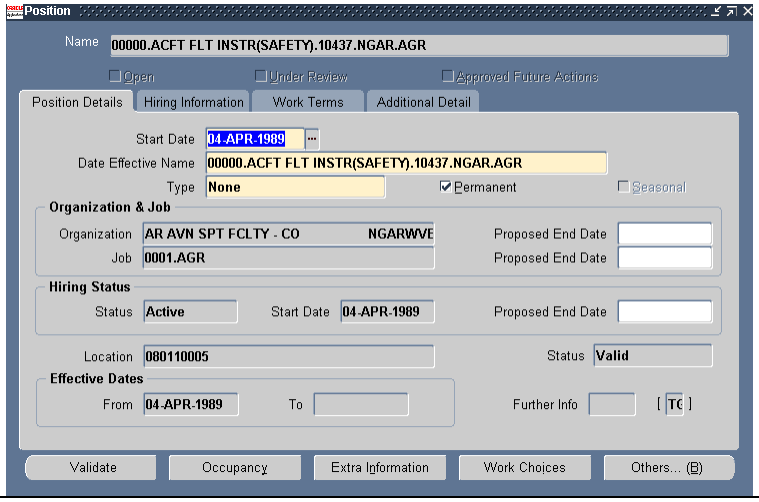
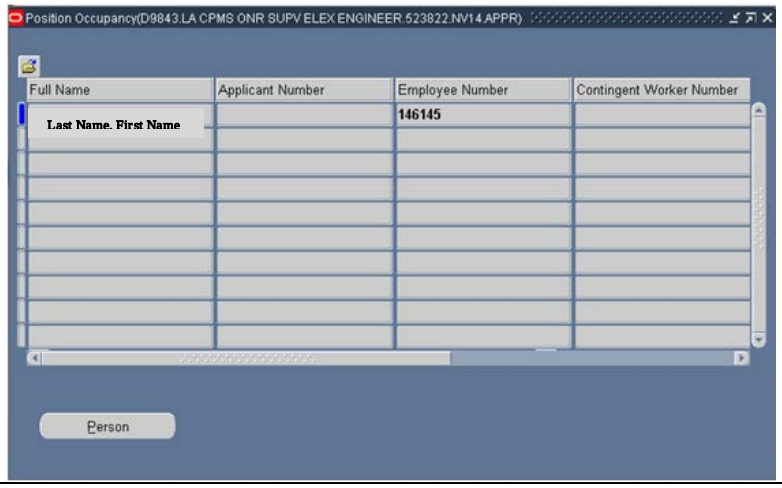
Querying Positions, Continued

Querying a Specific Position (Continued)

Step	Action
6	Repeat the Process described in 1A, 1B or 1C. By placing the cursor in any of the data fields found on the **Find Position** window and utilizing the LOV's to make you selection. You can query any multiple combinations of Positions. Always conclude the Query by selecting the **<FIND>** button.

Querying Positions, Continued

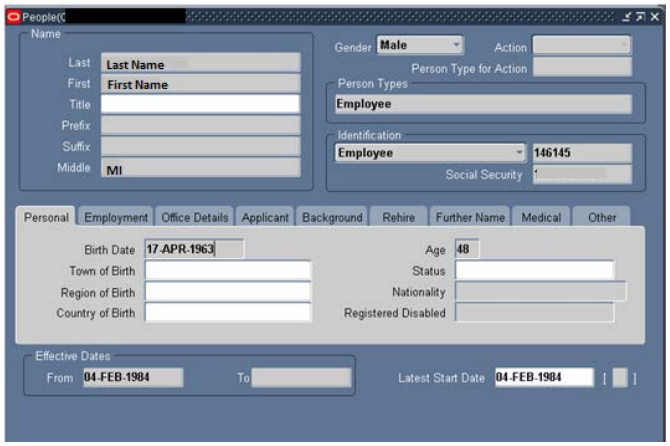
Verifying Who Occupies the Position

Step	Action
1	After the position has been queried and the Position window opens, select the <**Occupancy**> button at the bottom of the window to verify who encumbers this position. 
2	The **Position Occupancy** window displays the current or past incumbent(s), with beginning and end dates for each. 

Continued on next page

Querying Positions, Continued

Verifying Who Occupies the Position (Continued)

Step	Action
3	To retrieve more information on the incumbent, select the **<PERSON>** button. This will open the People window. 

Validating an Invalid Position

Purpose

This procedure shows how to validate an invalid position and change the status to “Valid”.

Note: Only validated positions can be used with the RPA.

Section Contents

- Querying the Invalid Position
- Validating the Position
- Making Corrections if the Position does Not Validate

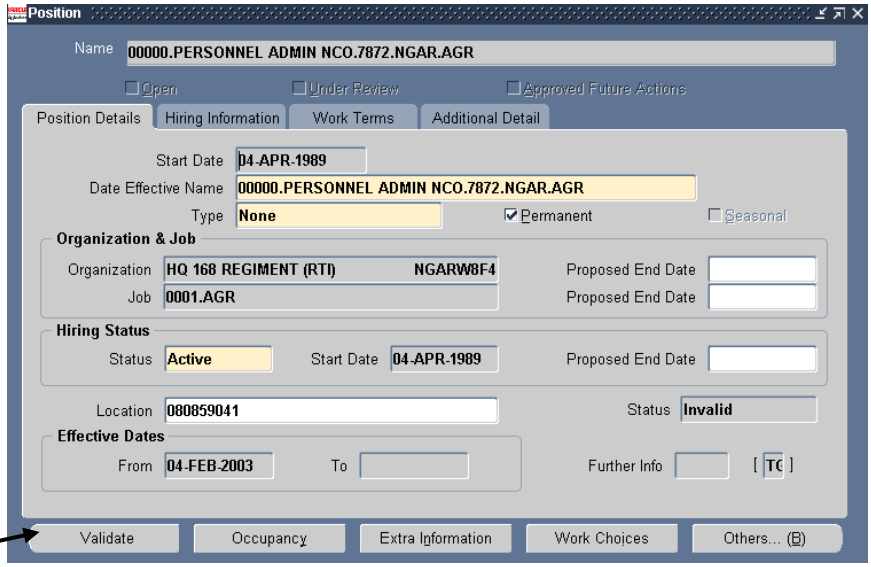
Before You Begin

- When building or changing position data in the **Position** window, the status of the position is “Invalid” until all required data is entered and all business rules are met.
- When you select the <**Validate**> button, the system applies business rules that check the data for errors and inconsistencies. For example, if the Grade and FLSA designations are not compatible, an error message will appear. You must then correct the information and validate the position.
- Once the position is “Valid,” remember to link it to the position hierarchy. (See Chapter 3 in this module)
- After you validate the position, you can use it when processing position-related RPAs.

Continued on next page

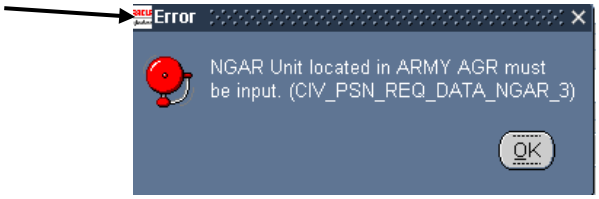
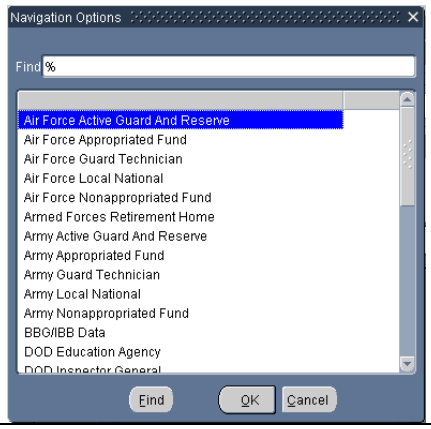
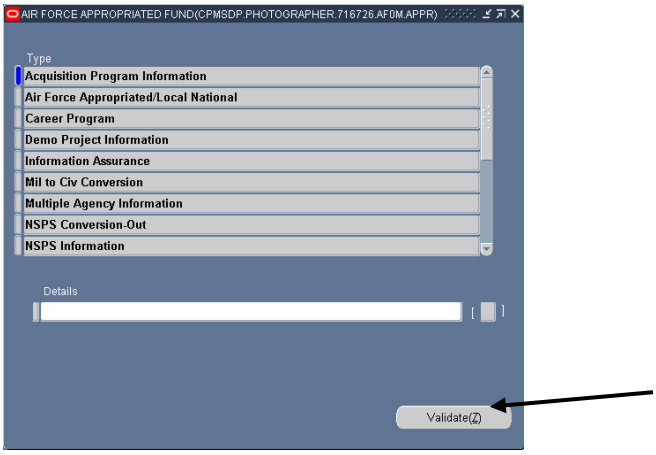
Validating an Invalid Position, Continued

Querying the Invalid Position (Continued)

Step	Action
1	**Navigation Path** → *Work Structures* → *Position* → *Description* → **<Open>**.
2	The **Find Position** window opens. You can query using any of the fields available, or close this window by selecting on the **X** in the right hand corner of the box to return to the main Position screen.
3	On the main Position Screen, press the **F11** key to begin your query. Enter your search criteria into the available fields you wish to query against, and press **Ctrl + F11** to execute your search.
4	If you entered a partial value, a value including the "%" wild card value, or if you are searching against all positions, scroll through the **LOV** in order to find your position.
5	Once you have located the position and you are in the **Position** window, select the <**Validate**> button. If there are no inconsistencies or errors in the position, the ***Status*** data field changes from "Invalid" to "Valid."  Select the **Save** icon in the main menu bar.

Validating an Invalid Position, Continued

Making Corrections if the Position Does Not Validate

Step	Action
6	If the position doesn't validate, you will receive an Error message.  The error message informs you what needs to be corrected.
7	Select <**Others**> button at the bottom of the window. To open the Navigation Options window. 
8	Select the appropriate Option and select the <**OK**> button
9	As a convenience, the <**Validate**> Task flow button also appears on the **Extra Information** window.  After correcting the information in the flex fields, Save your work then select the <**Validate**> button.

Managing the Self Service Hierarchy - Linking Employee Positions to Supervisory Positions

Purpose

To fully implement Self Service Manager Views, “My Workplace”, Self Service Hierarchy must be created and in place. The Position, Others, ‘Reporting To’ form is useful when linking a subordinate position to a supervisory position within a Self Service Hierarchy.

Section Contents

- Querying a valid subordinate position to ‘link’, via Position, Others, ‘Reporting To’ an employee position to a supervisory position.
- Creating a Self Service Hierarchy

Before You Begin

It is extremely important that the user be cautious when using this tool as the capability to disconnect the hierarchy, create orphan records within the hierarchy, or attach positions to the wrong hierarchy is a high possibility.

Advance preparation and information collection is extremely important. Organization charts or lists of positions that follow an organizational line of authority are highly desirable and advantageous to the user making the changes.

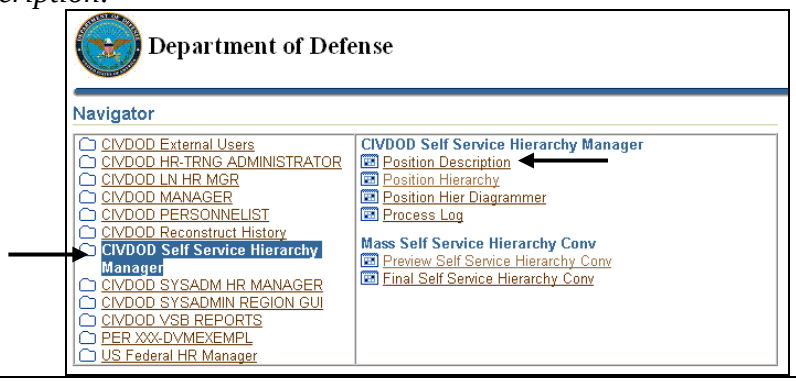
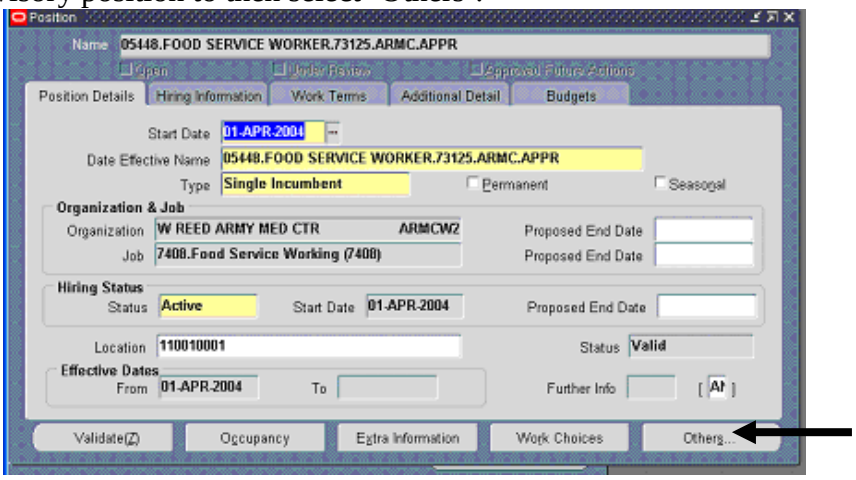
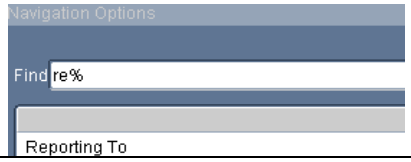
Who Has Access

Due to the sensitivity of the Position, Others “Reporting To” it can only be utilized when using Position Description in the CIV DOD Self Service Hierarchy Manager responsibility.

Continued on next page

Managing the Self Service Hierarchy - Linking Employee Positions to Supervisory Positions, Continued

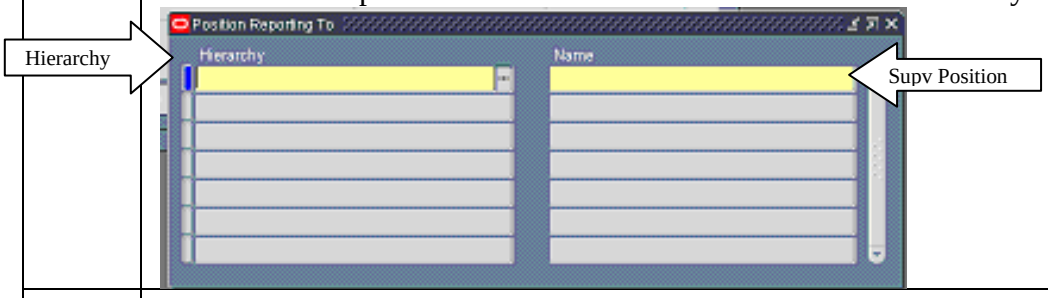
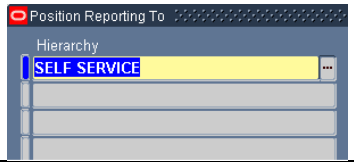
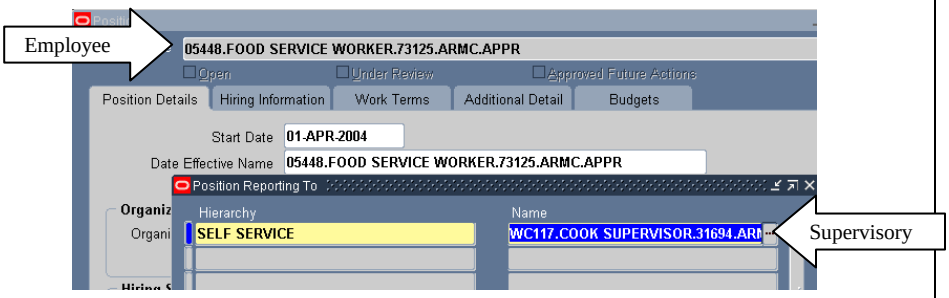
Establishing a Self Service Hierarchy

Step	Action
1	**Navigation Path** *CIVDOD Self Service Hierarchy Manager → Position Description.* 
2	Query the subordinate position which you will link the 'Reporting To' supervisory position to then select 'Others'.  **Note:** The position being selected must be valid and encumbered.
3	Select 'Reporting To'. 

Continued on next page

Managing the Self Service Hierarchy - Linking Employee Positions to Supervisory Positions, Continued

Establishing a Self Service Hierarchy (Continued)

Step	Action
4	The 'Reporting To' window displays. If **Hierarchy** and **Name** are null the subordinate position does not exist in the Self Service Hierarchy. 
5	Since the Self Service Hierarchy is the structure used to support the "My Workplace" views, enter "Self Service" in the 'Hierarchy' data field. 
6	Enter the "Name" of the supervisory position. This is the "position name" of the person the subordinate position reports to. In this example, the Food Service Worker position is "***reporting to***" the Cook Supervisor in Self Service Hierarchy.  A position will only display in "My Workplace" correctly if this area of the position is properly completed. ***Note:*** In order to 'link' a subordinate position to a supervisory position, the supervisory position must already exist in a hierarchy.

Managing the Self Service Hierarchy - Deleting 'Link' from Employee Positions

Purpose

To fully implement Self Service Manager Views, "My Workplace", Self Service Hierarchy must be created and in place. The Position, Others, 'Reporting To' form is useful when deleting a Self Service Hierarchy link from a subordinate position to a supervisory position.

Section Contents

- Querying a valid subordinate position to delete 'link', via Position, Others, 'Reporting To' to a supervisory position.
- Deleting Self Service Hierarchy

Before You Begin

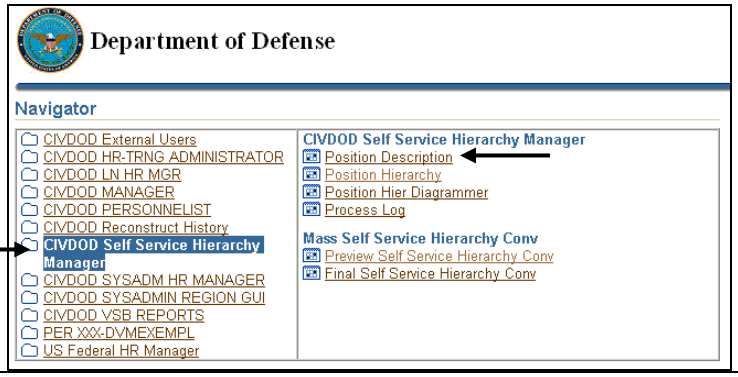
It is extremely important that the user be cautious when using this tool as the capability to disconnect the hierarchy, create orphan records within the hierarchy, or attach positions to the wrong hierarchy is a high possibility.

Advance preparation and information collection is extremely important. Organization charts or lists of positions that follow an organizational line of authority are highly desirable and advantageous to the user making the changes.

Who Has Access

Due to the sensitivity of the Position, Others "Reporting To" functionality, HR Professionals with a CIV DOD Self Service Hierarchy Manager responsibility should only execute the deleting of Self Service Hierarchies.

Deleting a Self Service Hierarchy

Step	Action
1	**Navigation Path** *CIVDOD Self Service Hierarchy Manager → Position Description* 

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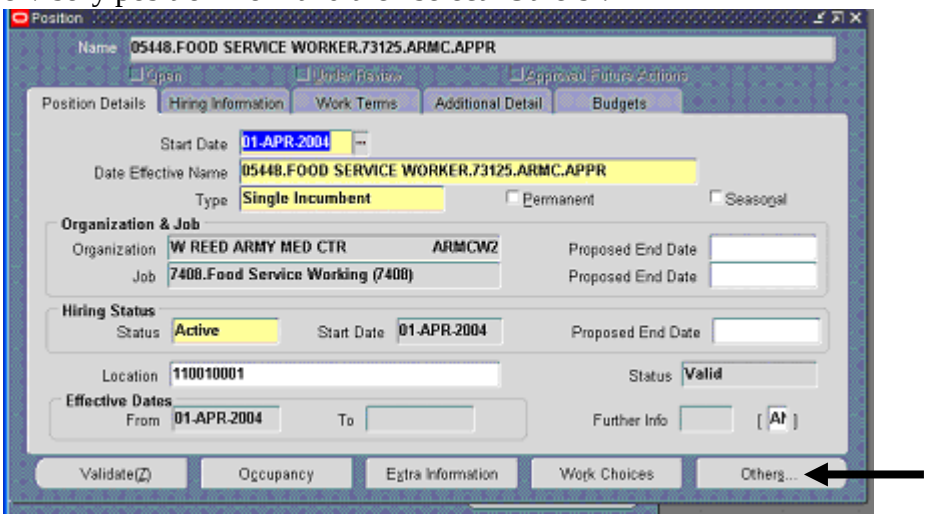
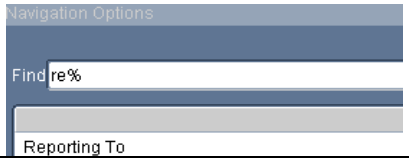
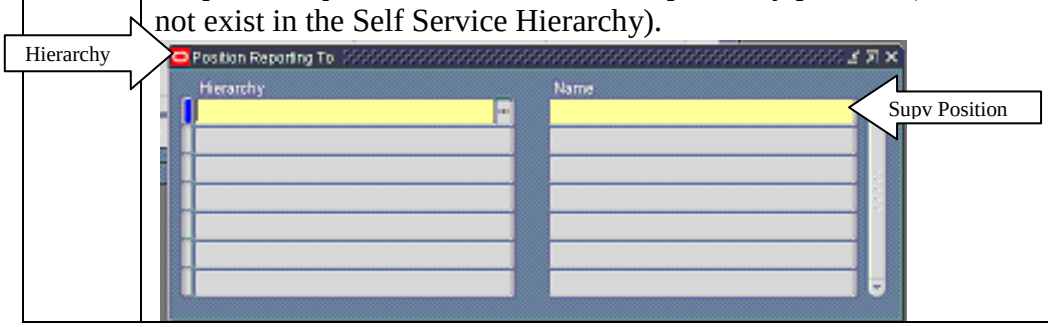
Managing the Self Service Hierarchy - Deleting 'Link' from Employee Positions, Continued

Deleting a Self Service Hierarchy (Continued)

Step	Action
2	Query the subordinate position which you will delete the 'Reporting To' supervisory position from and then select 'Others'.  **Note:** The position to which you are deleting the supervisory hierarchy from must be valid and unencumbered.
3	Select 'Reporting To'. 
4	The 'Reporting To' window displays. If **Hierarchy** and **Name** are null the position queried is not linked to a supervisory position (therefore does not exist in the Self Service Hierarchy). 

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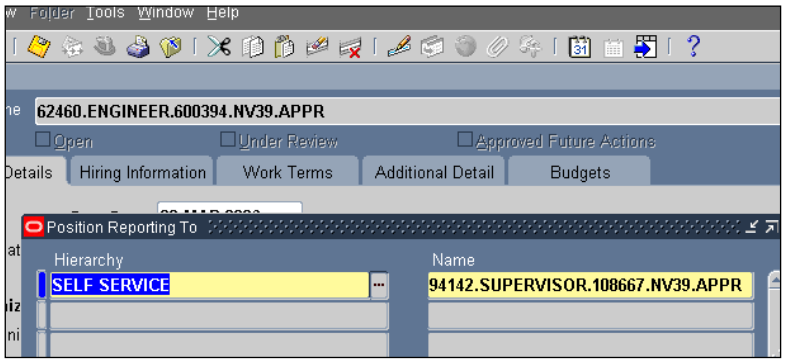
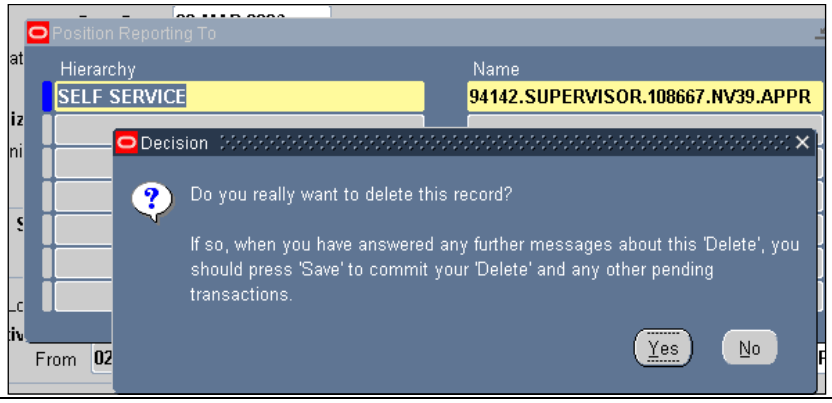
Managing the Self Service Hierarchy - Deleting 'Link' from Employee Positions, Continued

Deleting a Self Service Hierarchy (Continued)

Step	Action
5	As discussed above, the "Name" of the supervisory position (for the subordinate position queried) is located under the "Name" field below. This is the "position name" of the person this position reports to. After reviewing the supervisory position, users much select on the " " icon to delete this record from the Self Service Hierarchy. 
6	After selecting the delete " " icon, the decision message below will appear. Select "Yes" to continue or "No" to return to 'Reporting To' window. 

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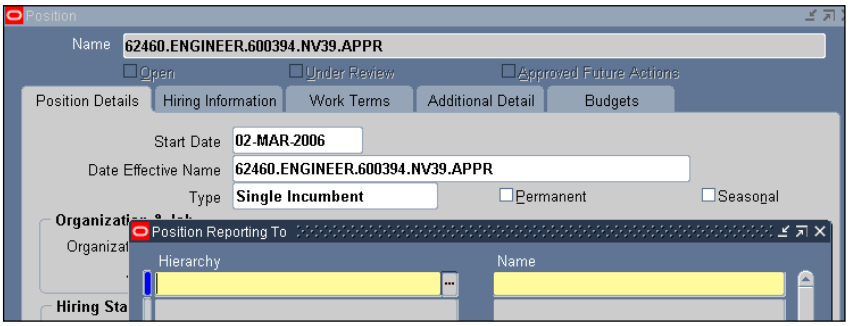
Managing the Self Service Hierarchy - Deleting 'Link' from Employee Positions, Continued

Deleting a Self Service Hierarchy (Continued**)**

Step	Action
7	Select "Yes" to continue deleting the supervisory 'Reporting To' position and select save " ".  **Figure 12**
8	After selecting save, the following message will appear on the bottom left of the window. **Figure 13** ***Note:*** Encumbered valid positions can only be updated into a Self Service Hierarchy by using the CivDOD Self Service Hierarchy responsibility.

Quick Copying a Position

Purpose

This procedure documents how to Quick Copy up to 10 copies of a validated position.

Section Contents

- Querying the Position to Copy
- Making Job or Organization Changes
- Modifying and Quick Copying
- Using Cut and Paste Method for Querying
- Validating the Quick Copied Position (s)

Before You Begin

- If you are making a Quick Copy of a position, you need to know how to retrieve it and ensure a thorough review of the position data elements is completed. Ensure positions being Quick Copied are valid.
- On the **Position** window at the ***Name*** field, query the position using one or more of the following unique position identifiers:
  - Sequence Number
  - Organization
- You will need to validate each position that you Quick Copy.
- You can Quick Copy:
  - Similar positions and make the minor changes needed before validating.
  - 'Add' or 'Replace existing positions into a Self Service Hierarchy
  - An encumbered or vacant position.
  - Other "Quick Copied" positions.

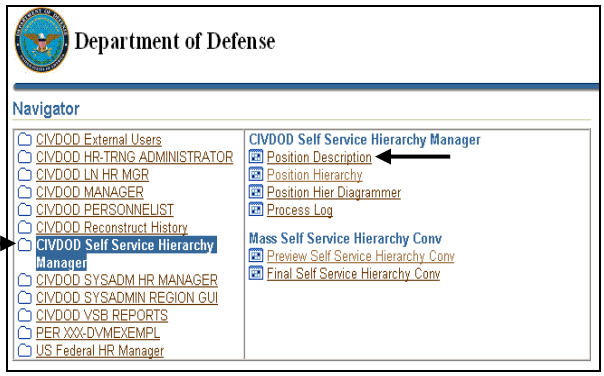
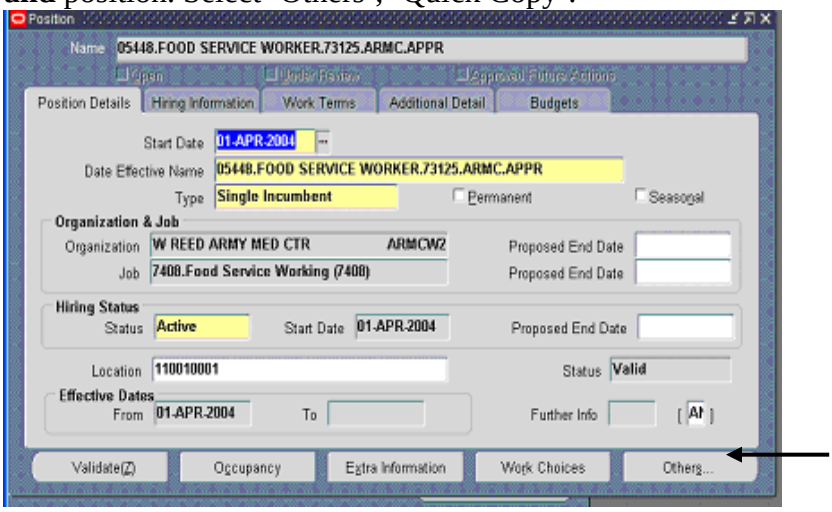
Note: The CIVDOD Self Service Hierarchy Manager responsibility will be used to illustrate the Managing of the Self Service Hierarchy and Quick Copy functionality in the example below.

You cannot change the **Organization**, **Job (occupational series)**, or **Date Position Established** (which defaults to the current date) on the copied position(s), so if you need to change any of those items, you must do it on the **Quick Copy Current Position** window before clicking the <**Quick Copy**> button. Likewise, if you are making more than one copy, each must have the same value for those items

Continued on next page

Quick Copying a Position, Continued

Querying the Position to Copy

Step	Action
1	Quick copy is used to create new copies of an existing valid position in DCPDS. **Navigation Path** *CIVDOD Self Service Hierarchy Manager → Work Structures → Position → Position Description*. 
2	Query and review the position to be copied. Ensure the position is a **Valid** position. Select 'Others', 'Quick Copy'.  . Select 'Others', 'Quick Copy'.

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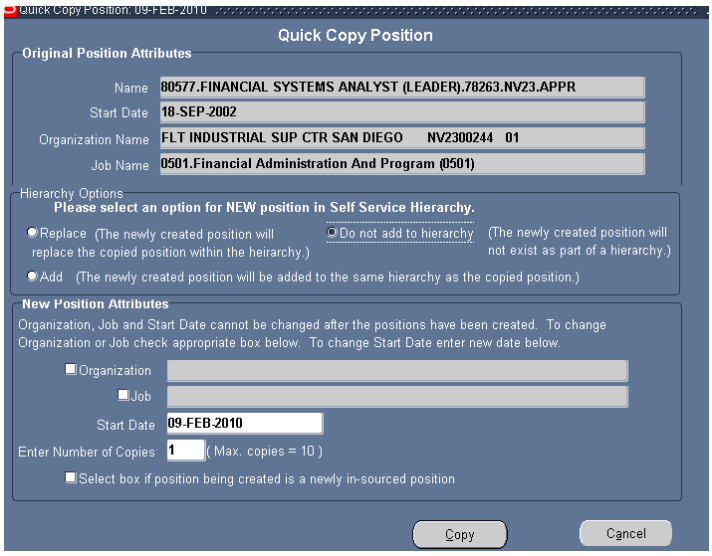
Quick Copying a Position, Continued

Querying the Position to Copy (Continued)

Step	Action

3	Review **Original Position Attributes** and if necessary change any or all of the key data elements on the Quick Copy form: **Hierarchy Options Region:** • Replace: replaces the original position with the copied position in the current hierarchy structure • Add: adds the copied position(s) to the current hierarchy (allows up to 10 copies). • No hierarchy change – no hierarchy information will be in the copied positions (up to 10). Hierarchy information will need to be added to the copied positions before they can be validated. **New Position Attributes Region:** • Organization: click the Organization button and enter Organization or enter part of the organization name in the Organization field (using % search) and then push the [Tab] key. • Job –Series: click the Job button and using the % search, select the new series from the LOV. • Start Date Position Established: the current system date autopopulates, click in the 'Start Date' field and change the date. • Enter the Number of Copies. • In sourcing Information: For those positions being identified as 'Insourcing, click in the box 'Select Box if position being created is a newly in-sourced position. After reviewing and updating position information (if necessary), select the 'Copy' button. 

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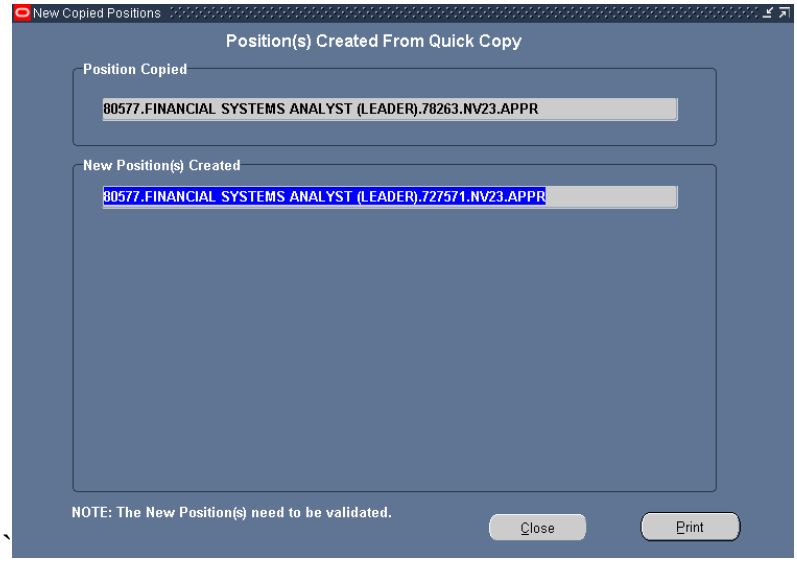
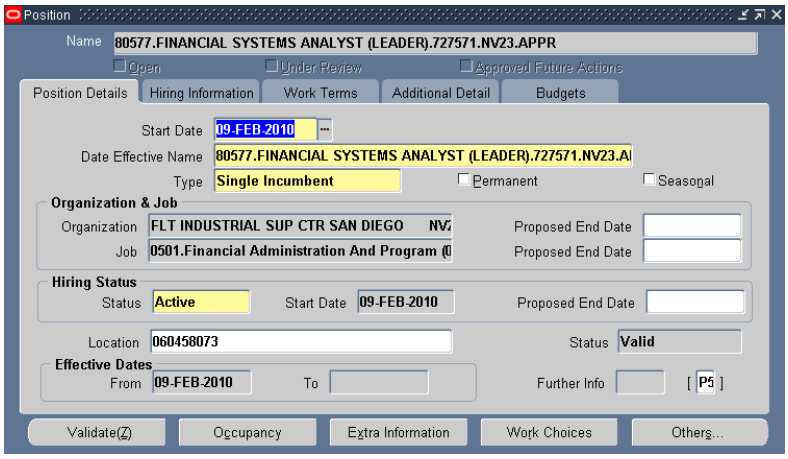
Quick Copying a Position, Continued

Querying the Position to Copy (Continued)

Step	Action
4	On the **New Copied Positions** Window, take note of the sequence number(s) of the new positions so you can retrieve them. 
5	From the position window, retrieve the quick copied position, and select 'Validate' button. The 'Status' field now reflects 'Valid'. 

Querying Position Information from the RPA

Purpose

This procedure guides you through the steps for retrieving a list of the positions in your database using the **RPA Appointment** Window.

Information Displayed

The following items display on the list:

- Position Title
- Occupied (Yes/No)
- Pay Plan
- Occ Series
- Grade
- Organization Name
- Position Number
- Position Sequence Number
- Agency Code/Sub Element

Section Contents

- Accessing the RPA
- Using the RPA Appointment Window to Retrieve Position Information

Before You Begin

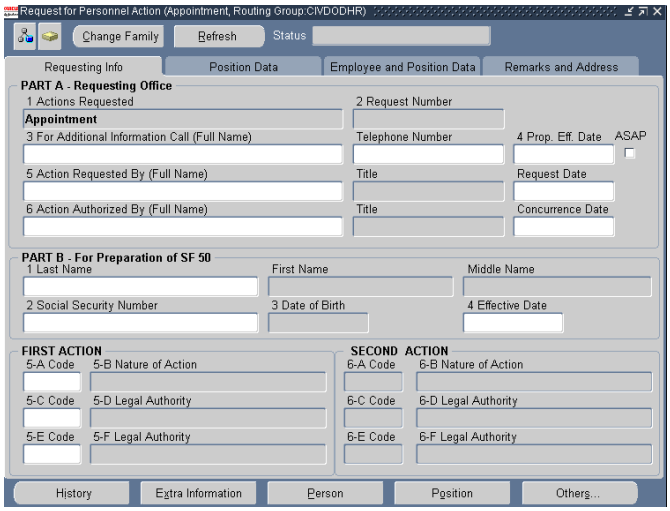
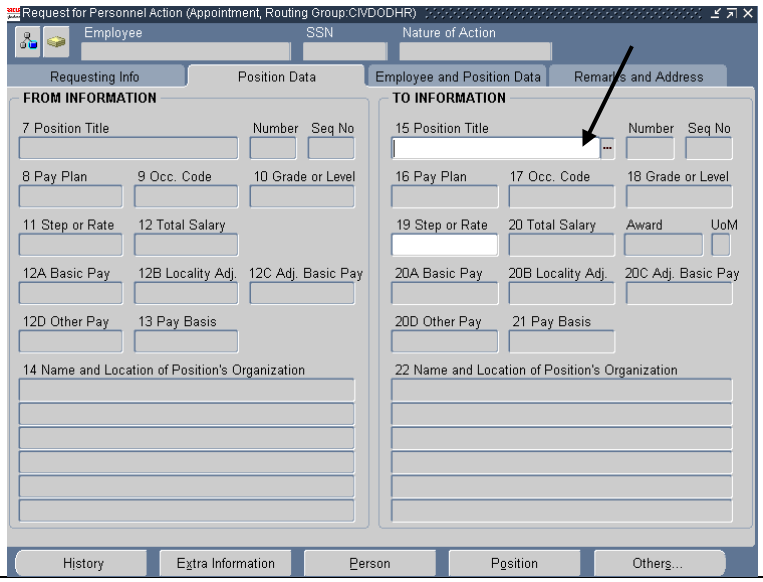
This method of retrieving position information would normally be used for appointing someone to a position. It is being provided in this section as a handy tool to access the position information in your database by **Position Title**.

Note: You can also access the rest of position flexfields by selecting the <**Position**> Taskflow Button on the RPA Window.

Continued on next page

Querying Position Information from the RPA, Continued

Retrieving Position Information by Using Position Title

Step	Action
1	**Navigation Path** ∏ *Request for Personnel Action* ∏ *Appointment* ∏ **<Open>**. This will open the **RPA-Page 1 Requesting Info** window.
2	Select the Position Data tab to access page 2. 
3	The Position Data window (Page 2 of 4) opens. The cursor defaults to ***Position Title*** data field. Select the LOV icon. 

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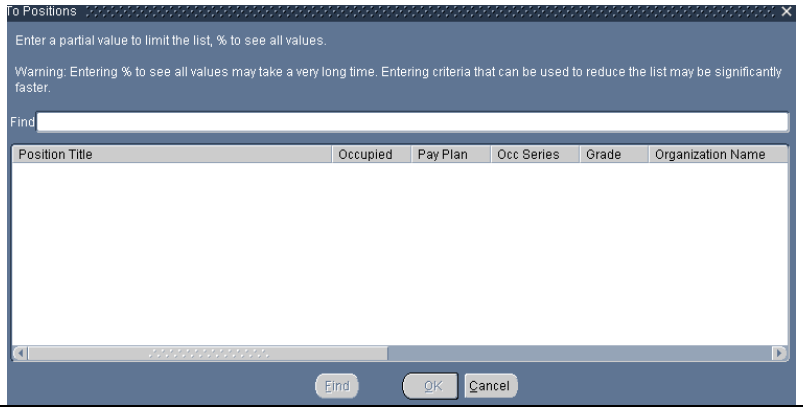
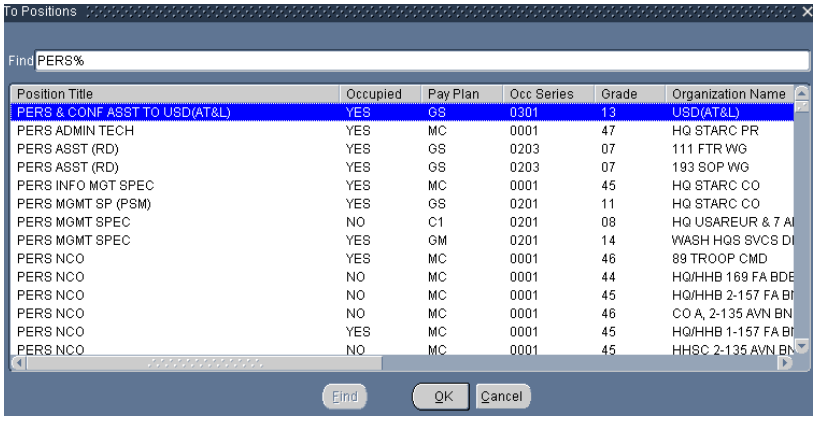
Querying Position Information from the RPA, Continued

Retrieving Position Information by Using Position Title (continued)

Step	Action
4	The Position Title window opens, Enter the first few characters of the title of the positions you want to view, i.e. “Sec” for Secretary or enter a **%** sign to view all positions in your database. Select **<OK>**. 
5	The **To Position** LOV’s window opens. Use the bottom scrollbar to view all the information in the list, in addition to **Position Title**, i.e., **Occupied (Yes/No)**, **Pay Plan**, **Occ Series**, **Grade**, **Organization**, etc. Select the position and select the **<OK>** button  **Note:** If you know the sequence number of the position you would like to view, you can enter it into the “Find” area of the LOV, after the % used in your initial search. *Example using illustration above*: PERS% was originally entered to receive this partial listing. If you know the sequence number that you are attempting to find equals “1234”, you can find it by entering it immediately after “PERS%.” The find box will then appear as “PERS%1234”, and this specific position will populate to the RPA immediately upon pressing the “Find” button.

Continued on next page

Querying Position Information from the RPA, Continued

Retrieving Position Information by Using Position Title (continued)

Step	Action
6	Follow this decision logic table to proceed.

If you do **not** want to view a specific position:	If you **want** to view a specific position:
Select **Cancel** and exit the **RPA** Window, by selecting **Action** on the Main Menu then select **Close Form** to return to the **Navigation List**.	• Select the position you want to retrieve. • Select **<OK>**. The **RPA** Window displays with the ***Position Title*** and ***Position Data*** filled in. To view more information: • Select <**Position**>. The modified **Position** Window displays. • Select the **Descriptive** Flexfield ([ ]) and select **<Others…>** to see the **Extra Information** Flexfields.

Changing Unencumbered Positions

Purpose

This section guides you through the steps for changing unencumbered positions that have never been occupied. You **"correct"** data if the change is made on the same day as the effective date. You **"update"** data if the change is effective after the effective date.

Section Contents

- Correcting and Updating
- Before You Begin
- Accessing the **Position** Window
- Querying the Position
- Correcting or Updating Position Data

Correcting and Updating Position Data

If you are correcting or updating position information, you need to take into consideration these situations and timeframes:

	Timeframe	Timeframe
Situation	**And, it's the same day (date the position was established), then…**	**And, it's a later date, then…**
Erroneous information was entered while building a position **Example:** FLSA was initially entered incorrectly. A change occurs to the data that was entered after the position was built.	Retrieve the position and override the data.	Retrieve the position, use the **Alter Effective Date Button** and enter the effective date (the date you built the position). **Correct** the FLSA data by overriding the erroneous data in the position record. (date the information becomes in effect, or valid). **"Update"** the data by changing the data in the position record. **Caution:** If you don't reset the date, the next action you take will be effective on the altered date of your last action.

Continued on next page

Changing Unencumbered Positions, Continued

Correcting and Updating Position Data (continued)

Before You Begin

Caution:

- You should carefully evaluate each data item before changing a position.
- Before making any changes, consider **eliminating** or **deleting** and build a new position.

Examples: **Eliminate** ends the record on the date you enter in the ***To*** data field on the **Position** Window. From that date forward, this end date displays in the ***To*** data field.

Deleting removes any history of the record and can only be accomplished on a position that has never been occupied.

Information about locations, organizations, jobs, positions, grades, pay tables, and other work structures is referred to as "**dated"** information as opposed to **"DateTracked'** information used with employee actions. Dated information is maintained in the database to keep a history of actions over time. Previous versions of the position record may be viewed through the use of the **Alter Effective Date** button on the Toolbar.

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Changing Unencumbered Positions, Continued

Correcting and Updating Position Data (continued)

- Changes to the position record are reflected through the use of the ***From*** and ***To*** Dates on the **Position** Window :
  - The ***From*** Field is used to show when the date the position becomes effective in its current state (or the date established).
  - The ***To*** Field is used to assign an **end date** when you terminate a position. When "date tracked", the ***To*** date will indicated the end date of the position in its state as you are viewing it.

    Example: If you are date tracked to 01-JAN-2010 and the ***From*** date reflects 01-OCT-2009 and the ***To*** date reflects 15-JAN-2010, the position details of that position existed between those two dates. In this case, it normally means that there was a change made to the position on 16-JAN-2010, and the *Update* option was selected. Therefore, the details of the position reflect their data as it existed between the dates of 01-OCT-2009 and 15-JAN-2010. If date tracked any time after 15-JAN-2010, the ***From*** date will reflect 16-JAN-2010 with no ***To*** date reflected.

To change "protected data" (assigned organization and job - occupational series) you may use **Quick Copy**. Check the appropriate block to change (organization or job) on the **Quick Copy** Window prior to creating the new position. Otherwise, once a position is created, this becomes protected data and cannot be changed.

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Changing Unencumbered Positions, Continued

Accessing the Position Window

Step	Action
1	**Navigation Path** → *Work Structures* → *Position* → *Description* → **<Open>**.
2	The **Find Position** window opens.
3	In the **Find Position** window, enter **%** sign to see all positions. The **Position** Window displays the first of all positions in the database. The Message Line displays an arrow indicating there are more positions in the database. Using the up and down arrow keys, or the Page Up or Page Down keys, scroll through the positions until you locate the one you want to modify.

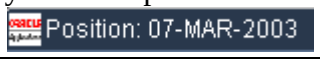
Correcting or Updating Position Data

Step	Action
	Caution: • If the Message Line of the ***Position*** Window says "This position is either assigned or obligated," do **<u>not</u>** proceed with your changes. You must return to the **Navigation List** and follow the process for **Changing Encumbered Positions**. APP-GHR-38343: This position is either assigned or obligated. Record: 1/? ... List of Valu... • If the Message Line is blank, proceed with your changes.

Continued on next page

Changing Unencumbered Positions, Continued

Correcting or Updating Position Data (continued)

Step	Action
1	**Notes:** • If you want to verify who encumbers the position, select the <**Occupancy**> Taskflow Button. The **Position Occupancy** Window displays. This folder shows current or past employees with beginning and ending dates for each. Close the window to return to the **Position** Window. • If you want to see information about this position, i.e., Who created the position? When it was created, when and who updated it, etc., select **Help** on the Main Menu Bar and select **About This Record**. Select the **Alter Effective Date** button if you want to change the **From** date. The **Alter Effective Date** window opens.
2	Enter the new date and select <**OK**>. The new system date displays at the top of the **Position** Window and in the ***From*** data field. 
3	Select the <**Others**> button. Continue the steps in **Building a Position** to access related descriptive flexfields and key flexfields until all data fields are completed.

Continued on next page

Changing Unencumbered Positions, Continued

Correcting or Updating Position Data (continued)

Step	Action
4	After completing the last **Extra Position Information** Flexfield Window, select **Save** on the Toolbar. Select the **<Validate>** button.
5	

If the Position…	Then…
Doesn't Validate	You receive a dialog box with an error message. Retrieve the necessary flexfield(s) and make corrections. After correcting, select **Save** and select **<Validate>** on the **Extra Information** Flexfield to save your changes and validate the data. **Position** Window displays "Valid" in the **Status Box**.
Validates	The **Status Box** on the **Position** Window shows "Valid."

To Exit

Select **Action** on the Main Menu Bar and select **Close Form** to return to the **Navigation List**.

Caution: If you changed the effective date for this position change, you must reset the date before proceeding to another action.

Changing Encumbered Positions

Purpose

This section guides you through the process of changing position data on encumbered (occupied) positions. The information in this section applies to the following kinds of position change situations:

- Change an encumbered (filled) position – first incumbent (occupant).
- Change an encumbered position – additional past incumbent(s).
- Change a vacant position with past incumbents.

Section Contents

- Process Definition
- Who Changes Position Information
- Business Rules
- Examples of Changes Generating an NPA
- Requirements for Changing Specific Data Elements
- Accessing the RPA
- Illustration of Change in Data Element (NOA 800)
- Illustration of Change in Duty Station (NOA 792)
- Example of Using the Position Window in Work Structures
  - Accessing the Position Window
  - Querying the Position
  - Changing Competitive Level

Regulatory References

US OPM, The Guide to Processing Personnel Actions (GPPA)

See Also

Module 2, Position Management and Classification Using the DCPDS
Sections,
Building a Position
Querying Positions
Building a Position Hierarchy
Quick Copying a Position
Changing Unencumbered Positions

- Module 3, Processing Requests for Personnel Action Using the DCPDS

Continued on next page

Changing Encumbered Positions, Continued

Process Definition

- Position data elements that appear on **the Notification of Personnel Action (NPA)** cannot be changed on the **Position** Window. They must be processed through the **RPA** using the appropriate **Nature of Action Code (NOAC)**. For example:
    - ***Position Work Schedule*** - Use the RPA and NOAC 781.
    - ***FLSA*** - Use the RPA and process FLSA change in conjunction with appointment or placement action; or, as NOAC 800, Change in Data Element
- Refer to the OPM GPPA to determine the correct NOAC to use for various actions affecting the information on an NPA.
- Position data elements that **do not** appear on the NPA can be changed in two ways, either:
    - On the **RPA** Window using the **Position** Taskflow Button to access the **Position** Window (be sure to datetrack to the date the updated position information takes effect)

      Or
    - In ***Work Structures*** using the data field on the **Position** Window.

Who Can Change Position Information

- Component policies and business rules determine who is assigned this responsibility.
- Position data is usually modified at Regional Service Centers (RSCs) by HR professionals given the responsibility. Modification of position data is not done at Customer Service Units (CSUs) or by line managers outside of the civilian personnel community. However, the need to make changes to position data can come from officials in serviced organizations, which may have new workloads, mission changes, or other circumstances that require that positions be modified.

Continued on next page

Changing Encumbered Positions, Continued

Business Rules

- You cannot **delete** positions that are encumbered.
- To cancel an encumbered position, the position must be eliminated (to accurately maintain assignment history), and the employee separated or moved to another position.
    - If the elimination date is a **future date**:
        - You can do so while the employee continues to encumber the position. If the employee continues to encumber the position past the date that the position was eliminated, you will receive a daily alert to move the employee from the position.
    - If the elimination date is a **current** or **past date**:
        - The incumbent must be moved from the position before the position can be eliminated.

Examples of Changes Generating an NPA

The following position changes are examples of actions that must be done via the RPA for encumbered positions, because they require production of an NPA.

Nature of Action (NOA)	RPA Position Actions	Process Definition
781	Change in Work Schedule	A change in the work schedule or time basis on which an employee is paid, including change between seasonal and non-seasonal work schedules.
782	Change in Hours	A change in the total number of hours during that day that a part-time employee is scheduled to work.
792	Change in Duty Station	A change in an employee's official duty station or work site.
800	Change in Data Element	A change in ***Bargaining Unit Status***, ***FLSA Category***, ***Personnel Office ID***, ***etc.***

Continued on next page

Changing Encumbered Positions, Continued

Requirements for Changing Specific Data Elements

Data Element	Associated Requirements
JOB	DCPDS will not allow the "**Job**" (the occupational series) assigned to a position to be changed once a position is created and saved. When a position is encumbered, an NPA will always be required to move the employee to a different position. The NOA will vary depending upon the circumstances. Refer to the GPPA.
ORGANIZATION	For vacant or encumbered positions, the position can be realigned through Mass Actions, with **NOA 790 Realignment** *Or* If organizational information is updated on the **Organization** Window, that information will automatically "flow" to all of the positions in the organization. **Note:** OPM does not require that such a change be documented with a personnel action NPA, but neither does it prohibit such documentation.
LOCATION	The duty location of the position must be identical with that of the assignment of the employee who encumbers the position. **Note:** OPM requires that a change in position/assignment location be documented with a personnel action with NOA **792 -Change in Duty Station**, if no other changes occur simultaneously. A list form of the NPA may be used if the change affects a large number of employees/assignments.
VALID GRADE	Changes in ***Grade***, ***Pay Plan***, *or* ***Pay Basis*** in an encumbered position always require an NPA.

Continued on next page

Changing Encumbered Positions, Continued

Accessing the RPA

Before You Begin

- The primary sources of information for position data changes are the RPA and the position description.
- Once in the RPA, the **Position** Window is the same as the one used in ***Work Structures*** to build a new position except <**Event History**> Taskflow Button has been added. The Taskflow Button (**<Others>**) is not available. The buttons and fields on the **Position** Window are described in the procedure steps of **Building a Position** in this module.
- If the position is moving to a new organizational location, the new **Organizational Hierarchy** must be established before you can move the position.
- If you wish to change a position after you build it, and the position is being used on an RPA, you will need to **alter the effective date** of the RPA action to make your position change. Otherwise, the RPA will not recognize the change.

Note: Remember to reset the **alter effective date** to the current date before proceeding with another action.

Caution: You should carefully evaluate each data item before changing a position.

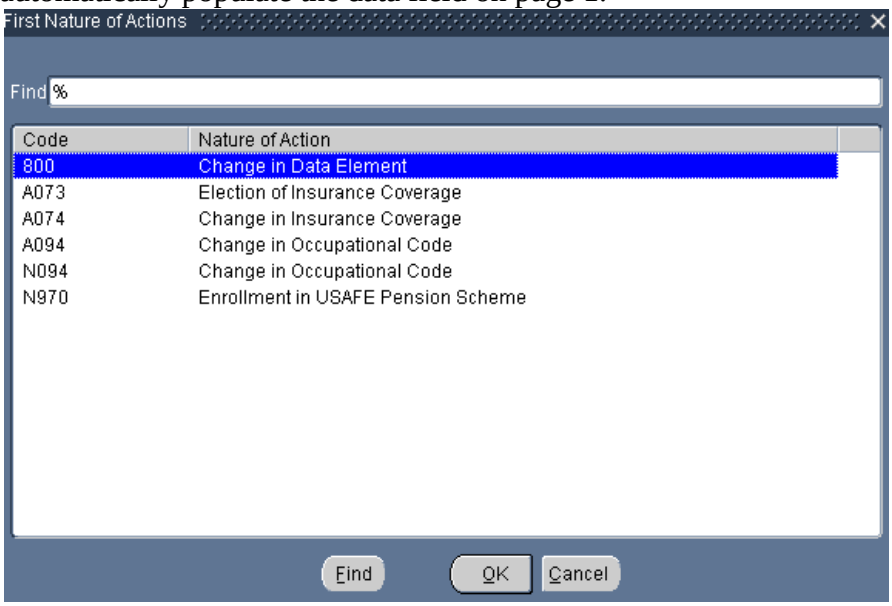
Continued on next page

Changing Encumbered Positions, Continued

Accessing the RPA (continued)

Follow this path to access the RPA. **Navigation Path** → *Request for Personnel Action* → *Change Actions* → *Change in Data Element* → <**Open**> to display the **RPA – Page 1** with the selected action listed in the ***Actions Request*** data field.

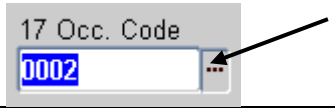
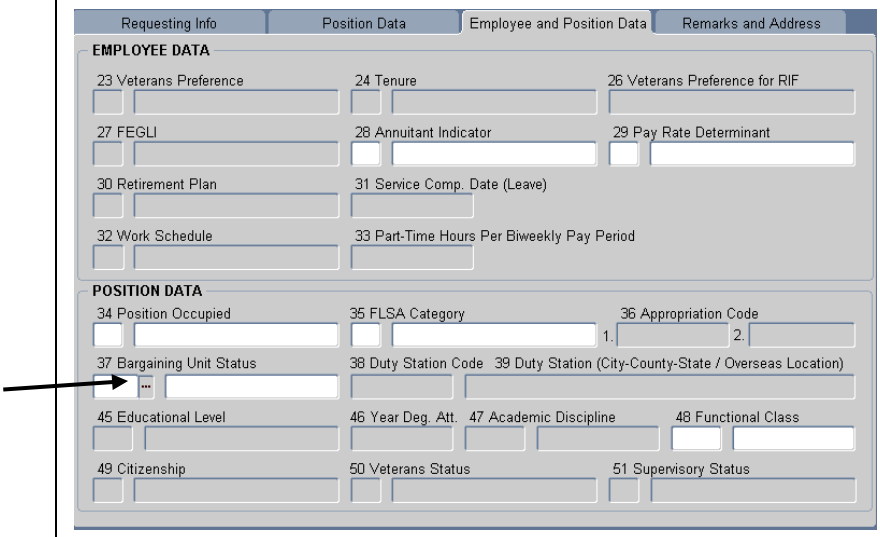
Illustration of Change in Data Element (NOA 800)

Step	Action
1	Use the procedures listed in Module 3, Request for Personnel Action, Chapter 2, Completing the RPA to complete Page 1 of the RPA.
2	With your cursor in the First Action Region of ***5-A Code*** data field select the LOV icon to display the **First Nature of Actions** window. Select the correct Nature of Action and select <**OK**> to automatically populate the data field on page 1. 

Continued on next page

Changing Encumbered Positions, Continued

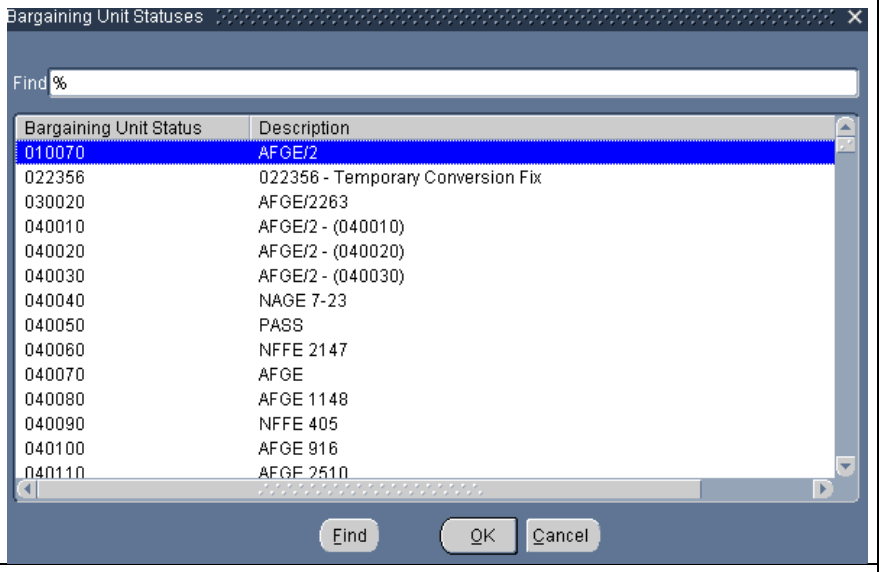
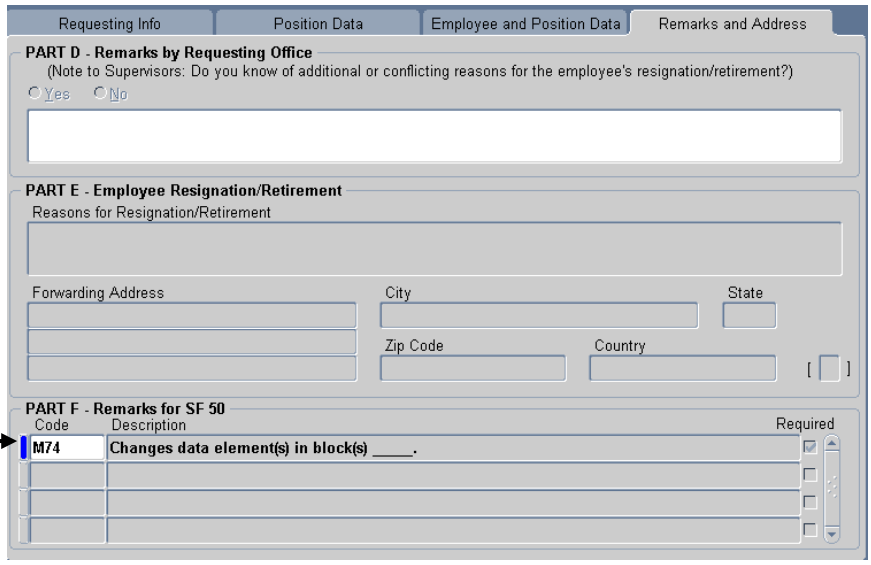
Illustration of Change in Data Element (NOA 800) (continued)

Step	Action
3	If an action is pending on the employee, a message box will display identifying the action. Select the **<OK>** button.
4	Select the Position Data tab . In the To Information side of the position Data form. Select the LOV's icon and select an Occ. Code. Select the<OK>button 
5	The Employee and Position Data window opens.  For example, Select the LOV's in the ***Bargaining Unit Status* data field** on page 3. to display a listing.

Continued on next page

Changing Encumbered Positions, Continued

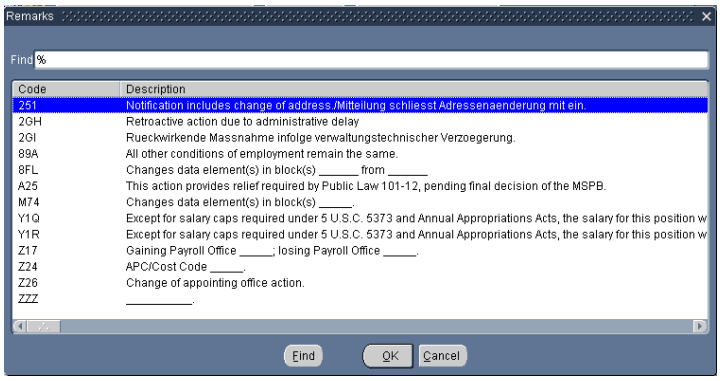
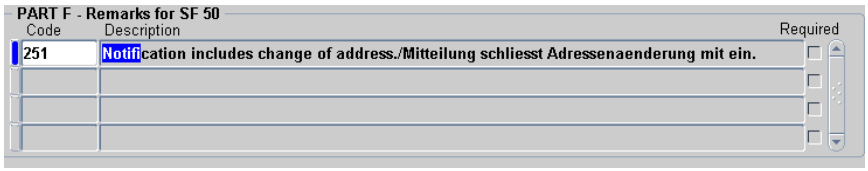
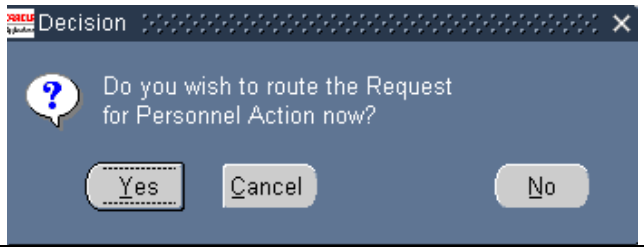
Illustration of Change in Data Element (NOA 800) (continued)

Step	Action
6	Select the correct code, and select the <**OK**> button to automatically populate the data field. 
7	Select the Remarks and Address tab to display Page 4 of the RPA. In Part F – Remarks for SF-50 Region, place your cursor in the ***Code*** data field. Select the LOV icon for a listing of appropriate codes for the NOA that you have selected. 

Continued on next page

Changing Encumbered Positions, Continued

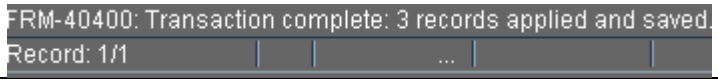
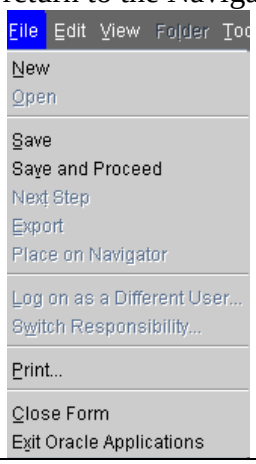
Illustration of Change in Data Element (NOA 800) (continued)

Step	Action
8	Select the PA Remarks value and select the **<OK>** button to automatically populate the data field.  
9	Select the Save button on the Toolbar.
10	A Decision message will appear Select the <**Yes**> button. 

Continued on next page

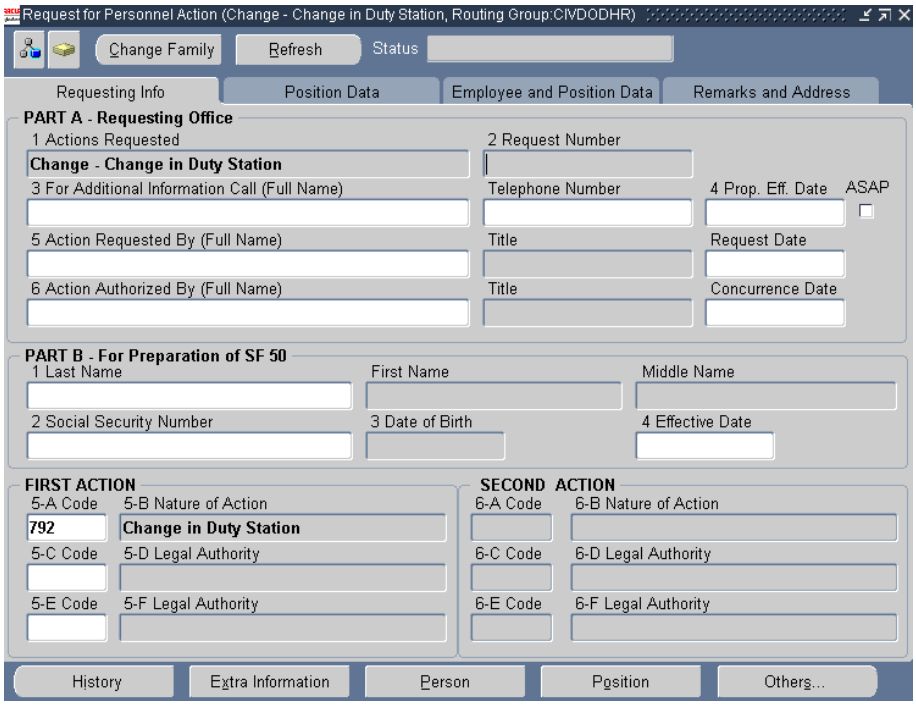
Changing Encumbered Positions, Continued

Illustration of Change in Data Element (NOA 800) (continued)

Step	Action
11	Route the action to the correct Approving Official's Workflow Inbox and select <OK>. (After everyone in the routing group has given approval, the last one will submit to **Update HR)** **Caution:** The RPA must be saved to your inbox prior to Updating HR, or routing to the next user. If not, you will not be able to locate it when you query closed actions in the future. The **Message Line** indicates the change is saved and displays at the bottom of the **RPA – Page 4**. 
12	To Exit, Select **File** on the Main Menu then select **Close Form** to return to the Navigation List. 

Changing Encumbered Positions, Continued

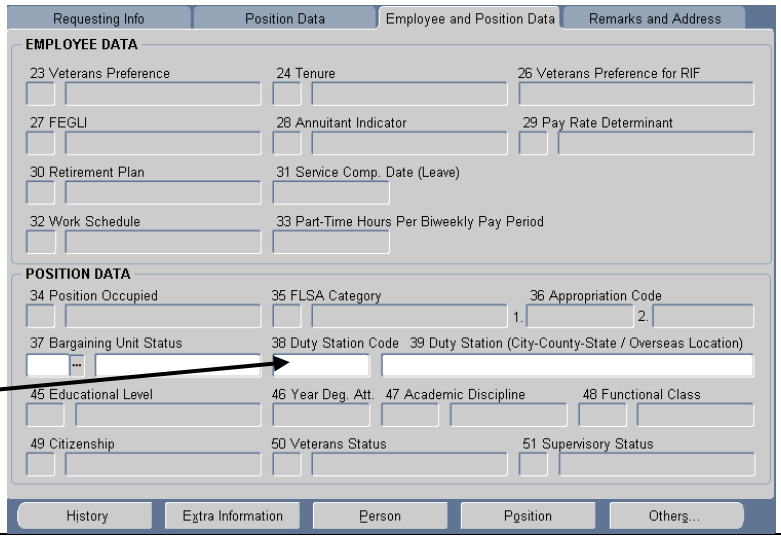
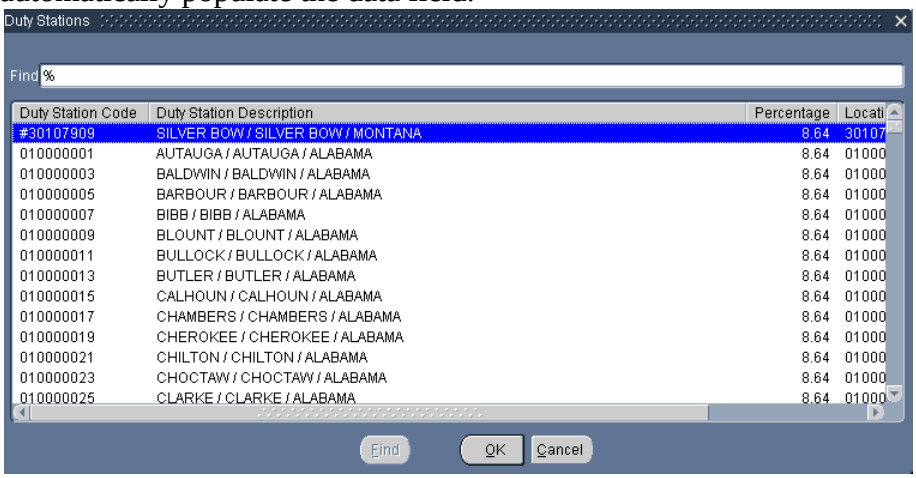
Illustration of Change in Duty Station (NOA 792)

Step	Action
1	**Navigation Path** ∏ *Request for Personnel Action* ∏ *Change Actions* ∏ *Change in Duty Station* ∏ <**Open**> the **RPA – Page 1** with the selected action listed in the ***Actions Requested*** data field.  Use the procedures listed in Module 3, Processing Requests for Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action to complete Page 1 and Page 2 of the RPA. Also, follow the procedures listed in Change of Data Element (NOA 800). Select the Employee and Position Data tab to display page 3.
2	The ***Duty Station*** data field is highlighted. **Note:** The ***Bargaining Unit Status (BUS)*** data field may have to be changed along with ***Duty Station*** data field.

Continued on next page

Changing Encumbered Positions, Continued

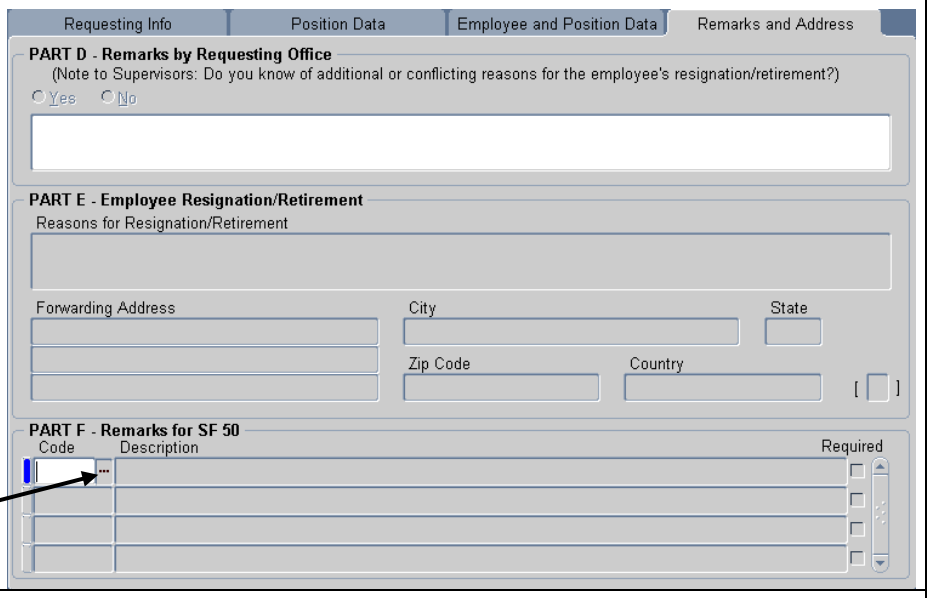
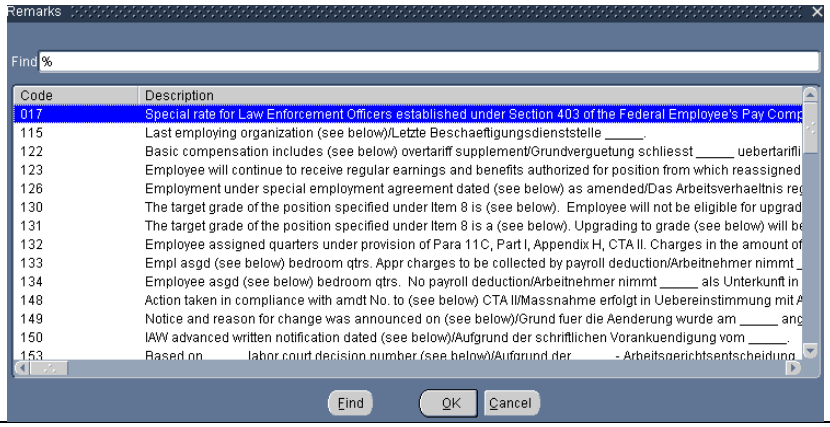
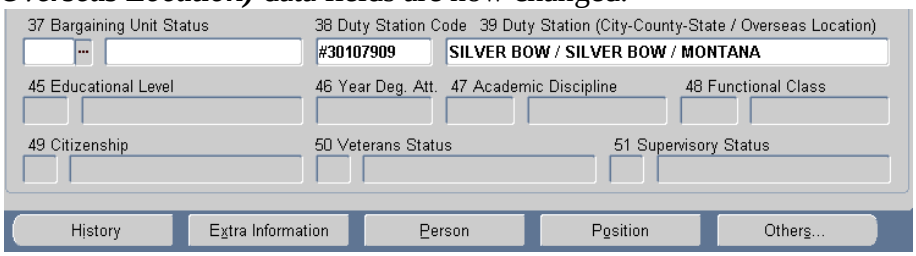
Illustration of Change in Duty Station (NOA 792) (continued)

Step	Action
3	Place your cursor in the ***Duty Station Code*** data field. Select the LOV's icon 
4	Select the new duty station and select the <**OK**> button to automatically populate the data field. 

Continued on next page

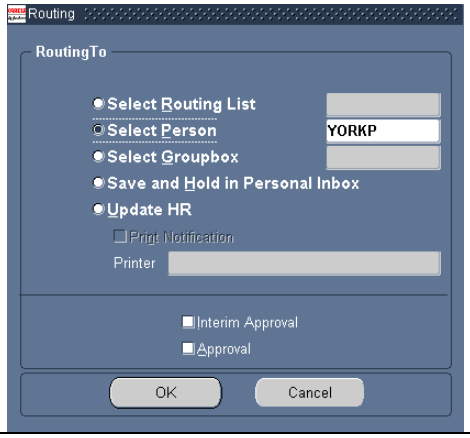
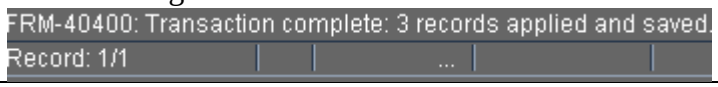
Changing Encumbered Positions, Continued

Illustration of Change in Duty Station (NOA 792) (continued)

Step	Action
5	The Remarks and address window opens, select the LOV's icon 
6	Select the remark code and select the <OK> button 
7	The ***Duty Station Code*** **and** ***Duty Station (City-County-State or Overseas Location)*** data fields are now changed.  Select **<Save>** button

Continued on next page

Changing Encumbered Positions, Continued

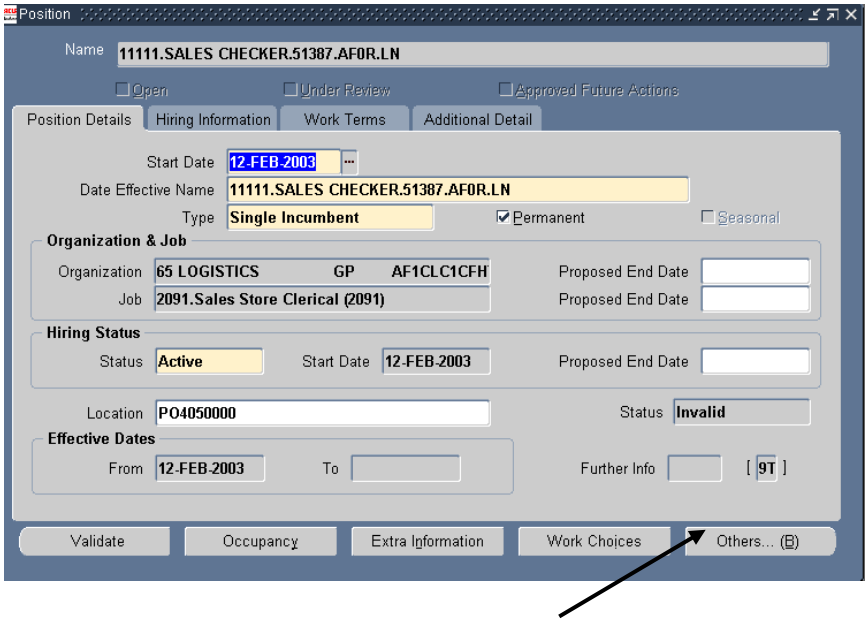
Step	Action
8	A decision message displays Select the <**Yes**> button. **Caution:** The RPA must be saved to <u>your</u> Civilian Inbox before processing to Update HR, or routing to the next user. If not, you will <u>not</u> be able to locate it when you query closed actions in the future.
9	Select the person to route the action to. (After everyone in the routing group has given approval, the Approving Official will submit to **Update HR**.) 
10	The Message Line indicates the change is saved and displays at the bottom of Page 4 of the RPA. 
11	To Exit, Select **File** on the Main Menu then select **Close Form** to return to the Navigation List.

Changing Encumbered Positions, Continued

Accessing the Position Window

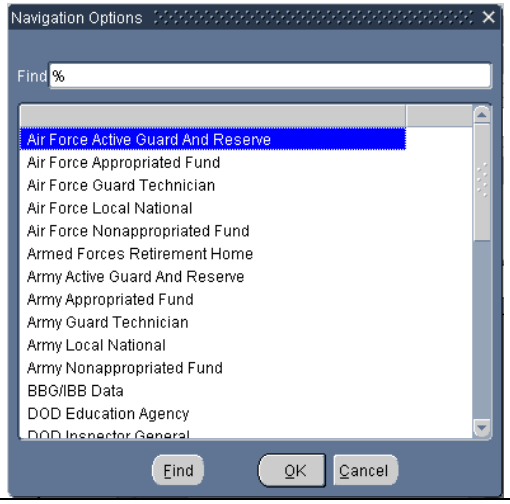
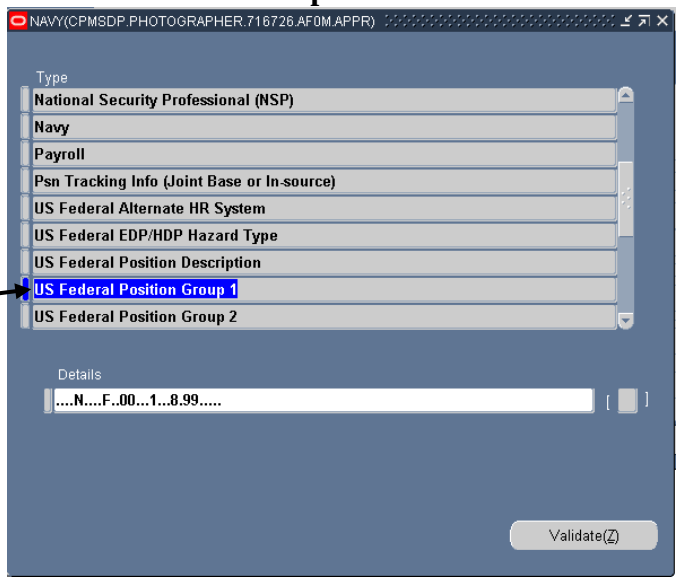
Navigation Path → *Work Structures* → *Position* → *Description* → **<Open>**.

Querying the Position

Step	Action
1	Enter a partial PD Number (ex. E7038%). Select the<**find**> button
2	Select the <**Others**> Taskflow Button. 

Changing Encumbered Positions, Continued

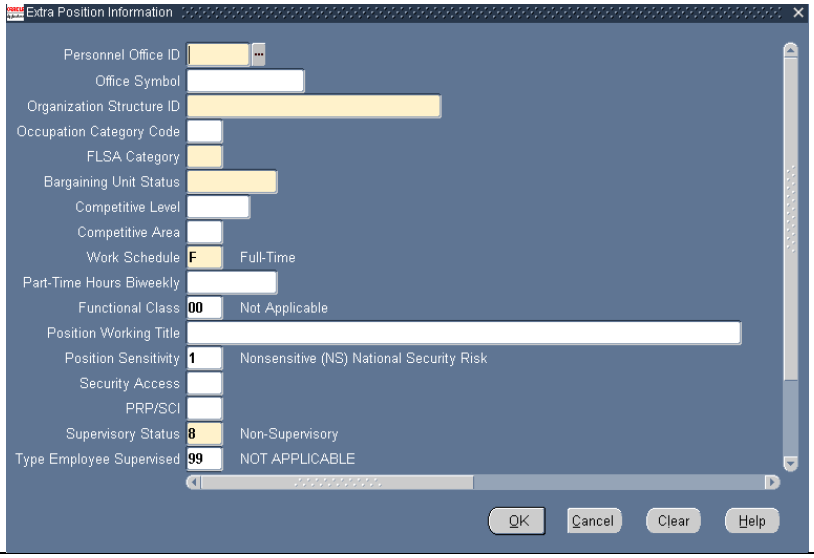
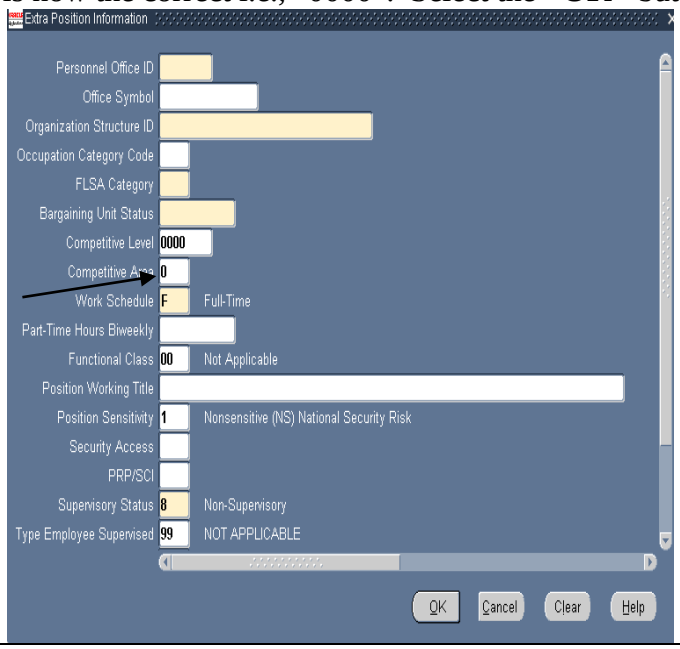
Changing Competitive Level

Step	Action
3	The **Navigation Options** window opens. Select the Agency that you need, i.e. "Navy". Then select the <**OK**> button. 
4	The **Extra Position Information** window opens. Select **US Federal Position Group 1**. 

Continued on next page

Changing Encumbered Positions, Continued

Changing Competitive Level (continued)

Step	Action
5	Double Select **Details** data field. The **Extra Position Information** window opens with previously completed information entered. 
6	Place your cursor in ***Competitive Level*** data field. Enter your data that is now the correct i.e., "0000". Select the **<OK>** button. 

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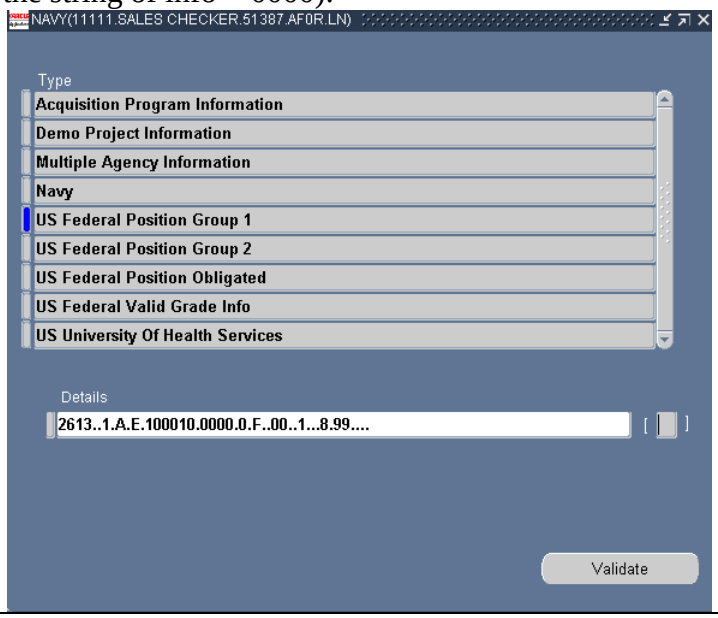
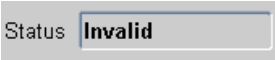
Changing Encumbered Positions, Continued

Changing Competitive Level (continued)

Step	Action
7	The **Extra Position Information** displays with the new ***Competitive Level*** reflected in the Details box (sixth data field in the string of info = 0000). 
8	Select Save icon. And close the Extra Position Information window.
9	The **Position** window opens. If the ***Status*** data field says  "Invalid," select the <**Validate**> button and correct any data required until the ***Status*** data field is "Valid."
10	To Exit, Select **File** on the Main Menu then select **Close Form** to return to the Navigation List.

Terminating and Deleting a Position

Purpose

This section explains how to terminate or delete a position. The required steps depend on whether the position is encumbered or has been occupied.

Section Contents

- Before you begin
- Terminating a Position
- Deleting a Position

Who Does This Process

You must be assigned a role in the personnel area to perform this function or assigned this role by your Component.

Before You Begin

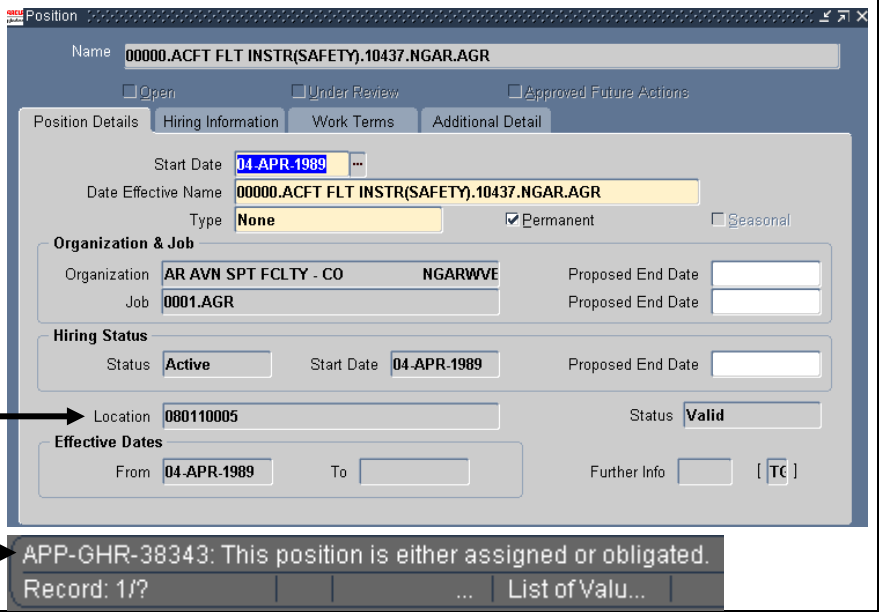
Things to consider before terminating or deleting a position and the differences.

When to "Terminate"	When to "Delete"
It is not encumbered.	It is not within a hierarchy.
You want to use it again.	It has never been occupied.
You want to keep historical data.	It isn't being used by an RPA.
Note: A new sequence number will be assigned.	**Note:** All historical data is removed, but the sequence number never goes away.

Continued on next page

Terminating and Deleting a Position, Continued

Terminating a Position

Step	Action
1	**Navigation Path** → *Work Structures* → *Position* → *Description* → <**Open**>. The **Find Position** window opens. Enter the position number you wish to terminate.
2	Type in an end date in the Proposed End Date data field of the **Dates** Region of the position record. The date may be a past, current, or future date. Retrieve the position you wish to terminate. **Note:** If this date is a past or current date, you should ensure that no one is assigned against the position before you ***end date*** it. See "Before you begin" at the beginning of this section for additional information. • **<u>Helpful Hint</u>:** You will know the position is occupied if ***Location*** is grayed out, as well as the **Message Line** at the bottom of the window. Example of an **occupied** position: 

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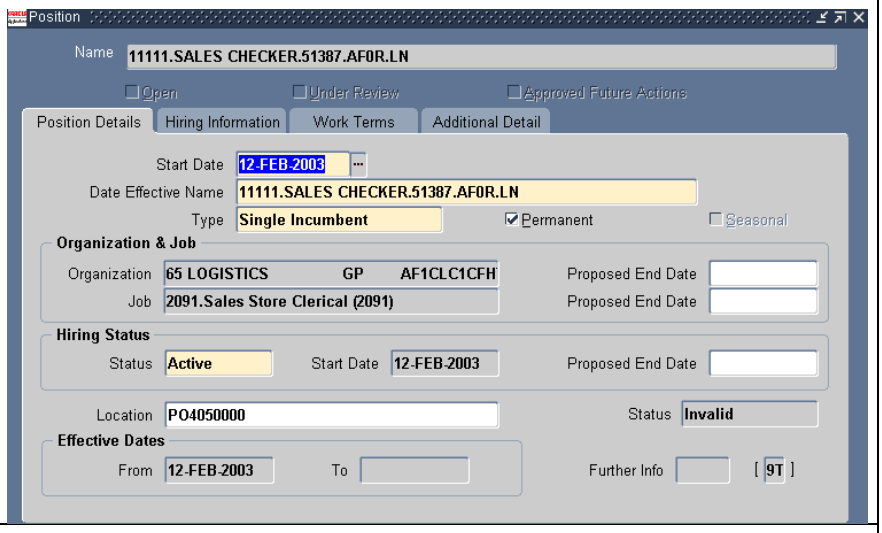
Terminating and Deleting a Position, Continued

Terminating a Position (continued)

Step	Action
2 Cont.	**Note:** If the position is occupied, the system will send a daily reminder to take an action on the employee on and after the **"To"** Date.
3	Example of an Unoccupied Position (***Location*** is **not** grayed out): 
4	Select **Save**. The Message Line indicates: "Transaction complete: 1 records applied and saved."
5	Exit the **Position** Window by selecting File on the Main Menu then and select **Close Form** to return to the **Navigation List**.

Deleting a Position

If the position is in a hierarchy, follow the process in **Deleting a Position from a Position Hierarchy** in this module. If not, follow these steps to delete a position that has never been occupied or is not being used by an RPA.

Step	Action
1	**Navigation Path** → *Work Structures* → *Position* → *Description* → <**Open**>. The **Find Position** window opens.
2	Retrieve the position you wish to delete by using the Querying function. Place the cursor in the ***Name*** data field and enter a partial value of the position, ex: %JI123%. Select **View** → **Query by Example** → **Enter** → **Run**.

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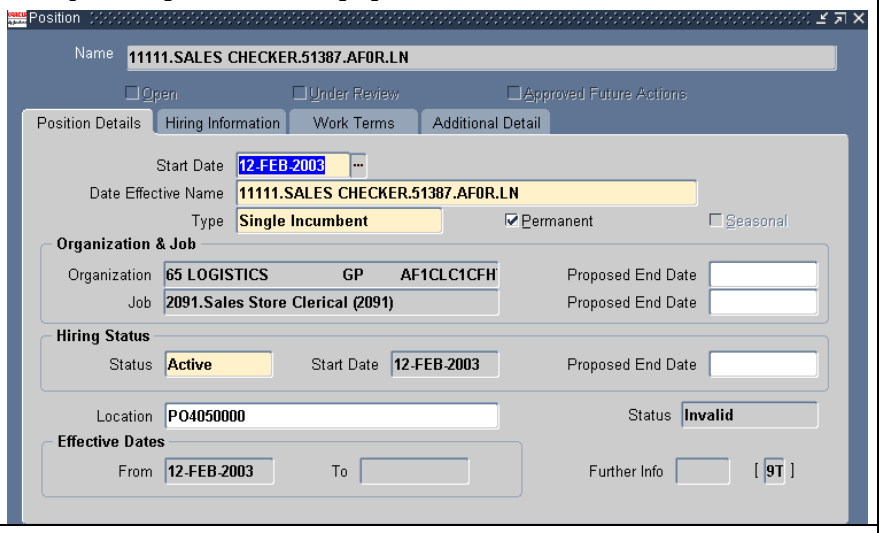
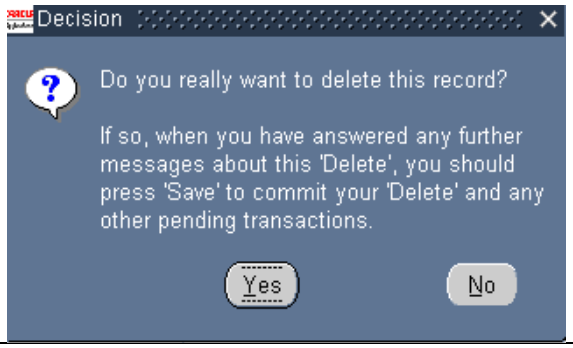
Terminating and Deleting a Position, Continued

Deleting a Position (continued)

Step	Action
3	The queried position auto populates the Position Window. 
4	Select the Delete button on the Toolbar.
5	A Dialog Box displays asking if you really want to delete this record. Select <**Yes**>. 

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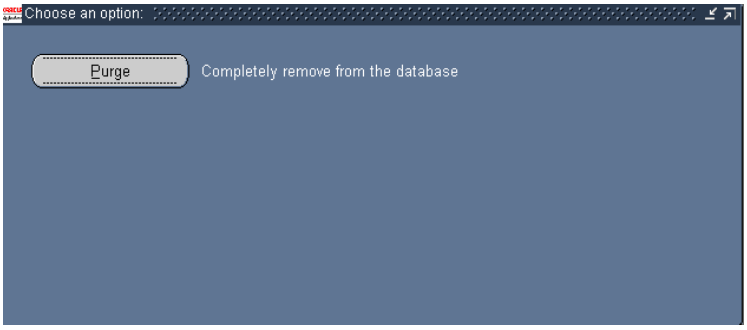
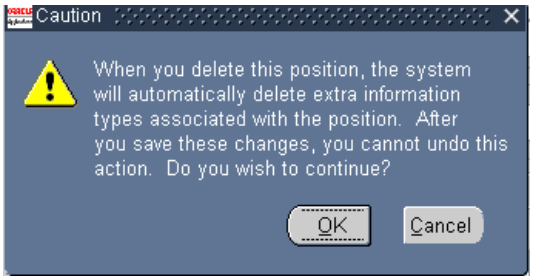
Terminating and Deleting a Position, Continued

Deleting a Position (continued)

Step	Action
6	A Dialog Box open with opens explaining the system will completely remove the position from the database.  Select the <PURGE> button.
7	After selecting the Purge button a Caution box will appear explaining the system will automatically delete extra information types associated with the position.  Select the <OK> button.
8	Select the Save icon complete the removal of the position
9	To Exit, Select **File** on the Main Menu then select **Close Form** to return to the Navigation List.

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Module 2

Chapter 3

Managing Position Hierarchy Using COREDOC

Overview

Introduction

This chapter explains the use and functionality of the Department of Defense Core Document System (COREDOC). COREDOC is an application included in the DCPDS as part of the Position Management and Classification function. It includes a cover sheet, position description, performance plan, training competencies, and knowledge, skills, and abilities (KSAs) for staffing.

Chapter Contents

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Before you Begin

- Component use of COREDOC is optional.
- NAF does not use COREDOC.
- All Agencies may not use the Performance Plan.
- Neither the General Schedule Supervisory Guide (GSSG) nor the GS Leader Grade Evaluation Guide is presently available.

Accessing and Navigating in COREDOC

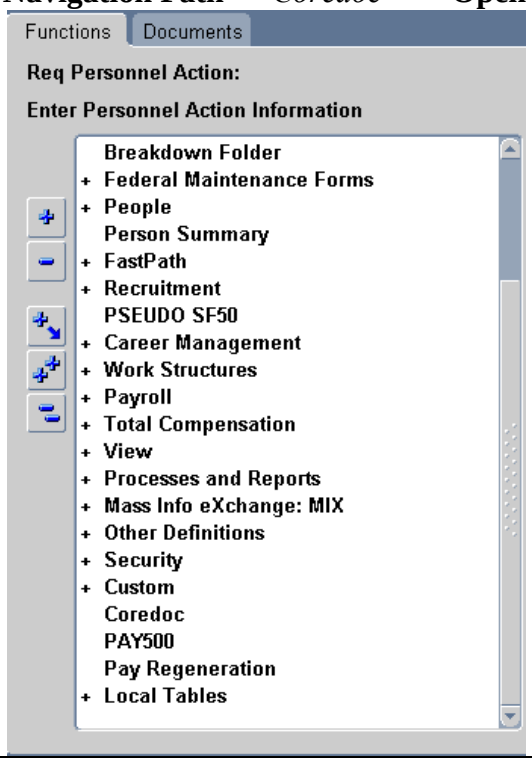
Purpose

This section explains how to access the COREDOC Application and navigate through the system using the menu items, user default information data fields, and exiting.

Section Contents

- Accessing COREDOC
- COREDOC Main Menu Bar
- File Menu
- Utility Menu
- User Default Information Window
- Window Menu
- Help Menu
- Exiting COREDOC

Accessing COREDOC

Step	Action
1	**Navigation Path** → *Coredoc* → <**Open**>. 

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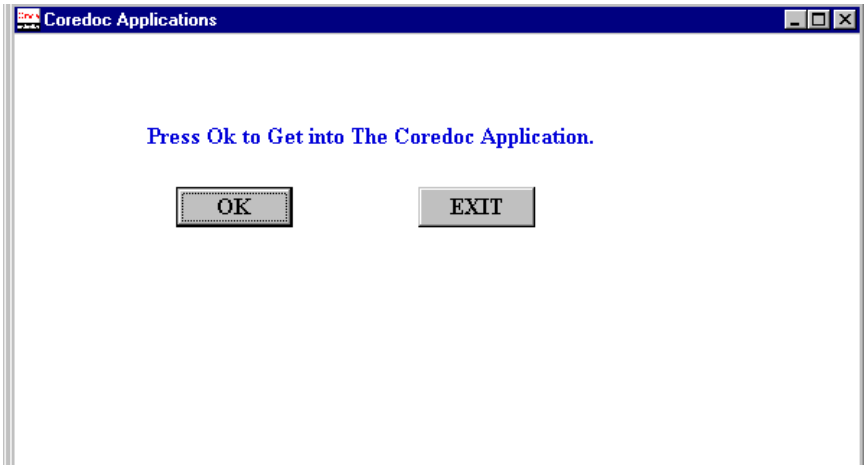
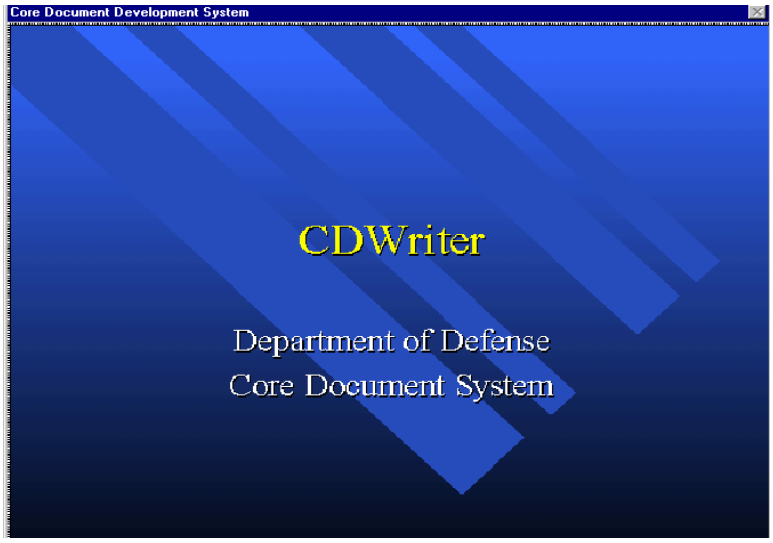
Accessing and Navigating in COREDOC, Continued

Accessing COREDOC (continued)

Step	Action
2	The **Core Applications** window opens. Select **<OK>**. 
3	Selecting **<OK>** opens the **Core Document Development System Title** window 

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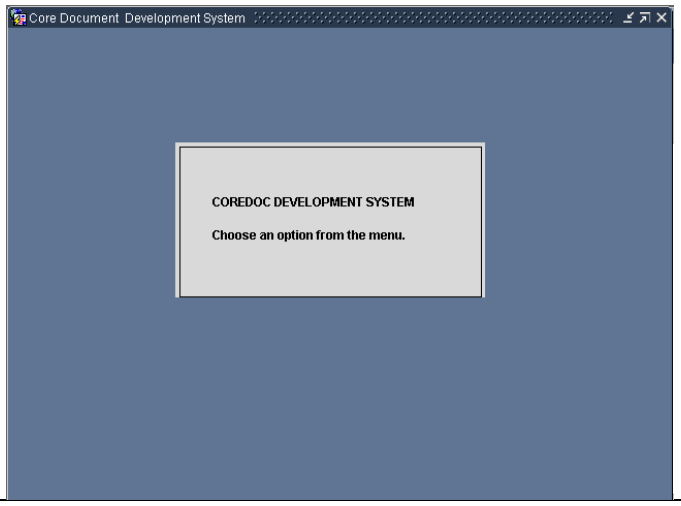
Accessing and Navigating in COREDOC, Continued

Accessing COREDOC (continued)

Step	Action
4	The **Core Document Development System** window opens with the Main Menu Bar selections for accessing the COREDOC processes and functions. 

COREDOC Main Menu Bar

The four main menu selections are described below.

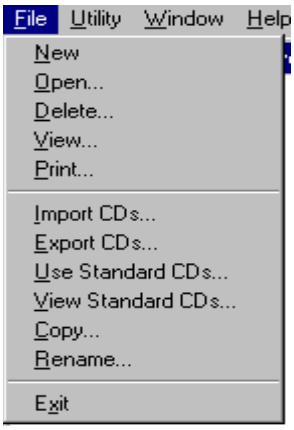
Menu Item	Description
File	Allows you to perform a variety of processes and functions. You can create, delete, view, print, import, export, copy, use and view standard core documents (CDs) or rename them.
Utility	You can establish system-generated defaults for the CD. In addition, users with “Classifier” or “Super User” role can assign a Civilian Personnel Control Number (CPCN) to a CD.
Window	You are provided three choices for displaying open windows in COREDOC. You can arrange them according to viewing preference.
Help	Provides Help System Maintenance entries and general information About CD Writer.
	Note: Open, **Delete**, **View**, **Print**, **Copy**, **Rename** are grayed out, until a new COREDOC is created.

Continued on next page

Accessing and Navigating in COREDOC, Continued

File Menu

The **File** menu is used to perform a number of functions. To access the **File** menu, select **File** on the Main Menu Bar. The following menu opens.

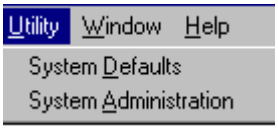


Select	To…/Function
New	Create a new core document (CD).
Open…	Open an existing CD. See ***How to Modify a Core Document*** in this module for additional information.
Delete…	Delete an existing CD.
View…	View a CD while working in the application. See ***How to View a Core Document*** in this module for additional information.
Print…	Print a copy of a CD.
Import CDs…	Import COREDOC is not available.
Export CDs…	Export COREDOC is not available.
Use Standard CDs…	Copy a core document from the standard library, if necessary.
View Standard CDs…	View a standard core document.
Copy…	Duplicate an existing regular or standard core document in your directory.
Rename…	Assign a new name to an existing regular or standard CD.
Exit	Exit from CD Writer to the **COREDOC Applications** window. You can continue the Exit process and return to the **Navigator** window.

Accessing and Navigating in COREDOC, Continued

Utility Menu

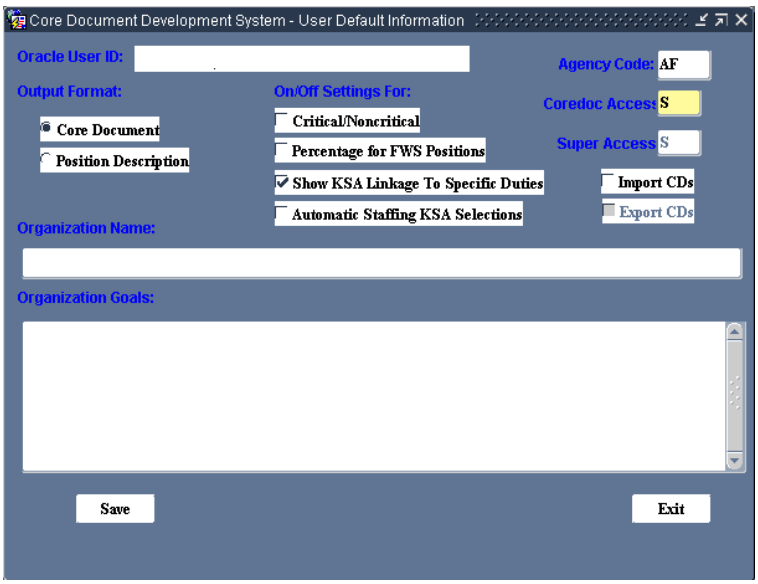
Select **Utility** on the Main Menu Bar to access the **Utility** menu.



Option	Available for
Systems Default	Any user of the COREDOC Application.
System Administration	Users who have been designated as Systems Administrators for the COREDOC Application.

User Default Information Window

The **User Default Information** window opens when **Utility** is selected on the Main Menu Bar. The data areas are described below.



The first time you access COREDOC, you will be prompted to complete the blank **User Default Information** window. This window allows you to enter certain defaults and establish a standard ***Name*** and ***Goals*** for the organizations for which you have responsibility. The information that you type in the data fields will be generated on each CD that you process, eliminating the need to retype the information.

Note: The window has predetermined defaults that may or may not be compatible with the organization you service. You must review the defaults and make the appropriate changes to the data fields.

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Accessing and Navigating in COREDOC, Continued

User Default Information Window (continued)

User Default Information Window Data Field	Description
Oracle User ID	Contains the Oracle User Identification assigned to you. This field cannot be modified.
Output Format	You can determine the type of output desired, e.g., CD or Position Description. **Note:** It is recommended you retain the CD as the default.
On/Off Setting For:	You can "3" on or off for any of the boxes next to the settings by selecting inside the box. The settings are described below. ❑ ***Critical/Noncritical*** – automatically designates all selected duties as critical when activated. ❑ ***Percentage for FWS Positions*** – you should not select this option unless your Agency/Organization requires duty percentages to appear for wage grade positions. ❑ ***Show KSA Linkage to Specific Duties*** – allows you to show the linkage between a selected duty statement and competency (KSA) for a CD. ❑ ***Automatic Staffing KSA Selections*** – allows automatic selection of KSAs for a CD.
Agency Code	Designates the format of the core document, and in particular, the Performance Management Plan. Select the ***Agency Code*** data field to access the drop-down menu, highlight your agency, and select **<OK>**. You can select from the choices indicated on the drop-down menu (Air Force, Army, DoD, Marines, National Guard, and Navy). **Note:** The Fourth Estate Agencies and other Agencies should use the "DD" Agency Code.

Continued on next page

Accessing and Navigating in COREDOC, Continued

User Default Information Window (continued)

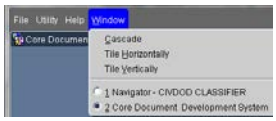
Data Field	Description
Coredoc Access	Indicates the status that you are using to access the **User Default Information** window. The system default is a Classifier. The other options are "S" for Super User, and "M" Coredoc Manager.
Import CDs	Import CDs is not available.
Export CDs	Export CDs is not available.
Organization Name	Allows you to enter a default ***Organization Name***. The information that you type in this data field will be generated on each CD that you process, eliminating the need to retype the information.
Organization Goals	Allows you to enter default Organization Goals. The information that you type in this data field is generated on each CD you process, eliminating the need to retype the information. **Note:** You should always check the **Systems Default** information to be sure it is correct for the organizations for which you have responsibility.
Save/Exit	Once you have selected all the system defaults, select **<Save>** to save your information and return to the **Core Document Development System** window. *Or* Select **<Exit>** to return to the **Core Document Development System** window and not save your changes.

Window Menu

The **Window** menu provides three choices for displaying open windows; you can arrange them according to your preference for viewing.

The **Window** menu also lists all windows you currently have open, including your sign-in "responsibility" (listed in the **Navigator** window).

To access the **Window** menu, select **Window** on the Main Menu Bar.



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Accessing and Navigating in COREDOC, Continued

Window Menu

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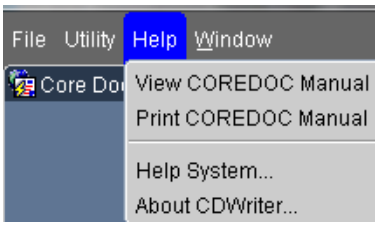
Choice	Action
Cascade	Opens open windows in a “cascaded” or stair-step fashion.
Tile	Opens open windows in a “tile” (non-overlapping fashion).
Arrange Icons	Arranges the icons of any minimized windows side-by-side in the lower left of the window.

Help Menu

The **Help** Menu provides Help System Maintenance entries and general information About CD Writer.

To access the **Help** menu, select **Help** on the Main Menu.



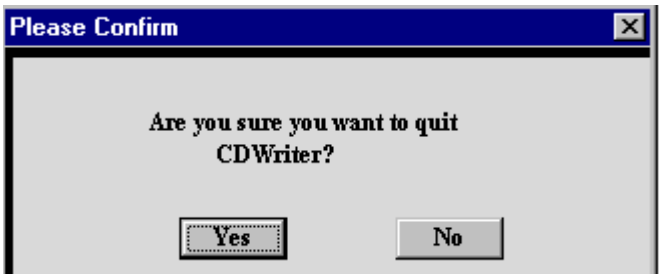
Menu Item	Description
View COREDOC Manual	Provides a view of COREDOC Manual from Integrated Personnel Process Improvement (PPI) release.
Print COREDOC Manual	Prints the COREDOC Manual from the Integrated PPI COREDOC manual on-line without exiting.
Help System	Provides general information about the purpose and functionality contained in the COREDOC software.
About CD Writer	Provides general information about the CD Writer COREDOC software.

Accessing and Navigating in COREDOC, Continued

Exiting COREDOC

There are a number of methods to exit COREDOC:

- Select <**Exit**> from any of the application windows, and follow the directions on the windows to continue the exiting process, or
- Select **File** on the Main Menu; select **Exit**. A **Dialog Box** opens.



- Select <**Yes**> to exit CD Writer and return to the **Navigato**r window.
- Select <**No**> to return to the **Coredoc Applications** window.

Creating a Core Document

Purpose

This procedure provides information on the process of creating, viewing, and printing a new core document (CD).

Section Contents

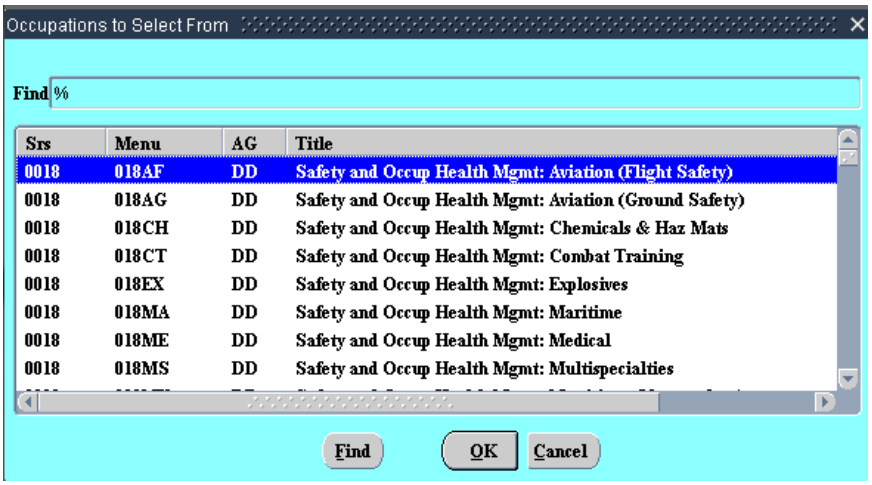
- Accessing the COREDOC Applications window
- Selecting an Occupational Series
- Naming Core Documents
- Selecting:
  - Duties for a Regular CD
  - Supplementary Duties for a Regular CD
  - Percentages of Time for a Regular CD
  - Staffing KSAs for a Regular CD
- Verifying Title, Pay Plan, Series and Grade for a Regular CD
- Completing Organizational Goals and Purpose for a Regular CD
- Developing the Performance Management Plan for a Regular CD
  - Using the System-Generating Performance Requirements
  - Entering New Performance Requirements
- Creating a Standard CD
- Viewing and Printing a CD
- Exiting COREDOC

Accessing the Coredoc Application window

Step	Action
1	**Navigation Path** → Coredoc → <**Open**>.
2	The **Core Document Development System** window with the Main Menu Bar opens. • Select **File** to display a drop-down menu. • Select **New** to begin the process of creating a core document.

Creating a Core Document, Continued

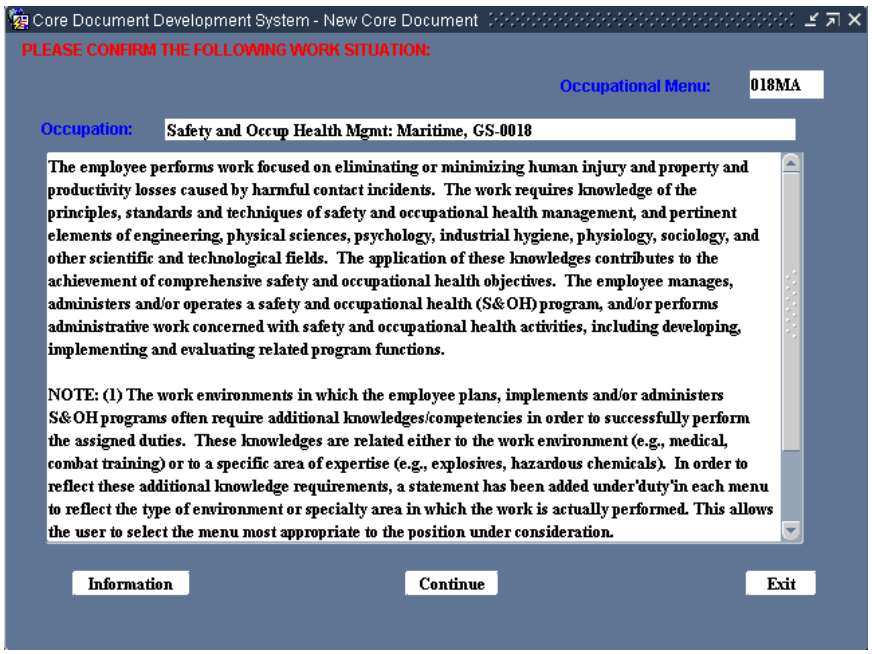
Selecting an Occupational Series

Step	Action
1	The **Occupations to Select From** window opens with three Taskflow Buttons at the bottom of the window. • Scroll and select the occupation you need for your CD, and then select **<OK>**, *or* • Input the Series number in the ***Find*** data area followed by a "%" Select **<Find>**. The series number you designated opens. • From the listing, select the series and occupation you need and select <**OK**>.  **Note:** Several series are further defined into a number of occupations. For example, 0318 has other associated occupations listed: 318A, 318B, etc. Additionally, several Primary Occupations require you to select duties from two or more occupational menus. This usually applies when two or more wage occupations of equivalent grade are used in the CD creation process. If you select one of these series you will be returned to the **Occupation to Select From** window where another series with an associated occupation may be selected.

Continued on next page

Creating a Core Document, Continued

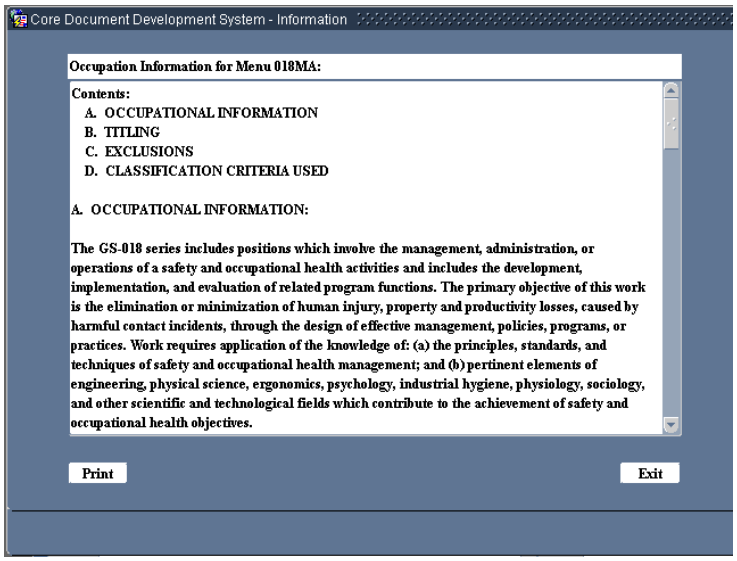
Selecting an Occupational Series (continued)

Step	Action
2	The **Coredoc Document Development System – New Core Document** window with the title "Please Confirm The Following Work Situation" opens with a description of the occupation you selected. Use the scroll bar and scroll through the description to ensure it meets your needs. 
3	Select one of the taskflow buttons at the bottom of the window: Select <**Information**> To display detailed position classification information about the selected series and occupation to read before proceeding. Select <**Continue**> To display the **Action - CD Type window** when the series and occupation are correct.

Continued on next page

Creating a Core Document, Continued

Selecting an Occupational Series (continued)

Step	Action
4	If you select <**Information**>, the **Core Document Development System - New Core Document** window opens with detailed information about the selected series and occupation. 
5	Select <**Print**> to print the information on the occupation, or <**Exit**> to return to the **Core Document Development System** window.
6	If you select <**Continue**> on the **Core Document Development System** window, because the series and occupation are correct, the **Action – CD Type** window opens. Select <**Exit**> on the **Core Document Development System** window if the series and occupation are not correct to return to the **Core Document Development System Main Menu** window.

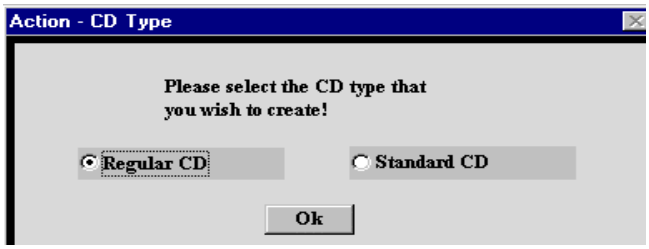
Continued on next page

Creating a Core Document, Continued

Naming Core Documents

Follow the steps below to select or create your own unique CD.

Step	Action

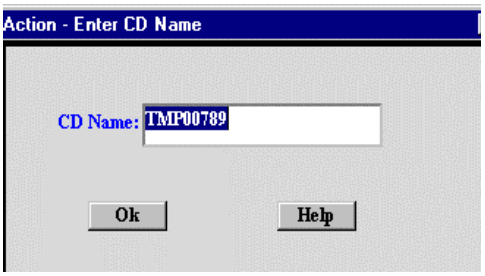
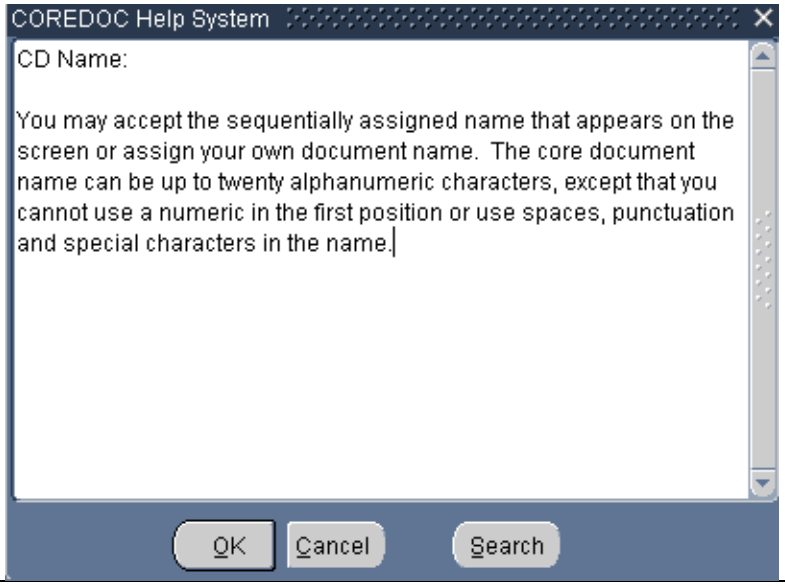
1	Select **<Continue>** on the **Core Document Development System-New Core Document** window.
	The **Action - CD Type** Dialog Box opens.
	 
	
	Select one of the following types of CDs:
	• **Regular CD** - is based on unique duty requirements or special qualifications of the position. Regular CDs have a system-generated name beginning with "TMP" and ending with a sequential number.
	• **Standard CD** - is based on standard duties and qualifications and is normally used Component wide. Standard CDs will have a system-generated name comprised of four parts:
	  • The abbreviation, "STD,"
	  • The user's two-digit agency code,
	  • The four-digit occupational series,
	  • The two-digit grade, and
	  • A sequential number.
	Note: It is recommended that you establish your own naming convention for both "Regular" and "Standard" CDs. Your CDs are based on your Component's business rules. You may enter any identifier that does not exceed the allocated space of twenty alphanumeric characters.

2	Select **Regular CD** on the **Action – CD Type** window and select **<OK>**. **Note:** A Regular CD is used for illustration purposes only.

Continued on next page

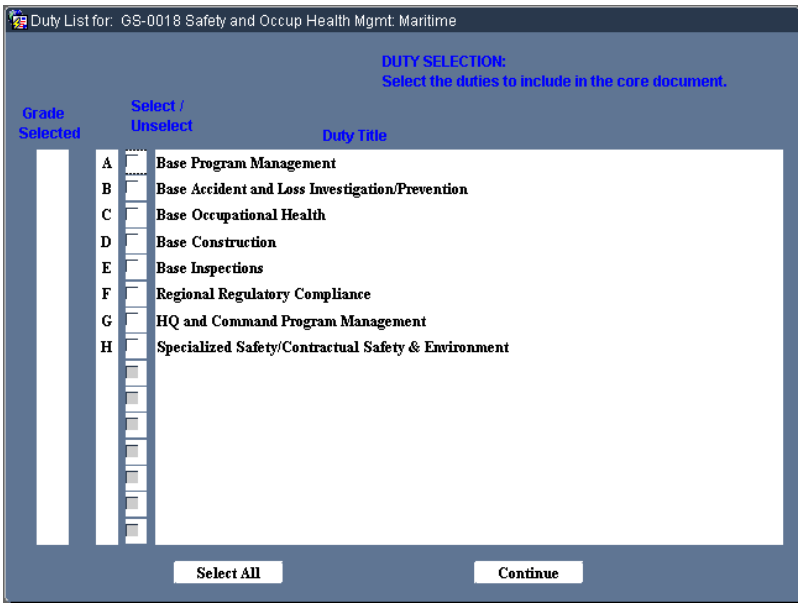
Creating a Core Document, Continued

Naming Core Documents (continued)

Step	Action
3	The **Action – Enter CD Name** window opens. In the example, a system-generated CD Name of "TMP00789" opens in the ***CD Name*** data field.  **Note:** Select <**Help**> for the **COREDOC Help System** window to display an explanation of the CD Name. 
4	Select <**Ok**> to accept the system-generated **CD Name,** or type in your own specific name and number for the CD that meets the business rules of your Component.
5	Select <**OK**> to display the **Duty List** window with the associated duties for the series and occupation you selected.
6	Select <**Cancel**> to cancel to exit the window.

Creating a Core Document, Continued

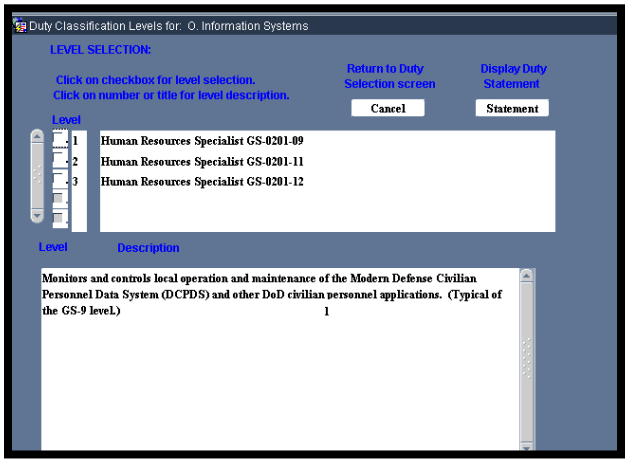
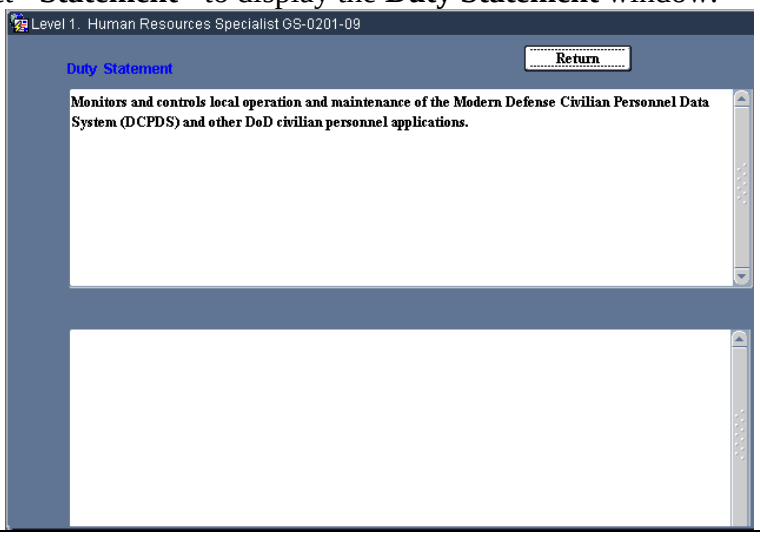
Selecting Duties for a Regular CD

Step	Action
1	On the **Duty List for…**window, select the duties to include in your CD at this time.  **Note:** It is not necessary to select all the duties listed for your series and occupation, only the ones that applies to your CD.
2	Select <**Select All**> to select all the duties listed for the series and occupation. *OR* Select <**Continue**> to **not** select any duties. **Note:** If you select <**Continue**>, a dialog box opens**.** "You have NOT selected any duties for this series." Select **<OK>**. A second dialog box opens, "Do you wish to abandon this series for this coredoc?" Select **<Yes>** to begin a new series or **<No>** to return to the **Duty List for:** window. Select the box next to the **Duty Title** associated with your series and occupation to display the **Duty Classification Levels for…** window. For Example: **Duty Classification Levels For**: **Information Systems** window.

Continued on next page

Creating a Core Document, Continued

Selecting Duties for a Regular CD (continued)

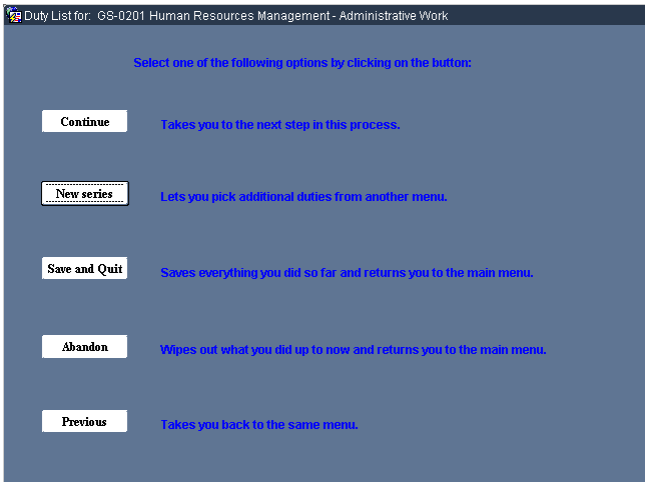
Step	Action
3	The **Duty Classification Levels for: Information Systems** window opens a description of the first level for the series listing in the Level Selections Area.  **Notes:** • Select the Title or Series (i.e., Human Resources Specialist GS-0201-09) to access the Level/Description for each of the levels. Or • Select <**Cancel**> to return to the **Duty List for:** window without making a Duty Level selection.
4	Select the level you need for your CD. The **Duty List for:** window returns for selecting additional duties. Select another duty.
5	Select <**Statement**> to display the **Duty Statement** window. 

Continued on next page

Creating a Core Document, Continued

Selecting Duties for a Regular CD (continued)

Step	Action
6	Select <**Return**> to return to the **Level Selection** window. Select the level appropriate for the duty position. The system will return to the **Duty Selection** window and the Grade you selected will reflect on the window.
7	Select <**Continue**> to display the **Supplementary List** window.



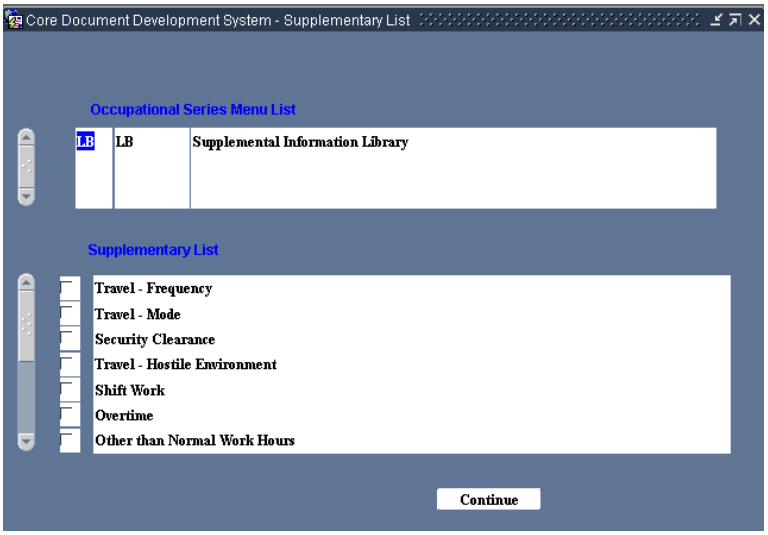
A description and the use of the buttons:

Button	Description/Use
Continue	Proceed to the next creation window.
New series	Return to the **Occupations to Select From** window to select a new series.
Save & quit	Save your work up to this point and quit.
Abandon	Exit your work without saving. A series of dialog boxes display. Select the correct response and return to the **Core Document Development Window.**
Previous	Return to the Duty List window.

Continued on next page

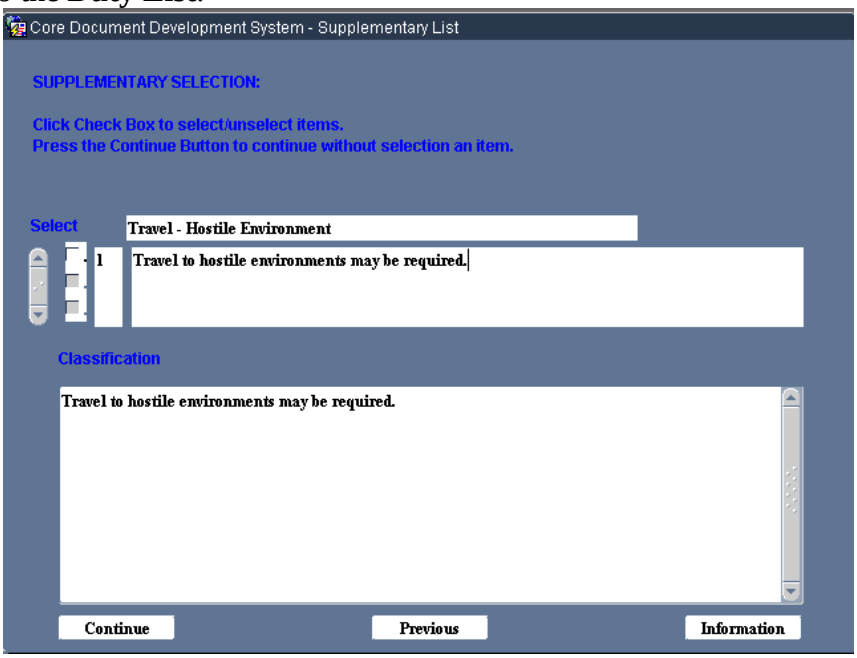
Creating a Core Document, Continued

Selecting Duties for a Regular CD (continued)

Step	Action
8	Select <**Continue**> to proceed. The **Core Document Development System - Supplementary List** window opens for selecting additional duties. **Note:** These duties do not affect the grade or series, but are important to ensure requirements are complete for the CD. 

Creating a Core Document, Continued

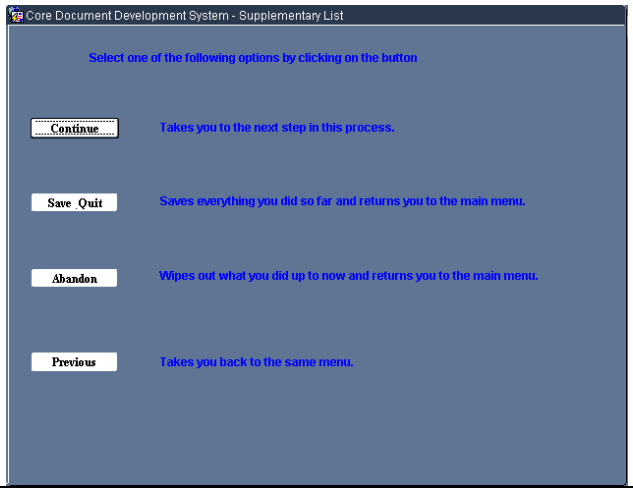
Selecting Supplementary Requirements for a Regular CD

Step	Action
1	Select the Select box to select a level or select <**Continue**> to return to the **Duty List**. 
2	• Select <**Previous**> to select additional supplementary duties. • Select <**Information**> for information about the window.
3	Select <**Continue**> after you select all the supplementary duties for COREDOC to display another **Supplementary List** window. *OR* Select <**Continue**>, even if you did not make any selections.

Continued on next page

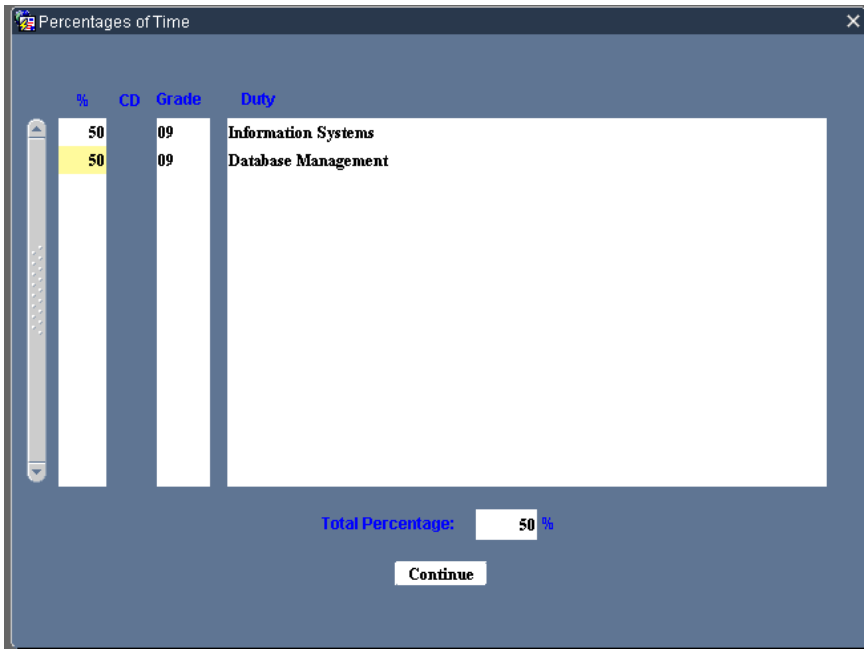
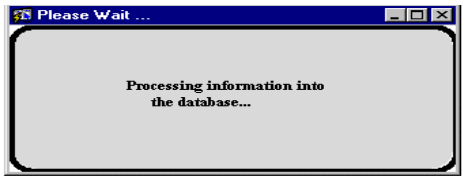
Creating a Core Document, Continued

Selecting Supplementary Requirements for a Regular CD (continued)

Step	Action
4	The **Core Document Development System – Supplementary List** window opens. Each of the four options is explained in the text. Select the option that meets your needs to continue the COREDOC process. 
5	Select <**Continue**> to display the **Percentages of Time** window. **Note:** If you did not select any of the supplementary duties, a dialog box asks, "Are you finished with Supplementary Information?" Select <**Continue**> to continue creating a CD.

Creating a Core Document, Continued

Selecting Percentages of Time

Step	Action
1	The **Percentages of Time** window opens with the duties you selected with an assigned percent for each one. COREDOC automatically distributes percentages to equal a total of 100% unless you make adjustments. Total Percentage is displayed at the bottom of the screen and must always equal 100%.  **Note:** You may change the percentage of time, if needed. Select the box under "%" and type in a new percentage. The total percentage must add up to 100 percent.
2	Select **<Continue>** to display the **Staffing KSAs** window.
3	The **Please Wait** Dialog Box advises, "Processing information into the database..." before accessing the next step in the COREDOC process. 

Creating a Core Document, Continued

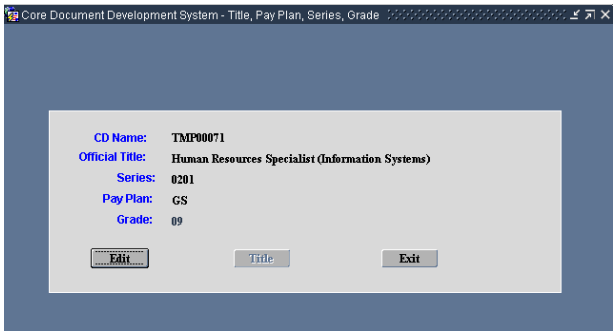
Selecting Staffing KSAs

All of the competencies listed appear in the CD in the **Basic Training Competencies** Section. Only those you select for staffing, however; will be listed in the selected **Staffing KSAs** section of COREDOC.

Step	Action
1	The **Core Document Development System – Staffing KSAs** window opens. Select the checkbox next to each KSA for the position description. As you select a KSA, the system will take you to the description for that KSA until you have selected all the KSAs that you need. The KSAs will populate in the ***Description*** field. **Notes:** • The **KSA** Checkboxes will usually be blank. If there are check marks in them, a pre-determination has been made that the KSAs are essential to both staffing and training. • Numbers in the **% of Time Column** indicate the percentage of work requiring the particular competency (KSA). • If the competency applies to all KSAs selected, then the percentage is 100. If the competency applies to only one duty and that duty comprises 30% of the job, then the % of time will be 30.0. The **% of Time Column** opens to assist in deciding which KSAs to select for staffing.
2	Select <**Continue**> to display the **Title, Pay Plan, Series, Grade** window after you have selected all the KSAs you need for the CD.

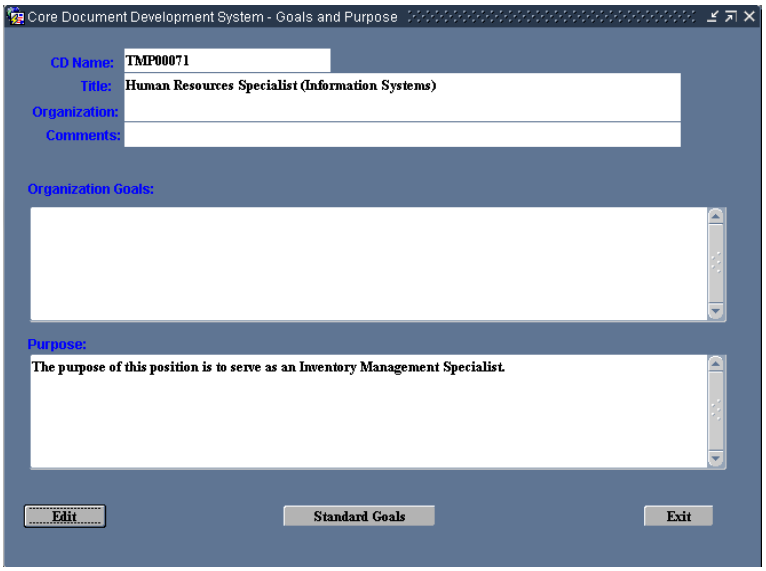
Creating a Core Document, Continued

Verifying Title, Pay Plan, Series, and Grade for a Regular CD

Step	Action
1	The **Core Document Development System – Title, Pay Plan, Series,** and **Grade** window opens. The window contains the ***CD Name***, ***Official Title***, ***Series***, ***Pay Plan,*** *and* ***Grade*** data fields. These are automatically populated based on your previous selections in the creation process.  • Select <**Edit**> and highlight selection to change the ***Official Title***, ***Series***, or ***Pay Plan***. Any changes made on this window will be reflected in the Classification Summary of the CD. ***CD Name*** cannot be changed. • Select **Title** to make any changes to the Official Title. • Select <**Continue**> to go to the next step and display the **Goals and Purpose** window.

Creating a Core Document, Continued

Completing the Organizational Goals and Purpose for a Regular CD

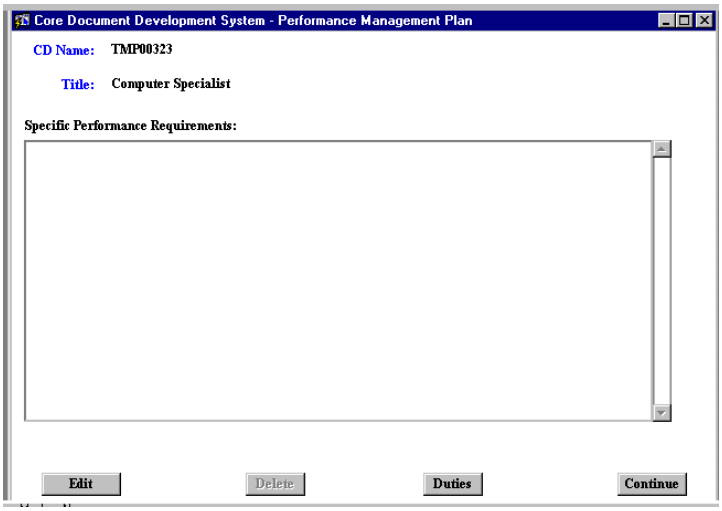
Step	Action
1	The **Core Document Development System – Goals and Purpose** window opens. 
2	

If you	Then
Choose to write your own Organizational Goals and Purpose.	Select <**Edit**> and type them in the fields provided. Select **Save**. Select <**Exit**> The **Performance Management Plan** window will display.
Choose to use Standards Goals. (**Note:** Users with "Classifier" or "Super User" role can establish "Standard Goals" as a default for the organizations serviced.)	Select <**Standard Goals**> for auto population. Select <**Exit**>. The **Performance Management Plan** window will display.
Choose not to input Goals and Purpose.	Select <**Exit**>. The **Performance Management Plan** window will display.

Creating a Core Document, Continued

Developing the Performance Management Plan for a Regular CD

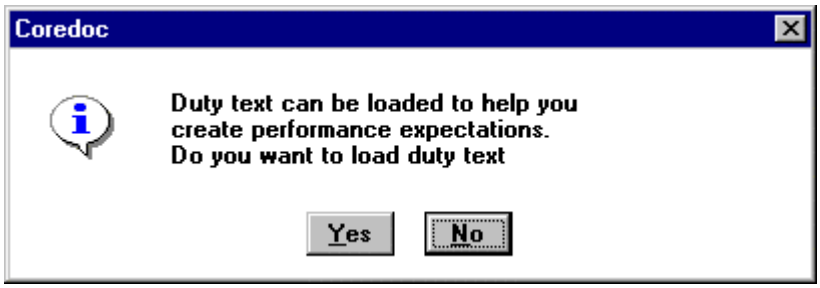
COREDOC is programmed to reconfigure the duties selected into objectives for use in the **Performance Management Plan** window. It will format the duty statements (objectives) to emulate your component's current performance management plan. The window is essentially the same for each Component; however, the output will be different depending on your Component. For example, Air Force does not use this part of COREDOC. Follow these steps to develop the Performance Management Plan:

Step	Action
1	The **Core Document Development System – Performance Management Plan** window opens.  There are four Taskflow Buttons on the window. The descriptions of the buttons follow. **<Edit>** - Add or change text to comply with your Component's governing performance elements and standards. **<Delete>** - Remove text from the document. **<Duties>** - Load duty statements associated with the CD. **<Continue>** - Continue the creation process. Select <**Duties**> to display the **Core Document Development** window.

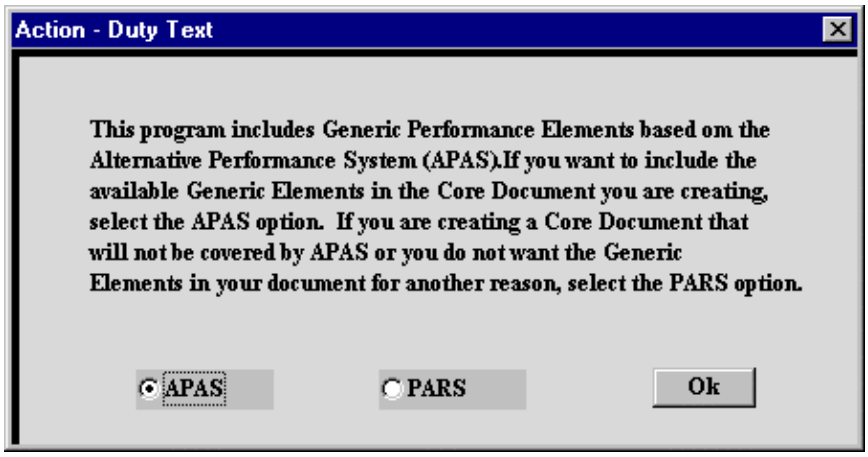
Continued on next page

Creating a Core Document, Continued

Developing the Performance Management Plan for a Regular CD (continued)

Step	Action
2	A Duty Text Dialogue Box opens: 
3	**Select <Yes> if you**: Want the system to load performance requirements. **Select <No> if you**: Want to enter your own performance requirements.

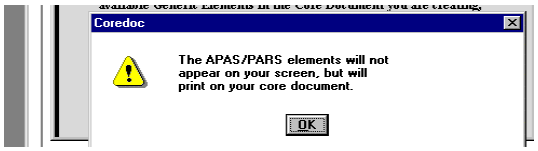
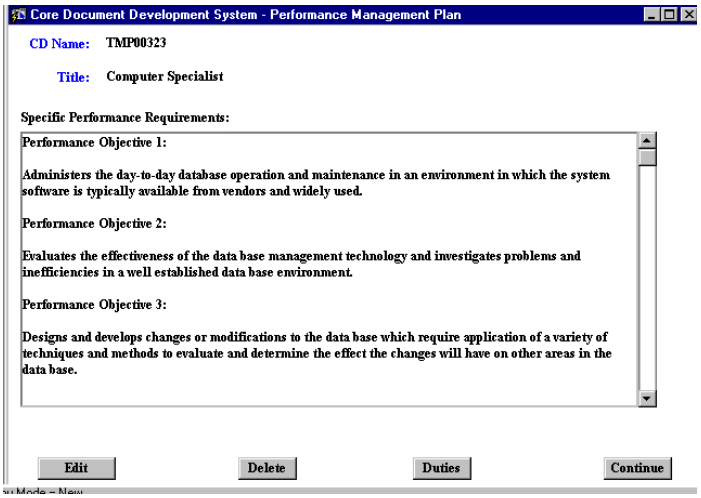
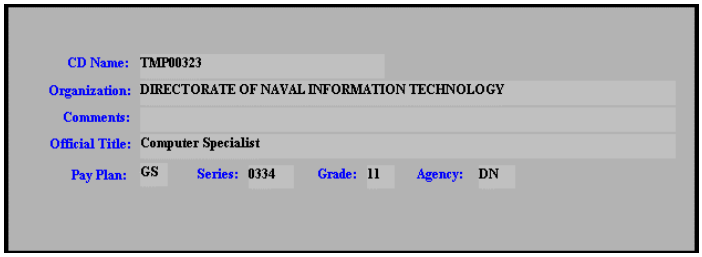
Using the System-Generated Performance Requirements

Step	Action
1	If you select **<Yes>**, a Duty Text Dialogue Box opens. 

Continued on next page

Creating a Core Document, Continued

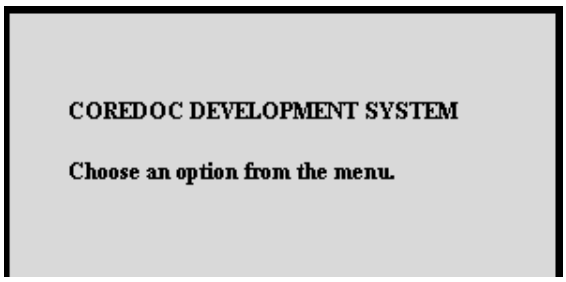
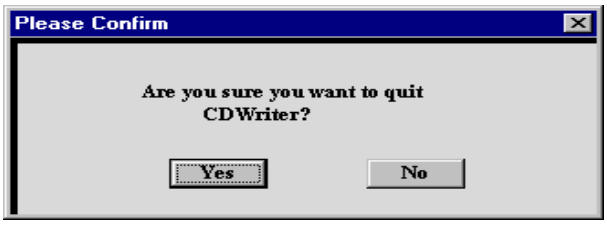
Using the System-Generated Performance Requirements (continued)

Step	Action
2	Select <**OK**>. A notice opens. 
3	Select <**OK**>. 
4	Select <**Continue**>. The **Core Document Development System - Performance Management Plan** window opens. This window provides the ***CD Name***, ***Organization***, ***Comments***, ***Official Title, Pay Plan***, ***Series***, ***Grade***, *and* ***Agency*** fields with your input. 

Continued on next page

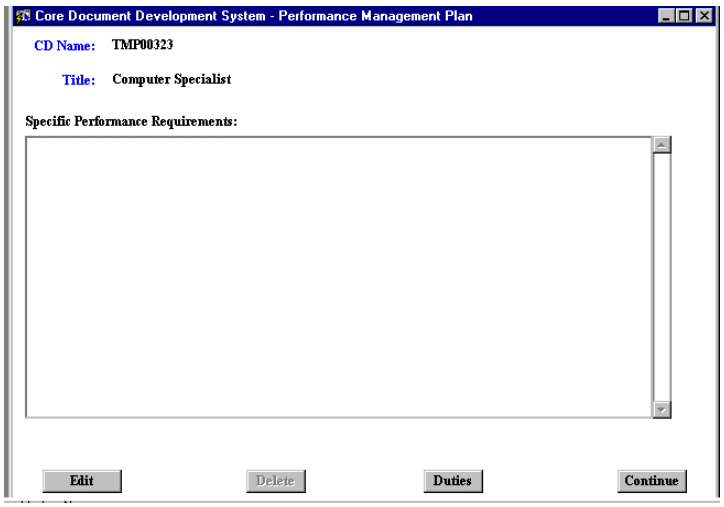
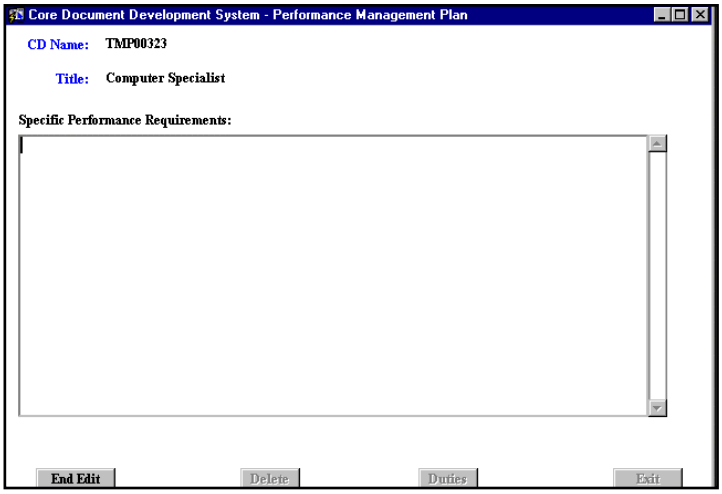
Creating a Core Document, Continued

Using the System-Generated Performance Requirements (continued)

Step	Action
5	Select <**Edit**>. Select **Exit**.
6	The **Core Document Development System** window opens. 
7	Select **File**. Select **Exit**.
8	The Please Confirm window will display the question "Are you sure you want to Quit CD Writer?" 
9	Select <**Yes**> to exit.

Creating a Core Document, Continued

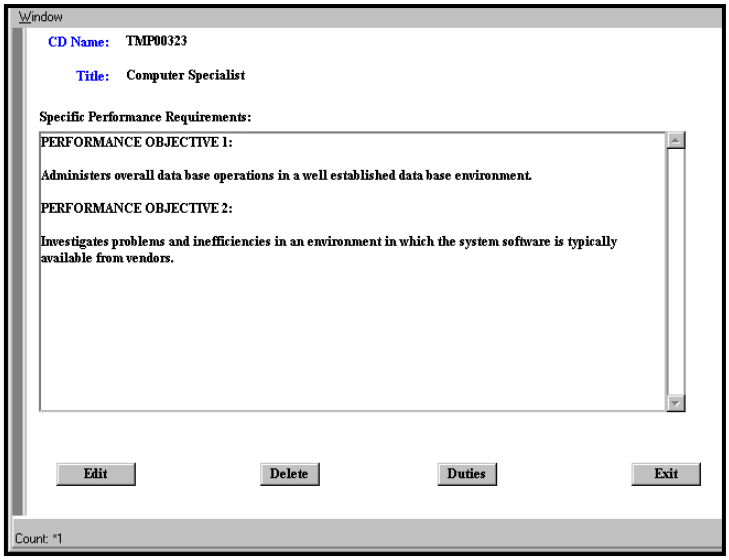
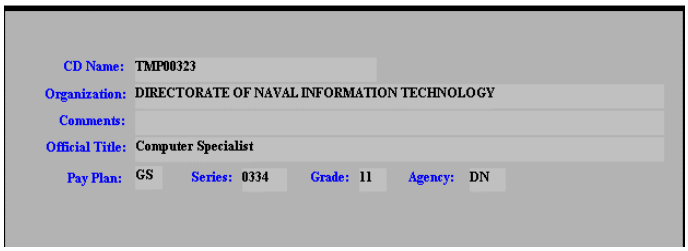
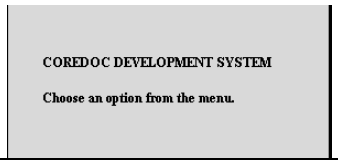
Entering New Performance Requirements

Step	Action
1	If you selected **<No>** in Step 3 of Developing the Performance Management Plan above, the **Core Document Development System - Performance Management Plan** window opens with the **Specific Performance Requirements Section** blank.  Select **<Edit>**.
2	The **Core Document Development System - Performance Management Plan** window opens with **Specific Performance Requirements** blank.  Type the specific performance requirements. Select <**End Edit**>.

Continued on next page

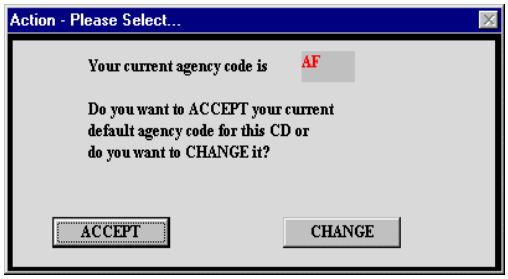
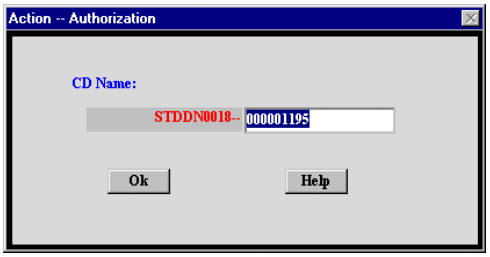
Creating a Core Document, Continued

Entering New Performance Requirements (continued)

Step	Action
3	The **Core Document Development System - Performance Management Plan** window opens with your input. 
4	Select **<Exit>**.
5	The **Core Document Development System** window opens. This window provides the ***CD Name***, ***Organization, Comments***, ***Official Title***, ***Pay Plan***, ***Series***, ***Grade***, *and* ***Agency*** fields with your input. 
6	Select **Edit** and then **Exit**.
7	The **Core Document Development System** window opens. 
8	Select **File** and then **Exit** to exit COREDOC.

Creating a Core Document, Continued

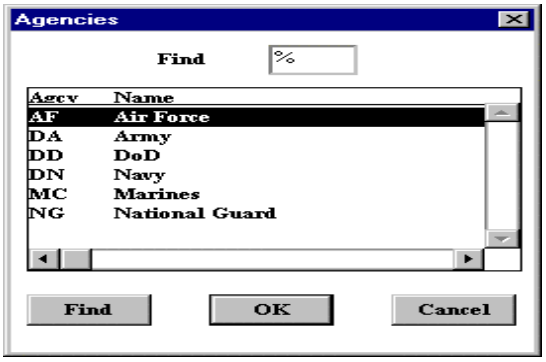
Creating a Standard CD

Step	Action
1	The **Action – Please Select** window opens with two Taskflow Buttons and the statement "Your current agency code is ___. Do you want to accept your current default agency code for this CD or do you want to CHANGE it?" 
2	**If you select** / **Then**: <**Accept**> — The **Action –Authorizations** window opens and the system defaults to the agency code shown on the window. Two buttons are on the bottom of the screen: **<OK>** - Opens the **Duty List For: (Pay Plan, Series, Job Title)** Window in the block titled "Selecting from the Duty List". **<Help>** - takes you to the **COREDOC Help System** Window on Standard CDs shown in this decision-logic table. 

Continued on next page

Creating a Core Document, Continued

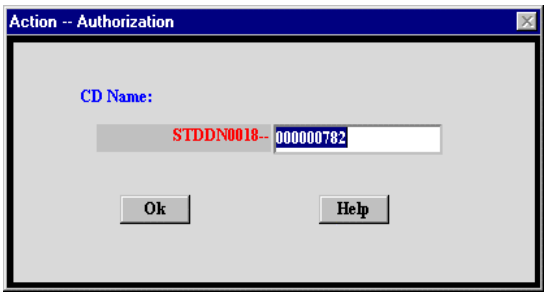
Creating a Standard CD (continued)

Step	Action	
2 (cont)	**If you select**	**Then**
	<**Change**>	The **Agencies** window opens with three Taskflow Buttons used in all queries. 
	Your Agency and Name and select <OK>	The **Action – Default Agency** window opens with your Component listed in the default agency field.

Continued on next page

Creating a Core Document, Continued

Creating a Standard CD (continued)

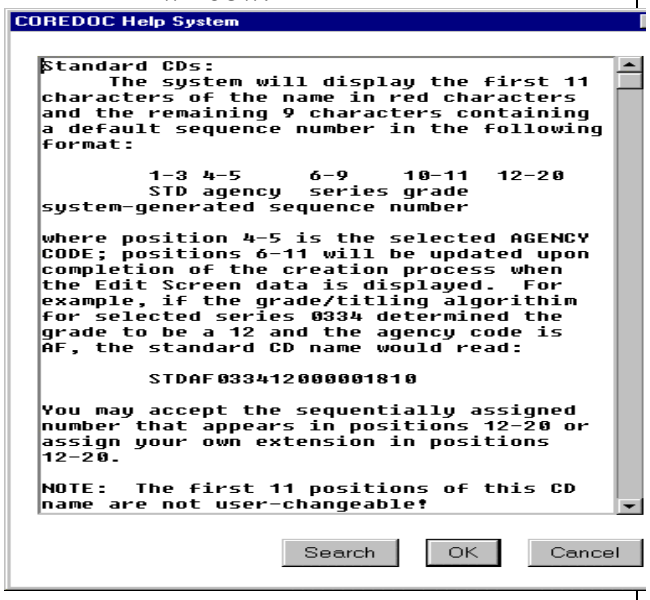
Step	Action	
2 (cont)	**If you select**	**Then**
	<Ok>	The **Action – Authorization** window opens with the ***CD Name*** field auto populated. Two buttons are on the bottom of the window: **<Ok> -** Opens the **Core Document Development System** window. **<Help>** - Opens the **COREDOC Help System** Window on Standard CDs shown in the next step. 

Continued on next page

Creating a Core Document, Continued

Creating a Standard CD (continued)

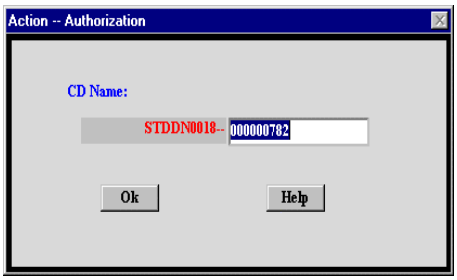
Step	Action	
2 (cont)	**If you select**	**Then**
	<Help>	The **COREDOC Help System** window opens with the sequentially assigned number. Three buttons are located on the window: **<Search>** - Opens the **Search/Replace** window to make changes and give you an explanation of the characters that constitute the Standard CD. **<OK>** - Opens the next window. **<Cancel>**- Returns you to the previous window.



Continued on next page

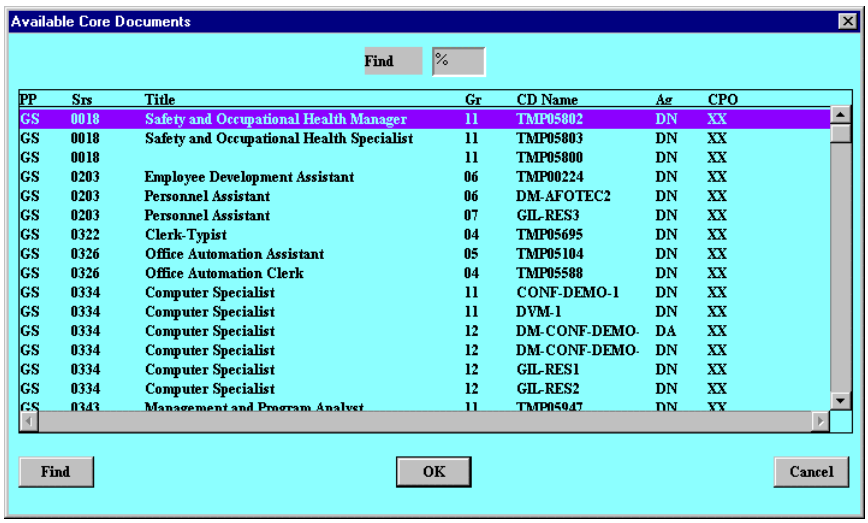
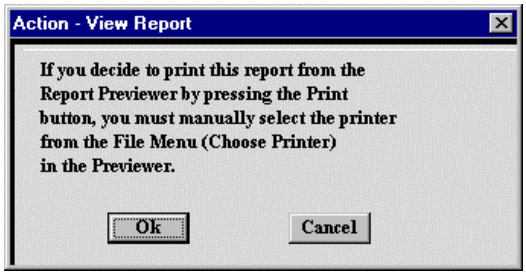
Creating a Core Document, Continued

Creating a Standard CD (continued)

Step	Action	
2 (cont)	**If you select**	**Then**
	<Cancel>	You are returned to the **Action – Authorization** window. Select **<Ok>** and continue with the Standard CD. 

Creating a Core Document, Continued

Viewing and Printing a CD

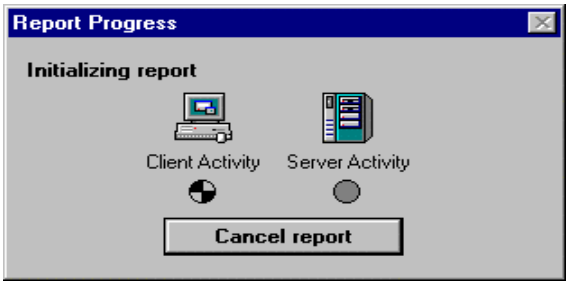
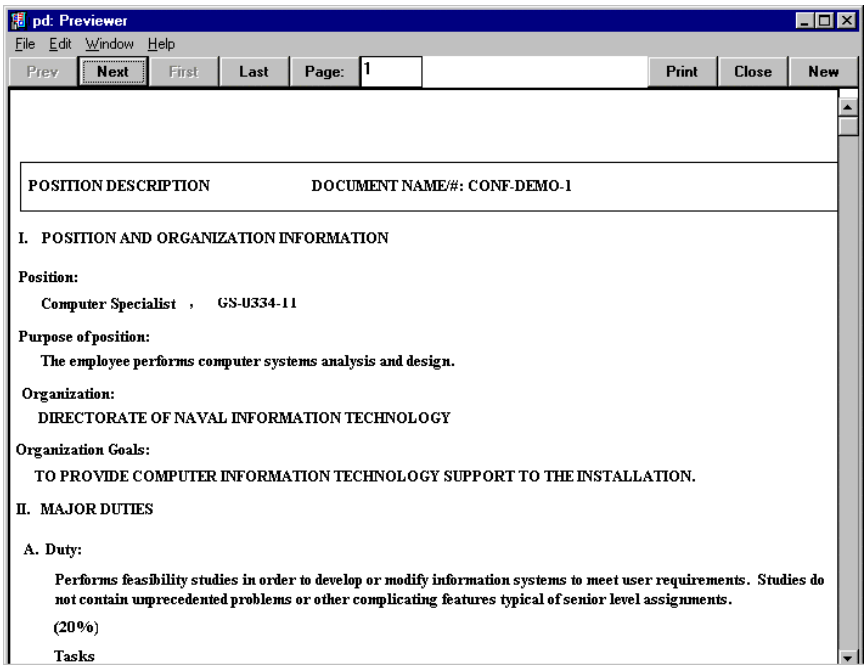
Step	Action
1	Select **File** and then **View** on the Main Menu Bar.
2	The **Available Core Documents** window opens 
3	Select the CD you wish to preview.
4	Select <**OK**>.
5	The ***Action – View Report*** Dialog Box opens with the statement, "If you decide to print this report from the Report Previewer by pressing the Print button, you must manually select the printer from the File Menu (Choose Printer) in the Previewer." Select <**Ok**>. 

PP	Srs	Title	Gr	CD Name	Ag	CPO
GS	0018	Safety and Occupational Health Manager	11	TMP05802	DN	XX
GS	0018	Safety and Occupational Health Specialist	11	TMP05803	DN	XX
GS	0018		11	TMP05800	DN	XX
GS	0203	Employee Development Assistant	06	TMP00224	DN	XX
GS	0203	Personnel Assistant	06	DM-AFOTEC2	DN	XX
GS	0203	Personnel Assistant	07	GIL-RES3	DN	XX
GS	0322	Clerk-Typist	04	TMP05695	DN	XX
GS	0326	Office Automation Assistant	05	TMP05104	DN	XX
GS	0326	Office Automation Clerk	04	TMP05588	DN	XX
GS	0334	Computer Specialist	11	CONF-DEMO-1	DN	XX
GS	0334	Computer Specialist	11	DVM-1	DN	XX
GS	0334	Computer Specialist	12	DM-CONF-DEMO-	DA	XX
GS	0334	Computer Specialist	12	DM-CONF-DEMO-	DN	XX
GS	0334	Computer Specialist	12	GIL-RES1	DN	XX
GS	0334	Computer Specialist	12	GIL-RES2	DN	XX
GS	0343	Management and Program Analyst	11	TMP05947	DN	XX

Continued on next page

Creating a Core Document, Continued

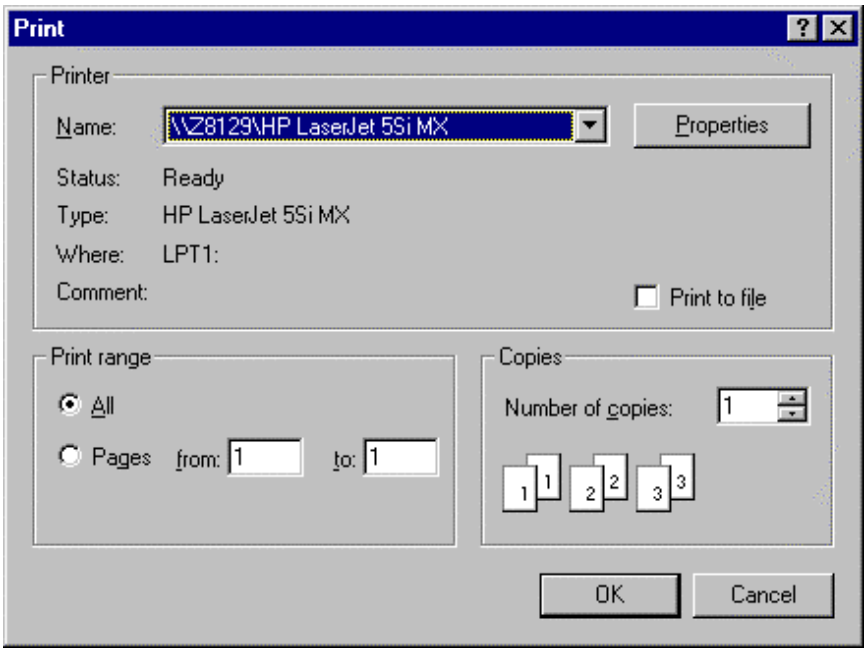
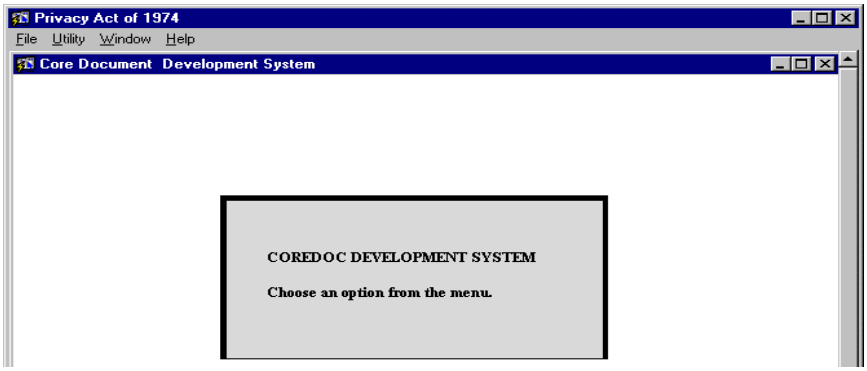
Viewing and Printing a CD (continued)

Step	Action
6	The **Report Progress** Dialog Box opens informing you that the activity is processing. 
7	The **pd: Previewer** window opens with a menu bar, eight buttons, a page indicator, and a scroll bar.  **Note:** You can preview the first page of the CD by using the scroll bar on the side. If you want to preview the rest of the CD, select <**Next**> until you get to the last page.

Continued on next page

Creating a Core Document, Continued

Viewing and Printing a CD (continued)

Step	Action
8	Select **File**. Select **Print**. The **Print** window opens. 
9	Select the appropriate printer in Printer ***Name*** data field. Select the Print Range and number of copies needed. Select **<OK>** to print the number of copies needed.
10	Select **<Close>** to return to the **Core Document Development System** window. 

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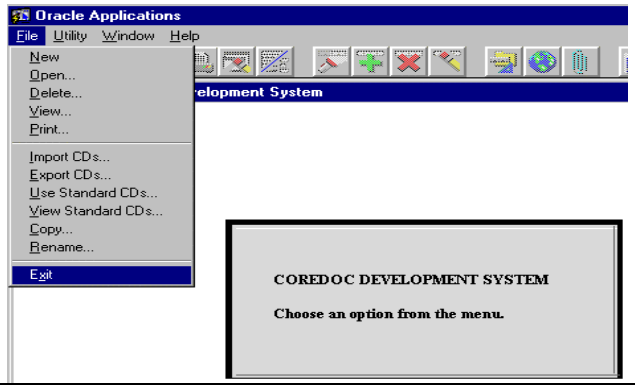
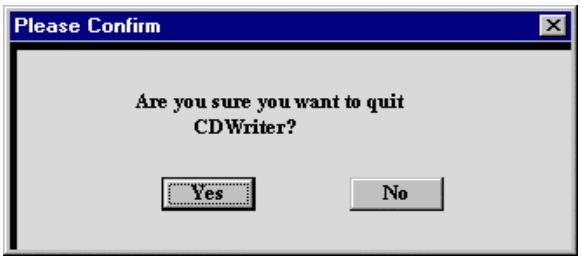
Creating a Core Document, Continued

Exiting COREDOC

Step	Action
1	Select **Edit** on the Main Menu Bar. The **COREDOC DEVELOPMENT SYSTEM** Dialog box opens with a new Toolbar. Select **File** and select **Exit** from the drop down menu. 
2	The ***Please Confirm*** Dialog Box opens asking, "Are you sure you want to quit CD Writer?" Select <**Yes**>. 
3	The **Navigator** window opens.

Viewing and Printing an Existing Core Document

Purpose

This section explains how to access **COREDOC** to view and print an existing CD.

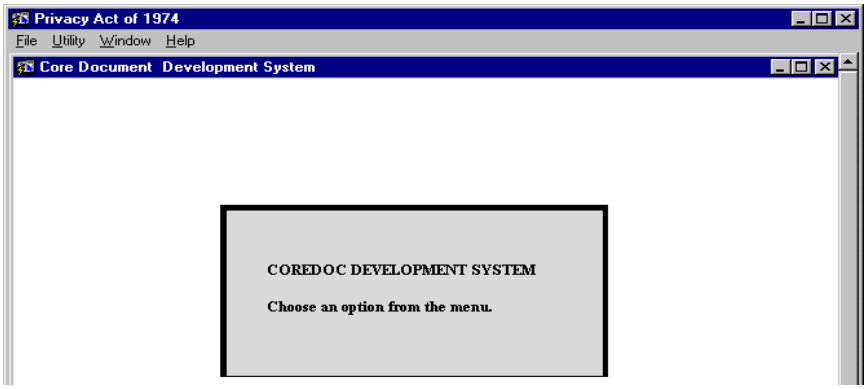
Section Contents

- Accessing COREDOC
- Viewing a CD
- Printing a CD

Accessing COREDOC

Step	Action
1	From the **Responsibilities** window, select your assigned Responsibility → <**OK**>.
2	The **Navigator List** opens. Select ***Coredoc*** → <**Open**>.

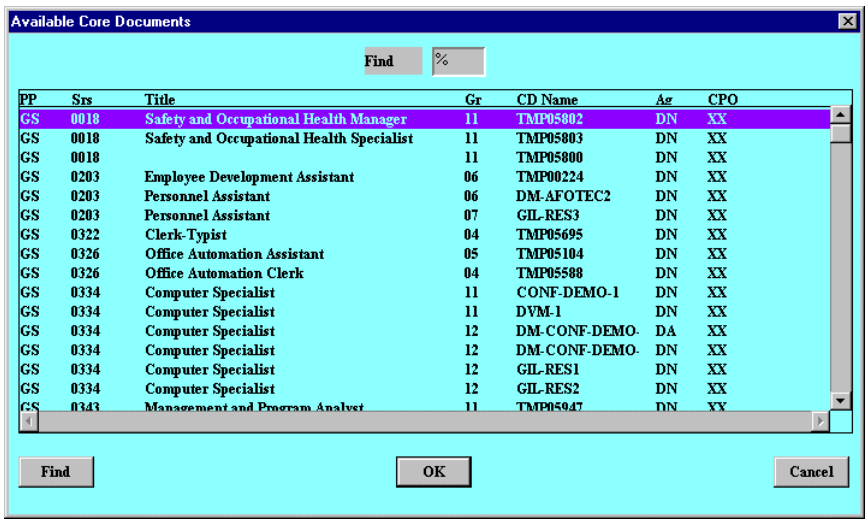
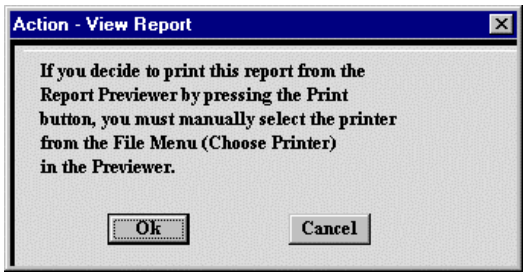
Viewing a CD

Step	Action
1	The **Core Document Development System** window opens. 
2	Select **File** and then select **View** on the Main Menu Bar.

Continued on next page

Viewing and Printing an Existing Core Document, Continued

Viewing a CD (continued)

Step	Action
3	The **Available Core Documents** window opens. Select the CD you wish to preview. 
4	Select <**OK**>.
5	The ***Action – View Report*** Dialog Box opens with the statement, "If you decide to print this report from the Report Previewer by pressing the Print button, you must manually select the printer from the File Menu (Choose Printer) in the Previewer." Select <**Ok**>. 

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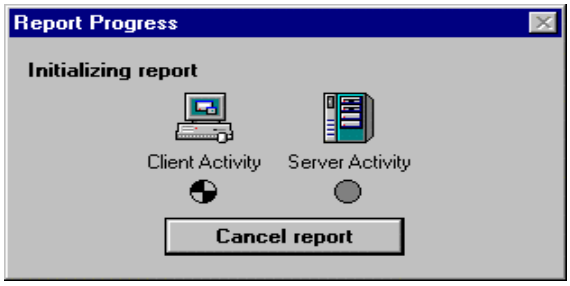
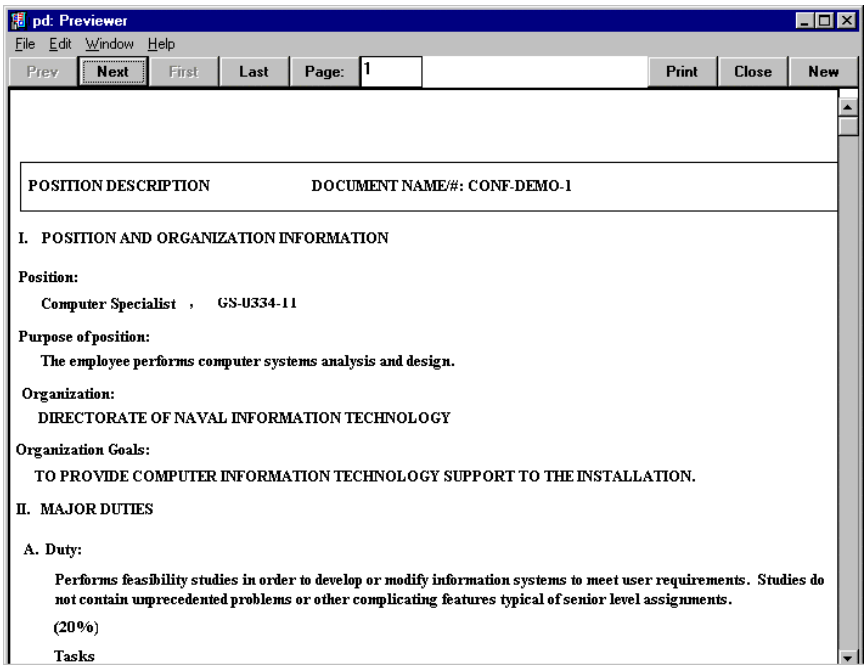
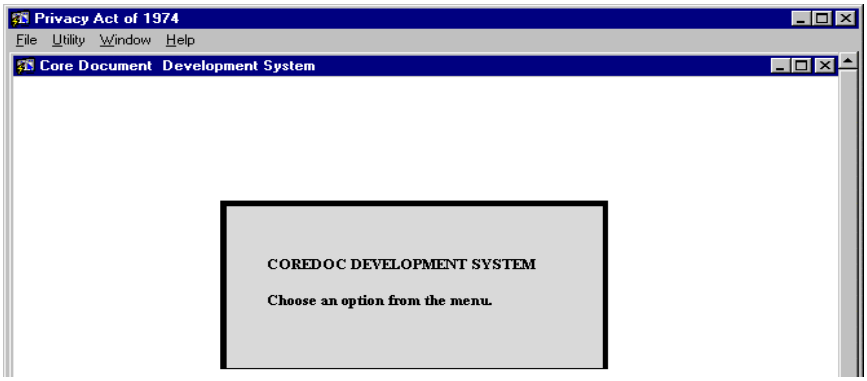
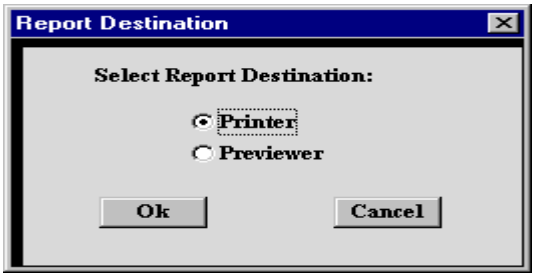
Viewing and Printing an Existing Core Document, Continued

Viewing a CD (continued)

Step	Action
6	The **Report Progress** Dialog Box opens informing you that the activity is processing. 
7	The **pd: Previewer** window opens with a menu bar, eight Taskflow Button, a page indicator, and a scroll bar.  **Note:** You can preview the first page of the CD by using the scroll bar on the side. If you want to preview the rest of the CD, select <**Next**> until you get to the last page.

Viewing and Printing an Existing Core Document, Continued

Printing a CD

Step	Action
1	Select <**Close**> to return to the **Core Document Development System** window. 
2	Follow Steps 3 and 4 in Viewing a CD.
3	The Report Destination window opens. Select Printer to print the CD. Select <**OK**>. 
4	Follow Steps 5 and 6 in Viewing a CD.
5	The CD prints to your default printer.
6	The **COREDOC Development System** window opens.
7	Select **File**, and select **Exit** to return to the **Navigator** window.

Modifying a Core Document

Purpose

After you generate a core document (CD), you have the option to edit and modify the document. This section explains how to modify an existing CD.

Section Contents

- Retrieving an Existing CD
- Opening a CD
- Edit Menu
- Editing and Modifying:
  - Goals and Purpose
  - Major Duties
  - Percentages of Assigned Duties
  - Knowledge Factors
  - Other Factors
  - KSAs
  - Staffing KSAs
  - Other Work Requirements
  - Performance Management Plan
  - Title/Pay Plan/Series
  - Cover Sheet
  - Classification Remarks
- Adding More Occupations
- Adding the Classification Summary

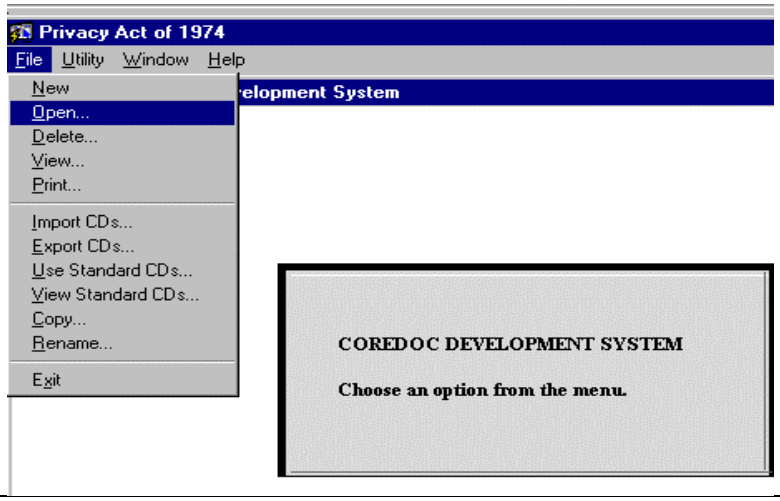
Before You Begin

- The options on the Toolbar and drop-down menus are defined in the Overview section of this module.
- The **Help** option is available on the Main Menu Bar and includes the two drop-down choices:
  - ***Help System*** provides general information about the purpose and general functionality in COREDOC.
  - ***Show Key*** provides information on using convention keystrokes.
- You must be in the Role of Classifier or Super User to modify the Cover Sheet.

Continued on next page

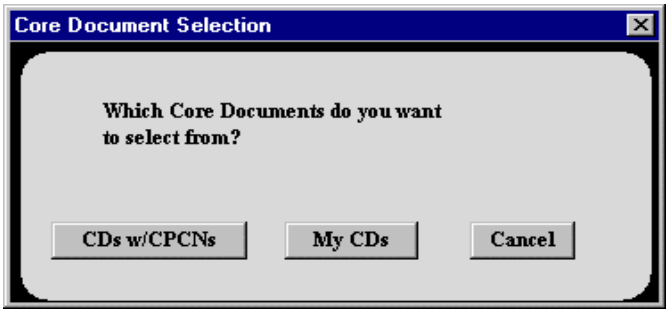
Modifying a Core Document, Continued

Retrieving an Existing CD

Step	Action
1	**Navigation Path** → Coredoc → **<Open>**.
2	The **Core Document Development System** window opens. Select **File**. From the drop-down menu, select **Open**. 

Modifying a Core Document, Continued

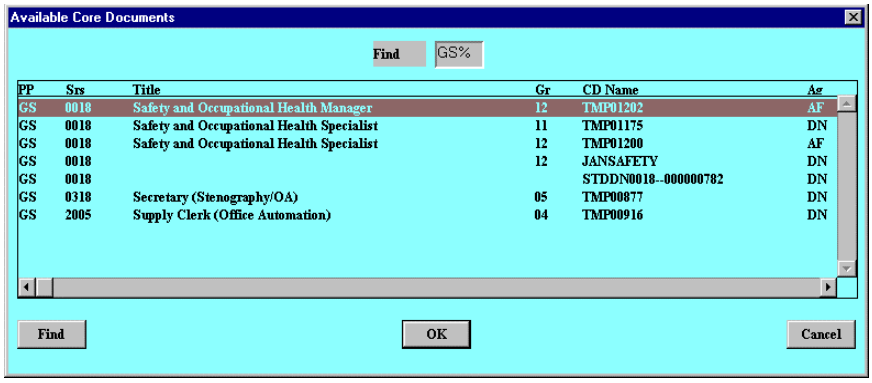
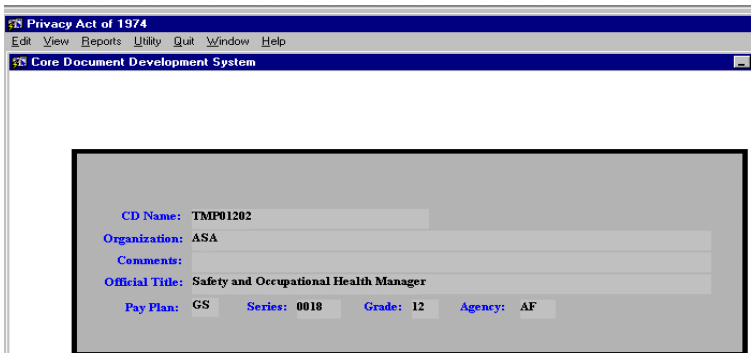
Opening a CD

Step	Action
1	The **Core Document Selection** window opens. There are two Taskflow buttons to use in editing a CD.  **<CDs w/CPCNs>** - Opens the **Available Core Document** window which contains CDs with CPCNs already assigned. **<My CDs>** - Opens the **Available Core Documents** window which contains a listing of CDs you have generated. (They are not activated until you link them with an RPA.) **<Cancel>** - Returns to the **Core Document Main Menu**. **Note:** If you previously created CDs but did not link one to an RPA, this window will be by-passed and will take you to the **Available Core Documents** Window in step 2. Select **<My CDs>**. (This is used for illustration purposes only.)

Continued on next page

Modifying a Core Document, Continued

Opening a CD (continued)

Step	Action
2	The **Available Core Documents** window opens a listing of Core Documents, which includes ***PP, Series***, ***Title, Grade***, ***CD Name***, ***Agency***, and ***CPO***. Select the CD you need to modify and select **<OK>**. 
3	The **Core Document Development System** window opens. Select **Edit**.  **Note:** You can modify most data fields in a CD, except those determined by your Component's business rules.

Continued on next page

Modifying a Core Document, Continued

Edit Menu

The Edit Menu contains 15 options to use in modifying a CD:

Menu Item	Function/Description
Goals and Purpose	Use to change the Organizational Goals and Purpose.
Major Duties	Use to modify duties and tasks.
Percentages	Use to change the percentages of time assigned.
Knowledge Factors	Use to edit the classification Knowledge factors.
Other Factors	Use to edit other classification factors.
KSAs (Competencies)	Use to add, delete, or modify the Basic KSAs.
Select Staffing KSAs	Use to select or deselect previously selected staffing (requirement) KSAs.
Other Work Requirements	Use to modify, add, or delete supplementary duties and responsibilities.
Performance Management Plan	Use to add, delete, or modify performance elements and standards.
Title/Pay Plan/Series	Use to change title series, and/or pay plan.
Cover Sheet	Used by supervisors and managers to complete and sign a cover sheet. The ***Cover Sheet*** option activates under the Edit and Reports toolbar menus when a CD has been attached to an RPA.
Classification Remarks	Use to add remarks to the summary information.
More Occupations	Use to add duties from a different Occupational series.
Classification Summary	Use to view the classification summary.
Exit	Use to exit and return to the **Main Coredoc** window.

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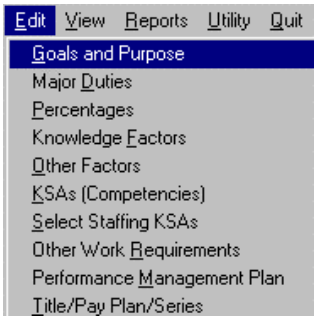
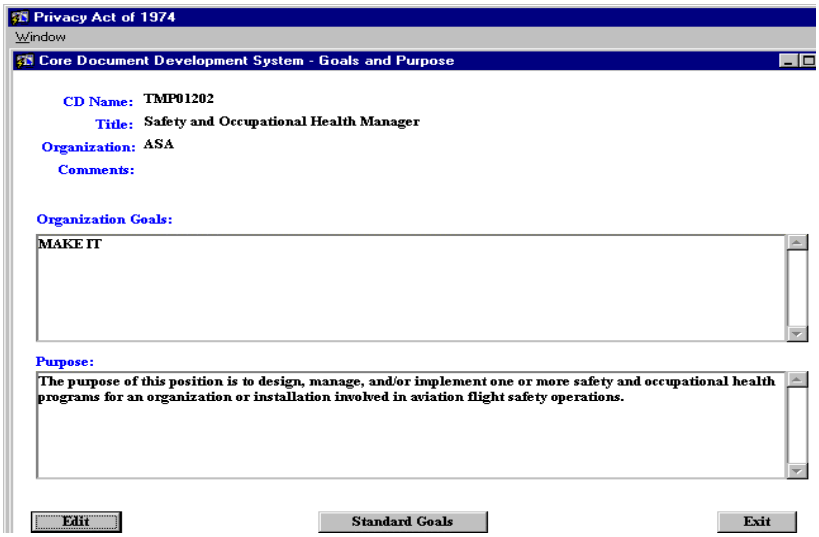
Modifying a Core Document, Continued

Modifying Goals and Purpose

Step	Action
1	Select **Goals and Purpose**.  The **Core Document Development System – Goals and Purpose** window opens.  There are three Taskflow buttons: • **<Edit>- -** Allows you to modify the goals and purposes. **Note:** When you select **<Edit>**, the **<Exit>** Button will change to **<SAVE>**. • **<Standard Goals>** - Auto populates the organization's name and goals in the designated fields. • **<Exit>** - Returns you to the **Core Document Development** window**.**

Continued on next page

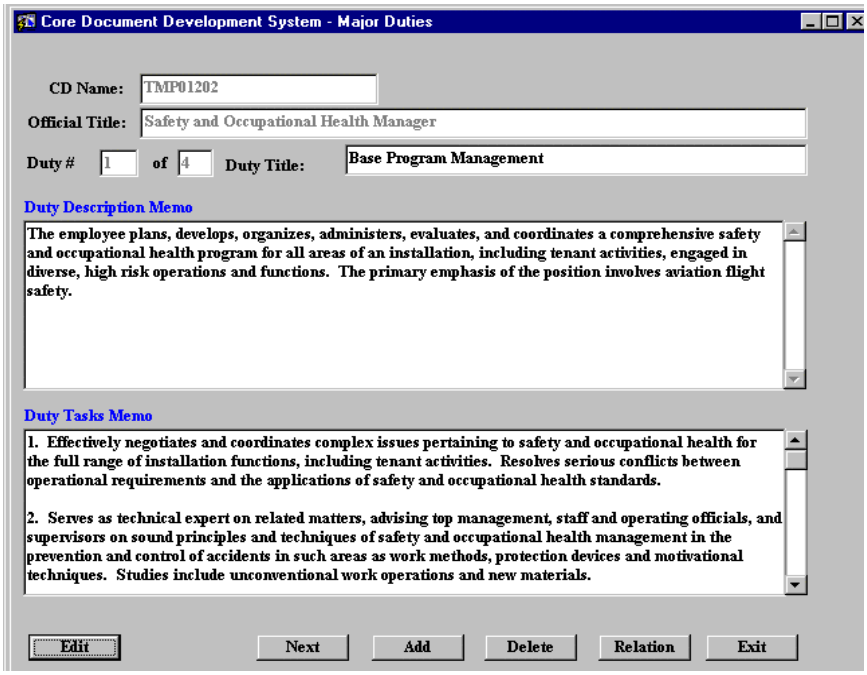
Modifying a Core Document, Continued

Modifying Goals and Purpose (continued)

Step	Action
2	Place your cursor in the data field that needs editing. Select <**Edit**> and make the necessary changes.
3	Select <**Save**> to save your changes. **Note:** The button returns to <**Exit**>, once Save is selected.
4	Select **<Exit>** to return to the **Core Document Development** window.

Modifying a Core Document, Continued

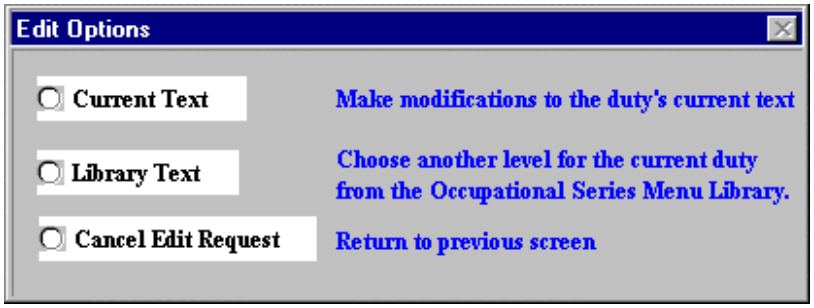
Editing Major Duties

Step	Action
1	Select **Edit**, then select **Major Duties** on the Main Menu Bar.
2	The **Core Document Development System - Major Duties** window opens with the information automatically populated. 
3	Select <**Edit**> to edit the displayed duty statement, or Select <**Next**> to view the next duty statement, or Select <**Add**> to add a new duty statement, or Select <**Delete**> to delete the current duty statements, or Select <**Relation**> to understand the connections between individual duty statements and the classification knowledge and training competencies, or Select <**Exit**> to exit the window.

Continued on next page

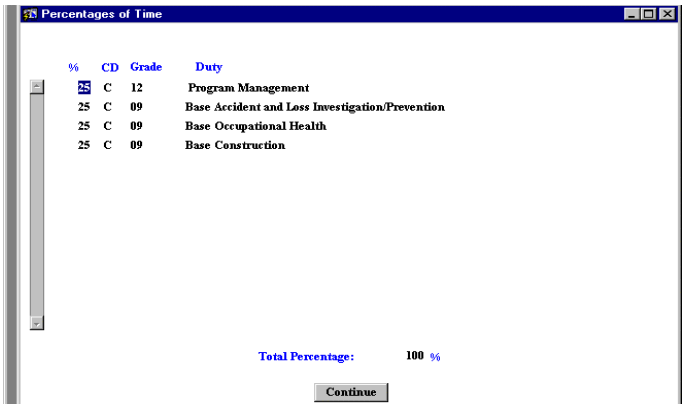
Modifying a Core Document, Continued

Editing Major Duties (continued)

Step	Action
4	Select <**Edit**> to display the **Edit Options Dialog Box**, which allows you to select one of the three options, described in clear text.  Select **Current Text**.
5	The **Duty Statement for Level 1** window opens. Place your cursor in one of the text boxes to change any of the text or to delete the current text and type in the new text. Select <**Edit**> to modify the text. The duty statement opens. Delete and make changes as needed.
6	Select <**Save**>.
7	Select <**Next**> to view the next duty statement on the **Core Document Development System – Major Duties** window. Use your Edit and Save buttons to continue editing your document, or Select <**Add**> to add a new duty statement to the **Core Document Development System – Major Duties** window, or Select <**Delete**> to delete a duty from the **Core Document Development System – Major Duties** window.
8	Select <**Exit**> when you complete editing the major duties.

Modifying a Core Document, Continued

Modifying Percentages of Assigned Duties

Step	Action
1	Select **Edit** and select **Percentages** on the Main Menu Bar.
2	The **Percentages of Time** window opens with a list of duties selected for a CD and the percentages of time spent performing each duty or work objective with the total percentage shown at the bottom. Normally, it totals 100 percent but may fall within a range of 90-100. If the total is more than 90 and less than 100, the additional duty statement "Performs Other Duties as Assigned" opens. Select the desired number to be changed and enter the new number. If you select the CRITICAL/NONCRITICAL setting, a column opens between percentage and duty. All duties are indicated as critical with a "C" in the column. To change a duty to non-critical, type an "N" over the desired "C" in the column. 

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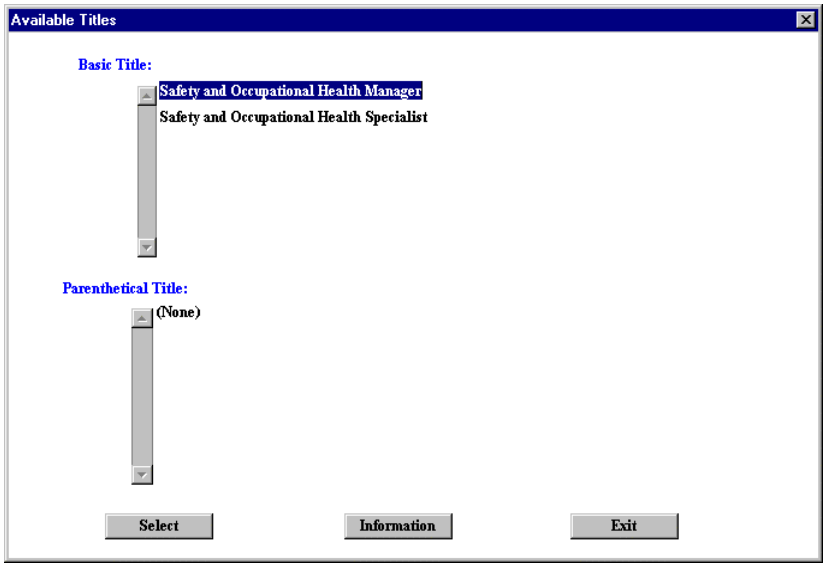
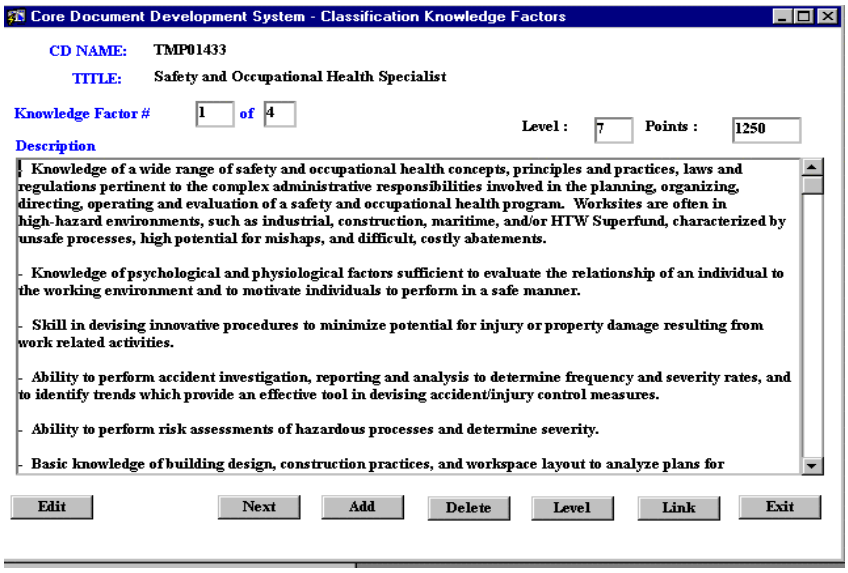
Modifying a Core Document, Continued

Modifying Percentages of Assigned Duties (continued)

Step	Action
3	Select <**Continue**>.
4	The **Please Wait** Dialog Box opens stating "Processing information into the database…"
5	The **Available Titles** window opens. Make modifications as needed using these buttons. Select <**Select**> - to make the title selection. Select <**Information**> - to see information about titling practices appropriate for the position. Select <**Exit**> to return to the Main Menu. 

Modifying a Core Document, Continued

Editing Knowledge Factors

Step	Action
1	Select **Edit** and select **Knowledge Factors** on the Main Menu Bar.
2	The **Core Document Classification Knowledge Factors** window opens. Select **<Add>** to include a new knowledge factor, which creates a new record and attaches it, to the end of the knowledge factors section. 

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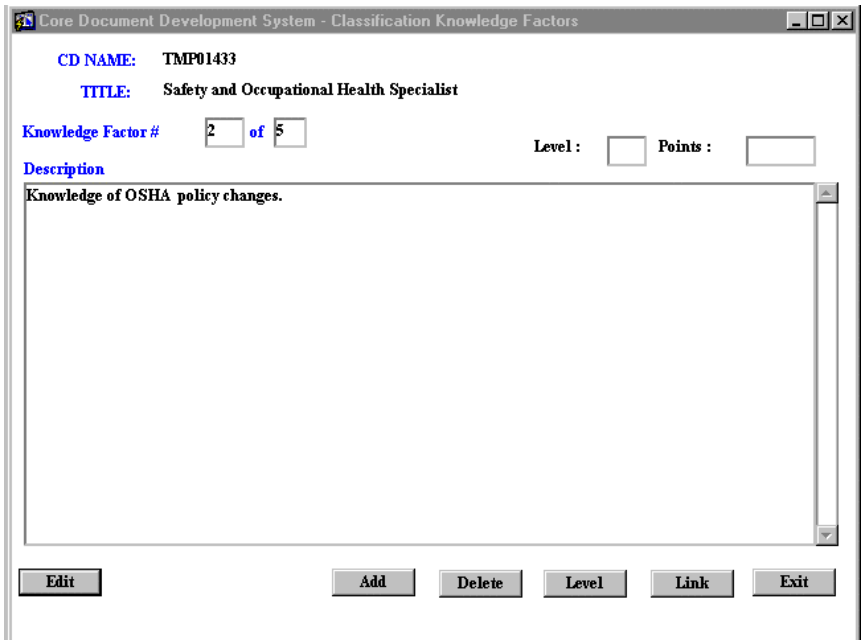
Modifying a Core Document, Continued

Editing Knowledge Factors (continued)

Step	Action
3	The **Core Development System – Classification Knowledge Factors** window opens. Type in the additional knowledge factor in the ***Description*** field. Select **<Add>**. **Caution:** If you delete a classification knowledge, it could impact on the classification of the position. 

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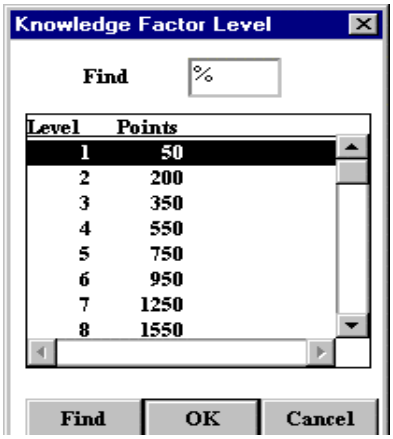
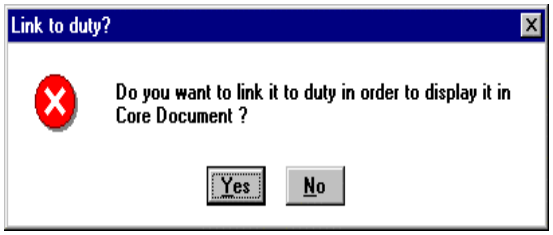
Modifying a Core Document, Continued

Editing Knowledge Factors (continued)

Step	Action
4	The **Knowledge Factor Level** Flexfield opens. Select Level and Points. Select <**OK**>. 
5	The **Link to duty?** Dialog Box opens and asks, "Do you want to link it to a duty in order to display it in the Core Document?" Select <**Yes**>. 

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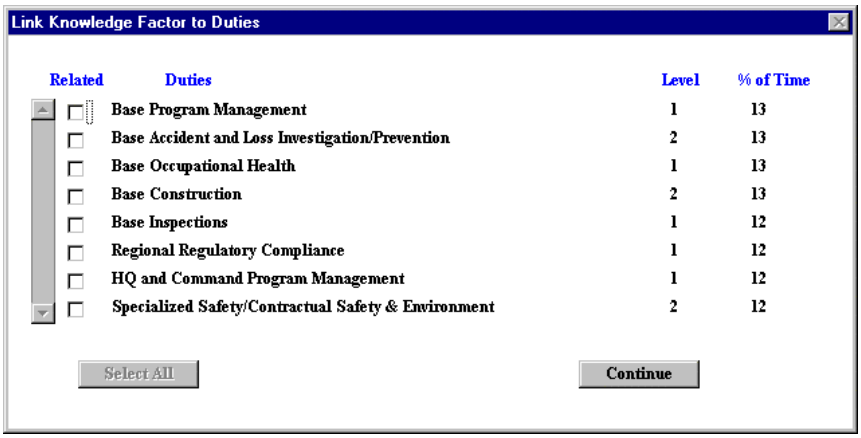
Modifying a Core Document, Continued

Editing Knowledge Factors (continued)

Step	Action
6	The **Link Knowledge Factor to Duties** window opens. Select one of the two Taskflow buttons. **<Select All>** - Links the new knowledge factor with the duty statements. **<Continue>** - Returns to the previous window. To select a related duty, select on the check boxes next to a duty name. You can select <**Select All**> or select individually by checking the related check boxes.  Select <**Continue**>.
7	**The Core Document Development System – Classification Knowledge Factors** window opens. Select **<Exit>** to return to the Main Menu.

Modifying a Core Document, Continued

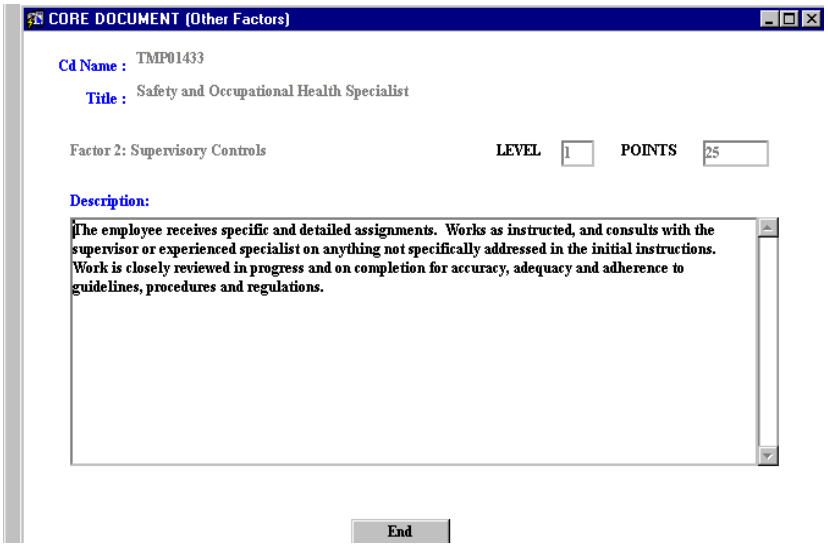
Editing Other Factors

Step	Action
1	Select **Edit** and select **Other Factors** on the Main Menu Bar.
2	The **COREDOC (Other Factors)** window opens. **<Edit>** –Edits a classification factor. **<Next>** - Views the next knowledge factor. **<Library>** - Lists other factor level options from the occupational database library. **<Exit>** – Returns to the Main Menu. Select <**Edit**>.

Continued on next page

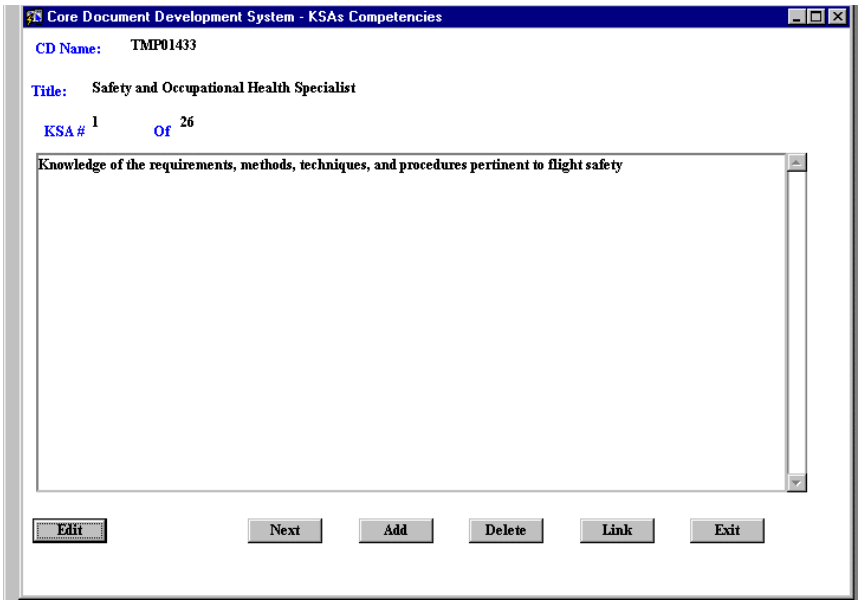
Modifying a Core Document, Continued

Editing Editing Other Factors (continued)

Step	Action
3	The **CORE DOCUMENT (Other Factors)** window opens. Make the necessary changes in the knowledge factors in the Description field.  Select <**End**>.
4	You are returned to the **CORE DOCUMENT [Other Factors]** window. Select <**Exit**> to return to the Main Menu.

Modifying a Core Document, Continued

Editing KSAs (Competencies)

Step	Action
1	Select **Edit**, and then **KSAs** on the Main Menu.
2	The **Core Document - KSAs Competencies** window opens. You are presented with six buttons from which to make a selection. **<Edit>** –Edits the displayed competency (KSA). **<Next>** – View the next competency (KSA). **<Add>** – Add a new competency (KSA). **<Delete>** –Delete the current competency (KSA). **<Link>** –Links one or more competencies to a Duty Statement. **<Exit>** – Returns to the Main Menu. Select <**Link**>. 

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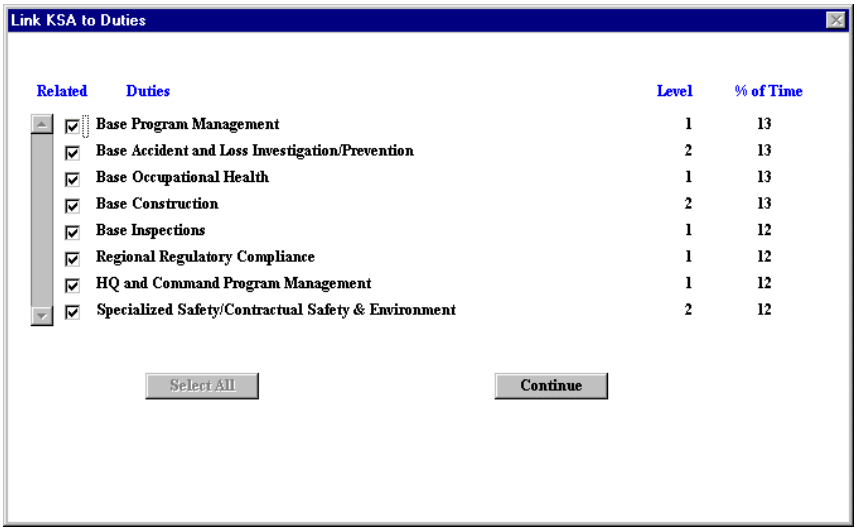
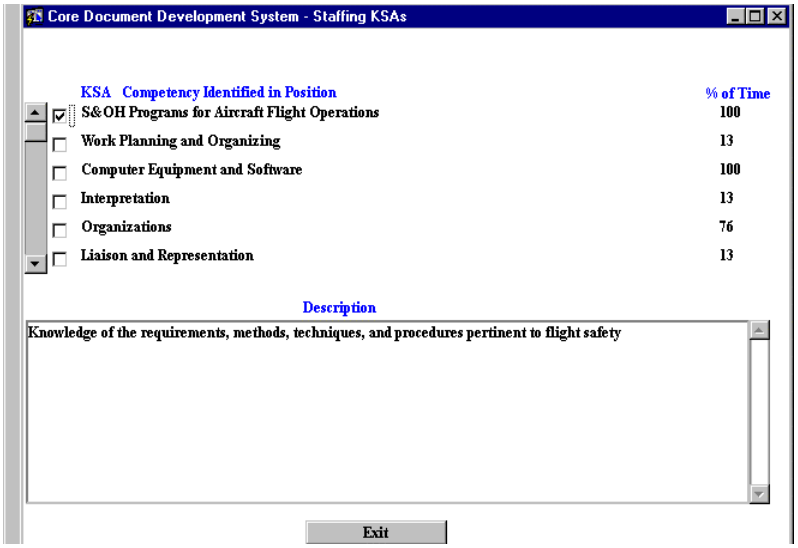
Modifying a Core Document, Continued

Editing KSAs (Competencies) (continued)

Step	Action
3	The **Link KSA to Duties** window opens with two buttons. Select the check boxes next to duties, as needed. Select **<Continue>**. 
4	You are returned to the previous window. Select **<Exit>** to return to the Main Menu.

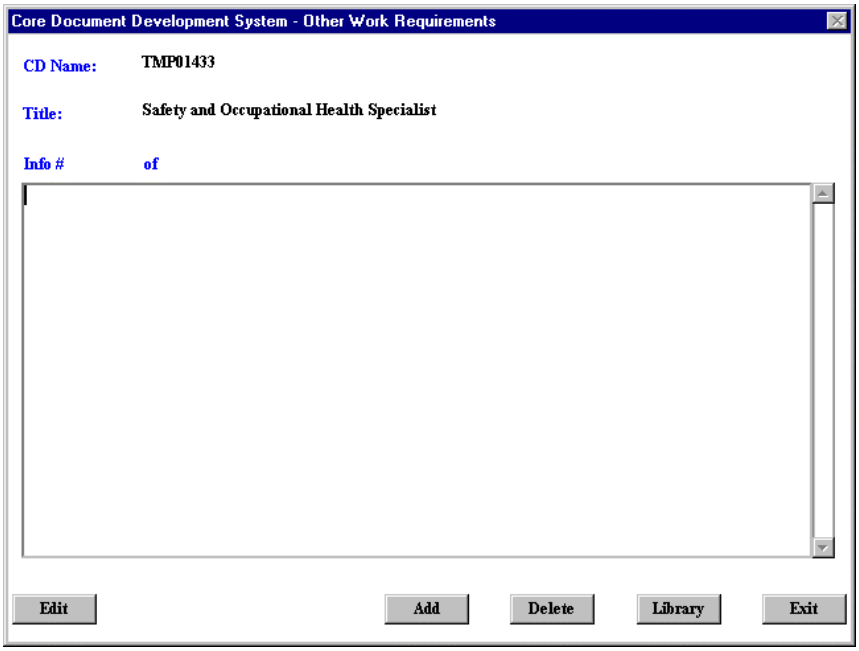
Modifying a Core Document, Continued

Editing Staffing KSAs

Step	Action
1	Select **Edit**, then select **Select Staffing KSAs** on the Main Menu.
2	The **Core Document Development System – Staffing KSAs** window opens. Select the appropriate check boxes next to each KSA Competency. Select **<Exit>** to return to the Main Menu. 

Modifying a Core Document, Continued

Modifying Other Work Requirements

Step	Action
1	Select **Edit**, and then **Other Work Requirements** on the Main Menu.
2	The **Core Document Development System – Other Work Requirements** window opens. Select <**Library**> to view a list of supplemental items for an occupational series. 

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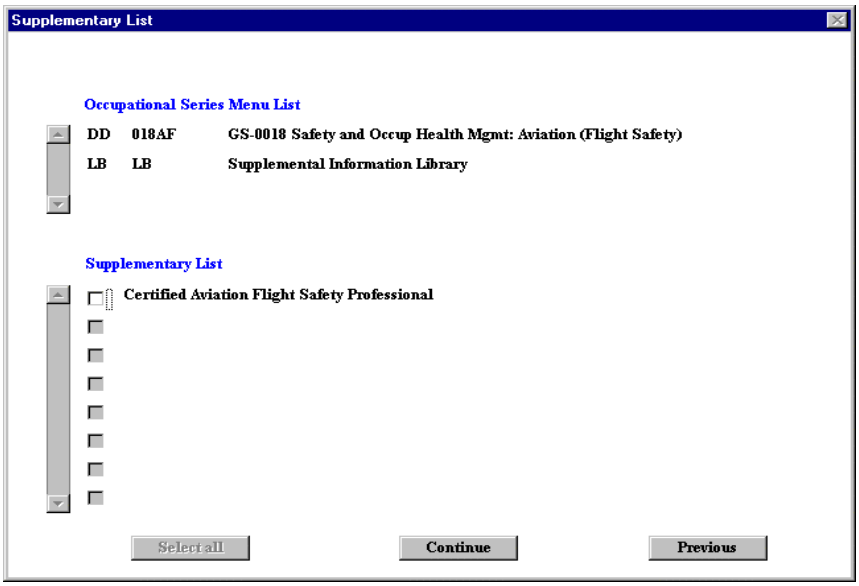
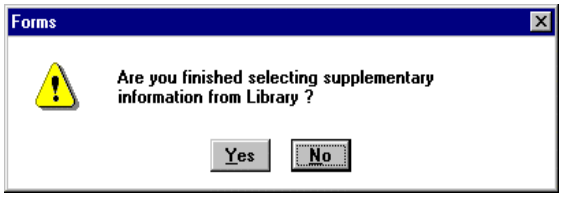
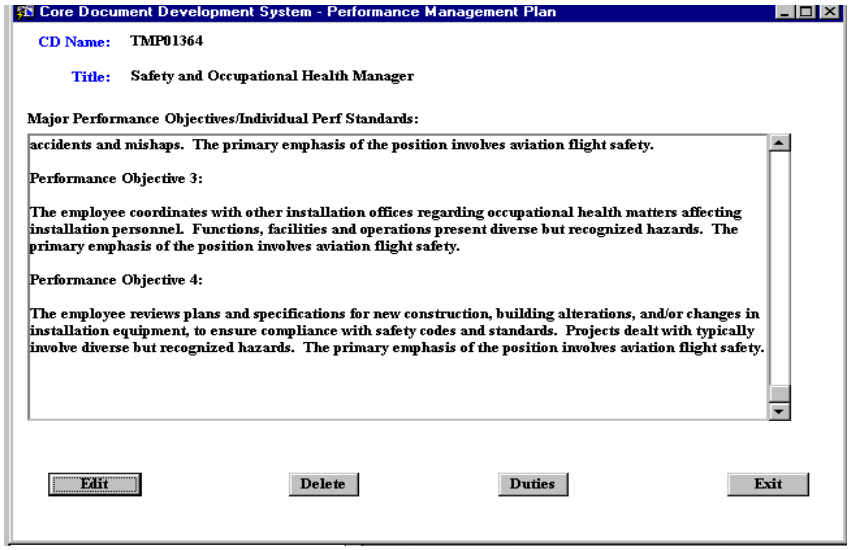
Modifying a Core Document, Continued

Modifying Other Work Requirements (continued)

Step	Action
3	The **Supplementary List** window opens. Select the check boxes desired from the ***Supplementary List*** and select <**Continue**>. 
4	The **Forms** Dialog Box opens, asking, "Are you finished selecting supplementary information from Library?" Select <**Yes**>. 
5	The **Core Document Development System – Other Work Requirements** window opens again with your changes. Review and select <**Exit**> to return to the Main Menu.

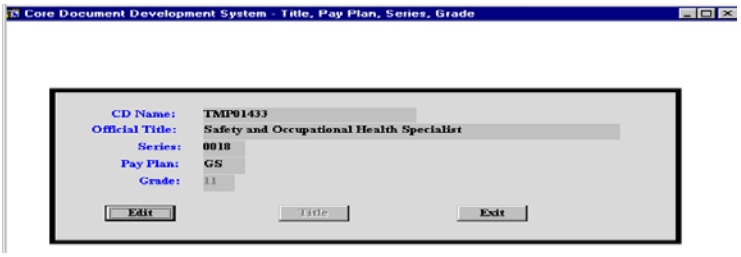
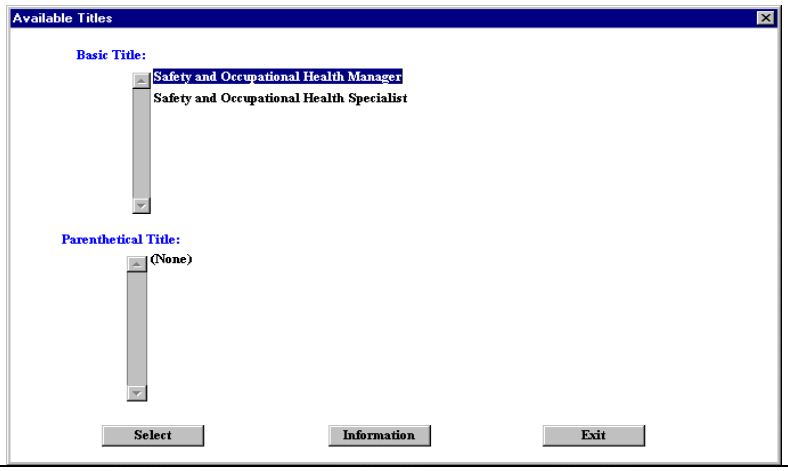
Modifying a Core Document, Continued

Modifying the Performance Management Plan

Step	Action
1	Select **Edit**, and then select **Performance Management Plan** on the Main Menu.
2	The **Core Document Development System – Performance Management Plan** opens with four Taskflow buttons. Select <**Duties**> to select the Standard Performance Requirements. 
3	**Note:** The Main Menu or a component-specific **Performance Management Plan** window will display. The window opens if a CPCN assigned to the core document. Select <**Edit**> to modify a performance element. Use the scroll bar to navigate through the performance elements. Select <**Delete**> to remove all of the performance elements from the CD.
4	Select <**Exit**> to return to the Main Menu.

Modifying a Core Document, Continued

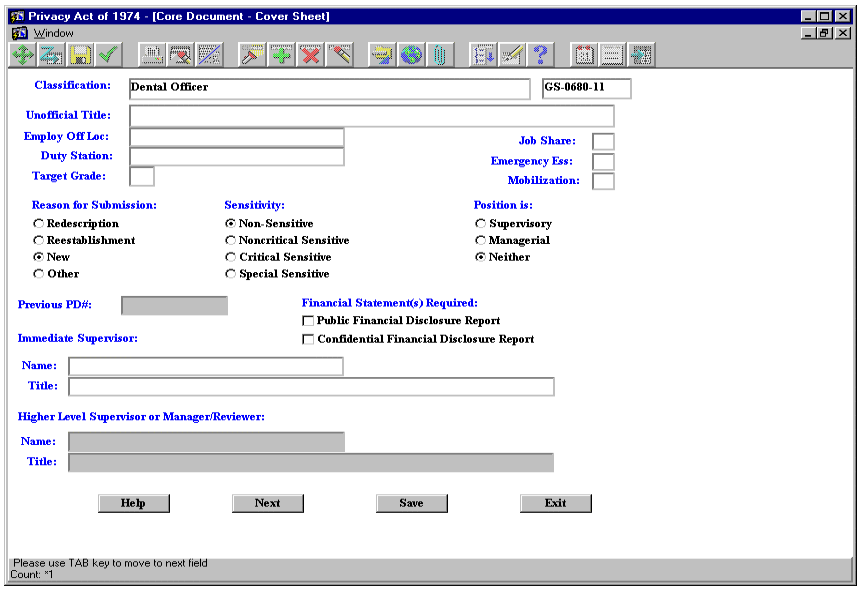
Editing the Title/Pay Plan/Series

Step	Action
1	Select **Edit**, and then **Title/Pay Plan/Series** on the Main Menu.
2	The **Core Document Development System – Title**, **Pay Plan**, **Series**, **Grade** window opens. Select **<Edit>**. 
3	The same window opens with ***Official Title*** highlighted and the three option buttons **<Edit>**, **<Title>**, and **<Exit>**. Select **Title**.
4	The **Available Titles** window opens with three Taskflow buttons. **<Select> -** To make the title selection. **<Information> -**To view Occupational Information. **<Exit> -**To return to the previous screen. Select your title selection and Select **<Select>**. 
5	The **Core Document Development System – Title**, **Pay Plan**, **Series**, **Grade** window opens with the newly selected title. Select **<Exit>** to return to the Main Menu.

Modifying a Core Document, Continued

Editing the Cover Sheet

Note: Only users with the Classifier or Super User role can access the Cover Sheet. The Cover Sheet will vary from Component to Component.

Step	Action
1	Select **Edit** then **Cover Sheet** on the Main Menu.
2	The **Core Document – Cover Sheet** window opens with four Taskflow buttons. Change information in the needed data fields. Select **Save** and then Select <**Next**>. 

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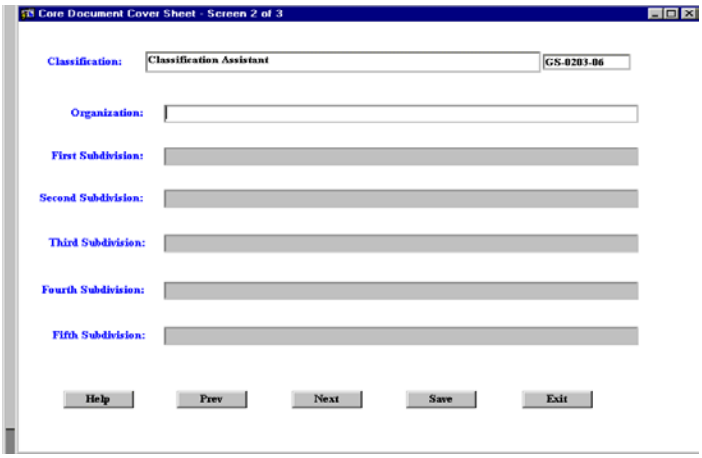
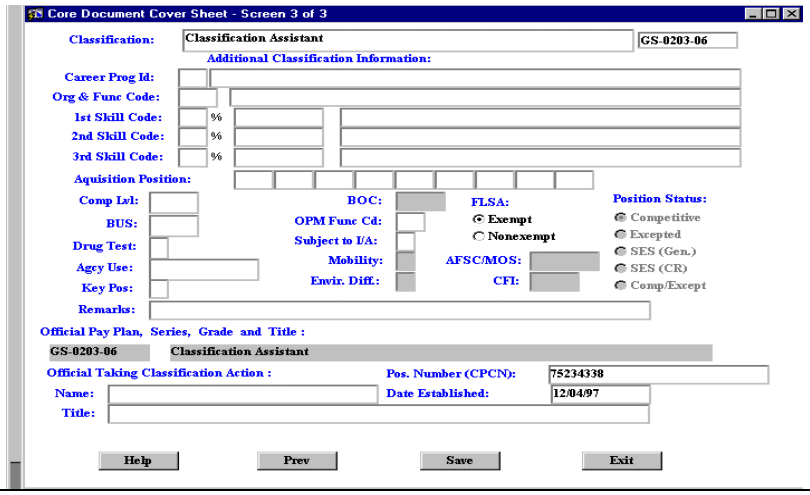
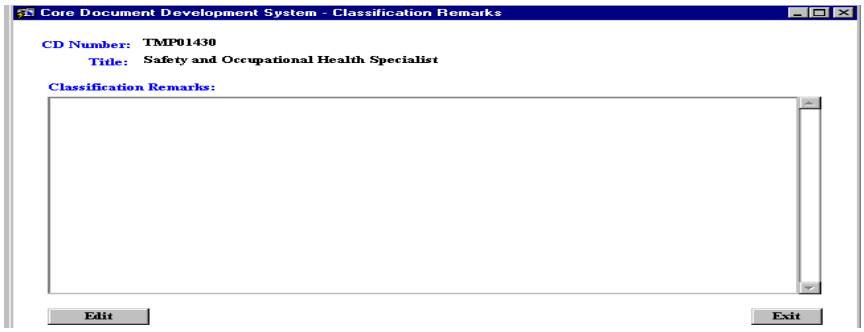
Modifying a Core Document, Continued

Editing the Cover Sheet (continued)

Step	Action
3	**Core Document Cover Sheet – Screen 2 of 3** opens with five Taskflow buttons. Input information in the needed data fields. Select **Save** and then select <**Next**>. 
4	**Core Document Cover Sheet – Screen 3 of 3** opens with four Taskflow buttons. Change information in the needed data fields. Select <**Save**>. 
5	Select <**Exit**> to return to the Main Menu.

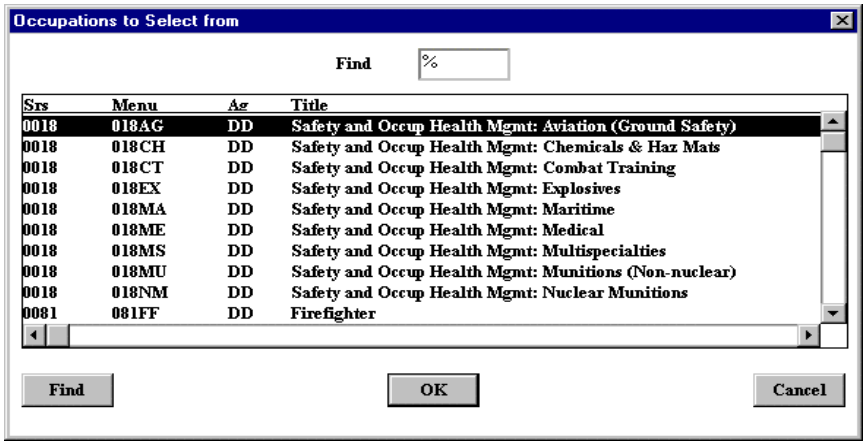
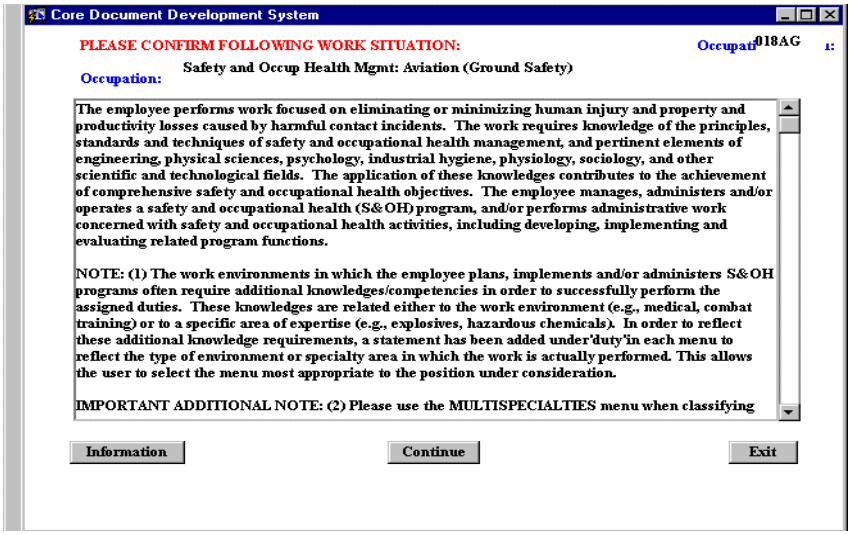
Modifying a Core Document, Continued

Editing Classification Remarks

Step	Action
1	Select **Edit**, then select **Classification Remarks** on the Main Menu
2	The **Core Document Development System – Classification Remarks** window opens with two Taskflow buttons. Select <**Edit**> and place your cursor in the ***Classification Remarks*** data field and type your input. Select <**End Edit**> once you have finished. 
3	Select **<Exit>** to return to the Main Menu.

Modifying a Core Document, Continued

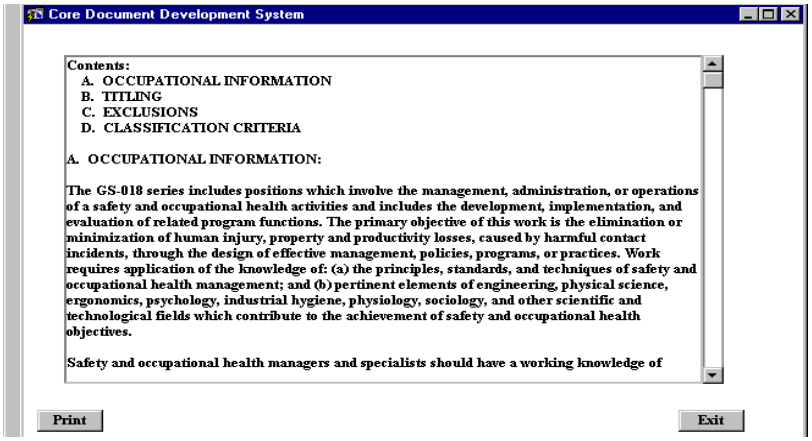
Adding More Occupations

Step	Action
1	Select **Edit**, and then **More Occupations** on the Main Menu.
2	The **Occupations to Select from** window opens. Select the occupation(s) you plan to add. Select <**OK**>. 
3	The **Core Document Development System** window opens with three Taskflow Buttons. The message asks, "PLEASE CONFIRM FOLLOWING WORK SITUATION." Review the information. Select <**Exit**>. 

Continued on next page

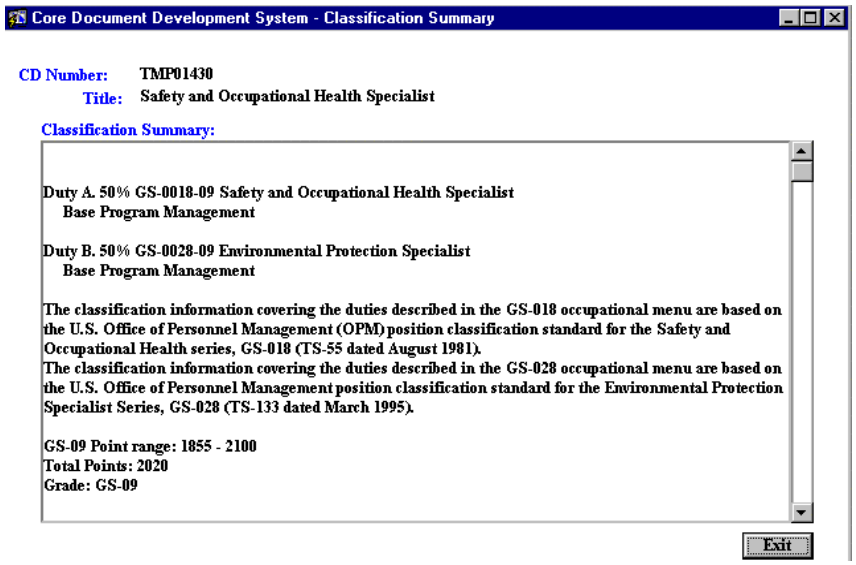
Modifying a Core Document, Continued

Adding More Occupations (continued)

Step	Action
4	The **Core Document Development System** window opens. The contents of the added occupation are displayed and ready to be printed, if desired. Select **<Exit>** to return to the Main Menu. 

Modifying a Core Document, Continued

Adding the Classification Summary

Step	Action
1	Select **Edit**, and then select **Classification Summary** on the Main Menu.
2	The **Core Document Development System – Classification Summary** window opens. It provides a brief explanation of the basis for the classification title, pay plan, series, and grade. • The CD Number and Title are at the top. • A brief explanation states how the percentages of time for the duties affect the classification. **Note:** You cannot edit the information. Changes made to title, pay plan, series, any duty, factor, or Competency (KSA) made earlier will be noted here. 
3	Select **<Exit>** to return to the Main Menu.

Attaching a Core Document to the Request for Personnel Action (RPA)

Purpose

Many Request for Personnel Actions (RPAs) require a core document (CD). You can attach a CD to a previously completed RPA or create a new RPA and attach a CD. This procedure guides you through attaching a CD to the RPA after the position has been built.

Section Contents

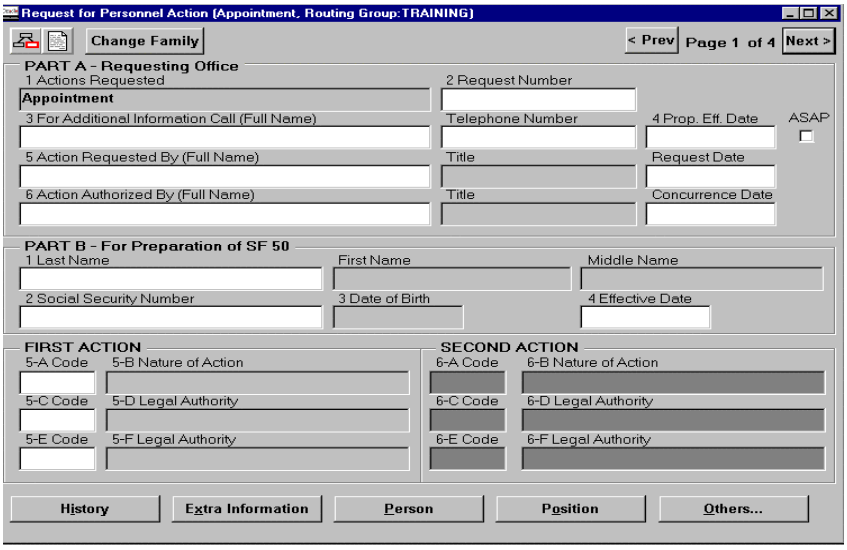
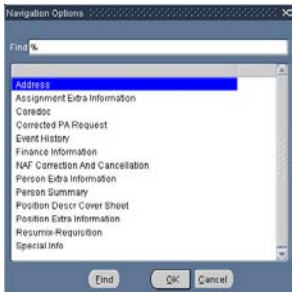
- Retrieving the RPA
- Attaching the Core Document
- Assigning a CPCN
- Creating a Cover Sheet
- Exiting, Saving, and Routing

Before You Begin

- The following sequence of events occur when attaching a CD to the RPA:
  A. Create a Core Document (CD)
  B. Preview a CD
  C. Attach a CD to the RPA
- You can attach a CD to the RPA without assigning a CPCN or a Cover Sheet, and you do not have to have a position attached to an RPA.
- To assign a CPCN to a CD, it must first be attached to the RPA. The CPCN includes the PD# and the Sequence # as they appear on the position ***Name*** data field of the Position Window.
- You can create a CD through the COREDOC Application or through the RPA.
- In order to create or edit the Cover Sheet on the CD, it must first be attached to an RPA.
- Only users with a classifier role can assign CPCNs and edit cover sheets.
- The RPA Windows and buttons are explained in detail in Module 3.

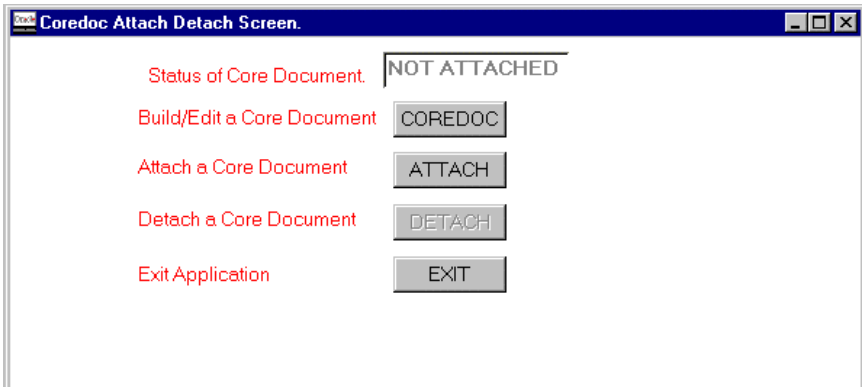
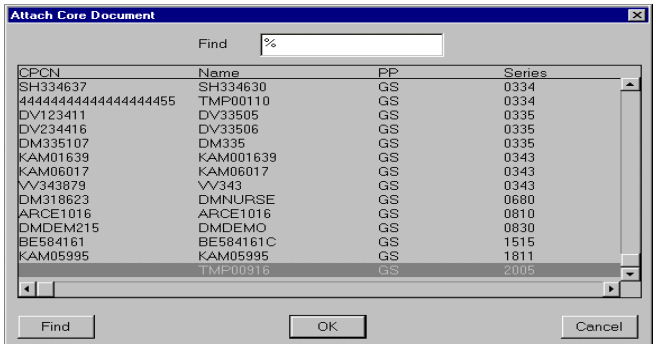
Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Retrieving the RPA

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Recruit/Fill* → <**Open**>.
2	Page 1 of 4 of the **Request for Personnel Action** window (Recruit/Fill) opens. You will use this RPA to attach the CD. With the cursor in Block 6, ***Action Authorized By*** data field, select the LOV on the Toolbar, click selection, and select <**OK**>. 
3	Select <**Others**…>.
4	The **Navigation Options** window opens.  Select **Coredoc** and <**OK**>.

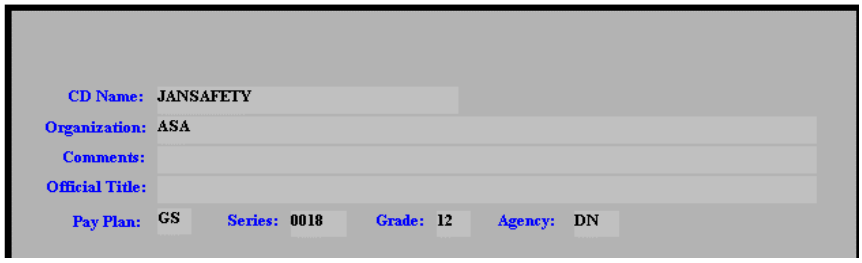
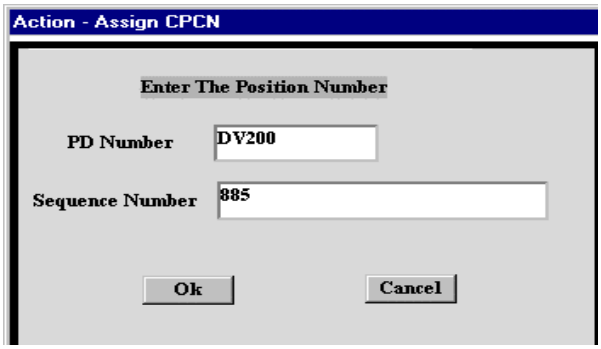
Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Attaching the Core Document

Step	Action
1	The **Coredoc Attach Detach Screen** window opens. Four options are listed.  Select **ATTACH** to attach a previously built COREDOC.
2	The **Attach Core Document** window opens.  Select the CD you want to attach to the RPA.
3	Select **<OK>**.
4	The **Coredoc Attach Detach Screen** window opens again. • The **ATTACH** button has a dotted line around it to indicate the CD is attached. Select the **COREDOC** button to open the **Core Document Development System** Window to insure it has been attached.

Attaching a Core Document to the Request for Personnel Action (RPA), Continued

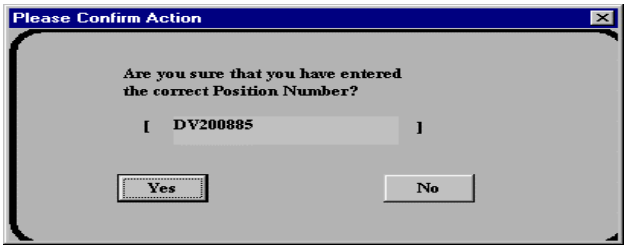
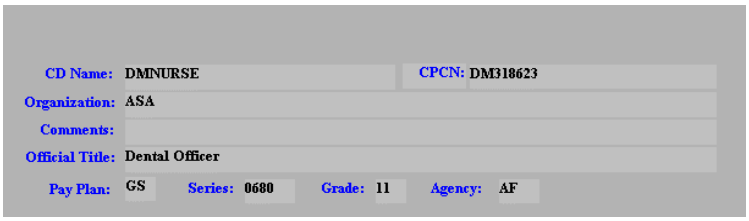
Assigning a CPCN

Step	Action
1	To assign a CPCN to the CD, select **Utility** on the Main Menu and then select **Assign CPCN**. **Note:** Before you can assign a CPCN to a CD, it must be attached to the RPA. 
2	The **Action — Assign CPCN** window opens.  Input the ***PD Number*** and the ***Sequence Number***. Both numbers are from the Position Build. Select <**OK**>.

Continued on next page

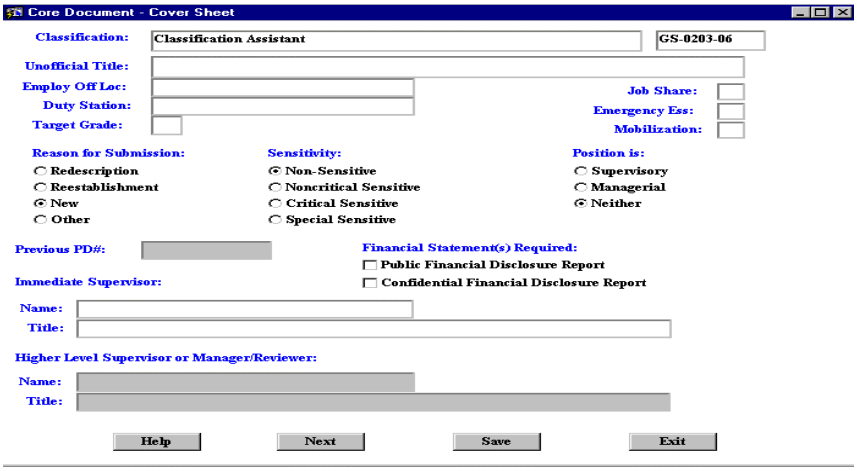
Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Attaching the Core Document (continued)

Step	Action
3	The **Please Confirm Action** window opens.  Select <**Yes**>. The **Record Update** window opens briefly.
4	The **Core Document Development System** window opens with the CPCN in the CPCN data field. 

Attaching a Core Document to the Request for Personnel Action (RPA), Continued

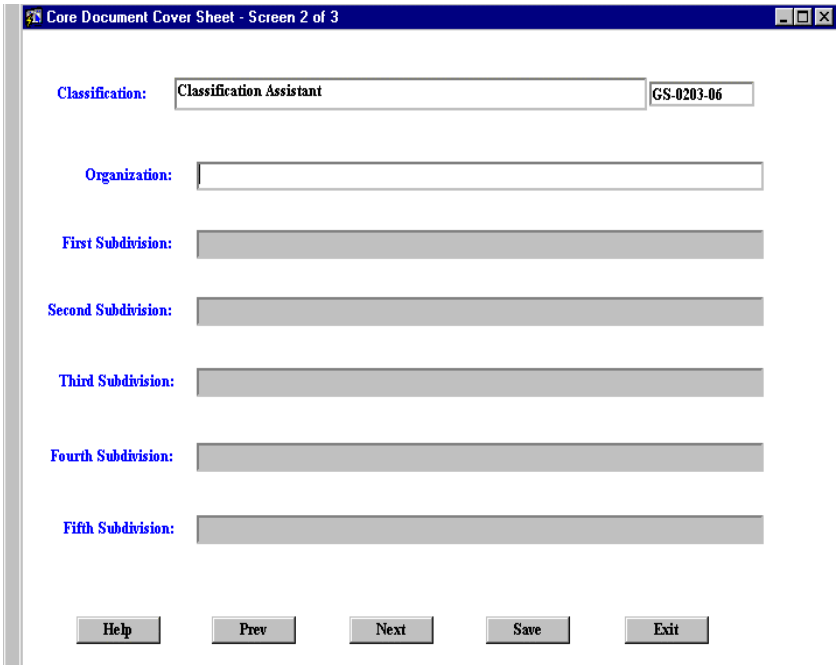
Attaching the Core Document

Step	Action
1	Select **Edit** and select **Cover Sheet** on the Main Menu. **Note:** • The CD must be attached to an RPA to access the cover sheet. • You must be in a Classifier or Super User role to access the cover sheet.
2	The **Core Document – Cover Sheet** window opens with four Taskflow Buttons.  < **Help**> - Accesses an LOV for a data field on the Cover Sheet. <**Next**> - Opens the next page of the Cover Sheet for viewing. <**Save**> - Saves the information entered on the window. <**Exit**> - Returns to the Main Menu Window. Input the information required in the data fields. Select <**Save**>. Select <**Next**>.

Continued on next page

Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Attaching the Core Document (continued)

Step	Action
3	The **Core Document Cover Sheet – Screen 2 of 3** window opens. Input the required information in the data fields.  Select <**Next**>.

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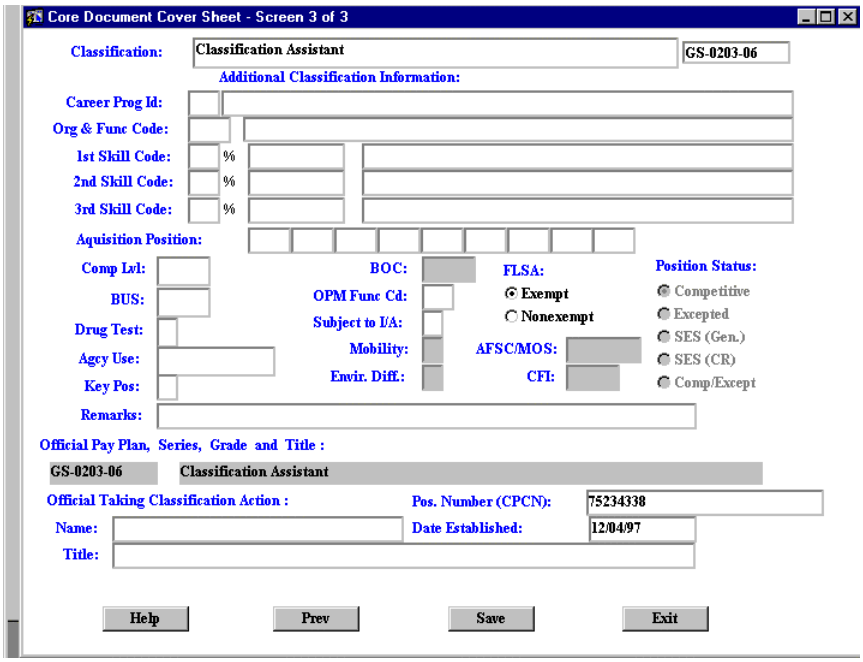
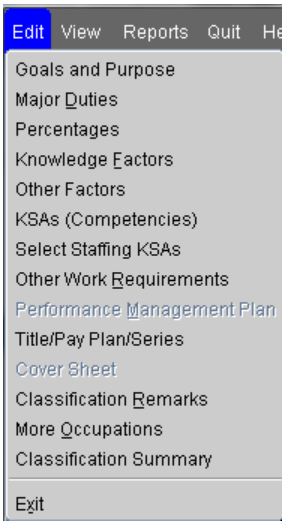
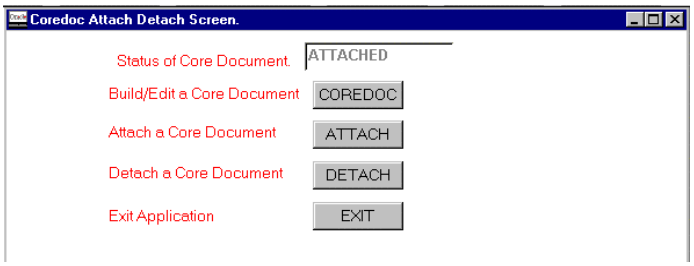
Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Attaching the Core Document (continued)

Step	Action
4	The **Core Document Cover Sheet – Screen 3 of 3** window opens. Input the needed information in the required data fields.  Select <**Save**>. A **Dialog Box** opens, asking: "Do you really want to save?" Select **<Yes>.**
5	Select <**Exit**> to return to the Main Menu.

Attaching a Core Document to the Request for Personnel Action (RPA), Continued

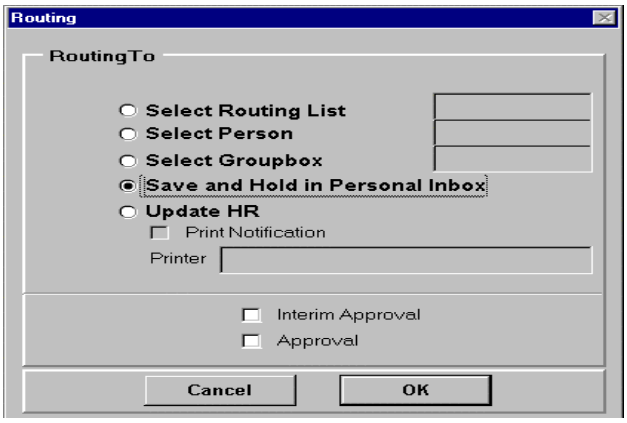
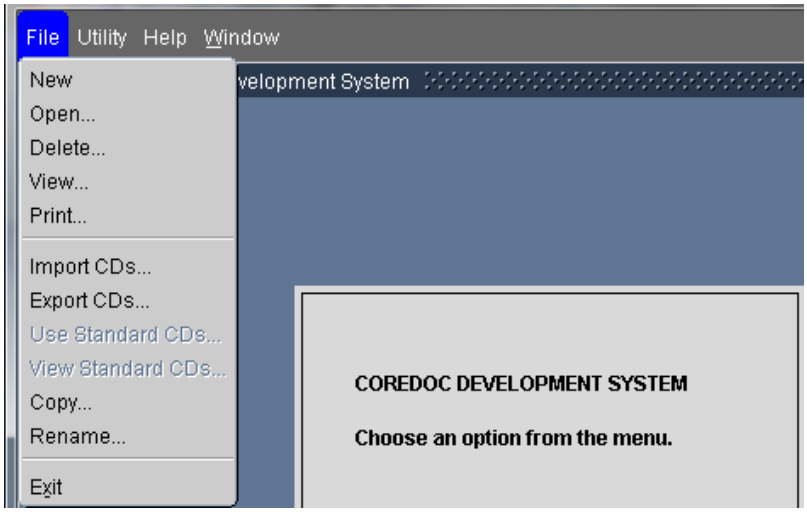
Exiting, Saving and Routing

Step	Action
1	Select **Edit** on the Main Menu Bar and then select **Exit**. 
2	The **Coredoc Attach Detach Screen** window opens.  Select **EXIT**.
3	The **Request for Personnel Action** window opens. Select Save on the Toolbar.
4	The **Dialog Box** opens and asks, "Do you wish to route the Request for Personnel Action now?" Select **<Yes>**.

Continued on next page

Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Exiting, Saving, Routing (continued)

Step	Action
5	The **Routing** window opens with the "Save and Hold in Personal Inbox" selected. Select <**OK**>. 
6	Select **File** on the Main Menu Bar of **COREDOC Development System** window. From the drop-down menu, select **Exit**. 

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Attaching a Core Document to the Request for Personnel Action (RPA), Continued

Exiting, Saving, Routing (continued)

Step	Action
7	A Confirmation Dialog Box opens. Select **<Yes>**.

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Module 3

Processing Requests for Personnel Actions Using the DCPDS

Module Overview

Purpose

This module introduces you to the Request for Personnel Action (RPA), how to access, process, print, view, and save personnel actions. Additionally, examples of RPAs for Appropriated Fund Employees, Nonappropriated Fund (NAF) Employees, and Local Nationals (LNs) are shown.

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Module Overview, Continued

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Overview: Request for Personnel Action

Introduction

The Request for Personnel Action (RPA) enables supervisors and managers to request employee and position actions. It allows the Human Resources Office (HRO) to record staffing and classification actions, as well as make personnel record changes. The DCPDS configures the RPA form to meet the requirements based on the Nature of Action (NOA) family selected, the user's role and responsibility, as well as any other security measures determined by your Component and local policy.

The RPA is an interactive process that automates the creating, editing, approving, coordinating, and tracking of personnel actions. It provides a single, integrated process to supervisors, managers, personnelists, manpower, and payroll to manage personnel actions electronically, route to the appropriate officials, and provides reports.

This module explains how to use the automated RPA to process personnel actions and collect personnel data.

See Also

Related information is contained in:

- Module 1, Fundamentals of the DCPDS
- Module 2, Position Management and Classification Module Using the DCPDS:
  - Chapter 1, Building Positions
  - Chapter 2, Managing Positions
- Module 6, Administering Pay, Benefits, and Entitlements Using the DCPDS

Overview: Request for Personnel Action, Continued

Before You Begin

- Once you have entered information into the RPA, you will route it to the appropriate office or person for regulatory data and signature. Then that office or person will route the action to the next person in the routing list or group box as designated by the Component.
- When the action has been approved and the record updated, you will be able to:
  - Print a Notification of Personnel Action (NPA), on or after the effective date.
- The shading of the data fields in the RPA indicates inaccessible data fields; have read-only capability; or where you can enter data.

Types of Data Fields

The following table represents the data field shading and access level.

Field Color	Action	Methodology
White	You can enter or edit the data in the data field.	You can enter data or the data field is automatically populated.
Light Gray	You can only view the information in the data field.	Data field is automatically populated and you can not change the information.
Dark Gray	You **cannot** enter or view the information in the field.	Data is not accessible to you in your present role and responsibility.
Yellow	You must enter data.	This is a required field.

Note: For security reasons, the application will not allow you to process your own RPA, nor will you be able to view your own RPA in any groupbox to which you belong. Also, the person's RPA that you are processing can not be routed to that person for any type of action.

Processing an RPA Based on Role

Roles and Responsi-bilities

The amount of information that you complete on the RPA is dependent on the role and responsibility that you are assigned and your Component's business rules. You can have more than one role for a given routing group and you may belong to more than one group box group. The table below describes the combination of roles for an RPA.

If your Role is	You can…	You can also be assigned additional roles(s) as…
Initiator **Note:** An RPA cannot be routed to an Initiator unless they are also assigned additional roles.	Create an RPA.	Requester Authorizer Personnelist Approver (if you have the role of Personnelist)
Requester	Sign in the **Requester** data field and edit data of the RPA. The Supervisor can use the LOV to select their own name while the Personnelist can select from many names.	Initiator Authorizer Personnelist Approver (if you have the role of Personnelist)
Authorizer	Sign in the **Authorizer** data field and edit the RPA. The supervisor can use the LOV to select their own name while the Personnelist can select from many names.	Initiator Requester Personnelist Approver (if you have the role of Personnelist)
Personnelist	Review the data of the RPA, edit the RPA, and submit the RPA to Update HR, if assigned the Approver role.	Initiator Requester Authorizer Approver

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Processing an RPA Based on Role, Continued

Roles and Responsibilities (continued)

If your Role is	You can…	You can also be assigned additional roles(s) as…
Reviewer	View and route the RPA.	Initiator
Approver .	Edit the RPA, complete the RPA, approve the RPA, and submit the RPA to Update HR.	Initiator Requester Authorizer Personnelist **Note:** Managers and supervisors are often assigned the role of Initiator, Requester, Authorizer, or Reviewer based on Component requirements and business rules. Personnelist and Approver roles are often dependent on Component business rules.

Module 3

Chapter 1

Processing a Request for Personnel Action

Chapter Overview

Introduction

This chapter describes the process of creating a Request for Personnel Action (RPA) using the DCPDS. It is an interactive process that automates the initiating, editing, approving, and coordinating personnel actions between supervisors, managers, personnelists, manpower, and payroll.

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Chapter Overview, Continued

Before You Begin

- If your role is as an initiator, you create/initiate an RPA from the **Navigator** window menu.
- If your role is one of responding to an RPA that has been routed to you, select the *Civilian Inbox* menu on the **Navigator** window.
- The DCPDS configures the RPA based on the Nature of Action (NOA) family selected by you, your role and responsibility, and security measures set up by the DCPDS and your Component.
- Lists of Values (LOVs) simplify data entry and decrease the chance for error. Business rules automate the form by performing calculations and validating data for you.
- For security purposes, the system administrator determines which menu you will see and restricts your access to personnel records by organization and position based on your role and responsibility.
- DCPDS simplifies data entry for the RPA by:
    - Grouping NOA Codes (NOACs) into families of related actions.
    - Shading of data fields to indicate where to enter data.
    - Automatically entering any related information based on the person and position.
    - Supplying default values for **Extra Information** windows from the relational database.
    - Providing shortened LOVs of Legal Authorities and Remarks that apply only to the NOA on the RPA.
    - Computing pay amounts based on pay table, pay plan, grade, step, pay rate determinant, duty location, and effective date of the action.

Request for Personnel Action

Accessing the Request for Personnel Action

From the **Navigator** window, follow this path to access the **RPA** window to create an RPA or to access any of the menu options listed under *Request for Personnel Action*.

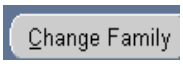
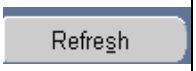
Navigation List → Request *for Personnel Action* → *Appointment* → **<Open>** (or any of the NOAs listed under the *Request for Personnel Action* menu) to display the **RPA – Page 1** window. Appointment is used in this example to explain the type of information you must enter or automatically populated by the DCPDS application when you initiate an RPA.

Continued on next page

Request for Personnel Action, Continued

Request for Personnel Action (continued)

A description of the buttons located at the top of the **RPA –Requesting Info** tab is discussed below.

Buttons	Description/Function
	Routing Group Button provides you the opportunity to change the routing group for the action you are processing to another routing group. Everyone belongs to at least one routing group. **Note:** Only one Routing Group may be maintained at the Region. Component business rules will make this determination.
	Note Pad Button permits you to make comments about the action that you are processing or see notes written by others in the routing groups. Other routing group members can read the note, change, amend, and delete the action. The Civilian Inbox indicates if there is a note with an RPA. The note will remain with the RPA History, even if a user deletes it.
	**Change Family Button** allows you to change the Nature of Action family to a different action. **Caution:** If you change the NOA to a different family, some of the information on the RPA will be deleted. A message will display with information on what is being deleted.
	**Refresh Button** allows you to update "refresh" data when you have already selected a person or position on the RPA. Select a Taskflow Button, i.e., **<Extra Information>**, update the data on all areas that need to be updated, save the data, select **<Refresh>**, and the new data will populate the RPA data fields.
	The **Status** line indicates what type of action has occurred for an RPA. This line displays after the action has been saved; e.g., Authorized, Approved, Update HR Complete.

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Request for Personnel Action, Continued

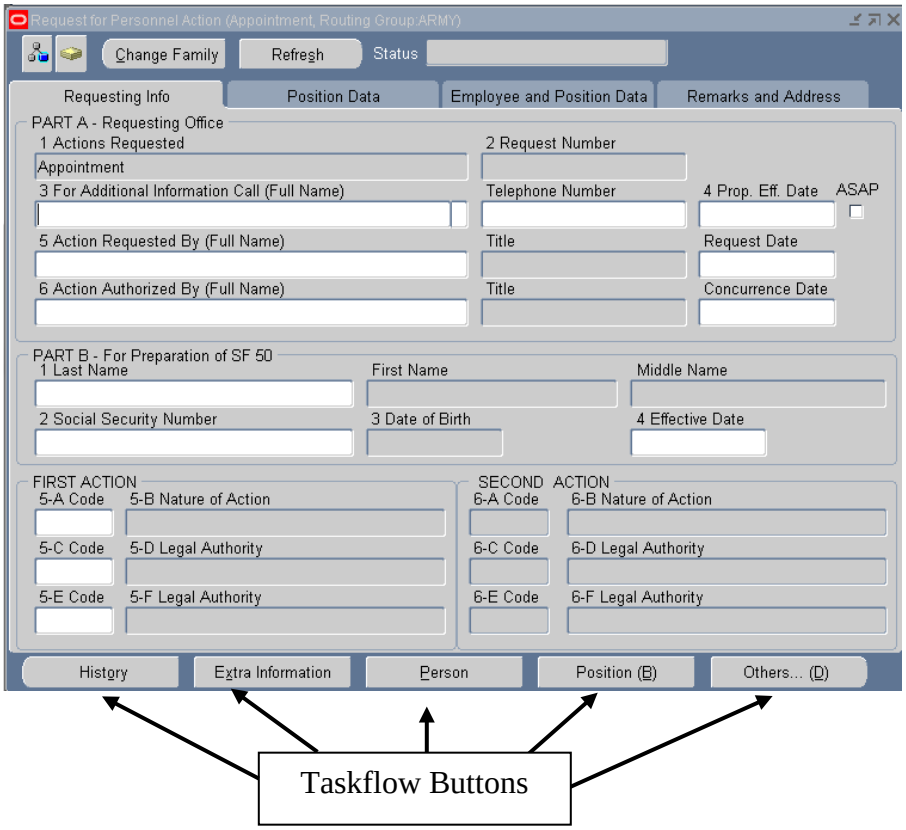
Taskflow Buttons

There are five **Taskflow Buttons** at the bottom of each RPA page. These buttons are used to provide additional information that is not included on the RPA.

- The Taskflow Buttons access windows used to provide additional information such as education, security clearance, position description, benefits, etc.
- This information can be an initial input, an update, and reviewed from the RPA.
- If information in the Taskflow Buttons is not complete, the RPA will not update the employee's record.

Note: You can access these Taskflow Buttons at any time while in the RPA; however, you must always save any work you have completed prior to accessing the Taskflow Buttons. After saving, follow any directions that are displayed on the screen.

Taskflow Buttons Location



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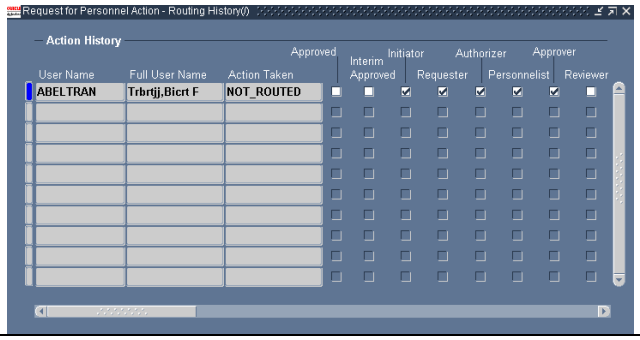
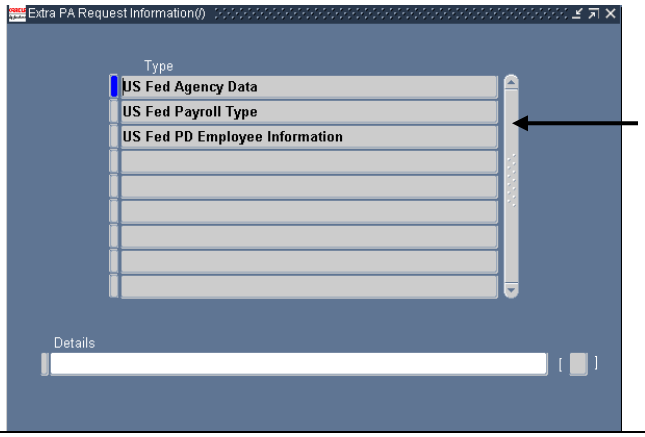
Request for Personnel Action, Continued

Taskflow Buttons (continued)

Taskflow Buttons	Description/Function
History	<**History**> button displays the **Routing History** window that shows a history of the RPA action – who initiated the request, who approved it, who reviewed it, etc. You can see the progress as it is routed, including the personal inboxes and groupboxes. **Note:** Information cannot be changed in this window. It is for viewing/read only. 
Extra Information	<**Extra Information**> Taskflow button allows you to view, change, or input new information in the **Extra Request Information** *Type*. Illustrations of **Extra Request Information** *Types* are displayed below. Components will determine if they need to be completed unless it is an OPM requirement. Use the scroll bar to see all the additional. 

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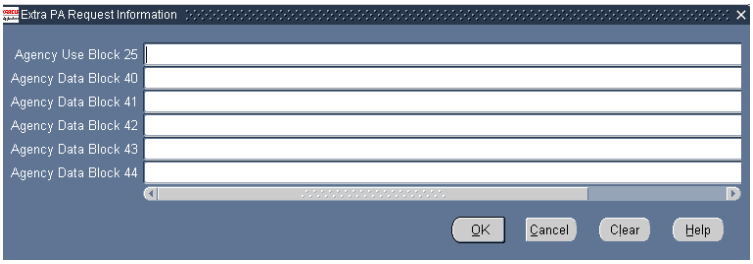
Request for Personnel Action, Continued

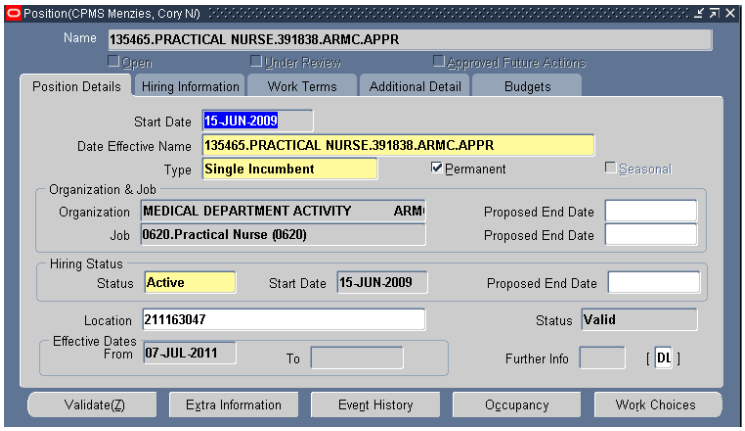
Taskflow Buttons (continued)

Taskflow Buttons	Description/Function
Extra Information Window	To input data in the *Type* categories of the **Extra Information** window, scroll to the *Type* needed. Select the "white" area of the ***Details*** data field to open a window to input the appropriate information.
	Extra PA Request Information window. Complete the data fields by using the LOV button located in this window next to the question mark.  Select **<OK>**. The ***Details*** data field populates. Continue this process of selecting *Type*, ***Details***, and **<OK>** to complete the information for the **Extra Request Information** window.
	Note: You **<u>must save</u>** your work after you have completed the information for each **Extra PA Request Information** window.

Continued on next page

Request for Personnel Action, Continued

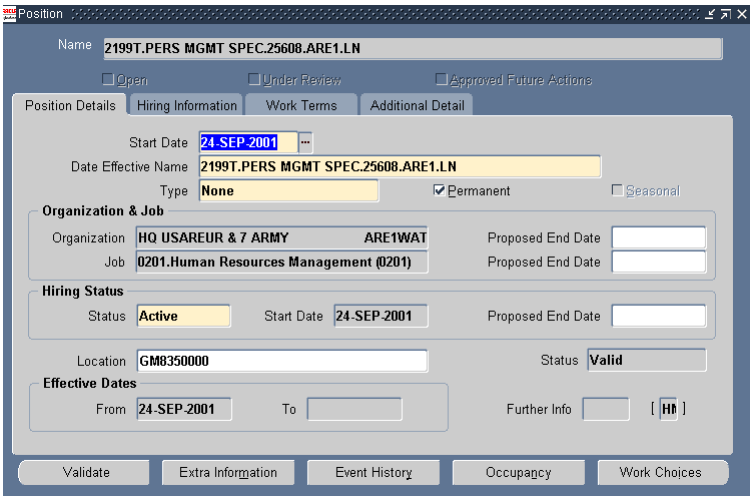
Taskflow Buttons (continued)

Taskflow Buttons	Description/Function
Person	<**Person**> Taskflow button displays the **People** window with information on the employee whose action you are processing. A completed record is displayed only if you have entered a name in Part B of the RPA.  **Note:** You can make changes in the **People** window or create a new record here. Just remember to Date Track to the effective date of the action or before the date of the appointment.

Continued on next page

Request for Personnel Action, Continued

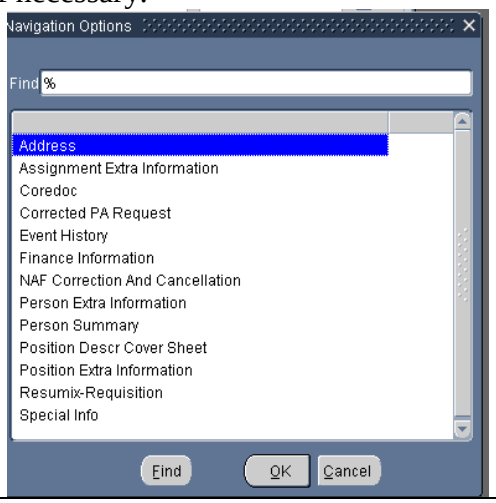
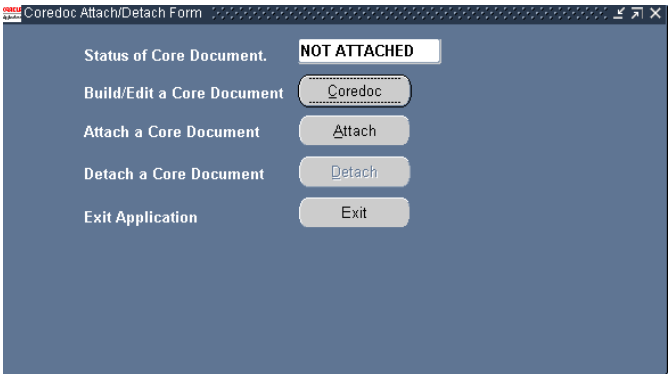
Taskflow Buttons (continued)

Taskflow Buttons	Description/Function
Position	<**Position**> Taskflow button displays the **Position** window for the RPA you are processing, if the ***To Side*** data fields are completed.  **Notes:** • You can build a position from the RPA by selecting <**Position**>. • The date your position is established must be on or before the effective date of the RPA. You will need to date track, if it is not.

Continued on next page

Request for Personnel Action, Continued

Taskflow Buttons (continued)

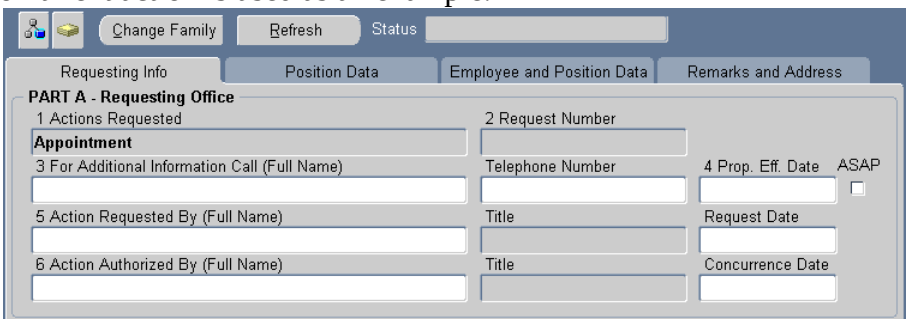
Taskflow Buttons	Description/Function
Others...	<**Others**> Taskflow Button displays a **Navigation Options** window. Highlight anyone of the options; select <**OK**> and make updates, if necessary. 
	Selecting COREDOC displays the **Coredoc Attach Detach Screen** window with options that can be accomplished from the RPA. Follow the directions displayed on the screen.  After reviewing all the Navigation Options and making any changes and saving, select <**OK**> to return to the RPA. If the RPA is ready to save and process, follow the instructions for routing to **Route** or **Update HR**.

Continued on next page

Completing the Request for Personnel Action

Requesting Info Tab - Part A - Requesting Office

This section explains how to complete the RPA. Data fields are described and the actions explained. The white data fields must be completed. The Nature of Action (NOA) selected, determines the fields to be completed. An appointment action is used as an example.



Data Field	Description/Action
Actions Requested	The data field automatically populates based on the action selected from the **Navigation List** → *Request for Personnel Action*.
Request Number	Each RPA is assigned a 'Request Number' by the DCPDS after the RPA is saved for the first time. The 'Request Number' format is YYMMM/9-character Identifier (determined by the Component)/6-Digit Sequential Number (system generated).
For Additional Information Call	If you are the person to contact about this action, type in your name or the name of the contact person. The data field can be left blank. *Or* Select the LOV for a listing of database names, select the correct name from the LOV, and select **<OK>**. **Notes:** • If a screen is displayed asking you to reduce the list, type a few letters of the last name of the individual, followed by the **%** sign; or input a **%** sign and select **<OK>**. • If you type in the name of a person to contact or any other names in Part A, the name must be entered as listed in the database.

Continued on next page

Request for Personnel Action, Continued

Requesting Info Tab - Part A - Requesting Office (continued)

Data Field	Description/Action
Telephone Number	Type in the telephone number of the person to contact about this action.
Proposed Effective Date	Type the proposed effective date for the action in the DD-MMM-YYYY format; e.g., 09-JUN-2000 or the date will automatically default to ASAP. Hyphens **are** required and the month is always capitalized. *Or* Select the LOV on the Toolbar. The current month and year with the current date highlighted is displayed in the **Calendar** Window. Select the correct date and select **<OK>** to automatically populate the date field.
ASAP	Select this data field if you want the effective date on this action to be As Soon As Possible. **Note:** You **cannot** select both a proposed effective date and the ***ASAP*** field. If you do not check ASAP or enter a date, the system date will automatically default to ASAP.
Action Requested By	Type in your name, if you have the role of the *Requestor* or *Personnelist*. *Or* Select the LOV for a listing of names given the responsibility of requesting. Select the correct name and select **<OK>** to automatically populate the data field. **Note:** A manager/supervisor who does not have the personnelist role will only see their own name on the LOV.
Title	The Requestor's title automatically populates this field.
Request Date	The date is automatically populated once the ***Action Requested By*** data field is completed. You can change the date by typing in a new date or use the LOV to select a month, day, and year.

Continued on next page

Request for Personnel Action, Continued

Requesting Info Tab - Part A - Requesting Office (continued)

Data Field	Description/Action
Action Authorized By	Type in your name if you have the role of the *Authorizer* or *Personnelist*. You can also leave blank. *Or* Select the LOV for a listing of names. Select the correct name and select **<OK>** to automatically populate the data field. **Note:** A manager or supervisor who does not have the personnelist role will only see their own name on the LOV.
Title	The Authorizer's title automatically populates this field.
Concurrence Date	The date automatically populates once the ***Action Authorized By*** data field is completed. The date can be changed by deleting it and typing in a new date. *Or* Select the LOV on the Toolbar for a calendar. Select the date needed (DD-MMM-YYYY) and then **<OK>** to automatically populate the data field.

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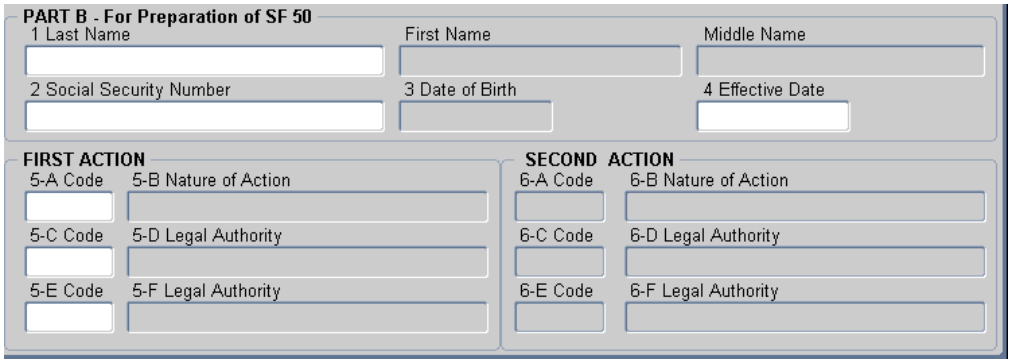
Request for Personnel Action, Continued

Requesting Info Tab - Part B – Preparation of SF 50



Note: It is important to complete the data fields in the following order.

Data Field	Description/Action
Effective Date	The Human Resource Office completes the ***Effective Date***. By typing in the effective date using DD-MMM-YYYY format; e.g., 23-MAY-2000. *Or* Select the LOV to display a calendar. Select the correct date and select <**OK**>.
Last Name	Type in the last name or part of the last name of the person for which the RPA is being processed. Press the [**Tab**] to automatically populate the data field. *Or* Select the LOV on the Toolbar, select the name from the list displayed, and select <**OK**> to automatically populate the data field. If you select a name from the LOV, the ***First Name, Middle Name, Date of Birth,*** and ***Social Security Number*** data fields will automatically populate on the RPA. **Note:** The list displayed in the LOV is dependent on the type of NOAC selected in data field **5A (Code)**. In some instances fields are populated by Resumix.

Continued on next page

Request for Personnel Action, Continued

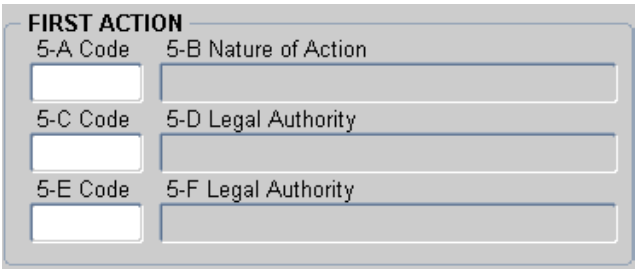
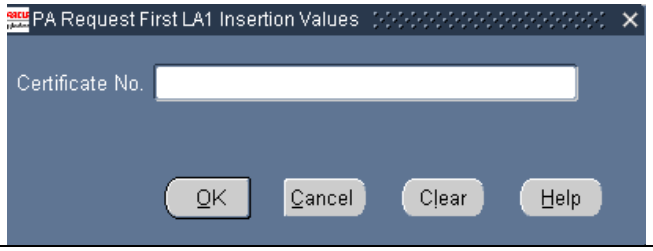
Requesting Info Tab - Part B – Preparation of SF 50 (continued)

Data Field	Description/Action
Social Security Number	Automatically populates based on the ***Name*** data field. *Or* Select the LOV for a listing of SSNs. You can type a **%** followed by a couple of numbers and a **%** and select **TAB** or [**Enter**] for a list of SSNs. Select the correct SSN and name and select **<OK>**. The ***First Name, Middle Name, Last Name, Date of Birth,*** and ***Social Security*** data fields will automatically populate. **Note:** If you type in a social security number, the ***First Name, Middle Name, Last Name, and Date of Birth*** data fields will automatically populate based on the social security number you typed.
5-A Code and 5-B Nature of Action Code	Type in the Nature of Action Code (NOA). *Or* Select the LOV to display a listing of NOACs, select the correct code, and select **<OK>** to automatically populate the ***Code*** and ***Nature of Action*** data fields. **Note:** The ***Nature of Action*** should be selected before other personnel data fields on Part B are completed. The NOA family selected will automatically populate some of the data fields.

Continued on next page

Request for Personnel Action, Continued

Requesting Info Tab - Part B – Preparation of SF 50 (continued)

Data Field	Description/Action
5-C Code and 5-D Legal Authority Code	Type in the ***Legal Authority Code*** that you need for this action. Data block **5-D Legal Authority Code** will automatically populate with the correct Legal Authority. *Or* Select the LOV to display the Authority Code. Select the appropriate code and select **<OK>**. **Note:** The authority codes in the LOV reflect those that are applicable to the family of the NOA selected in the ***Nature of Action*** data field. **Tab** to the next data field and continue this process until you have completed all the ***Legal Authority Code*** data fields that need to be completed to process this action. **Note:** A number of Codes will automatically populate data block **5D** with the Legal Authority. Some will have a blank space that needs an insertion value.  With your cursor in the Block 5D, select **[Tab]** to display the **PA Request First LA1 Insertion Values** Window. Type in the information and select **<OK>** to populate the blank space in the ***Legal Authority*** data field. 

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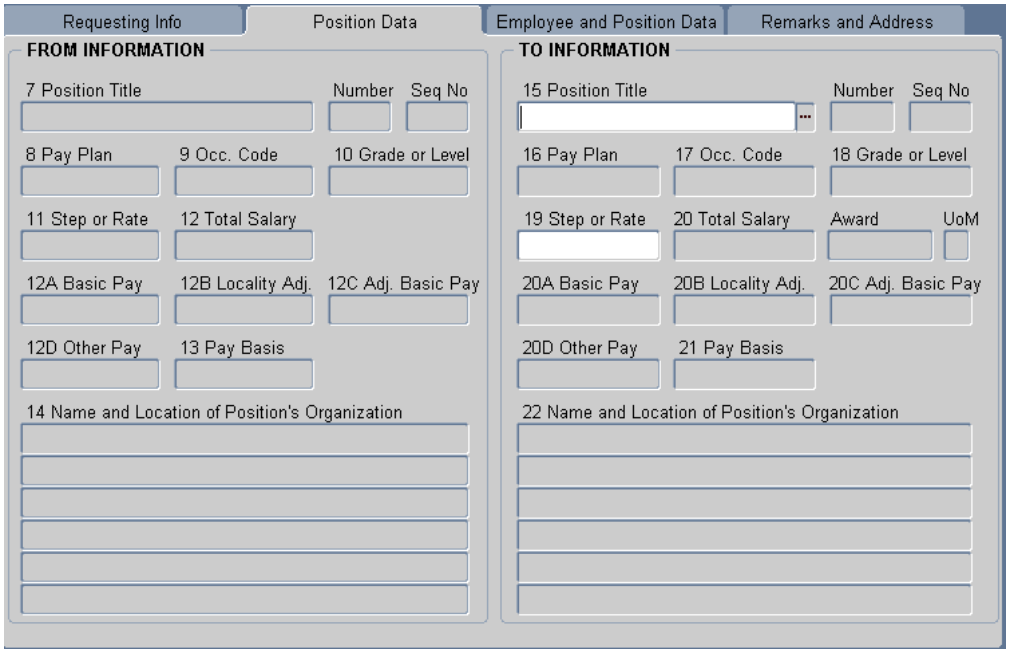
Request for Personnel Action, Continued

Position Data Tab

The **FROM INFORMATION** and **TO INFORMATION** Regions are automatically populated or not populated based on the NOA selected. If the data fields are white, you may need to complete them. Information needed for the **TO INFORMATION** Region is described below. The same information is applicable to the **FROM INFORMATION** Region, if not populated.



Notes:

- The Routing Group and Note Pad buttons are always located at the top of each page of the RPA.
- **Employee and SSN** fields are automatically populated on each page of the RPA once a person has been identified with an action.
- **Nature of Action** is automatically populated on each page of the RPA based on the NOA selected from the **Navigation List** or from the **Change Family** button.

Continued on next page

Request for Personnel Action, Continued

Position Data Tab - From and To Information

Data Field	Description/Action
Position Title	Select the LOV for a list of position titles available for this action. The **Reduction Criteria** Window displays. Enter a few letters, followed by "%" and select **<OK>**. Select the desired position when displayed and select **<OK>** to populate the ***Position Title*** data field for your action. **Note:** Your selection of a position automatically populates the following data fields: ***Pay Plan***, ***Occ Code***, ***Grade or Level***, and ***Pay Basis*** on RPA - Page 2.
Pay Plan; **Occ. Code;** **Grade or Level;** **and Pay Basis**	These data fields automatically populate based on the position selected. Certain pay plans, grades, pay tables or pay rate determinate may also require users to type in the salary fields.
Step or Rate	Type a two number digit; e.g., "01," in the data field. *Or* Select the LOV, select the correct step or rate, and select **<OK>** to automatically populate the data field. The Pay Rate Determinant is defaulted to "0." You can change to the correct value if zero does not apply. **Note:** Your input of a step or rate may automatically populates the following data fields: ***Total Salary***, ***Basic Pay***, ***Locality Adj***, ***Adj Basic Pay***, and ***Other Pay*** on RPA – Page 2. The ***Effective Date*** must be inputted before your pay will calculate properly.
Total Salary; **Basic Pay;** **Locality Adj;** **Adj Basic Pay;** **and Other Pay**	These data fields may automatically populate based on your input of a step or rate. Centrally maintained Tables keep this information up-to-date at all times.

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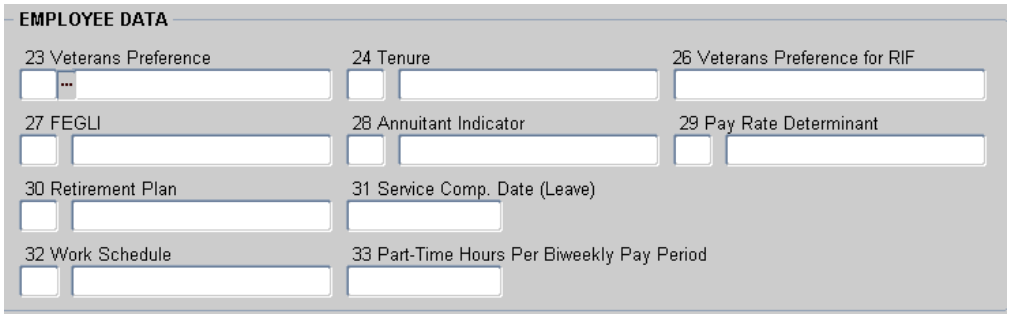
Request for Personnel Action, Continued

Position Data Tab - From and To Information (continued)

Data Field	Description/Action
Award	Enter the amount of a monetary award or the number of hours in this data field if this is an awards NOA. Otherwise the data field is dark.
UoM	Enter the required Unit of Measure either 'H' for hours or 'M' for money if an awards action. The data field is dark if this is not an award NOA.
Name and Location of Position's Organization (Data fields 14 and 22)	Information is automatically populated depending on the RPA action. Information completed in Building a Position and the Organization's Address provides this data. See Module 2, Position Management and Classification, Chapter 1, Building a Position, Section, Building a Position's Organization Address.

Employee and Position Data Tab – Employee Data



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Request for Personnel Action, Continued

Employee and Position Data Tab – Employee Data (continued)

Data Field	Description/Action
Veterans Preference	For actions other than Appointment, the employee's record automatically populates this data field. For a Change NOA or if input is required, select the LOV and select the applicable veteran's preference for an Appointment and select **<OK>**.
Tenure	For actions other than Appointment, the employee's record automatically populates this data field. For a Change NOA or if input is required, select the LOV and select the applicable tenure group and select **<OK>.** You can also type in the information.
Veterans Preference for RIF	For actions other than Appointment, the employee's record automatically populates this data field. For a change NOA or if input is required, select the LOV and select the applicable Veterans RIF group information, and select **<OK>**. You can also type in the information.
FEGLI; Annuitant Indicator; **Pay Rate** **Determinant; and Retirement Plan**	For actions other than Appointment, the employee's record automatically populates these data fields. For a change NOA or if input is required, select the LOV for each of these data fields and select the applicable values and select **<OK>** to automatically populate the data field. You can also type in the information.
Service Comp Date (Leave)	For actions other than Appointment, the employee's record automatically populates these data fields. For a change NOA, except on an Appointment, select the LOV to display a calendar. Select the correct date and select **<OK>** to automatically populate the data field. *Or* Type the correct service computation date in the data field.

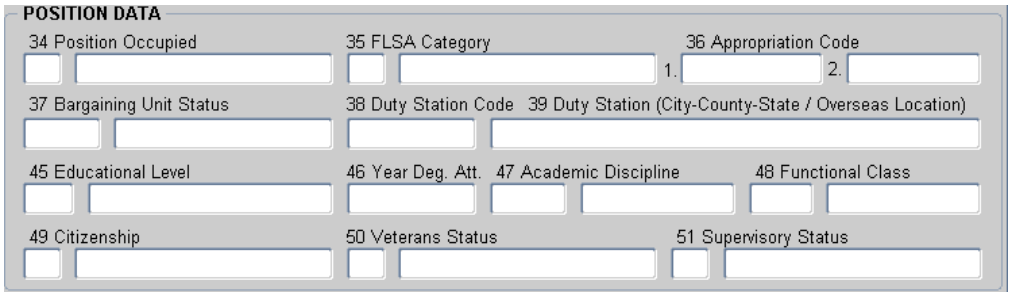
Continued on next page

Request for Personnel Action, Continued

Employee and Position Data Tab – Employee Data (continued)

Data Field	Description/Action
Work Schedule	This information is automatically populated from the Position information. *Or* For a change NOA or if input is required, select the LOV. Select the correct work schedule for this action. Select **<OK>** to automatically populate the data field.
Part-Time Hours Per Pay Period	This information is automatically populated from the Position information. *Or* For a change NOA or if input is required, select the LOV. Select the correct information and select **<OK>** to automatically populate the data field.

Employee and Position Data Tab – Position Data



Data Field	Description/Action
Position Occupied	Data field automatically populates if a position was selected on the previous page. The data field information is dependent of the type of position to be occupied; e.g., competitive or excepted. If input is required, select the LOV, select the correct position information for this action, and select **<OK>** to automatically populate the data field.

Continued on next page

Request for Personnel Action, Continued

Employee and Position Data Tab – Position Data (continued)

Data Field	Description/Action
FLSA Category; Appropriation Code; Bargaining Unit; Duty Station Code and Duty Station Location	Data fields automatically populate from the Position data. If input is required, select the LOV, select the correct information and select **<OK>** to automatically populate the data field. *Or* Type in the correct information for each data field.
Educational Level	For actions other than Appointment, the employee's record automatically populates this data field. *Or* Type in the level, if known; e.g., 04, 06, 10, 13 and up. *Or* Select the LOV, select the educational level for the applicant, and select **<OK>** to populate the data field. **Note:** Your input in this data field determines whether or not the ***Year Degree Att*** and ***Academic Discipline*** data fields need to be completed.
Year Degree Att	Type in a four-digit number; e.g., year 1995, or use the LOV on the Toolbar if the applicant for the position has a degree when you do an Appointment action. For actions other than Appointment, the employee's record automatically populates the data field.
Academic Discipline	Select the LOV to display a list of academic disciplines. Select the appropriate discipline and select **<OK>** to automatically populate the data field. Or type in the information. **Note:** This data field is completed only if applicant or employee has a degree. The data field is automatically populated from the **Person** window for other actions. This information may be required by OPM.

Continued on next page

Request for Personnel Action, Continued

Employee and Position Data Tab – Position Data (continued)

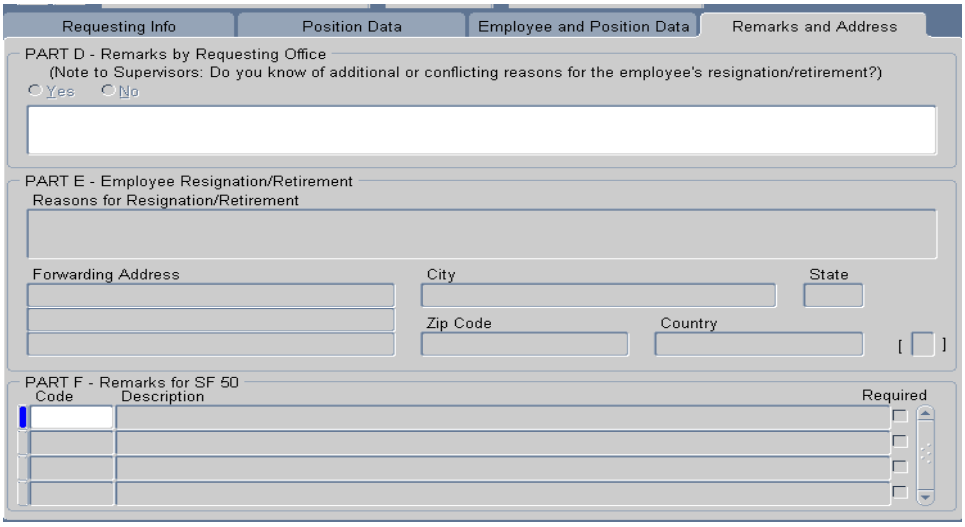
Data Field	Description/Action
Functional Class	This data field automatically populates if a position was selected on Page 2 of the RPA. If input is required, select the LOV, select the correct information and select **<OK>** to automatically populate the data fields.
Citizenship	If input is required, select the LOV on the Toolbar. Select the correct information. Select **<OK>** to automatically populate the data field. Or type in the information. For actions other than Appointment, the employee's record automatically populates this data field.
Veterans Status	If input is required, select the LOV on the Toolbar. Select the correct information. Select **<OK>** to automatically populate the data field. For actions other than Appointment, the employee's record automatically populates this data field.
Supervisory Status	This data field is automatically populated if a position has been selected on the previous page. *Or* If input is required, select the LOV on the Toolbar. Select the correct information. Select **<OK>** to populate the data field.

Note: There are six position data fields that you can change on the RPA that will flow back to the Position. The changes will not invalidate the Position that was previously created. These data fields are:

- Data Field 32 - Work Schedule
- Data Field 33 - Part-Time Hours
- Data Field 34 - Position Occupied
- Data Field 35 - FLSA Category
- Data Field 36 - Appropriation Code 1 and Appropriation Code 2
- Data Field 37 - Bargaining Unit Status

Request for Personnel Action, Continued

Remarks and Address Tab



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Data Field	Description/Action
Remarks by Requesting Office (Part D)	The "Yes"/"No" buttons will be checked by the Supervisor completing this data field, if this is a resignation/retirement action, additional information about the action needs to be completed. **Notes:** • If "Yes" is checked, the Remarks section of Part D is grayed out. You must attach a separate explanation to the RPA using the Attachment button on the Toolbar. This meets the requirements of the GPPA. See Chapter 3, Attaching Documents to a Request For Personnel Action, Module 1, Fundamentals. • If "No" is checked, you will be able to type information into the Remarks section of Part D.
Resignation/Re-tirement (Part E)	Employee statement is entered in this data field if this action is a resignation/retirement action.
Forwarding Address	Employee's forwarding address is automatically populated if the action is a resignation/retirement action.

Continued on next page

Request for Personnel Action, Continued

Remarks and Address Tab (continued)

Data Field	Description/Action
Remarks for SF 50 (Part F)	Select the LOV on the Toolbar to display a list of remarks appropriate for the NOA. Select the appropriate code/remark and select **<OK>** to automatically populate each Remarks code data field. Move the cursor to the next block in the Remarks data field to input another code/remark, if required. Continue to do this until all appropriate codes/remarks have been selected for this action. **Notes:** • The LOV will display only the remarks that apply to the NOAs selected for your RPA. • If there are more than four remarks in the Remarks data field, place your cursor in the last data field and select the down arrow ↓ key to insert additional remarks. Or, select the new Record Button on the Toolbar for an additional line.

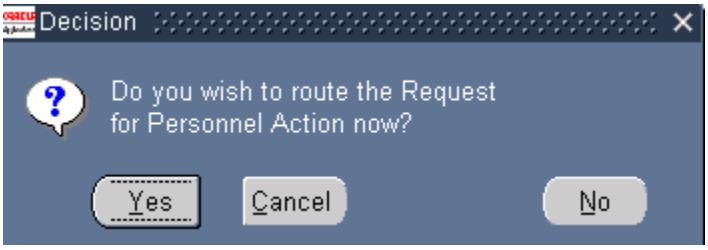
Notes:

- If you wish to insert information in the remarks data field, select in the remarks ***code*** data field, press the **[TAB]** key to display the pop-up screen, and type in your remark.
- If a remark code has been pre-programmed as mandatory for your Nature of Action, the remark code and clear text will pop into the view on the screen as soon as the personnelist touches the remarks input area for the first time.
- A remark can be deleted by substituting a different remark code in the code field.
- A remark can be deleted without replacement by selecting the Clear Record button on the Toolbar.
- Each remark is a separate record in the system, so the "record" you are deleting when your cursor is in a remark code/cleartext field is only the remark. It is safe to respond "yes" to erase the remark you want to remove.

Saving and Routing a Request for Personnel Action

Routing the Request for Personnel Action

Select the Save button on the Toolbar to save your RPA action.



Once you have saved your RPA, a dialog box appears. Select one of the options: **<Cancel>** to stop the process and return to the RPA.

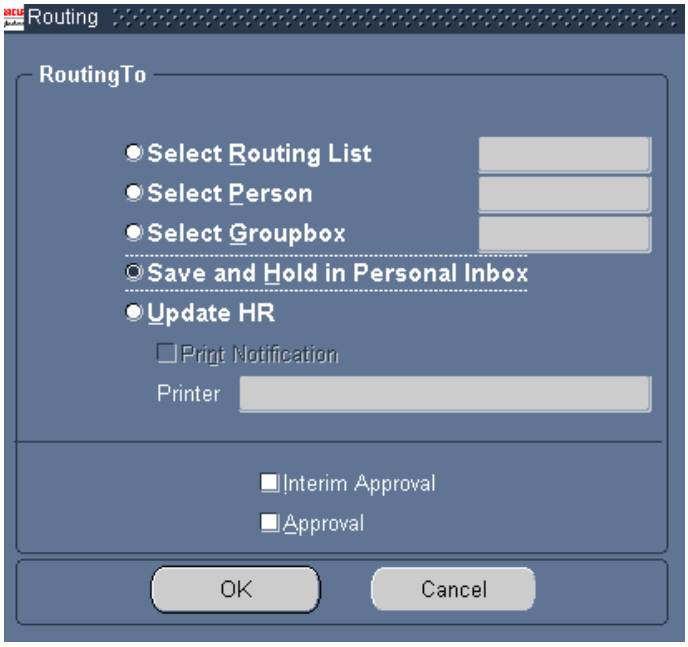
<No> to save your action to this point and return to the RPA.

<Yes> to display the **Routing** Window.

Saving and Routing a Request for Personnel Action, Continued

Routing Window

The **Routing** window gives you several options for processing your RPA. Select the option based on your role in the routing of your RPA.



Notes:

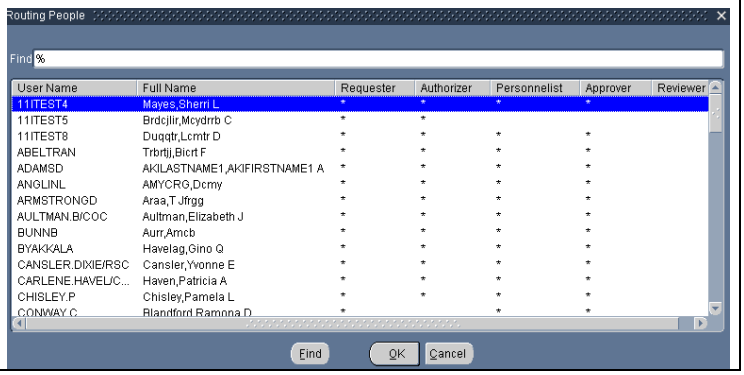
- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** window may be grayed out based on your role and responsibility.

To print a DoD customized NPA which has a four character NOA, deselect the “X” in the **Print Notification Box**. The NPA will default to the user’s printer on the effective date.

Continued on next page

Saving and Routing a Request for Personnel Action, Continued, Continued

Saving and Routing Request (continued)

Routing To Region	Description/Function
Select Routing List	Click *Select Routing List* to display a **Routing Lists** window to allow you to select a predetermined sequence of recipients. The listing defines the order in which a personal inbox or groupbox receives the workflow notification. Select the routing list and **<OK>** to populate the data field on the **Routing** window. Then select **<OK>** on the **Routing** window to route the action.
Select Person	Choose *Select Person* to display a **Routing People** window to route the action with a listing of individuals based on their role. Select the correct individual to route the action too. Select **<OK>** to populate the data field on the **Routing** window. Then select **<OK>** on the **Routing** window to route the action to the correct person. 

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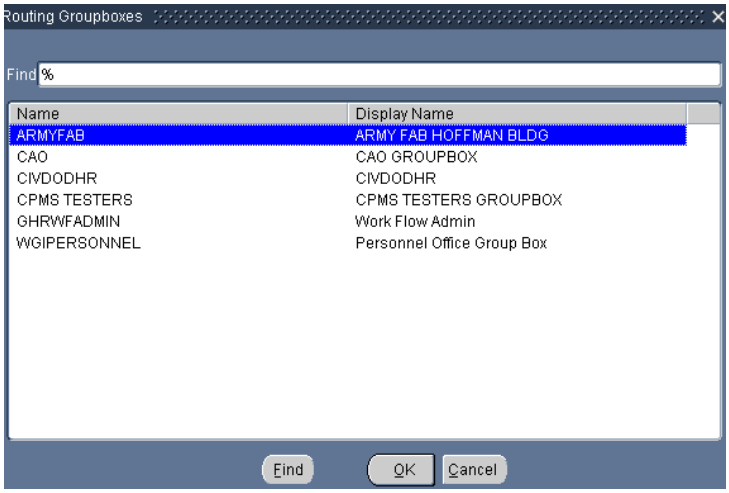
Saving and Routing a Request for Personnel Action, Continued, Continued

Saving and Routing Request (continued)

Routing To Region	Description/Function
Select Groupbox	Choose the *Select Groupbox* to display **Routing Groupboxes** Window. A Groupbox contains a group of people who share a common function in the RPA process. The Groupbox could contain members of an office, branch, workgroup, etc. Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members.  Select the correct Groupbox for routing the action based on its role in the RPA process. Select **<OK>** to populate the data field on the **Routing** Window. Then select **<OK>** on the **Routing** window to route the action to the correct Groupbox.

Continued on next page

Saving and Routing a Request for Personnel Action, Continued, Continued

Saving and Routing Request (continued)

Routing To Region	Description/Function
Save and Hold in Personal Inbox	Select this option if you have not finished working on the RPA action. It will be saved in your Civilian Inbox. You can then select and complete the RPA action at a later time. Select **<OK>** to save the RPA to your Civilian Inbox. **Notes:** • The system automatically defaults to the Save and Hold in Personal Inbox option. • You **must** save the action to your Inbox in order to query the RPA from your Inbox after the action has processed.
Update HR	You can select ***Update HR*** only if you have the assigned role and responsibility of updating the DCPDS database. This procedure will generate a Notification of Personnel Action (NPA). The DCPDS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information. Selecting ***Update HR*** automatically places an "X" in the ***Print Notification*** box if the effective date on the RPA is current or a past date. You do not have to print a Notification of Personnel Action at this time; therefore, you can deselect the print option. You can print the personnel action at a later time. NAF activities and other users of NPAs with four-character NOAs **must** deselect the ***Print Notification*** box to get the action to print. It will default to your printer on the effective date of the action. **Note:** The DCPDS application does an edit check on the RPA action when the ***Update HR*** option is selected, notifying you of corrections that need to be made before any **Update HR** can occur.
Print Notification	Discussed in the next procedure of this chapter.

Continued on next page

Saving and Routing a Request for Personnel Action, Continued, Continued

Saving and Routing Request (continued)

Routing To	Description/Function
Approval	Select the *Approval* box on the **Routing** Window if you are assigned the role of ***Approver***. **Note:** As an *Approver*, you can submit the RPA to **Update HR**, print the Notification for Personnel Action, return the RPA to the initiator to make changes and resubmit, or return the RPA to the Authorizer to make changes and resubmit or to a personnelist to finalize.
Interim Approval	The use of this function is dependent on Component business rules.
<Cancel>	Select **<Cancel>** to stop the process and return to the RPA.
<OK>	Select the **<OK>** button to process the action and ***Update HR*** or to route the action to another inbox. **Note:** Follow the instructions if an **Error Message** Window displays on your screen.

Printing a Request for Personnel Action/Notification

Printing

There are several methods you can use to print the RPA or NPA.

1. On the Main Menu Bar select **File** → Print.
2. Select the Print button on the Toolbar.
3. Print a Request for Personnel Action or a Notification of Personnel Action from the **Routing** Window.
4. For the DoD Customized NOAs, use the **Routing** window to deselect the "X" in the **Print Notification** Window. It will default to the user's printer.

Printing from the Routing Window

This print action is performed when you ***Update HR*** from the **Routing** Window.

Routing To	Description/Function
Print Notification	Select the box next to ***Print Notification***. The system places an "X" in the box and the ***Printer*** data field is highlighted.
Printer	Click in the ***Printer*** data field, a **Printers** window displays listing all the printers that the system administrator has made available. Select the correct printer and then **<OK>** to automatically populate the printer data field. Select **<OK>** on the **Routing** window to print the action. **Note:** You cannot print a future action with a future effective date.

Continued on next page

Printing a Request for Personnel Action/Notification

Printing from the Routing Window (continued)

Routing To	Description/Function
Printing from the Menu Bar or the Toolbar	• Select **Action** → Print on the Main Menu Bar or select the Print button on the Toolbar. • The **Printing** window displays. You have the option of printing the Request for Personnel Action (RPA). The Notification of Personnel Action (NPA) is grayed out until on or after the effective date of a finalized personnel action. • Select your selection based on the action you are completing. • Select the ***Printer*** data block to display a listing of printer options. Select the correct printer and select **<OK>** to automatically populate the ***Printer*** data field. • Select **<OK>** on the **Printing** window to print the action. A **Note** window displays with information about your printing request.

Module 3

Chapter 2

Accessing Requests for Personnel Action

Chapter Overview

Purpose

Requests for Personnel Actions (RPAs) can be accessed in a number of methods. This chapter will provide information on accessing RPAs from the *Civilian Inbox* and the **Navigation** Window. RPAs are accessed based on your role and responsibility.

Chapter Contents

Topic	Page
Accessing Personnel Actions from the Navigator Window	2
Viewing Personnel Actions from the Navigator Window	7
Viewing Status of Your RPA Requests	7
View a Request for Personnel Action	8

Access to Requests for Personnel Action

Based on your role and responsibility in your organization, you will have access to a range of RPAs through the:

- Civilian Inbox as described in Module 1, Fundamental of the DCPDS.
- ***Navigation List*** on the **Navigator** Window using the *Request for Personnel Action* or the *CAO/TRANSFER Request*.
- Reports function by selecting *Processes and Reports* from the ***Navigation List***.
- *Processes and Reports* and selecting the *View Requests* from the ***Navigation List***.
- *PSEUDOSF50* from the ***Navigation List***.

Accessing Personnel Actions From The Navigator Window

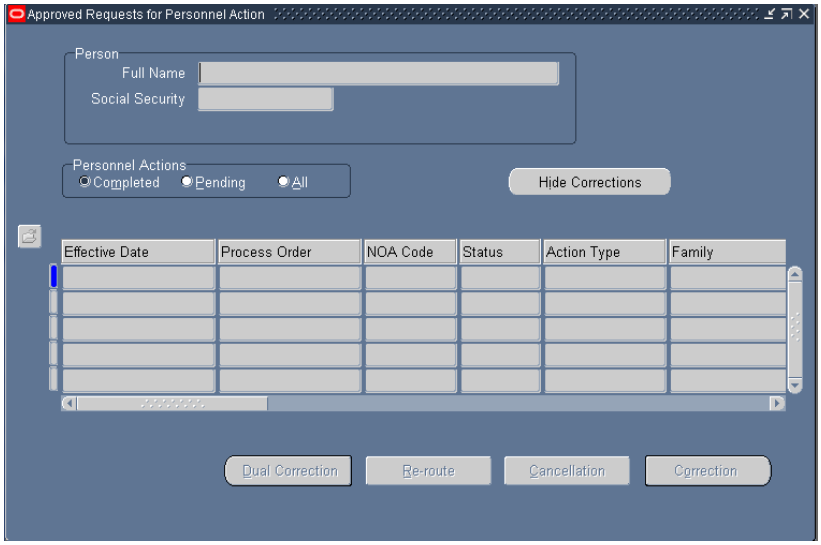
Nature of Actions

There are other methods of accessing RPAs in addition to the Civilian Inbox. One method is through the **Navigator** Window by using the **Navigation List** which has a listing of Nature of Actions (NOAs) that can be accessed by you. The access to the NOA menu listings is dependent on your role and responsibility.

Note: Each of the NOAs may display a variety of opening windows, if they do not display Page 1 of the RPA, on initial entry. These windows require actions to be performed by you before you can complete the RPA. For illustration purposes, the Cancellation/Correction NOA has been selected.

Cancellation/ Correction as an Example

This process is performed to cancel an RPA action or to correct an RPA. Follow the steps listed below to cancel and/or correct an action.

Step	Action
1	**Navigation Path**, *Request for Personnel Action* → *Cancellation/Corrections* →**Open**. The **Approved Requests for Personnel Action** window opens with your cursor in the ***Full Name*** data field. 

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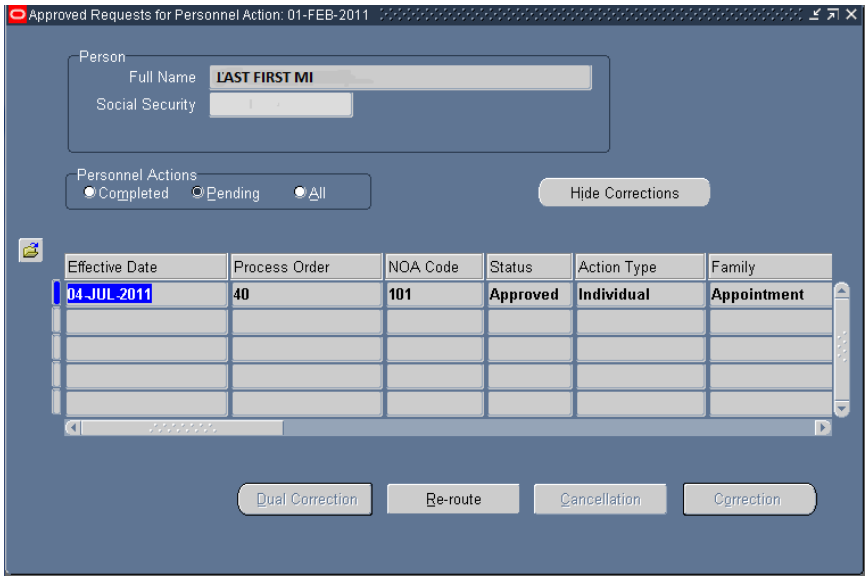
Accessing Personnel Actions From The Navigator Window,
Continued

Cancellation/Correction as an Example (continued)

Step	Action
2	Press the **F11** key (type a few letters in the ***Full Name*** data field followed by '%') Press the CTRL + F11 keys together to execute the query and populate the Name data field with a list of names that meet your query. *Or* Press the **F11** key and place a '%' in the ***Full Name*** data field followed by pressing the both the **CTRL** and **F11** keys to display a list of all employees with requests for actions. **Note:** 'Processed' in the **Status** area indicates the action has been approved and updated to HR. 'Pending' status indicates a future action that will occur on the effective date of the RPA.  **Note:** If you select a pending action and click '**Re-route'**, the RPA will return to your Inbox. You can make any necessary changes and resubmit the action.

Continued on next page

Accessing Personnel Actions From The Navigator Window,
Continued

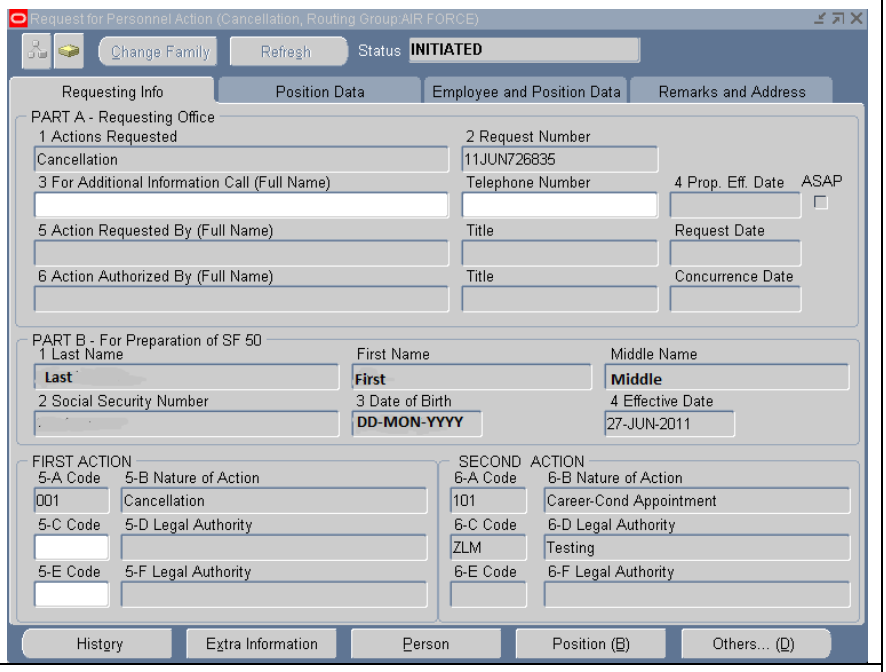
Cancellation/Correction as an Example (continued)

Step	Action
3	If a multiple listing is displayed, use the scroll bar to locate the Name and Social Security Number of the employee you queried (the information automatically displays in the *Status* area). Review the information about the status of the actions in the *Status* area. Use the scroll bar next to the ***Status*** field to locate the RPA you want to cancel/correct or use the up and down arrow keys. Click in the *Current Record Indicator* block to highlight the action to cancel/correct. **Note:** • If you are canceling or correcting dual actions, you must process a separate RPA for each action.
4	Click the Cancellation Taskflow button to create an RPA to begin the process of canceling an action. Correction, as an illustration, is explained in Step 5.

Continued on next page

Accessing Personnel Actions From The Navigator Window,
Continued

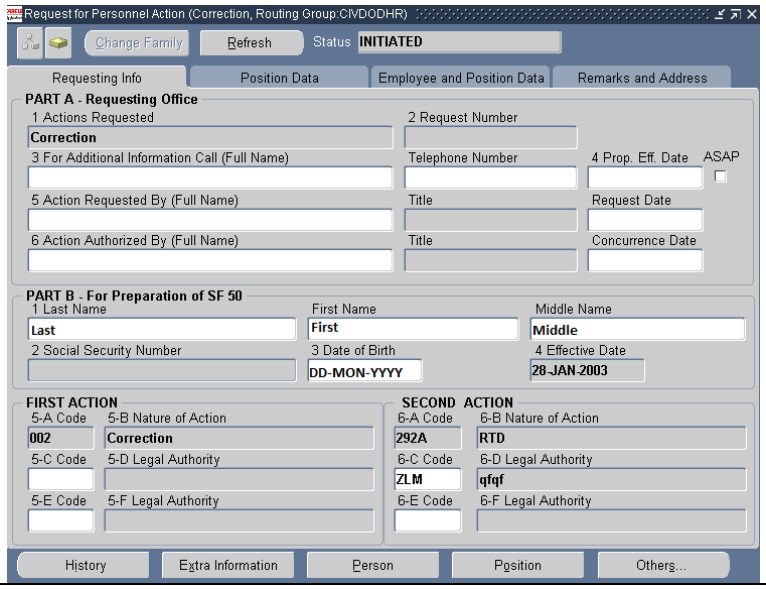
Cancellation/Correction (continued)

Step	Action
4a	The RPA displays with the cancellation NOA entered in the ***Actions Requested*** data field. **Note:** You cannot change the Nature of Action family or any data on this action once Cancellation NOA has been selected. 
4b	Save the action, route, approve, or submit the RPA for Update HR as you would any other RPA, following the directions given on the screen. **Note:** If you close the **Cancellation** action, the application places it in your Civilian Inbox where you can continue to work on it. If you delete the **Cancellation** action before approving and ***Updating HR***, the system restores the original approved action to the **Approved Requests for Personnel Action** Window.

Continued on next page

Accessing Personnel Actions From The Navigator Window,
Continued

Cancellation/Correction as an Example (continued)

Step	Action
5	Click the Correction Taskflow button to begin the process of correcting an action.
5a	The RPA is displayed with the Correction NOA entered in the ***Actions Requested*** data field. Enter the data you wish to correct in the appropriate data field(s). 
5b	Save the corrected action, route, approve, or submit the RPA for Update HR as you would any other RPA, following the directions given on the screen. **Notes:** • If you close the Correction action without routing, the application places it in your Civilian Inbox where you can continue to work on it at a later time. • If you delete the Correction action before approving and ***Updating HR***, the system restores the original approved action to the **Approved Requests for Personnel Action** Window. ***Updating HR*** enters the corrections in the appropriate records for the effective date of the original action. A NPA can be printed at this time, if needed.

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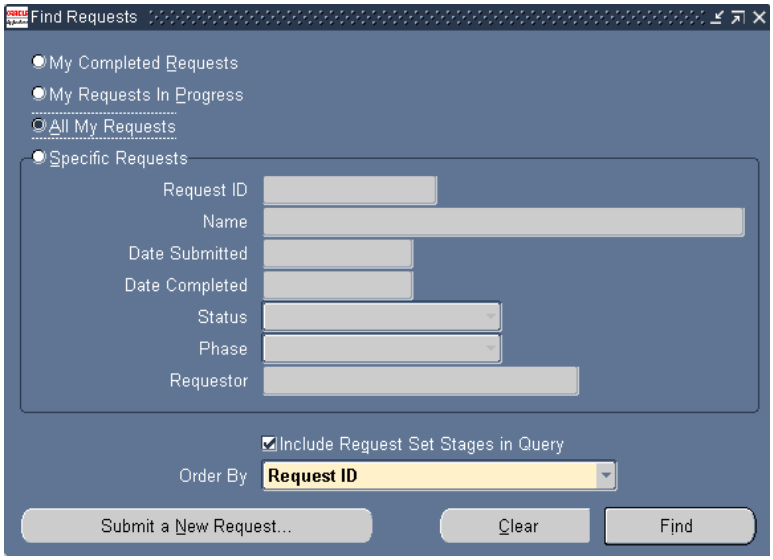
Viewing Personnel Actions from the Navigator Window

Viewing Status of Your RPA Requests

On occasion, you may need to view the request status of your RPAs. To access your requests, follow the ***Navigation Path*** *→Processes and Reports View Requests →***Open**
To display the **Concurrent Request Summary** window. Click the **Find** button (this will display a listing of all your RPAs that you have printed or requested for printing).



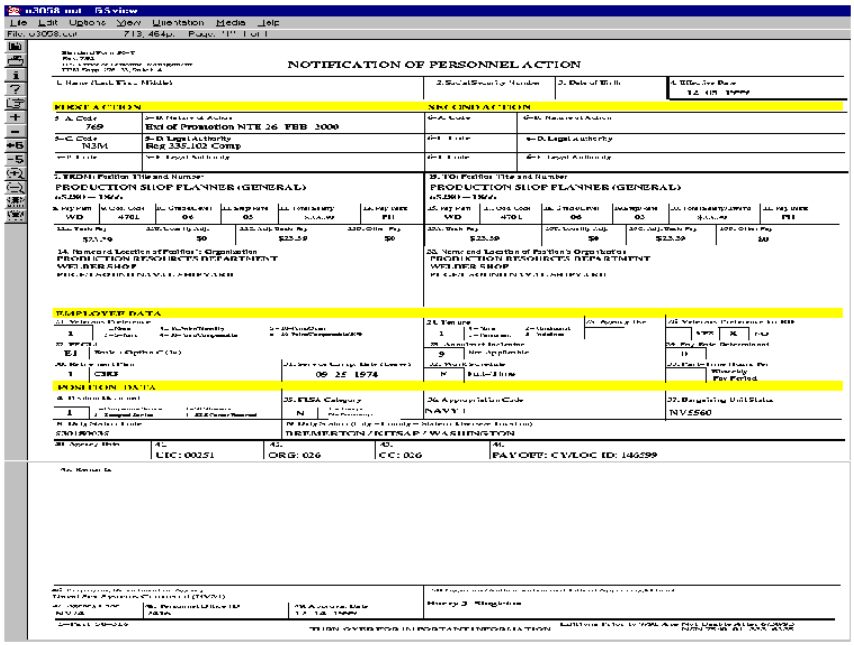
Concurrent Request Window Description

The information displayed in the window is dependent on the information displayed in the drop-down menu listing. There are five selections for viewing your actions in this area. Information on this function is available in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports.

Viewing Personnel Actions from the Navigator Window, Continued

View a Request for Personnel Action

After the request has been submitted and you are still in the **Submit Requests** Window, you can view the action as well as print the action.

Step	Action
1	In the **Requests** window click the 'View Output' button to display the completed NPA. The NPA will be displayed using the Ghostview Software program.  **Note**: The Ghostview Software program needs to be loaded to your PC and the appropriate path is assigned to your user ID profile before the NPA will be displayed.
2	Select **File→Print** from the Main Menu Bar to print the action or click the Print Icon on the left of the screen.
3	Select **File→Close Form** to return to the Navigation List.

Module 4

Staffing Using the DCPDS

Module Overview

Introduction This module contains procedures related to recruitment and staffing.

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Module Overview, Continued

Before You Begin

- There are two ways to process staffing actions.
  1. From your **Workflow Inbox**. You respond to a Request for Personnel Action (RPA) initiated and forwarded by a manager or supervisor, or an RPA you saved to your Workflow Inbox.
  2. From the **Navigation List**. If you have been given the responsibility, you may initiate an action by accessing an RPA from the **Navigation List.**
- Once an RPA is saved, it must be routed to another person or to your Civilian Inbox.
- If you initiate an RPA and decide not to use it, you can delete it from your Civilian Inbox by using the **Clear Record** button on the Toolbar.
- When you save an RPA the first time, a Request Number displays in Part A, Block 2 of the RPA. The first five characters depict the year/month the action is initiated, the next nine are for component use, and the remaining six are a system generated sequence number. It is assigned to the Requisition, and if RESUMIX is used, it is assigned to the related vacancy announcement.
- Recruit/Fill is not a Nature of Action (NOA); it is a placeholder until the personnelist/staffer determines how the fill action will occur; e.g., appointment, promotion, reassignment, etc.
- NOAs are separated into Job Families on the **Navigation List**. For example, a Promotion, and QSI are located in the ***Salary Change*** menu. NTEs are located in the ***Extension of NTE*** menu. See the list of NOA Families in this module.
- The RPA can be printed from the inbox of the initiator or anyone to whom it has been routed. RPAs may also be printed in the ***Reports*** menu.
- You can view previous or subsequent RPAs on the **Notifications Summary Window** of the Workflow Inbox. Place the cursor in the Subject Column, and scroll up or down using the Up and Down Arrow Keys.
- Completed RPAs do not normally display in the Workflow Inbox. A separate folder can be set up for these actions.
- The RPA has electronic signature capability.
- The **Refresh** Button on the RPA pulls in the current person/position information to the RPA.

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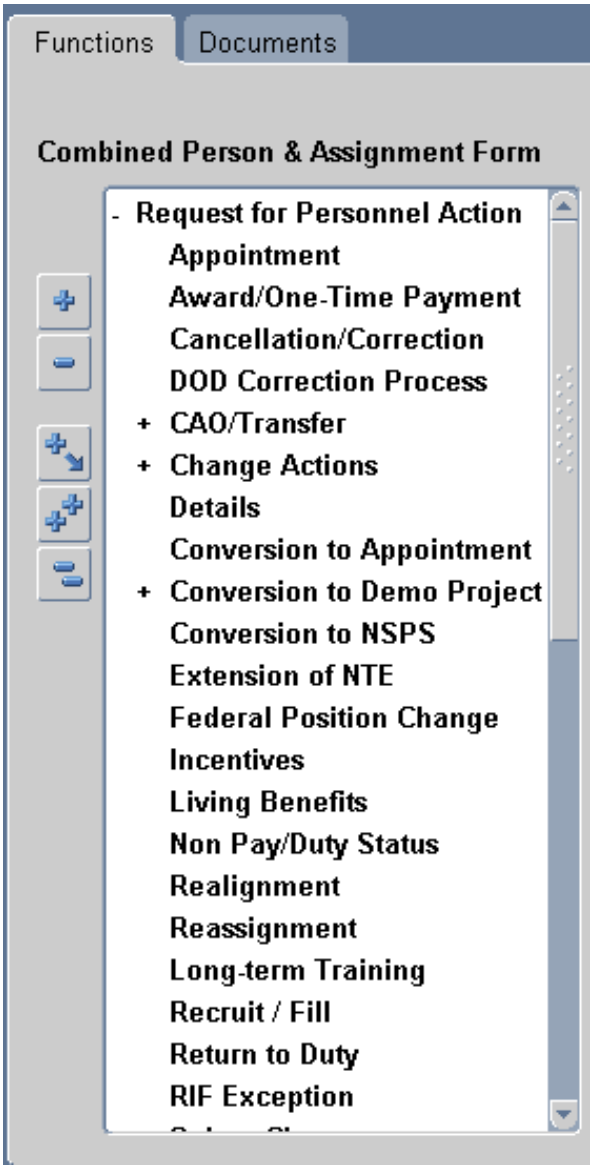
Module Overview, Continued

Navigation List



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Module Overview, Continued

Menu Options on the Navigation List

The menu options on the **Navigation List** are familiar; however, there are some that may need additional information. Use of many of the menu options may be determined by your Component business rules. The following list of menu options gives a general description and where each is located in the User Guide.

Menu Option/Form	Location in User Guide/Information
Appointment	Performed as a staffing function.
Award/One-Time Payment	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Cancellation/Correction	Chapter 7, Module 4, Staffing Using the DCPDS.
DOD Correction Process-002	Chapter 7, Module 4, Staffing Using the DCPDS.
DOD-911	Chapter 10, Module 4, Staffing Using the DCPDS
CAO/Transfer	Chapter 11, Module 4, Staffing Using the DCPDS.
Change in Data Element	Performed in staffing.
Change in ART Status	Air Force unique.
Change in Duty Station	Module 2, Position Management and Classification Using the DCPDS.
Change in FEGLI	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Change in Hours	Module 2, Position Management and Classification Using the DCPDS.
Change in Retirement Plan	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Change in SCD	Performed in staffing.
Change in Tenure	Performed in staffing.
Change in Veterans Preference	Performed in staffing.
Change in Work Schedule	Module 2, Position Management and Classification Using the DCPDS.
Change Position Number	Module 2, Position Management and Classification Using the DCPDS.
Name Change	Chapter 5, Module 4, Staffing Using the DCPDS.

Module Overview, Continued

Menu Option/Form	Description/Action
Change Position Sensitivity	Module 2, Position Management and Classification Using the DCPDS.
Change Position Title	Chapter 5, Module 4, Staffing Using the DCPDS.
Details	Performed in staffing.
Conversion to Appointment	Performed in staffing.
Extension of NTE	Module 4, Staffing Using the DCPDS, Chapter 7.
Federal Position Change	Chapter 5, Module 4, Staffing Using the DCPDS.
Living Benefits	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
NonPay/NonDuty Status	Module 5, Workforce Relations Using the DCPDS.
Other Pay	Performed in staffing.
Realignment	Chapter 5, Module 4, Staffing Using the DCPDS.
Reassignment	Chapter 4, Module 4, Staffing Using the DCPDS.
Long-Term Training	Army unique.
Recruit/Fill	Chapter 4, Module 4, Staffing Using the DCPDS.
Return to Duty	Performed in staffing.
RIF Exception	Performed in staffing.
Salary Change	Module 6, Pay, Benefits, and Entitlements Using the DCPDS.
Separation	Chapter 10, Module 4, Staffing Using the DCPDS
Foreign Language Prof Pay	Performed in staffing.
USUHS Salary Change	Navy unique.
Mass Realignment	Chapter 6, Module 4, Staffing Using the DCPDS.
Mass Salary	Chapter 6, Module 4, Staffing Using the DCPDS.
Mass Appraisals	Chapter 2, Module 5, Workforce Relations Using the DCPDS.
Mass Awards	Chapter 3, Module 5, Workforce Relations Using the DCPDS.

NOA Families Used in Staffing

Purpose

This section provides examples of the various Nature of Action (NOA) Families in staffing associated with the RPA on the **Navigation List**.

Note: Prefixes to NOAs:

A = Army NAF
C = DOD Reconstruct-911
D = Demonstration Projects
E = NAWC Science & Technology Reinvention Demo Project
L = China Lake Demonstration Project
N = Air Force NAF
P = Pseudo
Q = Acquisition Demonstration Project
T = Transfer
Y = NSPS

Associated NOAs

Menu List	Associated NOAs
Appointment	

Code	Nature of Action
100	Career Appointment
101	Career-Cond Appointment
107	Emergency Appointment
108	Term Appointment NTE _____
115	Appointment NTE _____
120	O/S Ltd Appt
122	O/S Ltd Appt NTE _____
124	Appointment Status Quo
130	Transfer
132	Mass Transfer
140	Reinstatement Career
141	Reinstatement Career-Cond
142	SES Career Appointment
143	Reinstatement SES Career
145	Transfer SES Career
146	SES Noncareer Appointment
147	Transfer SES Noncareer
148	SES Ltd Term Appt NTE _____
149	SES Ltd Emergency Appt NTE _____
156	CZ Appt-Status Quo
170	Excepted Appointment
171	Excepted Appointment NTE _____
190	Provisional Appointment NTE _____
198	Interim Appointment in Nonduty Status
199	Interim Appointment
A010	Appointment

Continued on next page

NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs	
Appointment (cont)	A011	Appointment (Concurrent)
	A012	Appointment Limited Tenure NTE _____
	A015	Appointment Public Law 101-508
	A016	Reinstatement
	A018	Appointment - Transfer of Function
	A020	Appointment - Summer Hire NTE _____
	A021	Transfer In
	A024	Reemployment
	A025	Transfer In- Joint Basing
	A026	Emergency Hire NTE _____
	C100	Career Appt
	C101	Career-Cond Appt
	C107	Emergency Appt
	C108	Term Appt NTE _____
	C112	Temp Appt PER
	C115	Appt NTE _____
	C120	O/S Ltd Appt
	C122	O/S Ltd Appt NTE _____
	C124	Appt-Status Quo
	C130	Transfer
	C132	Mass Transfer
	C140	Reins-Career
	C141	Reins-Career-Cond
	C142	SES Career Appt
	C143	Reins-SES Career
	C145	Transfer SES Career
	C146	SES Noncareer Appt
	C147	Transfer SES Noncareer
	C148	SES Ltd Term Appt NTE _____
	C149	SES Ltd Emergency Appt NTE _____
	C150	CA Career-Cond Appt
	C151	CA Career Appt
	C153	CA Appt NTE _____
	C154	CA Term Appt NTE _____
	C155	CA Reappt
	C157	CA Transfer
	C170	Exc Appt
	C171	Exc Appt NTE _____
	C190	Provisional Appt NTE _____
	C198	Interim Appt in Nonduty Status
	C199	Interim Appt
	N010	Appointment
	N012	Appointment NTE _____
	N015	Appointment - Public Law 101-508
	N016	Reinstatement
	N018	Appointment - Transfer of Function
	N020	Appointment - Summer Aid NTE _____
	N021	Transfer-In
	N022	Appointment - Student Aid NTE _____
	N024	Reemployment
	N025	Transfer In- Joint Basing
	P500	Conv to Career Appointment
	P501	Conv to Career Cond Appointment
	P507	Conv to Emergency Appointment
	P508	Conv to Term Appointment NTE _____
	P512	Conv to Temp Appt Pending Est Register
	P515	Conv to Appointment NTE _____
	P520	Conv to O/S Ltd Appointment
	P522	Conv to O/S Ltd Appointment NTE _____
	P524	Conv to Appointment Status Quo
	P540	Conv to Reinstatement Career
	P541	Conv to Reinstatement Career Cond
	P542	Conv to SES Career Appointment
	P543	Conv to Reinstatement SES Career
	P546	Conv to SES Noncareer Appointment
	P548	Conv to SES Ltd Term Appointment NTE _____
	P549	Conv SES Ltd Emergency Appointment NTE _____
	P570	Conv to Excepted Appointment
	P571	Conv to Excepted Appointment NTE _____

Continued on next page

NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs	
Appointment (cont)	P590	Conv to Provisional Appt NTE _____
	P702	Promotion
	P703	Promotion NTE _____
	P713	Chg to Lower Grade, Level or Band
	P721	Reassignment
	P740	Position Change
	P790	Realignment
	P792	Change in Duty Station
	T100	Career Appt
	T101	Career-Cond Appt
	T107	Emergency Appt
	T108	Term Appt NTE _____
	T112	Temp Appt PER
	T115	Appt NTE _____
	T120	O/S Ltd Appt
	T122	O/S Ltd Appt NTE _____
	T124	Appt-Status Quo
	T130	Transfer
	T132	Mass Transfer
	T140	Reins-Career
	T141	Reins-Career-Cond
	T142	SES Career Appt
	T143	Reins-SES Career
	T145	Transfer SES Career
	T146	SES Noncareer Appt
	T147	Transfer SES Noncareer
	T148	SES Ltd Term Appt NTE _____
	T149	SES Ltd Emergency Appt NTE _____
	T170	Exc Appt
	T171	Exc Appt NTE _____
	T190	Provisional Appt NTE _____
	T292	RTD (Return To Duty)
	T500	Conv to Career Appointment
	T501	Conv to Career Cond Appointment
	T507	Conv to Emergency Appointment
	T508	Conv to Term Appointment NTE _____
	T512	Conv to Temp Appt Pending Est Register
	T515	Conv to Appointment NTE _____
	T520	Conv to O/S Ltd Appointment
	T522	Conv to O/S Ltd Appointment NTE _____
	T524	Conv to Appointment Status Quo
	T540	Conv to Reinstatement Career
	T541	Conv to Reinstatement Career Cond
	T542	Conv to SES Career Appointment
	T543	Conv to Reinstatement SES Career
	T546	Conv to SES Noncareer Appointment
	T548	Conv to SES Ltd Term Appointment NTE _____
	T549	Conv SES Ltd Emergency Appointment NTE _____
	T570	Conv to Excepted Appointment
	T571	Conv to Excepted Appointment NTE _____
	T590	Conv to Provisional Appt NTE _____
	T702	Promotion
	T703	Promotion NTE _____
	T713	Chg to Lower Grade, Level or Band
	T721	Reassignment
	T740	Position Change
	T790	Realignment
	T792	Change in Duty Station
	T800	Change in Data Element

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
CAO/Transfer- Transfer Interagency	

Code	Nature of Action
P500	Conv to Career Appointment
P501	Conv to Career Cond Appointment
P507	Conv to Emergency Appointment
P508	Conv to Term Appointment NTE _____
P512	Conv to Temp Appt Pending Est Register
P515	Conv to Appointment NTE _____
P520	Conv to O/S Ltd Appointment
P522	Conv to O/S Ltd Appointment NTE _____
P524	Conv to Appointment Status Quo
P540	Conv to Reinstatement Career
P541	Conv to Reinstatement Career Cond
P542	Conv to SES Career Appointment
P543	Conv to Reinstatement SES Career
P546	Conv to SES Noncareer Appointment
P548	Conv to SES Ltd Term Appointment NTE _____
P549	Conv SES Ltd Emergency Appointment NTE _____
P570	Conv to Excepted Appointment
P571	Conv to Excepted Appointment NTE _____
P590	Conv to Provisional Appt NTE _____
P702	Promotion
P703	Promotion NTE _____
P713	Chg to Lower Grade, Level or Band
P721	Reassignment
P740	Position Change
P790	Realignment
P792	Change in Duty Station
T100	Career Appt
T101	Career-Cond Appt
T107	Emergency Appt
T108	Term Appt NTE _____
T112	Temp Appt PER
T115	Appt NTE _____
T120	O/S Ltd Appt
T122	O/S Ltd Appt NTE _____
T124	Appt-Status Quo
T130	Transfer
T132	Mass Transfer
T140	Reins-Career
T141	Reins-Career-Cond
T142	SES Career Appt
T143	Reins-SES Career
T145	Transfer SES Career
T146	SES Noncareer Appt
T147	Transfer SES Noncareer
T148	SES Ltd Term Appt NTE _____
T149	SES Ltd Emergency Appt NTE _____
T170	Exc Appt
T171	Exc Appt NTE _____
T190	Provisional Appt NTE _____

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Conv to Appt	

Code	Nature of Action
500	Conv to Career Appointment
501	Conv to Career Cond Appointment
507	Conv to Emergency Appointment
508	Conv to Term Appointment NTE _____
515	Conv to Appointment NTE _____
520	Conv to O/S Ltd Appointment
522	Conv to O/S Ltd Appointment NTE _____
524	Conv to Appointment Status Quo
540	Conv to Reinstatement Career
541	Conv to Reinstatement Career Cond
542	Conv to SES Career Appointment
543	Conv to Reinstatement SES Career
546	Conv to SES Noncareer Appointment
548	Conv to SES Ltd Term Appointment NTE _____
549	Conv SES Ltd Emergency Appointment NTE _____
570	Conv to Excepted Appointment
571	Conv to Excepted Appointment NTE _____
590	Conv to Provisional Appt NTE _____
C280	Placement in Pay Status
C292	RTD
C293	Return to Pay Status
C300	Retirement-Mandatory
C301	Retirement-Disability
C302	Retirement-Voluntary
C303	Retirement-Special Option
C304	Retirement-ILIA
C312	Resignation-ILIA
C317	Resignation
C330	Removal
C350	Death
C351	Termination-Sponsor Relocating
C352	Termination-Appt In _____
C353	Separation-US
C355	Termination-Exp of Appt
C356	Separation-RIF
C357	Termination
C385	Termination During Prob/Trial Period
C390	Separation-Appt In _____
C430	Placement in Nonpay Status
C450	Suspension NTE _____
C452	Suspension-Indefinite
C460	LWOP NTE _____
C462	LWP NTE _____
C471	Furlough
C472	Furlough NTE _____
C473	Absent - Uniformed Service
C480	Sabbatical NTE _____
C500	Conv to Career Appointment
C501	Conv to Career-Cond Appointment
C507	Conv to Emergency Appointment
C508	Conv to Term Appointment NTE _____

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Conv to Appt (cont)	C512 Conv to Temp Appt Pending Est Register C515 Conv to Appointment NTE _____ C520 Conv to O/S Ltd Appointment C522 Conv to O/S Ltd Appointment NTE _____ C524 Conv to Appointment Status Quo C540 Conv to Reinstatement Career C541 Conv to Reinstatement Career Cond C542 Conv to SES Career Appointment C543 Conv to Reinstatement SES Career C546 Conv to SES Noncareer Appointment C548 Conv to SES Ltd Term Appointment NTE _____ C549 Conv SES Ltd Emergency Appointment NTE _____ C550 Conv to CA Career-Cond Appt C551 Conv to CA Career Appt C553 Conv to CA Appt NTE _____ C554 Conv to CA Term Appt NTE _____ C555 Conv to CA Report C570 Conv to Excepted Appointment C571 Conv to Excepted Appointment NTE _____ C590 Conv to Provisional Appt NTE _____ C702 Promotion C703 Promotion NTE _____ C713 Chg to Lower Grade, Level or Band C721 Reassignment C740 Position Change C741 Psn Chg NTE _____ C750 Continuance NTE _____ C755 Exception to RIF Release C760 Ext of Appt NTE _____ C762 Ext of SES Limited Appt NTE _____ C765 Ext of Term Appt NTE _____ C769 Ext of Promotion NTE _____ C770 Ext of Psn Chg NTE _____ C772 Ext of Furlough NTE _____ C773 Ext of LWOP NTE _____ C780 Name Chg from _____ C781 Chg in Work Schedule C782 Chg in Hours C790 Realignment C792 Change in Duty Station C800 Change in Data Element C803 Chg in Retirement Plan C805 Elected Full Living Benefits C806 Elected Partial Living Benefits C810 Chg in Allowance/Differential C815 Recruitment Bonus C816 Relocation Bonus C818 AUO

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Conv to Appt (cont)	C819 Availability Pay C825 Separation Incentive C850 MD/DDS Special Pay C855 Head Nurse Pay C866 Termination of Grade Retention C867 Interim WGI C868 Termination of Interim WGI C872 Time Off Award C873 Foreign Language Award C874 Gainsharing Award C875 Suggestion Award C876 Invention Award C877 Special Act or Service Award C878 Presidential Rank Award C879 SES Performance Award C880 Chg in Tenure Group C881 Change FEGLI C882 Chg in SCD C883 Chg in Vet Pref C885 Performance Award C888 Denial of Within-grade Inc C891 Reg Perf Pay C892 Irreg Perf Pay C893 Reg WRI C894 Gen Adj C895 Locality Payment C899 Step Adj C913 Change to Lower Grade in Rate C915 Promotion in Rate NTE _____ C917 Extension of Change-to-Lower Grade NTE _____ C918 Termination of Change-to-Lower Grade NTE _____ C930 Detail NTE _____ C931 Detail - Extension NTE _____ C932 Termination of Detail C934 Lump Sum Realignment Incentive C946 Detail NTE _____ C947 Extension of Detail NTE _____ C948 Termination of Detail C969 Extension of Promotion in Rate NTE _____ C992 Placement to Shore Q721 Reassignment Q894 Pay Adjustment Y721 Reassignment

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NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Award – One Time Payment	

Code	Nature of Action
0926	Foreign Language Proficiency Pay
0927	Chg in Foreign Language Proficiency Pay
0928	Termination Foreign Language Prof Pay
0991	Air Force Demo Bonus
7967	Recognition Bonus
840	Individual Cash Award RB
841	Group Award - 5 U.S.C. Ch 45
842	Individual Suggestion/Invention Award
843	Group Suggestion/Invention Award
844	Foreign Language Award
845	Travel Savings Incentive Award
846	Individual Time Off Award
847	Group Time Off Award
848	Referral Bonus
849	Individual Cash Award NRB
878	Presidential Rank Award
879	SES Performance Award
885	Lump Sum Performance Payment RB-ILPA
886	Lump Sum Performance Payment RB-NILPA
887	Lump Sum Performance Payment NRB
889	Group Award - Other than 5 U.S.C. Ch 45
934	Lump Sum Realignment Incentive
C825	Separation Incentive
C840	Individual Cash Award RB
C841	Group Award - Chap45
C842	Individual Suggestion/Invention
C843	Group Suggestion/Invention
C844	Foreign Language Awards
C845	Travel Savings Incentive Award
C846	Individual Time Off
C847	Group Time Off
C848	Referral Bonus
C849	Individual Cash Award NRB
C878	Presidential Rank Award
C879	SES Performance Award
C885	Lump Sum Performance Payment RB-ILPA
C886	Lump Sum Performance Payment RB-NILPA
C887	Lump Sum Performance Payment NRB
C889	Group Award - Other
D887	Distinguished Contribution Allowance (DCA)
D891	BONUS PAYOUT
E887	Extraordinary Achievement Allowance (Lump Sum)

Detail

930	Detail NTE _____
931	Detail - Extension NTE _____
932	Termination of Detail
946	Detail NTE _____
947	Extension of Detail NTE _____
948	Termination of Detail

Continued on next page

NOA Families Used in Staffing, Continued

Associated NOAs (continued)

Menu List	Associated NOAs
Extension of NTE	

Code	Nature of Action
0923	Extension of Reassignment NTE _____
612	Ext of Reassignment NTE _____
750	Continuance NTE _____
760	Ext of Appointment NTE _____
762	Ext of SES Limited Appointment NTE _____
765	Ext of Term Appointment NTE _____
769	Ext of Promotion NTE _____
770	Ext of Position Change NTE _____
772	Ext of Furlough NTE _____
773	Ext of LWOP NTE _____
917	Extension of Change-to-Lower Grade NTE _____
969	Extension of Promotion in Rate NTE _____
A057	Ext of Temporary Reassignment-NTE _____
A087	Ext of Appointment-Limited Tenure NTE _____
A089	Extension of Temp Promotion NTE _____
A092	Extension of Temporary Appt NTE _____
A182	Ext of Military Leave NTE _____
A183	Extension of Leave Without Pay NTE _____
A184	Extension of Furlough NTE _____
A881	Extension of Retention Allowance NTE _____
C612	Ext of Reassignment NTE _____
N087	Extension of LWOP NTE _____
N089	Ext of Temporary Promotion NTE _____
N090	Ext of Temporary Reassignment NTE _____
N092	Ext of Temporary Appointment NTE _____
N184	Extension of Furlough NTE _____

Long Term Training

Code	Nature of Action
5978	Assignment to Long-Term Training
5979	Completion of Long-Term Training

Non Pay/Duty Status

Code	Nature of Action
430	Placement in Nonpay Status
450	Suspension NTE _____
452	Suspension Indefinite
460	LWOP NTE _____
471	Furlough
472	Furlough NTE _____
473	Absent - Uniformed Service
480	Sabbatical NTE _____
A078	Suspension NTE _____
A083	Leave Without Pay NTE _____
A084	Furlough-NTE _____
A085	Furlough-Military NTE _____
C450	Suspension NTE _____
C460	LWOP NTE _____
N078	Suspension NTE _____
N083	LWOP NTE _____
N084	Furlough NTE _____
N085	Furlough-Military
N086	LWOP-Workers Compensation
N098	Nonpay Time Not Prev Recorded in CY

Other Pay

Code	Nature of Action
810	Chg in Diff
818	Admin Uncontrolled Overtime
819	Availability Pay
A880	Retention Allowance NTE _____
A882	Expiration of Retention Allowance
D810	Change in Distinguished Contributions Allowance
E810	Extraordinary Achievement Allowance (Bi-weekly)

Module 4

Chapter 1

Building an Applicant

Chapter Overview

Introduction

To process an appointment action in the DCPDS, you must first enter the person as an applicant. You can do this one of two ways:

1. If Resumix is used for the recruitment and selection process, information about the applicant will automatically flow from Resumix.
2. If Resumix is not used, enter the applicant data through the process explained below (referred to as "building" an applicant).

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Chapter Overview, Continued

Before You Begin

The system requires a one-day interim period between the date an applicant is entered and the date the person can be assigned to a position:

- Day 1: Build applicant (enter applicant data) and change the applicant's status to "Accepted".
- Day 2: Appoint the applicant.

Example: To appoint an applicant to a position effective August 19, a prior date of at least one day must be used for entering the applicant (e.g., 18 August or earlier).

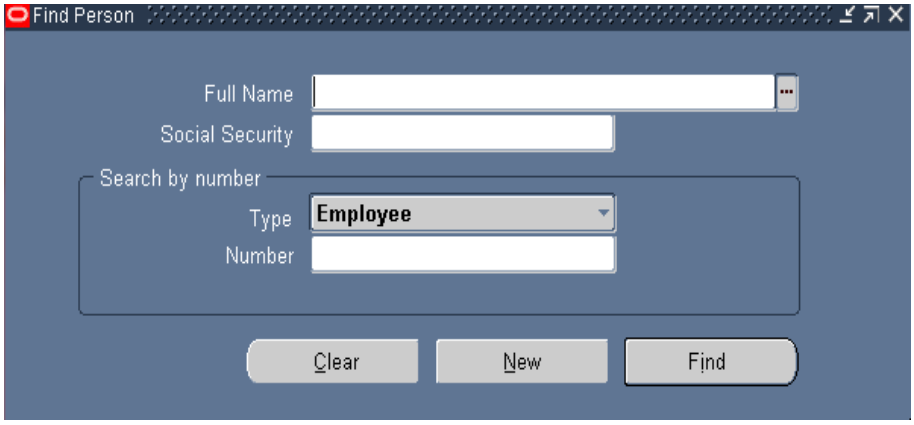
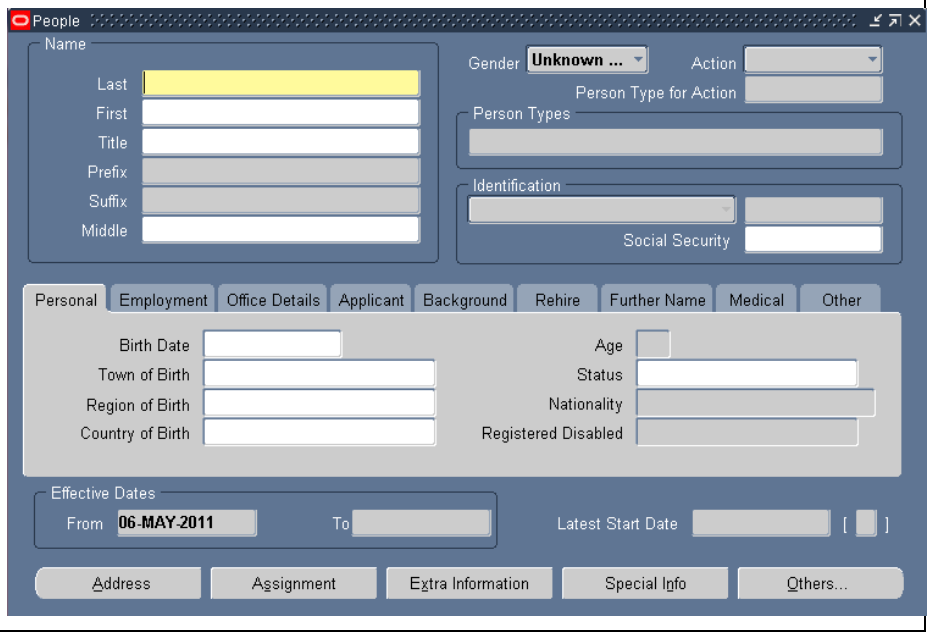
How to work around: Use the Date Track feature to work around this business rule to input and appoint the applicant all in the same workday. Using Date Track, you:

- Alter the effective date back at least one day to "enter" or build the applicant,
- Change the applicant's status to "Accepted.
- Reset the effective date to the current date to "appoint" the applicant.

Building an Applicant

Building an Applicant

The following procedures describe how to build an applicant. Only the required data fields are described.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** window opens. Select the **<New>** button. 
2	The **People** window is revealed: 

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Building an Applicant, Continued

Building an Applicant (continued)

Step	Action
3	If you plan to appoint the applicant within the next two days, you will need to alter the effective date in the system to meet the business rules described in the introduction. To do this: • Select the Alter Effective Date button on the Toolbar. • Alter the Effective Date so that it is at least one day prior to the date you wish to appoint the applicant. • Type over the highlighted data in the ***Effective Date*** data field (which displays the current date). Use the format: DD-MMM-YYYY. Then select **<OK>** The altered effective date displays on the Title Bar of the **People** Window.
4	Your cursor will be in the ***LAST*** data field of the ***NAME*** Region. Enter the applicant data in all upper case letters, as described below. **Caution**: Press **[Tab]** each time you want to navigate to the next data field. **Do not** use **[Enter]**.

Data Field	Action
Last	• Type in the last name of the applicant. The system accepts mixed case (e.g., Smith); however, in accordance with the Guide to Processing Personnel Actions, Department of Defense should use all upper case letters (e.g., SMITH). • If the applicant has a suffix, it should be included at the end of the last name, separated by a comma and a space (e.g., SMITH, JR). **Do not** use the Suffix data field for storing an applicant's information. • Press **[Tab]**.
First	• Type in the applicant's first name in all upper case letters. • Press **[Tab]** 2 times to place your cursor in the ***Middle*** data field.
Middle	• Type in a middle name (in all upper case) or initial. • Press **[Tab]**.

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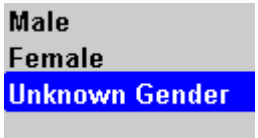
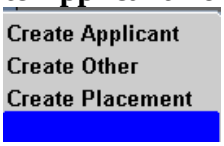
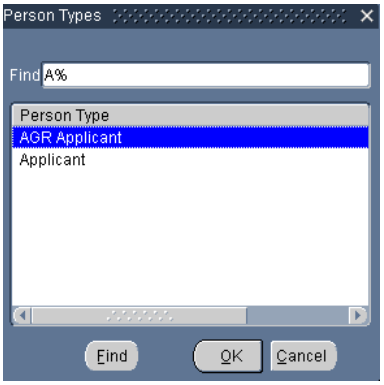
Building an Applicant, Continued

Building an Applicant (continued)

Step	Action	
4 (cont)	**Data Field**	**Action**
	Gender	• Select the LOV icon to select *Male* or *Female.*  Press **[Tab]** or select in the **Action** data field.
	Action	• Select the LOV icon • Select **Create Applicant** from the LOV. 
	Person Type for Action	• After selecting Create Applicant in the previous field, a Person Type window will appear Select a **Type**  • Select the <**OK**> button

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Building an Applicant, Continued

Building an Applicant (continued)

Step	Action
4 (cont)	

Data Field	Action
Social Security Number	• Type in the applicant's SSN. • Use the format NNN-NN-NNNN (you must type the dashes). • Press **[Tab]**.
Birth Date	• Type in the applicant's birth date, using the format: DD-MMM-YYYY. • Press **[Tab]**.
Person Types	• No action
Identification	• No action – automatically populated

Step	Action
5	Save your action using the icon. The Message Line will indicate ***"Working…"*** followed by ***"Transaction complete: 1 Records applied and saved."*** **Note:** The system calculates the applicant's age and populates an Applicant Number in the ***Applicant*** data field.

Building an Address

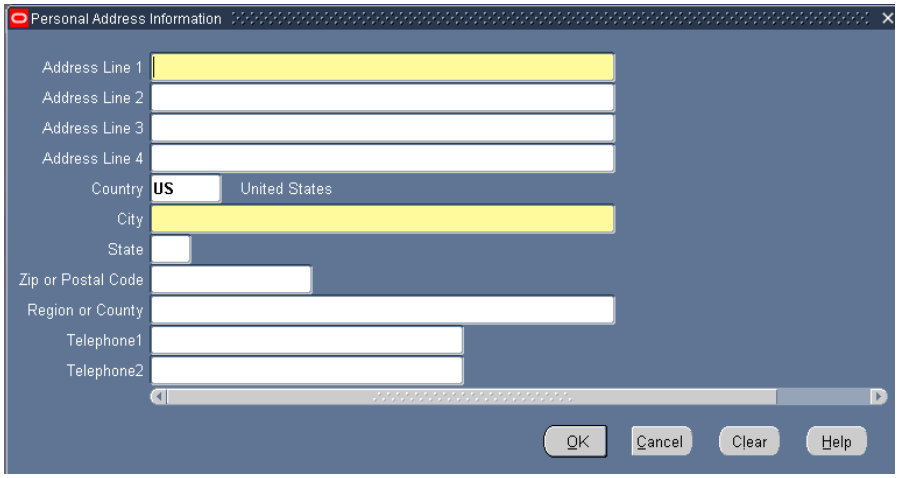
It is optional to enter an applicant's address when building an applicant. Component business rules will determine if it is required.

Step	Action
6	In the **People** window, select the<**Address**> button. The **Address** window opens:

Continued on next page

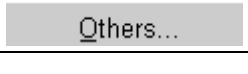
Building an Applicant, Continued

Building an Address (continued)

Step	Action
6-b	Enter the Address Information into Line 1. Press **[Tab]** to the City field. Enter the ***City*** data field and press **[Tab]** or select to the ***State*** data field. Enter the ***State*** or select the LOV icon to select the state from the list. Enter the ***Zip Code*** Select the **<OK>** button. 
7	The system automatically fills a "check" in the box to indicate this is a primary residence. Save your work and close the window.

Accepting the Applicant

You are now ready to "Accept" the applicant.

Step	Action
8	Select the **<Others>**  button.

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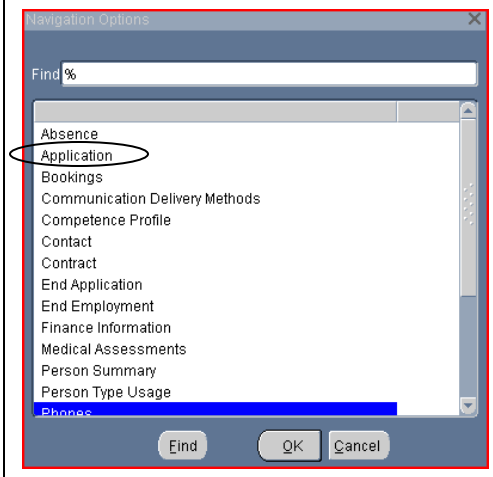
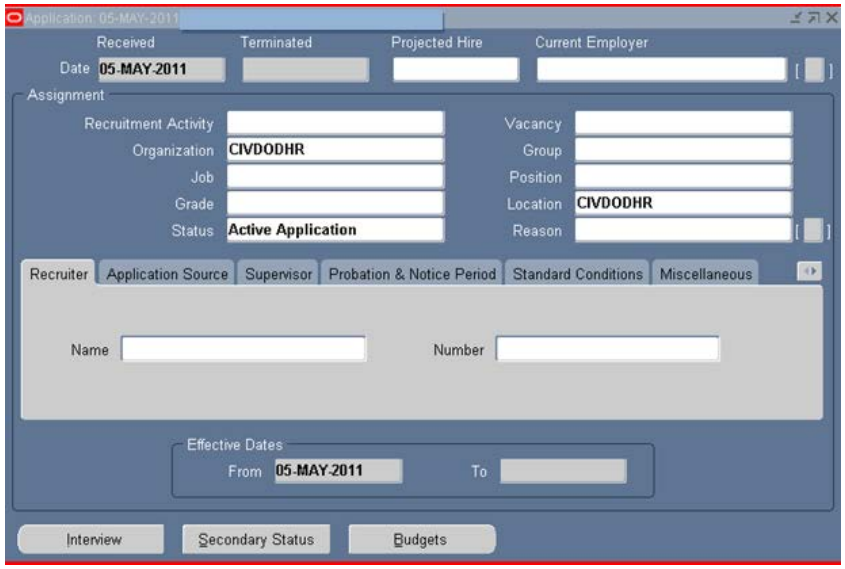
Building an Applicant, Continued

Accepting the Applicant (continued)

Step	Action
9	The **Navigations Options** window opens. Select "**Application"** from the list and select the **<OK>** button. 
10	In ***Status*** data field select the LOV icon and select **"Accepted"** from the list, then select the **<OK>** button.  **Note:** The ***Received Date*** data field populates.

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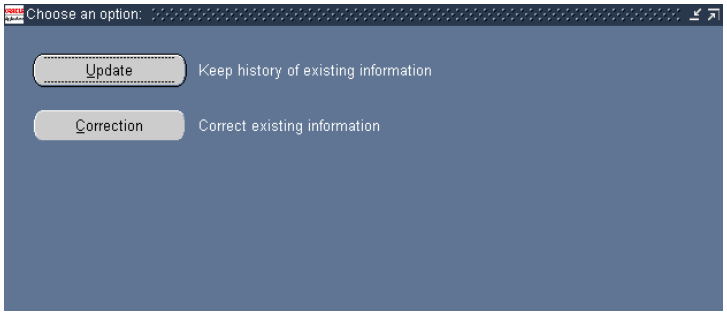
Building an Applicant, Continued

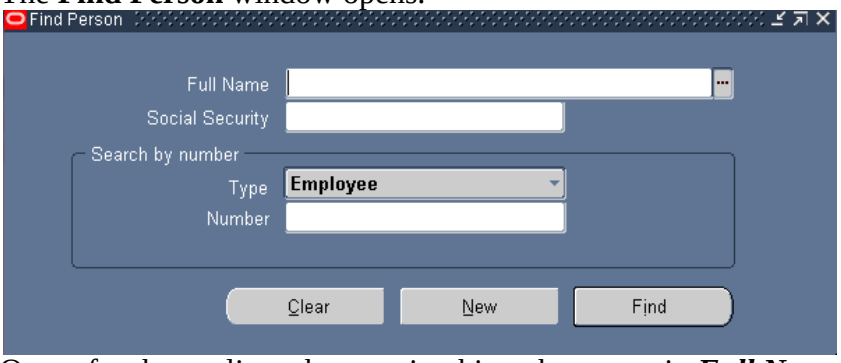
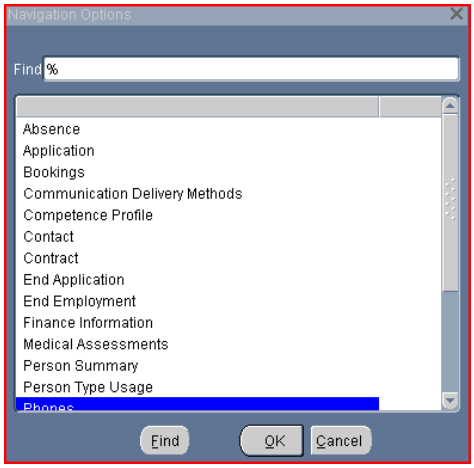
Accepting the Applicant (continued)

Step	Action
11	The ***Status*** data field now displays **"Accepted"** and an **Option** window opens, with '**Update'** that keeps the history of existing information or '**Correction'** that corrects existing information**.**  Select the **<Correction>** button.
12	Select the **Save** icon. The '***From'*** date in the '**Effective Dates'** Region at the bottom of the window changes from the date used to enter the applicant to the date currently used to accept the applicant if the applicant is not "Accepted" on the same date the applicant is built.
13	Close the Application window by selecting the in the upper right corner.
14	In the **People** window reset the effective date by selecting **Alter Effective Date** icon, when the date window opens select the '**RESET'** button. This sets the effective date to the current date, so the applicant is ready to be assigned. Select the **<OK>** button.
15	The applicant is ready to be assigned to a position via the RPA. Close the window and process the appointment action.

Deleting or Purging an Accepted Applicant

Deleting or Purging an Applicant

You can delete an “accepted” applicant using Date Track or you can completely remove or "purge" an applicant from the database.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **Open**. The **Find Person** window opens.  Query for the applicant by entering his or her name in ***Full Name*** data field and select the **<Find>** button.
2	The **People** window opens with the applicant data. Select the **<Others>** button.
3	The **Navigations Options** window opens. Select ***Application*** from the list then select the **<OK>** button. 

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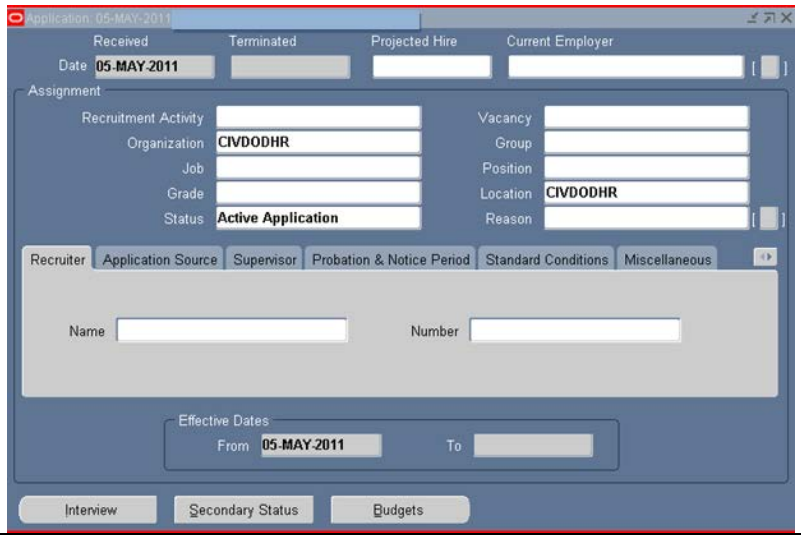
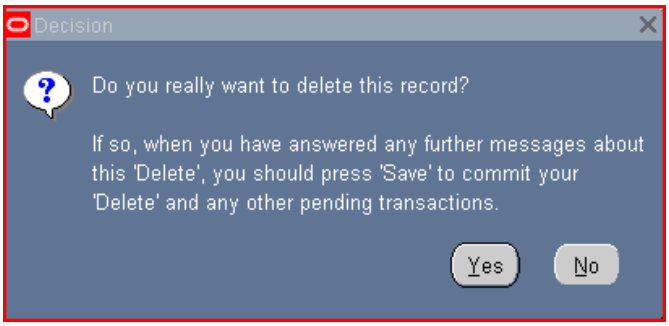
Deleting or Purging an Accepted Applicant, Continued

Deleting or Purging an Applicant (continued)

Step	Action
4	The **Application** window opens. **Alter Effective Date** to the day before this date. For example, if the date is 02-Jul-2000, Date Track to 30-Jun-2000. 
5	Select the **Delete Record** on the Toolbar.
6	A decision box appears asking if you are sure you want to delete this record. Select the **<Yes>** button. 

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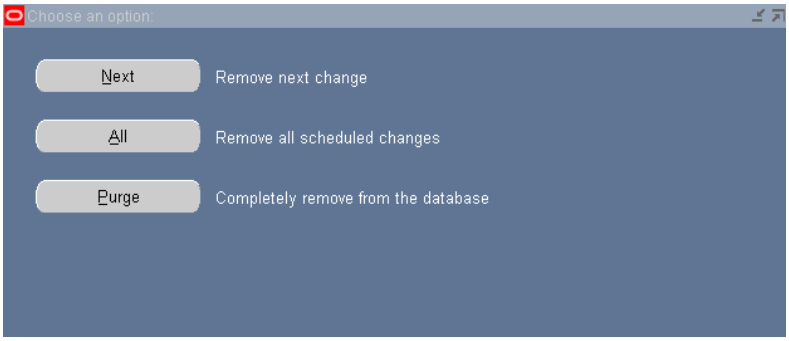
Deleting or Purging an Accepted Applicant, Continued

Deleting or Purging an Applicant (continued)

Step	Action
7	A decision appears, asking if you want: **'Next'** - remove the next change, or **'All'** - remove all scheduled changes, or **'Purge'** - completely remove from the database. 

To Remove Acceptance of the Applicant.	To Purge the Applicant Record.
1. Select <**Next**>. This will remove acceptance of the applicant.	Select <**Purge**>. This will remove the applicant from the database.
2. Select **Save**.	
3. Reset the DateTrack date.	
4. Close the **Application** Window. The **People** Window displays.	
5. Select the **Delete Record** button on the Toolbar.	
6. A **Dialog Box** displays, asking if you are sure you want to delete the record. Select <**Yes**>.	
7. Select **Save**.	

Module 4

Chapter 2

Building an External User

Chapter Overview

Introduction

This procedure explains how to build an External User and assign the user to a virtual position. It is designed for both military and civilian personnel who need access privileges to a database. Oracle HR and the DCPDS require you to be an employee (or External User) in the database in order to use the database.

A typical example for building an external user would be a personnelist in one Region needs access to another Region in order to process personnel actions. The personnelist is built as an External User and assigned to a "virtual" position in that region.

It is a process similar to building the "skeletonized" virtual position. This process builds a "skeletonized" assignment for an external user.

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Building an External User?	3
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Chapter Overview, Continued

Before You Begin

External Users:

- Can be military or civilian.
- Need to be assigned to a virtual position unless they:
  - Do not finalize personnel actions (sign RPAs/NPAs).
  - Will never appear on the Training Request Form or DD Form 1556 as the person being trained.
  - Need to be in a hierarchy for another Component.
- Cannot be assigned Elements; e.g., FEGLI, etc.
- May be assigned any level of RPA responsibility, or may be given no RPA access.
- Can prepare Training Request Forms.
- Are not reported in CPDF/OPM Strength Data.
- Can be assigned User Ids just as any other user in the database.

Note: If the External User is assigned the approver or signer role of NPAs, there must be a position working title in the virtual position the user is assigned to **before** the user can finalize a personnel action. Otherwise, the signature block on the printed NPA will contain the External User's name without a title.

This is a **two-day** process:

1. **Day 1:** The person is an **"Active Applicant"** and then an "Accepted Applicant"
2. **Day 2:** The person is an **"External User**."

Example: To assign an External User to a Virtual Position effective 17 May 2003, a prior date of at least one day must be used for entering the applicant (e.g., 16 May or earlier).

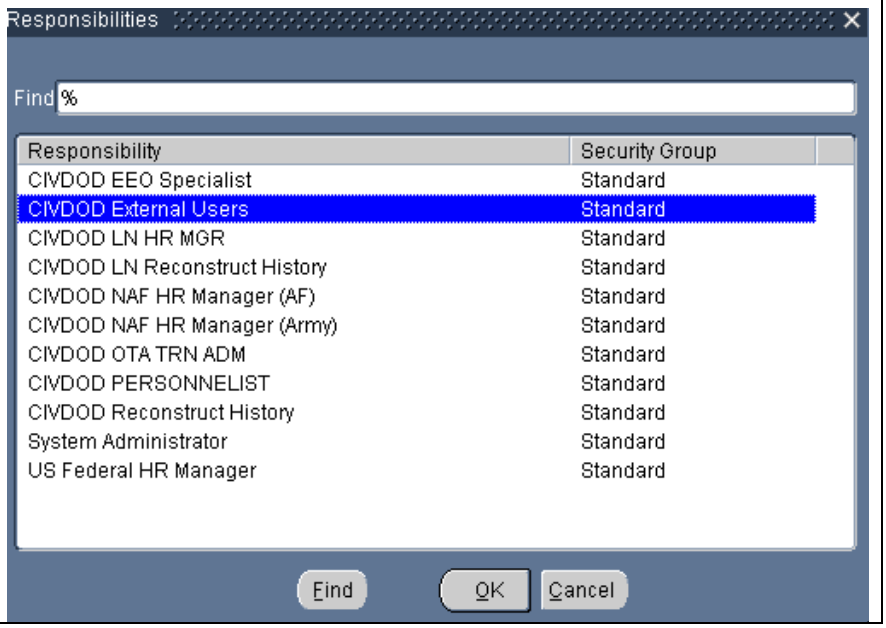
Building an External User

Building Virtual Positions

Personnelists will normally build Virtual Positions following the procedure in Module 2, Position Management and Classification Using the DCPDS, Chapter 1, Building a Virtual Position.

Building an External Users

System Administrators or personnelists build External Users to be placed in Virtual Positions using the following procedure. Components will determine who has this responsibility.

Step	Action
1	In the **Responsibilities** window, Select **CIVDOD External Users**. Then click the **<OK>** button. 

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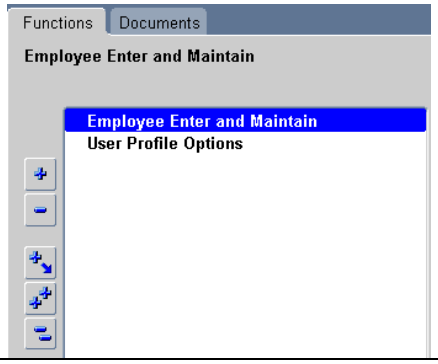
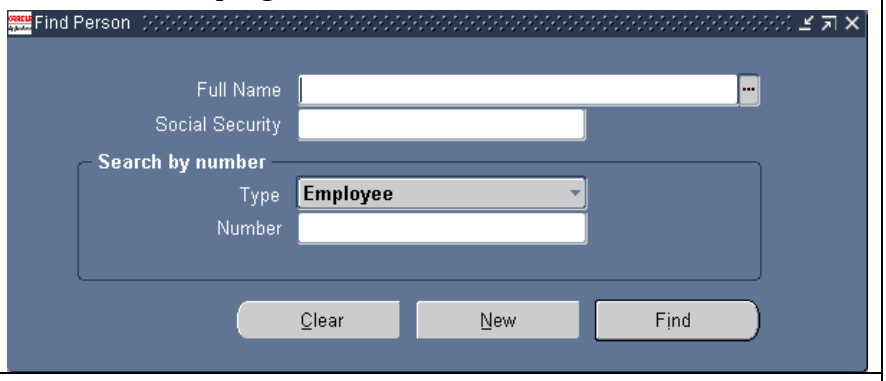
Building an External User, Continued

Building an External Users (continued)

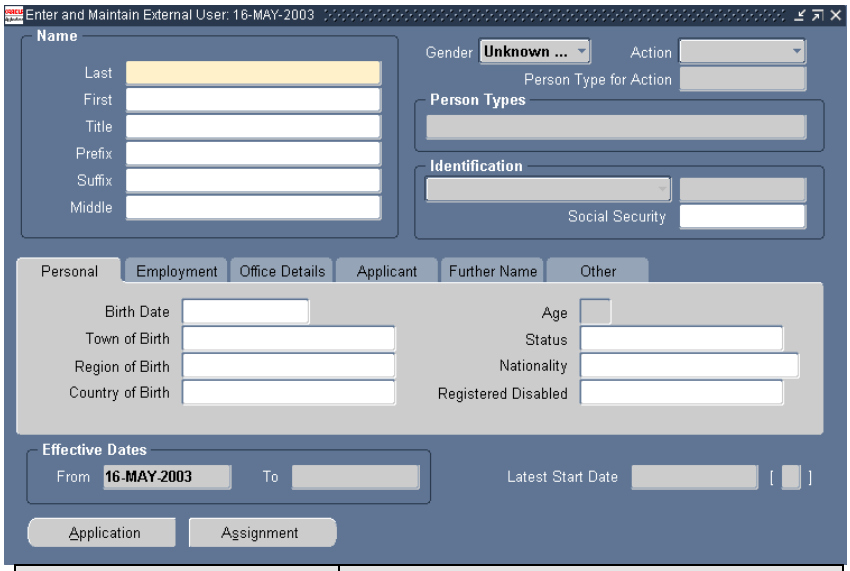
Step	Action
2	The **Navigator - CIVDOD External Users** window opens. Click **Employee Enter and Maintain,** Click **<Open>**. 
3	The **Find Person** window opens. Click the **<New>** button or click the "X" in the top right to close the window. 
4	Click the **DateTrack** button and set the effective date back at least one day from the date the External User is to be effective. (Ex: Current date is 17-MAY-2003; **DateTrack** to 16-MAY-2003) The new effective date opens on the Title Bar:

Continued on next page

Building an External User, Continued

Building an External Users (continued)

Step	Action
5	On the **Enter and Maintain External User** window, build a skeleton Applicant. Input the following data fields **only**:

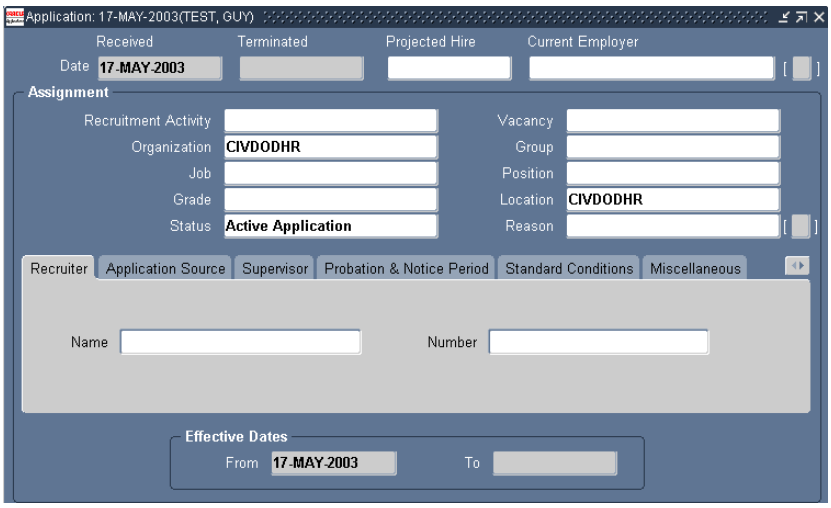


Data Field	Action
Name	Type in the name (all caps). If the person has a suffix, include it with last name field. Do not use the SUFFIX field.
Sex	Click the drop-down menu to select.
Action	Click the LOV to select or type in **"Create Applicant."**
SSAN	Type in the number (may be real or bogus for External Users).
Birth Date	Type in a date (may be real or bogus for External Users).

Continued on next page

Building an External User, Continued

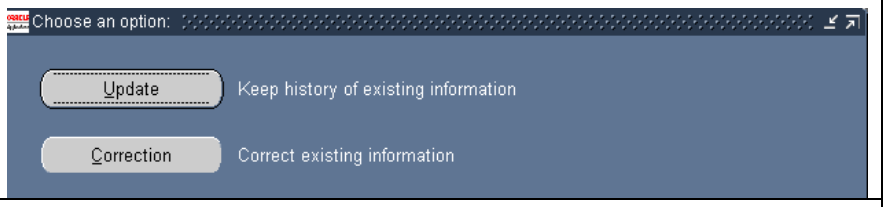
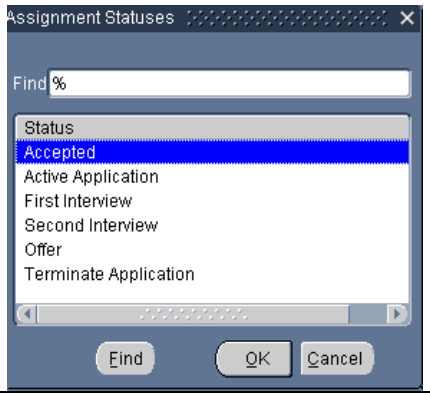
Building an External Users (continued)

Step	Action
6	Click **Save** on the Toolbar.
7	The **Altered Effective Date** populates in the **Title Bar** and the ***From*** data field in the **Effective Date** Region. The ***Applicant*** data field has a system-generated number. The employee's age populates in the ***Age*** data field. Application Click the <**Application**> Taskflow Button at the bottom of the window.
8	The **Application** window opens with the **DateTracked** date and the name of the applicant on the Title Bar.  **Note:** The ***Effective Date*** of the Applicant remains the same (in this case, 16-MAY-2003) throughout the process.
9	Delete CIVDODHR from the ***Organization*** data field.

Continued on next page

Building an External User, Continued

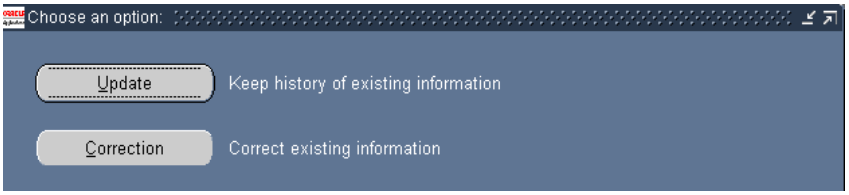
Changing Status to "Accepted"

Step	Action
10	Place the cursor in the ***Status*** date field. The **Choose an Option:** window opens with two taskflow buttons: 1. **<Update>** - Keep history of existing information. 2. **<Correction>** - Correct existing information. Select the **<Correction>** button. 
11	With the cursor still in the ***Status*** data field, click the LOV icon and select "**Accepted**." From the list then click the **<OK>** button. The ***Status*** changes from "**Active Application**" to "**Accepted**." 

Continued on next page

Building an External User, Continued

Changing Status to "Accepted" (Continued)

Step	Action
12	In the ***Position*** data field, click the LOV icon to select the virtual position that the External User will be assigned. In the reduction criteria, type %.EXT%. All civilian virtual positions display. Select one of the positions. Click <**OK**>. (If you need a military virtual position, type %.MIL%.
13	Click the **Save** icon. A **Caution Box** opens and asks: "Do you want to use the location of the new position?"
14	Click the <**OK**> button. The ***Position*** and ***Location*** data fields populate.
15	Click the "X" in the top right of the window to **Exit** the window. The **Enter and Maintain External User window** opens with ***Type*** data field populated with "Applicant."
16	**DateTrack** to the date the user is to be effective. (Ex: 17-MAY-2003). The cursor is in the ***Type*** data field, and says "**Applicant**."
17	Click the LOV and select "**External User**. Click **<OK>**.
18	The **Choose an option:** window opens.  Click <**Update**>.
19	The **Enter and Maintain External User window** opens with the ***Type*** and ***Hire Date*** (17-MAY-2003) data fields populated.
20	Click **Save**. **Note:** Remember to reset DateTrack back to the current date.

Building an External User, Continued

Assigning an External User to a Different Position

Step	Action
1	To assign an **External User** to a different position, click **<Assignment>** on the **Enter and Maintain External User** window.
2	The **Assignment** window opens. Click the **Clear Record** button on the Toolbar. With your cursor in the ***Position*** data field, select the new position from the LOV. **Notes:** If the assignment is effective in the future (or past), date track to the effective date of the reassignment before completing your update. • The ***Position*** data field LOV opens only the virtual positions belonging to the organization shown in the ***Organization*** data field. • If you wish to see all virtual positions regardless of organization in the LOV, delete the name from the ***Organization*** data field before requesting the ***Position*** LOV.
3	Click **Save**.

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Module 4

Chapter 3

Data Flow Processes Between DCPDS and RESUMIX

Chapter Overview

Introduction

This chapter is written for personnelists familiar with Resumix. It explains the three processes where information flows between DCPDS and Resumix.

1. **Create Requisition** - A requisition is created in Resumix from information in DCPDS; e.g., Position data in the RPA, KSAs from COREDOC, and other position data.
2. **Create Applicant** - An action is initiated in Resumix to create an applicant in DCPDS when an outside candidate accepts a job offer.
3. **Refresh** - Information in DCPDS is used to automatically and periodically update employee information in Resumix.

Note: For information beyond what is contained in this chapter on the Resumix application, please refer to the Resumix user manuals.

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What Employee Data Flows to Resumix	13

Create Requisition

Purpose This section explains the creation of a requisition and the population of predetermined fields in Resumix with position information in DCPDS.

What Position Data Flows to RESUMIX

RESUMIX Field Label	**DCPDS Data Fields** (Information will flow as clear text unless indicated otherwise)
Standard	
1. Dept Name	***Office Symbol***
2. Dept Number	***PAS Code*** (code)
3. Location Description	RPA - Block B39, ***Duty Station*** (1st 30 chars)
4. EEO type	***Occupation Category Code*** (code)
5. Job Class	RPA - Block B32, ***Work Schedule*** (code)
6. Job Code	RPA - Block B17, ***Occ. Code***
7. Job Title	***Title*** (1st 30 chars)
8. Req ID	RPA - Block A2, ***Request Number*** **Note:** Every RPA is assigned a **Request Number**. • The format is: YY/MMM/9-Character Identifier/6-Digit Sequential Number. ♥ **Example:** 00AUGAFPC11029123456 The system administrator establishes the process for the application to automatically populate the 9-character identifier in accordance with your Component requirements. DCPDS automatically assigns the sequential number. This **Request Number** flows to the Resumix requisition and becomes the **Requisition ID Number**. It also becomes the job posting number for that requisition.
9. Date Needed	RPA - Block A4***, Proposed Effective Date***. If no date is entered, then default will be current date.
10. Description	KSAs in COREDOC

Continued on next page

Create Requisition, Continued

What Position Data Flows to RESUMIX (continued)

RESUMIX Field Label	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
1. ACQ-Critical Position	***Critical Position*** (code)
2. ACQ-Career Level	***Career Level***
3. ACQ-Program Type	***Program Type*** (code)
4. ACQ-Special Assignment	***Special Assignment*** (code)
5. Agency Group/Subelement Code	***Agency Group*** (code)
6. Bargaining Unit Status	RPA - Block 37, ***Bargaining Unit Status*** (code)
7. Date Oblig Exp	***Expiration Date***
8. FLSA Category	RPA - Block 35, ***FLSA Category***
9. Grade/Level (Numeric)	*RPA* - Block B18, ***Grade/Level***
10. Language Required	***Language Required*** (code)
11. Obligated Employee SSAN	***Obligated Employee SSAN***
12. Obligated Type	***Obligated Type*** (code)
13. Org Struc ID	***Organizational Structure ID***
14. Part-Time Hours	RPA - Block B33, ***Part-Time Hours Per***
15. Pay Basis	RPA - Block B21, ***Pay Basis*** (Code)
16. Pay Plan	RPA - Block B16, ***Pay Plan***
17. Personnel Office ID	***Personnel Office ID*** (code)
18. Position NTE Date	***Date To***
19. Position Occupied ID	RPA - Block 34, ***Position Occupied*** (code)
20. Position Sensitivity	***Position Sensitivity*** (code)
21. Position Status	***Status*** (code)
22. POSN-Career Program ID	***Career Program*** (Air Force) (code)
23. POSN-Career Field ID	***Career Field*** (Army) (code)

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Create Requisition, Continued

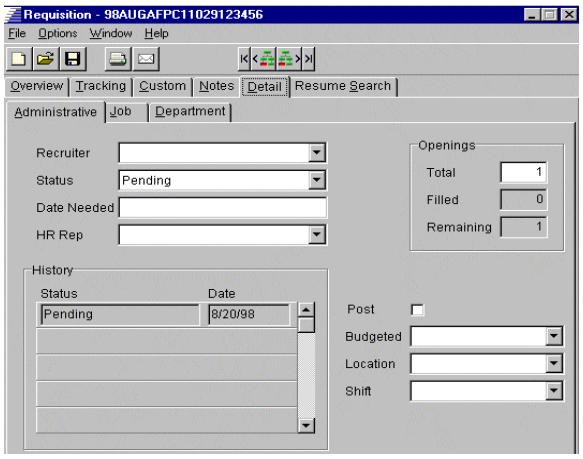
What Position Data Flows to RESUMIX (continued)

RESUMIX Field Label Custom	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
24. POSN-Competitive Area	***Competitive Area***
25. POSN-Number	***(Position Description No)+(Sequence Number)***
26. POSN-Drug Test Reqd	***Drug Test*** (code)
27. Program Element	***Program Element*** (code)
28. Servicing Agency	***Servicing Agency*** (code)
29. Servicing Office ID	***Servicing Office ID*** (code)
30. Target Grade/Level (Numeric)	***Target Grade***
31. UIC	***Unit ID Code*** (code)
32. Vacancy Indicator	***Vacancy Indicator***

Creation of the Requisition ID Number

The RPA ***Request Number*** flows to Resumix and becomes the **Requisition ID Number**.

♥ **Example:**



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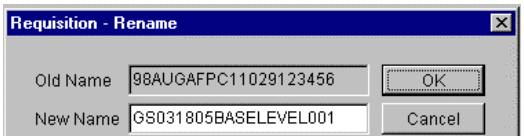
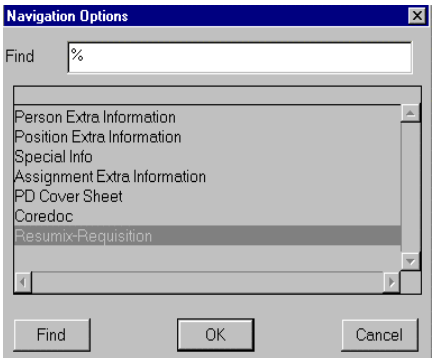
Create Requisition, Continued

Creation of the Requisition ID Number (continued)

You can rename the requisition and job posting and the vacancy announcement created in Resumix, but you cannot overwrite the RPA ***Request Number***.



Creating a Requisition

Step	Action
1	Access your *Civilian Inbox* from the **Navigation List** in DCPDS.
2	In the **Notifications Summary** window, highlight the appropriate RPA.
3	Click <**Respond**>. The RPA opens.
4	Review the RPA and data associations to ensure that all required data has been recorded.
5	Scroll down and click <**Others**>.
6	The **Navigation Options** window opens: 
7	Highlight **Resumix-Requisition** and click <**OK**>.

Continued on next page

Create Requisition, Continued

Creating a Requisition (continued)

Step	Action
8	The **Resumix-requisition** dialog box opens. Click the<**OK**> button.
9	A message confirming the data flow opens. Click the<**OK**> button.
10	A requisition has been created in Resumix with the same identifier as the RPA. **Note:** Always check to see if there is a Core Document attached to the RPA since data also flows from that document to the Resumix requisition. See the next section for instructions. If there should be a document and none is attached, you will need to locate and attach the appropriate document to the RPA prior to flowing data.

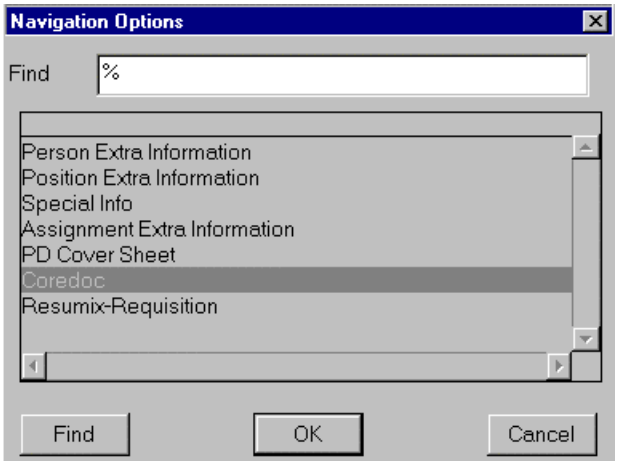
What COREDOC Data Flows To RESUMIX

If a Core Document is attached to an RPA when the **Resumix-Requisition** process is engaged, the "Selected Staffing KSAs" identified in that Core Document flow to the Resumix requisition. It is recommended that you review the Core Document KSAs prior to transferring the data to the requisition.

Continued on next page

Create Requisition, Continued

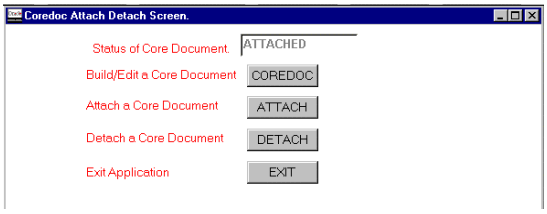
Creating a Requisition with COREDOC Data

Step	Action
1	Access your *Civilian Inbox* from the N**avigation List**.
2	Highlight the appropriate RPA.
3	Click the<**Respond**> button.
4	Review the RPA and data associations to ensure that all required data has been recorded.
5	Scroll down and click <**Others**>.
6	The **Navigation Options** window opens. 
7	Highlight **COREDOC** and click the**<OK>** button.

Continued on next page

Create Requisition, Continued

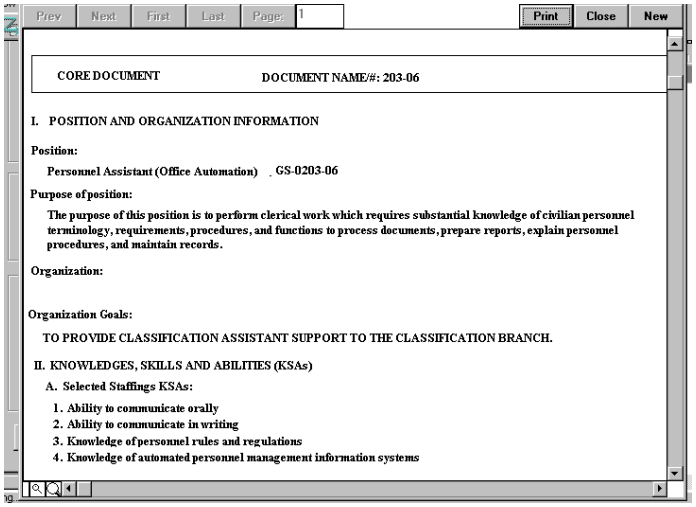
Creating a Requisition with COREDOC Data (continued)

Step	Action
8	The **COREDOC Attach Detach** window opens.  If there is a COREDOC document attached to the RPA the status line opens: "ATTACHED." **Note:** You can attach a document, detach an attached document, edit an attached document, or build a document from scratch, if necessary. The buttons on this window provide access to these functions. You cannot, however, access other types of RPA attachments (word processing documents, spreadsheets, charts, etc.) from this window.
9	To open the attached document, click <**COREDOC**>.
10	The COREDOC Menu appears.
11	To view the "Selected Staffing KSAs" which flow to the requisition description field, click **Reports** on the Main Menu Bar, then click **KSAs (No Comps)**.

Continued on next page

Create Requisition, Continued

Creating a Requisition with COREDOC Data (continued)

Step	Action
12	Section I, Position and Organization Information and Section II, Knowledges, Skills, and Abilities, Paragraph A, Selected Staffing KSAs of the document display. 
13	After viewing, click **Edit** then **Exit**. The **COREDOC Attach Detach** window opens.
14	Click **Exit**.
15	Return to the **Navigation Options** window.
16	Highlight **RESUMIX-Requisition** and click **<OK>**. The **RESUMIX-Requisition** dialog box opens. Click **<OK>**.
17	A message confirming the data flow opens. Click **<OK>**. **Note:** A requisition is created in RESUMIX with the KSAs from the core document displayed in the description field.

Create Applicant

Purpose

This section explains how Resumix creates an applicant in DCPDS. It also examines the population of predetermined fields in DCPDS with employee information in Resumix. This data sharing capability is intended to eliminate duplicate entries and facilitate the creation of applicant records in DCPDS. After an outside candidate accepts a job offer, you will initiate action in Resumix to create an applicant in DCPDS. An outside candidate is one who is not in the same regional database as the vacancy being filled.

What Applicant Data Flows from RESUMIX

A variety of person-related data flows from the Resumix applicant record to the applicant record in DCPDS.

RESUMIX ***Field***	**DCPDS Location** (Information will flow as clear text unless indicated otherwise)
Standard	
1. Address - St, City, ST, Zip	***Address Line 1*** ***Address Line 2*** ***Address Line 3*** ***LOCAL_ADDR_STREET*** ***City*** ***LOCAL_ADDR_CITY*** ***State*** ***LOCAL_ADDR_STATE*** ***Postal Code*** ***ADRS_MAIL-ZIP***
2. Home Phone	***Telephone number 1 - HOME_PHONE***
3. First Name	***First Name*** **-NAME_PERS**
4. Middle Name	***Middle Name*** (1st char only) - **NAME_PERS**
5. Last Name	***Last Name*** **- NAME_PERS**

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Create Applicant, Continued

What Applicant Data Flows from RESUMIX (continued)

RESUMIX *Field* Standard	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
6. Trailer	***Suffix***
7. Sex **(Required)**	***Sex*** (code)
8. Race	***Race or National Origin*** (code)
9. Identification Number (**Required**)	***Social Security***
Custom	
1. Birth Date **(Required)**	***Birth Date***
2. Date Occ Cert Issued	***Date Occupational Cert Issued***
3. Physical Date	***Physical Date***
4. Physical exam or Test Type	***Physical Exam or Test Type*** (code)
5. SCD Civilian	***SCD Civilian***
6. SCD Leave	***SCD Leave***
7. SCD RIF	***SCD RIF***
8. Security Clearance	***Personnel Sec Clearance*** (code)
9. Social Security Number	***Social Security***
10. Type of Occ Cert	***Type of Occupational Cert*** (code)
11. Veteran Preference (Numeric)	***Veteran Preference*** (code)

Continued on next page

Create Applicant, Continued

Creating an Applicant in DCPDS

The "Hire" process in Resumix triggers the automatic flow of data to DCPDS. To hire an applicant in Resumix, you change the applicant's **Tracking Action** and **Status**. In response, the applicant's data automatically flows from Resumix to create an applicant record in DCPDS.

Step	Action
1	Locate the **candidate** in Resumix.
2	Change the candidate's **Tracking Action** to "Decision."
3	Change the candidate's **Status** to "Accept." **Note:** There is an additional acceptance process in DCPDS. New applicants are not immediately available for placement against RPAs. They must first be "accepted" in DCPDS. However, you cannot accept applicants until the day after their records are created. Further, they cannot be placed until the day after they are accepted. For information relating to accepting an applicant, see Module 4, Staffing Using the DCPDS, Chapter 1, Building an Applicant. For internal candidates, those who are in the same regional database as the vacancy being filled, the user must change the candidate's **Tracking Action** to "Decision" and the **Status** to "Accept - Internal." This will prevent the creation of an applicant record in DCPDS. After this has been accomplished, the user must change the candidates status from "available" to "unavailable" and total openings form "1" to "0" in the Resumix application.

Refresh

Purpose

This section explains the process of the periodic and automatic updating of current employee information in Resumix from information contained in DCPDS.

Note: The employee must have a record in Resumix for the update to occur.

How Employee Data Flows to RESUMIX

Employee data flows from the DCPDS database to the applicant record in Resumix to populate standard and custom fields. Where data involved in the process is different between DCPDS and Resumix fields, the DCPDS data will update (refresh) the Resumix database, overwriting or deleting any previous Resumix data. In other words, DCPDS data is considered the data of record.

All data flow for this process is direct database-to-database transfers accomplished via Oracle SQL*Net database links between the Regional DCPDS and Regional Resumix databases.

What Employee Data Flows to RESUMIX

RESUMIX Field	**DCPDS Data Fields** (Information will flow as clear text unless indicated otherwise)
Standard	
1. Disability	***Handicap Code*** (code)
2. Sex	***Sex*** (code)
3. Race	***Race National Origin*** (code)
Custom	
1. Appointment Type	***Appointment Type*** (code)
2. Appraisal Type	***Appraisal Type*** (code)
3. Birth Date	***Birth Date***
4. PERM-Agency Group	***Agency Group*** (code)
5. PERM-PP	***Current Permanent PP***

Refresh, Continued

What Employee Data Flows to RESUMIX (continued)

RESUMIX Field	DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)
Custom	
6. PERM-PP	***Current Permanent PP***
7. PERM-SER	***Current Permanent SER***
8. PERM-GR	***Current Permanent GR***
9. PERM-Office Symbol	***Current Permanent Office Symbol***
10. PERM-Org Struc ID	***Current Permanent Organization Structure ID***
11. PERM-PAS	***Current Permanent PAS Code*** (code)
12. PERM-UIC	***Current Permanent Authorized Unit ID Code*** (code)
13. PERM-Comp LVL	**Current Permanent Competitive Level**
14. Rating of Record	***Rating of Record*** (code)
15. SCD Civilian	***SCD Civilian***
16. SCD Leave	***SCD Leave***
17. SCD RIF	***SCD RIF***
18. Education Level	***Education Level, highest level*** (code)
19. Spec Placemt Cons Reas	***Spcl Plcmt Consid Reason*** (code) All values
20. Citizenship	***Citizenship*** (code)

Chapter 4

Placement Actions

Chapter Overview

Introduction

This chapter guides you through a number of staffing actions to include recruit/fill, promotions, change to lower grade, reassignment, retained grade, etc. Not all staffing procedures are illustrated.

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Chapter Overview, Continued

Before you begin

Staffing actions may be initiated by a manager and forwarded to the personnel office for processing or by the personnel office. The **Civilian Inbox and Workflow Inbox** are used to access the RPA if a manager submits the action.

Accessing the Civilian Inbox or the RPA to Process an Action

If an action is initiated by:

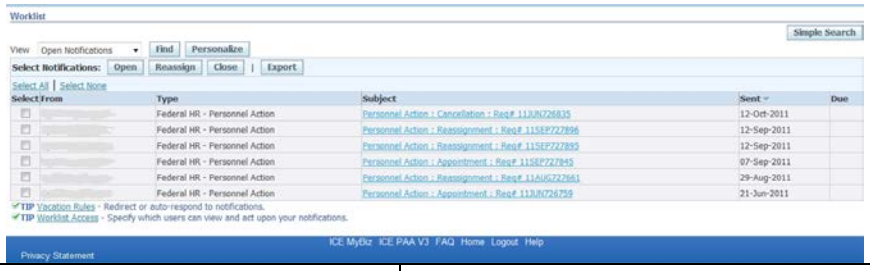
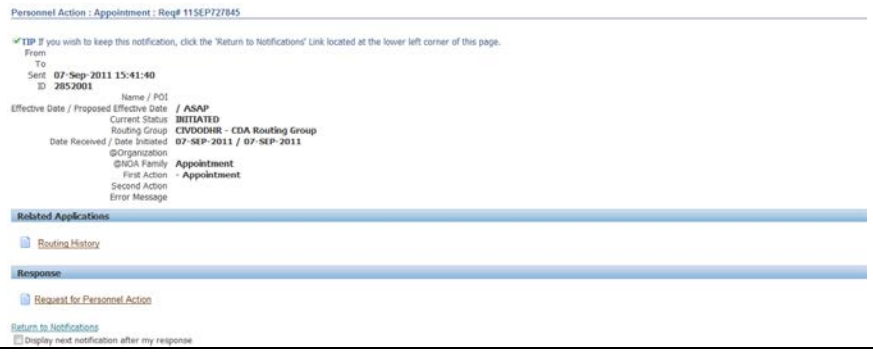
A manager…	**Personnel…**
Navigation Path→ *Civilian Inbox* → **Open**.	**Navigation Path** →*Request for Personnel Action* →*Reassignment* (or any action) → **Open**.
The **Notifications Summary** window opens. Move the *Current Record Indicator* to the RPA you need (ex: *Reassignment*).	
Select <**Respond**> to display the RPA.	

Processing a Recruit/Fill

Purpose

This procedure guides you through the steps for processing a Recruit/Fill in the Workflow Inbox.

Accessing the Workflow Inbox

Step	Action
1	**Navigation Path →Worklist → <File> → <Open>.**
2	The **Notifications Summary** window opens and contains all actions sent to you that relate to your responsibilities. Select the action you wish to display and select **Open**. 
3	**Response** To view or edit the Request for Personnel Action: • Select Request for Personnel Action **Related Applications** To display the routing history of the Request for Personnel Action: • Select Routing History 

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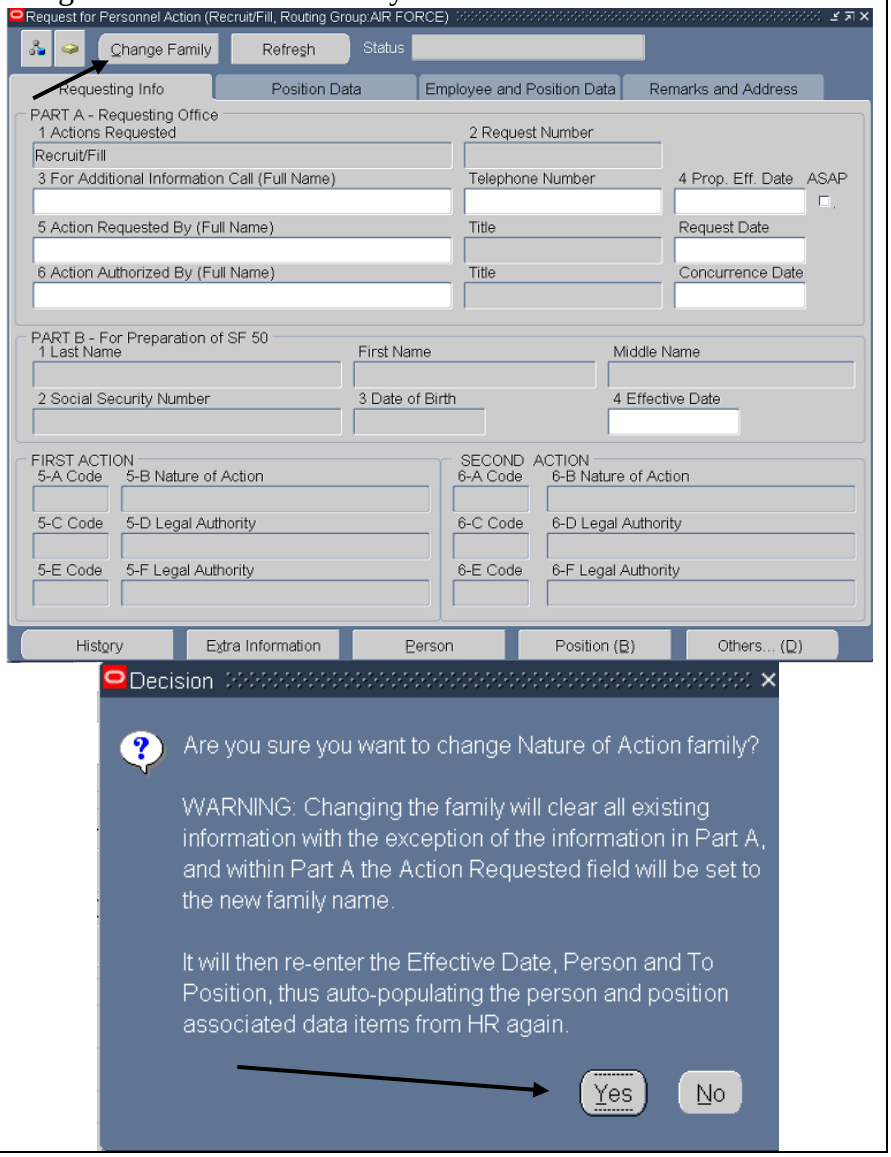
Processing a Recruit/Fill, Continued

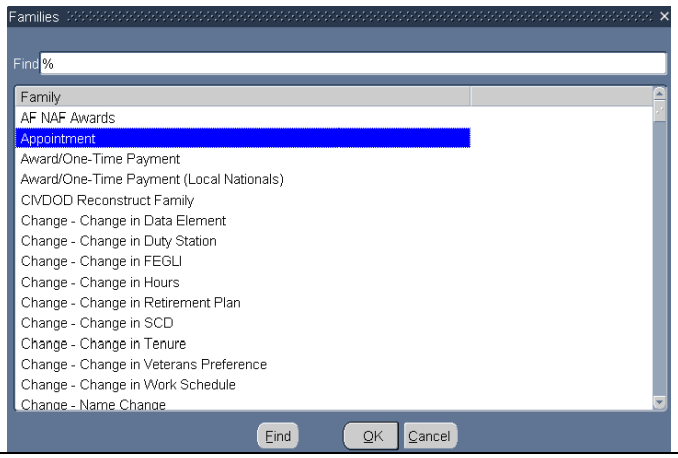
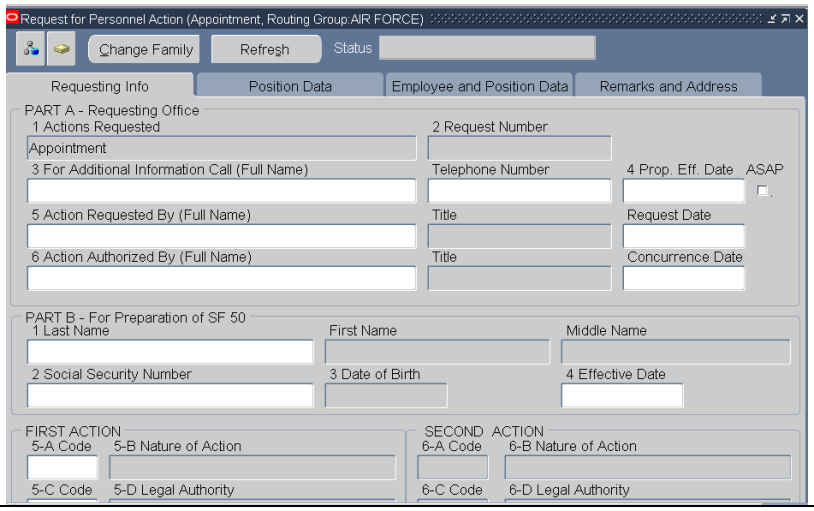
Completing the RPA for Recruit/ Fill

Step	Action
4	The RPA opens. Select the **<Change Family>** button at the top of the window. A Message Box appears, "Are you sure you want to change Nature of Action family?" Select the **<Yes>** button. 

Continued on next page

Processing a Recruit/Fill, Continued

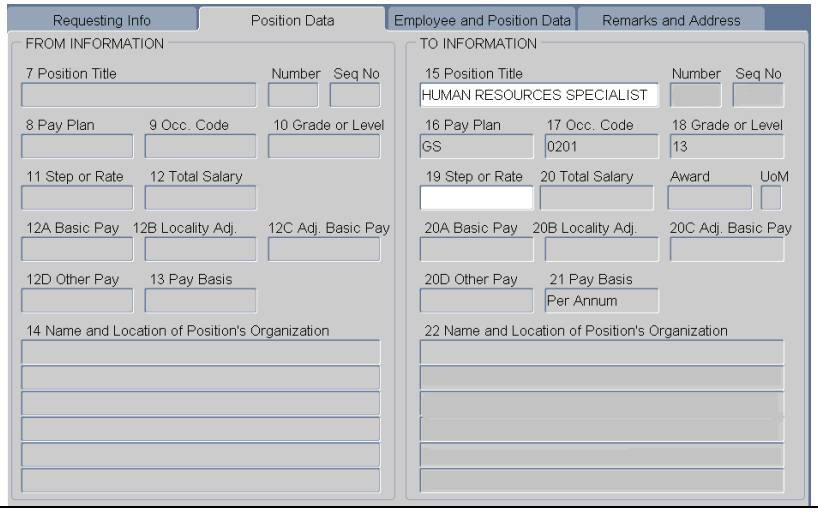
Completing the RPA for Recruit/Fill (continued)

Step	Action
5	The LOV window opens select a Family, select the <**OK**> button. The data fields in the RPA are ready for input. 
6	Select the LOV icon to open the window to make your selection for data fields. 

Continued on next page

Processing a Recruit/Fill, Continued

Completing the RPA for Recruit/Fill (continued)

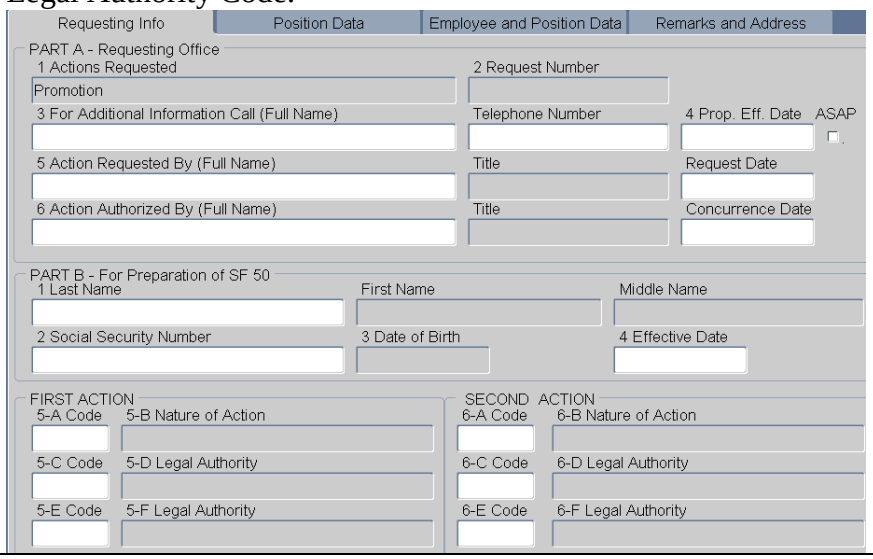
Step	Action
7	The position data on the **TO INFORMATION** Region is normally completed by the supervisor/personnelist initiating the action. Refer to the specific actions in this chapter for processing instructions (e.g., promotion, reassignment, grade change). 

Processing Promotions/Change to Lower Grade

Purpose

This procedure guides you through the steps for processing a Promotion action or a Change to Lower Grade (CLG).

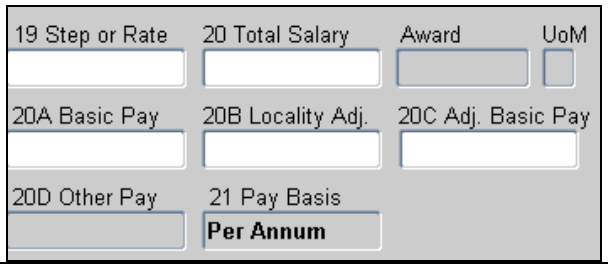
Completing the RPA

Step	Action
1	**Navigation Path** → Workflow Inbox.
2	The **Notifications Summary** window opens. Select and open the RPA for Promotion or CLG you wish to process.
3	Select the **<Open>** button.
4	Select the **<Request for Personnel Action>**
5	The **Request for Personnel Action** window opens. Complete each data field in **Part** A by typing in the data or using the LOV. Complete **Part B** and **FIRST ACTION** Regions to include the Name of Employee, Effective Date, Nature of Action Code, and Legal Authority Code. 
6	Select the ***Position Data*** tab with your cursor in block 15, the ***Position Title*** data field, click the LOV icon to select a new Position.

Continued on next page

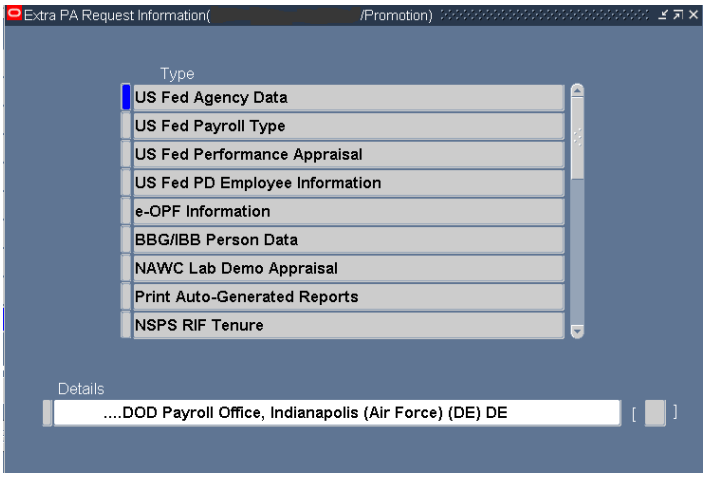
Processing Promotions/Change to Lower Grade, Continued

Completing the RPA (continued)

Step	Action
7	If necessary, change the ***Step or Rate*** data field in ***Block 19*** by typing in the data or using the LOV. Select the ***Save*** icon. 

Extra Information

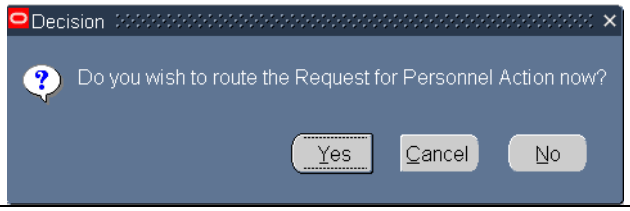
In some actions, additional extra information for Promotions or Change to Lower Grade must be input.

Step	Action
8	Select **<Extra Information>** on the bottom of any page of the RPA.
9	Review the Pay Information NOA Flexfield to verify the data fields have populated.  **Note:** For most promotions or CLGs, no extra information is required.

Continued on next page

Processing Promotions/Change to Lower Grade, Continued

Extra Information (continued)

Step	Action
10	After verifying the information close the window
11	The RPA opens. Select the ***Save*** icon.
12	A **Message Box** opens asking if you want to route this action. Select the **<Yes>** button. 
13	The **Routing** window opens. Select **Update HR**.
14	Select the ***Print Notification*** checkbox and select the Printer if you want to print the action at this time. Select the ***Approval*** checkbox. Then select the **<OK> button**.
15	The Message Bar at the bottom of the window indicates the Transaction is complete. **Note:** If an Error Message Box opens and indicates an edit to correct, click **<OK>**. The RPA opens. Make the correction on the RPA and select Save.

Processing Reassignments

Purpose

This procedure guides you through the steps for processing a reassignment. A reassignment action may be initiated by a manager and forwarded to the personnel office for processing or the personnel office may initiate it.

Completing the RPA

Step	Action
1	**Navigation Path → Workflow Inbox → <Open>**. The **Notifications Summary** window opens.
2	Select the RPA action you wish to display.
3	Select **<Open>** to edit or view the RPA.
4	Select the **<Request for Personnel Action>**
5	The RPA opens. With your cursor in **Part B**, type the date or click the LOV for the ***Effective Date*** in Block 4.
6	Place your cursor in **Part B**, Block 1, select the LOV or type the employee's name or SSN in Block 2. The remaining data fields automatically populate.
7	Fill in Block **5-A with** the NOA and the ***Legal Authority Code*** in Block **5-C**.
8	Select the **<Position Data>** tab to advance to Page 2. The **TO INFORMATION** side of the RPA should be completed by the manager.
9	With your cursor in **Block 15, *Position Title*,** select the LOV. As this is a long list, type in a partial title and click <Find> to display a shortened list. The remaining data fields automatically populate. If applicable, the employee step may need to be adjusted.
10	Select the **<Employee and Position Data>** button to advance to Page 3 for review and make changes as needed.
11	Select the **<Remarks and Address>** button to advance to Page 4. Select the LOV to select appropriate remarks or type in remark codes.
12	Select the Save icon on the Toolbar.
13	A **Message Box** opens asking if you want to route this action. Select **<No>** to continue completing RPA.

Continued on next page

Processing Reassignments, Continued

Completing the RPA (Continued)

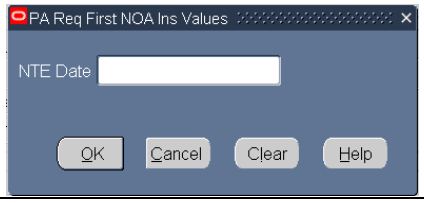
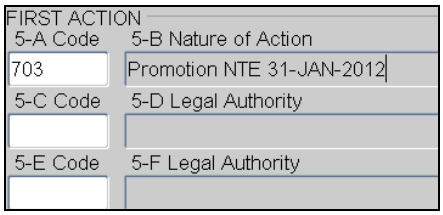
Step	Action
14	Select **<Extra Information>** and complete the descriptive flexfields. **Note:** Normally, there is no need to enter data in **<Extra Information>**. However, there may be some instances when it may be necessary (e.g., when an employee's position is obligated, the qualification standard was waived to accomplish the placement actions.
15	Select the Save icon on the toolbar and exit the Extra PA Request Information Window.
16	Select the ***Save*** icon on the toolbar once you are returned back to the main pages of the RPA.
17	A **Message Box** opens asking if you want to route this action. Select **<Yes>**. The **Routing** window opens select <**Update HR>**, select a Printer, make a determination if the Back Page of the NPA needs to print, and select the Approval checkbox, then the <OK> button.

Processing Not to Exceed (NTE) Actions

Purpose

This procedure guides you through the steps for processing a Not-To-Exceed Action from the Civilian Inbox. This procedure addresses a Promotion NTE; however, the procedures are similar for other NTE actions, such as Appointment, Leave-Without-Pay, Suspension, etc.

Processing the NTE Action

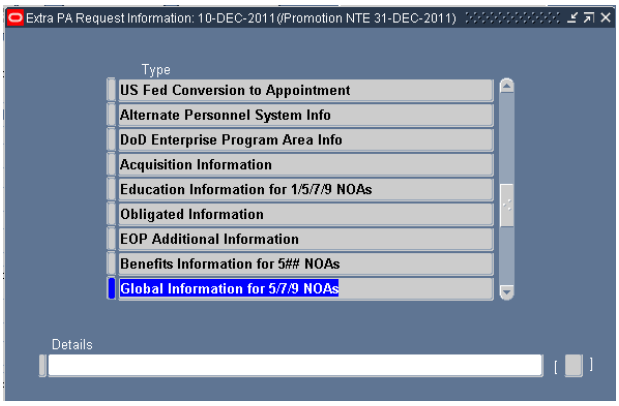
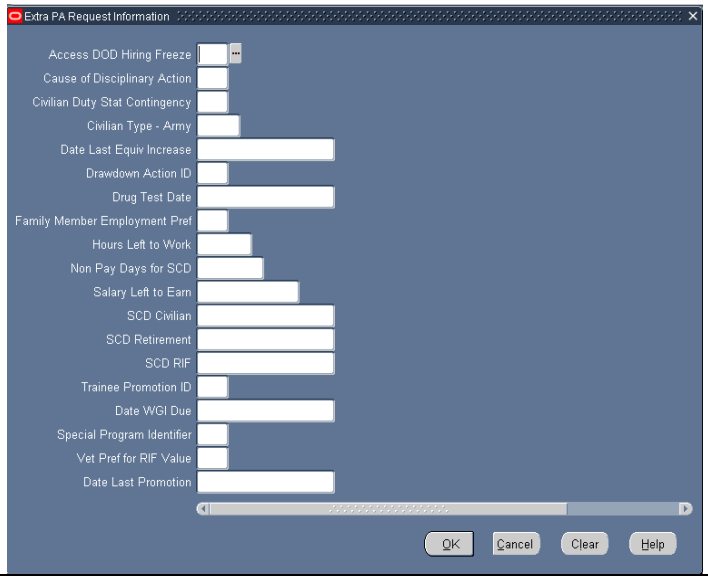
Step	Action
1	**Navigation Path** → *Workflow Inbox* → <**Open**>.
2	The **Notifications Summary** window opens. Select the RPA Promotion NTE to process and choose the **<Open>** button.
4	Select the **<Request for Personnel Action>**
5	The RPA opens. Place your cursor in **Part B**, Block ***5-A Code***; use the LOV or type in the appropriate code (e.g. 703). A **PA Req First NOA Ins Values** window opens. Type in the NTE date of your action. 
6	Select the **<OK>** button.
7	The RPA opens with the date populated in Block, 5-B ***Nature of Action***. Complete remaining data fields as needed.  **Note:** To change the NTE date, put your cursor in the block and press the **[TAB]** key. The **NTE** pop-up appears for editing. Use the same procedure for editing the ***Remarks*** and **Legal Authority Codes**. Fill in information on pages 2, 3 and 4 if appropriate.
8	Select the ***Save*** icon on the Toolbar.

Continued on next page

Processing Not-To-Exceed (NTE) Actions, Continued

Completing Extra Information

Complete the Extra Information as required for this action.

Step	Action
9	Select the **<Extra Information>** button.
10	The **Extra PA Request Information** window opens select any Information Type; e.g., ***Global Information for 5/7/9 NOAs***.  Click in the ***Details*** data field to open the **Extra PA Request Information** window
11	Enter data in each appropriate field. 

Continued on next page

Processing Not-To-Exceed (NTE) Actions, Continued

Completing Extra Information (Continued)

Step	Action
12	Select the **<OK>** button after each **Extra PA Request Information** data field completed. ***Save*** work Exit the window to return back to the main RPA.
13	From the main RPA window, select the ***Save*** icon.
14	A **Message Box** opens. Select the **<Yes>** button.
15	The **Routing** window opens. Select **Update HR,** then ***Print Notification*** checkbox appears select a Printer, if you want to print the action at this time. Select the ***Approval*** check box, then the **<OK>** button**.**

Updating and Viewing Education Data

Purpose

This section explains how initial education information is captured. It also explains how to locate and update education information, as well as how to view a list of employees by their education data to select one for viewing. For more detail in updating education data, see Module 1, Fundamental of the DCPDS, Chapter 5, Updating and Viewing the Employee Record.

Initial Input

Education should initially be input on the Appointment RPA. If Block 45, ***Educational Level***, is coded with the value 06, 10, 13, or higher, Block 46, ***Year Degree Attained***, and Block 47, ***Academic Discipline*** must be completed to pass CPDF edits. If any other value is input in Block 45, Blocks 46 and 47 must be blank.

To capture education data on the Appointment RPA, select <**Extra Information**>, select *Extra PA Request Information*, click in the ***Details*** data field and complete *Education Information for 1/5/7/9 NOAs*.

Locating and Updating Education Information

To locate education information on an employee for viewing or updating, **Navigate** to the → **People** → *Enter and Maintain* →<***Open***>. The **Find Person** window opens. Query for the employee needed. The **People** window opens Click the <**Special Information**> button. When window opens Scroll to **Education** and click in the ***Detail*** data field to display and complete the DDF.

Viewing Education

Navigation Path →*View* →*Lists* →*People by Special Information* → <***Open***>.

- The **List People by Special Information** window opens.
- In the ***Special Information Type*** data field, type in Education% and select <**Find**>.
- The list of employees by name opens.
- Move the *Current Record Indicator* to locate the employee you need, click in the ***Detail*** data field.
- The **Education** descriptive flexfield opens.
- View the information and exit the window.

Processing a Detail

Purpose

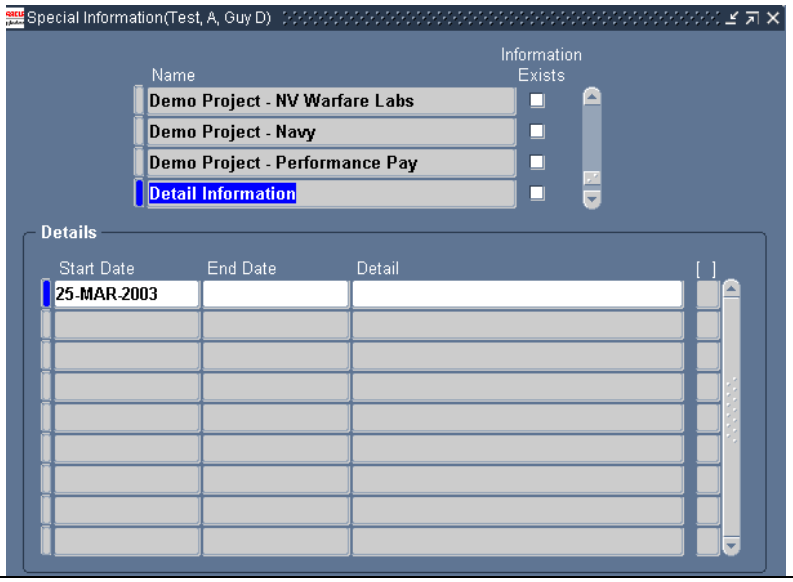
This procedure provides instructions to process a detail using the People Record, to include extending and terminating, correcting or canceling on any appropriated fund employee.

Before You Begin

- Before detail actions can be processed, the employee to be detailed must exist and have a current assignment.
- Before, during, and at the conclusion of a detail, an employee continues to occupy the same position to which assigned before the detail began.
- All details are on a not-to-exceed (NTE) basis and must have an end date.
- Payroll Interface is output only if Payroll Org Code (Navy only), FLSA, or premium pay is not the same as the Payroll Org Code, FLSA or premium pay of the employee's current position.
- If you need an RPA to document a Detail, **Navigate to** *Request for Personnel Action*, then *Detail*. Complete, save, and print the RPA. This RPA cannot be updated to the database.
- The system will generate a Detail Notification of Personnel Action (NPA) if the Detail SIT is completed and data element *Print NPA* contains a 'Y'.

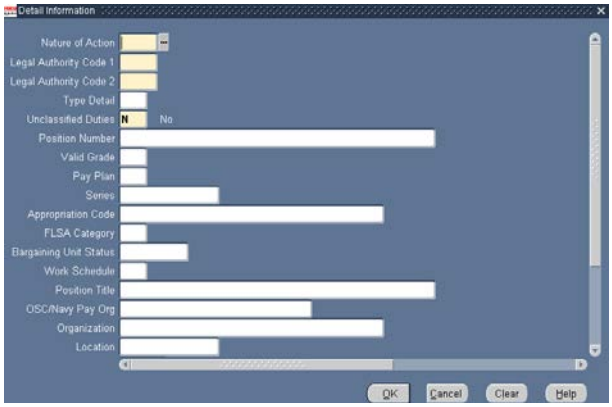
Continued on next page

Processing a Detail, Continued

Step	Action
1	**Navigation Path** →*People* →*Enter and Maintain* →**<Open>**.
2	The Find Person window opens; type in the employee's name, then click the **<Find>** button.
3	Click the **<Special Information>** button; the **Special Information** window opens. Scroll down to the ***Detail Information*** data field. The Start Date populates with the current date but it can be overridden by clicking in the ***Start Date*** data field, deleting the date, and substituting a different date. To input, change, or view specific information applicable to a detail, click in the ***Detail*** data Field. 

Continued on next page

Processing a Detail, Continued

Step	Action
4	The **Detail Information** window opens. Complete each data fields using the LOV. The ***Nature of Action*** data field is the only required field for all Components. If you input the ***Valid Grade***, you must also enter the ***Pay Plan***. For Air Force and Navy, the ***Position Number*** is required; it must be a valid position number and sequence. All other data fields, except NOA, may be completed or left blank.  **Notes:** **1:** Normally the Premium Pay field will be blank. However, in those instances where a detail involves a premium pay indicator that is different from the employee's non-detail assignment input the premium pay indicator that applies to the detail (or choose it from the LOV). The difference in the detail/non-detail premium pay indicator will trigger the output of a payroll interface transaction. **2:** When Detail Info SIT is saved, the following fields will auto-populate from the Detail Position Info as long as the Detail Position is valid in the system.

Valid Grade	Pay Plan	Demo Location Code
Series	Appropriation Code	Demo Pay Plan
FLSA Category	Bargaining Unit Status	Demo Broadband
Work Schedule	Position Title	Location
OSC/Navy Pay Org	Organization	

Continued on next page

Processing a Detail, Continued

Step	Action
5	Select the **<OK>** button this returns you to the **Special Information** window with the ***Detail*** data field populated
6	Type the ***End Date*** of the Detail next to the ***Start Date***. Click the ***Save*** icon. A pop-up Note tells you the number of days.
7	When users re-query the Detail Information SIT, they then can see the fields that were auto-populated when Save was completed.

Extending a Detail

Extending a Detail

Follow your Component's policy in selecting an extension method.

- ***Method 1***: Change the ***End Date*** of the detail to the extended date, change the ***Nature of Action*** from 930 (Detail) to 931 (Extension of Detail), and change the ***Total Days This Detail*** to reflect the total number of days of the detail. Save the changes. NOA 931 NPA will generate with an effective date of the original Detail start date. NOA 931 Pay500 (if generated) will have an effective date of the original Detail start date and the new NTE date will be in columns 397-402.

- ***Method 2***: Create a new Detail entry. Use the end of the original detail as the date for the ***Start Date***, the new NTE date of the detail for the ***End Date***, '931' as the ***Nature of Action***, and the length of the extension for the ***Total Days This Detail***. All other fields would be completed as they were for the original detail that is being extended. Save the changes. NOA 931 NPA will generate with an effective date of the Extension of Detail. NOA 931 Pay500 (if generated) will have an effective date of the Extension of Detail and the new NTE date will be in columns 397-402.

Detail NPA Information

- Details NPAs are generated only when the Detail SIT is completed/saved and the data element *Print NPA* contains a 'Y'.
- Details NPAs are not available for viewing through Processes and Reports.
- Details NPAs cannot be corrected or cancelled.
- For Air Force, NPA is flowed to PARIS when user saves Detail SIT and data element *Print NPA* contains a 'Y'.
- The table below determines where the information is pulled to print on the FROM side (blocks 7 through 14) and the TO side (blocks 15 through 22):

When NOA equals:	Use Employee Current Assignment Information on:	Use Employee Detail SIT information On:
930	FROM Side (See Note 3)	TO Side (See Note 1)
931	FROM Side (See Note 3)	TO Side (See Note 1)
932	TO Side (See Note 3)	FROM Side (See Note 2)

Continued on next page

Extending a Detail, Continued

Note 1: This identifies the data fields in the Detail SIT to print in each of the blocks:

- *Block 15. TO: Position Title and Number* - This block will consist of 2 lines. On the first line, print value in "Position Title". On the second line, print value in "Position Number".
- *Block 16. Pay Plan* - Print value in "Pay Plan" located in Detail SIT.
- *Block 17. Occ. Code* - Print value in "Series" located in Detail SIT.
- *Block 18. Grade/Level*- Print value in "Valid Grade" located in Detail SIT.
- *Block 19. Step /Rate* - IF Detail position is a higher or lower grade than permanent position, print value of "00". If Detail position is the same grade as permanent position, print the employee's step as of effective date of action.
- *Blocks 20, 21, 20A, 20B, 20C, 20D:* Print the pay information as it resides in the employee's record as of the effective date of the action.
- *Block 22. Name and Location of Position's Organization*- Print the Table 30 entry as defined for the "Organization" value located in Detail SIT.

Note 2: This identifies the data fields in the Detail SIT to print in each of the blocks:

- *Block 7. FROM: Position Title and Number* - This block will consist of 2 lines. On the first line Print value in "Position Title". On the second line print value in "Position Number".
- *Block 8. Pay Plan* - Print value in "Pay Plan" located in Detail SIT.
- *Block 9. Occ. Code* - Print value in "Series" located in Detail SIT.
- *Block 10. Grade/Level* - Print value in "Valid Grade" located in Detail SIT.

Continued on next page

Extending a Detail, Continued

Note 2 (Cont)**:**

- *Block 11. Step /Rate* - If Detail position is a higher or lower grade than permanent position, print value of "00". If Detail position is the same grade as permanent position, print the employee's step as of effective date of action.
- *Blocks 12, 13, 12A, 12B, 12C, 12D:* Print the pay information as it resides in the employee's record as of the effective date of the action.
- *Block 24. Name and Location of Position's Organization*- Print the Table 30 entry as defined for the "Organization" value located in Detail SIT.

Note 3: Exception is for Detailed Employees who are currently on Retained Grade.

If the PRD is A, B, E, F, U, or V, then the following applies:

- Step equals "00"
- Pay Basis is pulled from the Retained Grade record instead of the current position

Terminating a Detail

Terminating a Detail

Follow your Component's policy in selecting a termination method.

- ***Method 1***: Change the ***End Date*** of the detail to the Termination date (if different from the original End Date), change the ***Nature of Action*** to '932' (Termination of Detail), and, if needed, change the ***Total Days This Detail*** to reflect the total number of days of the detail. Save the changes. NOA 932 NPA will generate with an effective date of the Detail End date. NOA 932 Pay500 (if generated) will have an effective date of the Detail End.

- ***Method 2***: Create a new Detail entry. Type the effective date of the Termination of Detail in the ***Start Date*** and ***End Date*** fields, '932' as the ***Nature of Action*** and ***Total Details This Detail*** would be left blank. All other fields would be completed as they were for the original detail that is being terminated. NOA 932 NPA will generate with an effective date of the Termination of Detail. NOA 932 Pay500 (if generated) will have an effective date of the Termination of Detail.

Note: NOA 932 Termination of Detail will auto-generate for Air Force records only (if most current Detail entry equals NOA 930 or 931 and Detail End Date is greater than or equal to (<=) the current system date).

Module 4

Chapter 5

Changing Employee Records

Introduction

This chapter guides you through the various procedures to change employee records to include a Name Change, Realignment, and a Change in Title.

Chapter Contents

Topic	Page
Processing Name Changes	2
Processing Realignments	4
Processing Position Changes	6
Processing a Change in Title	9

Processing Name Changes

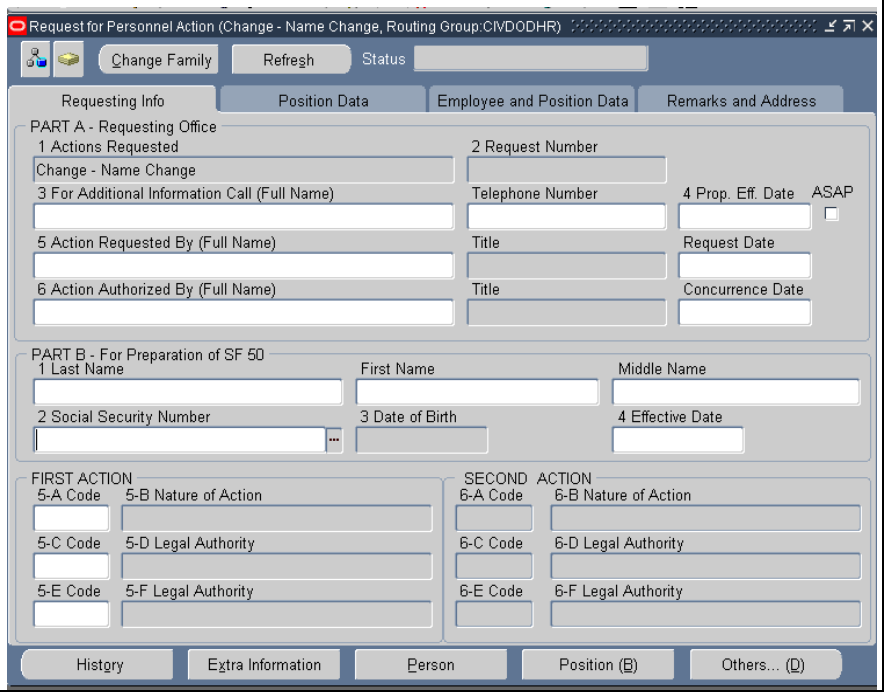
Purpose

This section guides you through the steps for processing an employee name change.

Notes:

- Use the employee's SSAN when following this process because the application will not always respond to an employee name.
- Components will determine business rules for employee documentation of name change.

Making the Name Change

Step	Action
1	**Navigation Path** → Request *for Personnel Action* → Change *Actions* → Name *Change* → <**Open**>.
2	The RPA window opens. **Note:** The supervisor/manager may submit the RPA with the new name or a note indicating the employee's new name to the personnelist. The employee may also notify the personnel office of their name change. 

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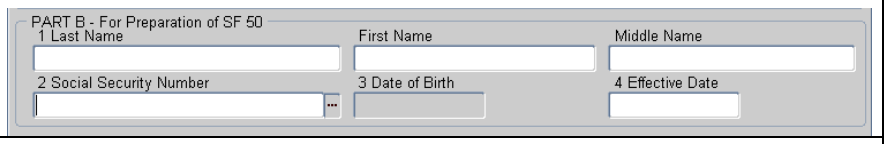
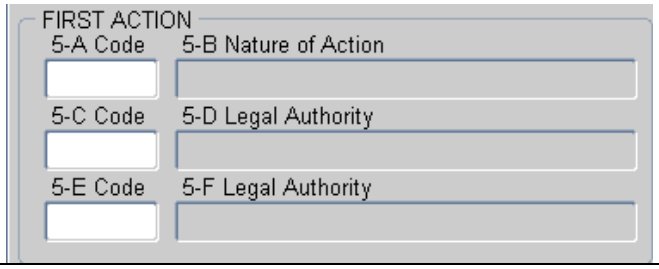
Processing Name Changes, Continued

Making the Name Change (continued)

Step	Action
3	• Place the cursor in the **Part B** Region, ***Social Security Number*** data field, type in the Social Security Number. • Place the cursor in the **Part B** Region, ***Last Name*** data field, type in the new name. 
4	• Enter NOA Code 780 in ***5-A Code*** data field. The employee's previous name populates in ***5-B***, Nature of Action. • Enter the appropriate Legal Authority Code in the ***5-C Code*** data field. The Legal Authority populates in ***5-D***, Nature of Action. 
6	• Personnel Office: Enter the effective date in **Part B** Region, ***Effective Date*** data field. **OR** • Supervisor/Manager: Enter the effective date in **Part A** Region, ***Prop Eff Date*** data field.
7	Select the ***Save*** icon on the Toolbar.
8	A **Decision** window appears asking if you wish to route the RPA now. Select the <**Yes**> button. The **Routing** window appears. Save and route or update your RPA as described in Module 3, Processing Requests for Personnel Action Using the DCPDS.
9	Select the <**OK**> button and Exit the window.

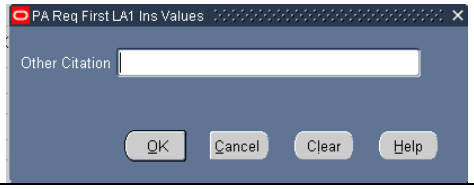
Continued on next page

Processing Realignments

Purpose

This section guides you through the steps to process a realignment action.

Processing Realignments

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Realignment* → <***Open***>.
2	The RPA window opens. Complete data fields in **Part A** either by utilizing the LOV icon to select the information or type in the data fields.
3	Place the cursor in **Part B**, ***5-A Code*** data field, type in the NOA Code 790 or select the LOV icon to select the appropriate action.
4	Place the cursor in ***5-C Code*** data field and type in the **Legal Authority Code** or select the LOV icon and select the appropriate code. If the legal authority code requires an insertion value, the **PA Request First LA1 Insertion Values** window appears. Type in the required information. Select the <**OK**> button. 
5	Select the ***Save*** icon on the Toolbar.
6	A **Decision** window appears asking if you wish to route the RPA now. Select the <**No**> button.
7	A Message Box appears informing you an RPA number has been generated. Select the<**OK**> button.
8	Select the <**Extra Information**> button. The window opens with the name of the employee and action on the Title Bar. Select ***Realignment Extra Information*** Type.
9	Click in the ***Details*** data field. The **Extra PA Request Information** window opens. Enter data in each required data field.
10	Select the <**OK**> button. The **Extra PA Request Information** Types is viewed and the ***Realignment Extra Information*** **Details** data field completed.
11	Select the ***Save*** icon on the Toolbar.

Continued on next page

Processing Realignments, Continued

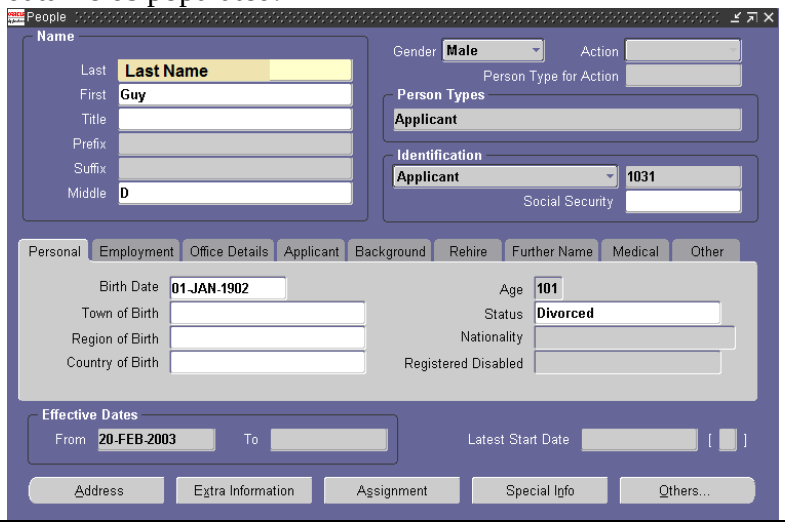
Processing Realignments (continued)

12	Select ***US Fed Realignment*** Type. Select in the ***Details*** data field. The window opens. Enter the required data in each field. Select the **<OK>** button, select the ***Save*** icon on the Toolbar and close the **Extra PA Request Information** window.
13	Select the ***Save*** icon on the Toolbar. A **Message Box** opens asking if you want to route this action. Select the **<Yes>** button.
14	The **Routing** window opens, select **Update HR** and print notification as desired. Select the **Approval** box, and select the **<OK>**button.

Processing Position Changes

Purpose This section guides you through the steps for processing position changes.

Processing Position Changes

Step	Action
1	**Navigation List** → Request *for Personnel Action* → *Federal Position Change* → <**Open**>.
2	The RPA window opens. Complete data fields in **Part A** either by utilizing the LOV icon to select the information or type in the data fields.
3	Complete **Part B and First Action** areas using the LOV icons or type in the information in the data fields.
4	Select the ***Save*** icon on the Toolbar. A **Decision** window appears asking if you wish to route the RPA now. Select the <**No**> button.
5	A Message Box appears informing you an RPA number has been generated. Select the<**OK**> button.
6	Select the <**Person**> button. The **People** window opens with the data fields populated. 

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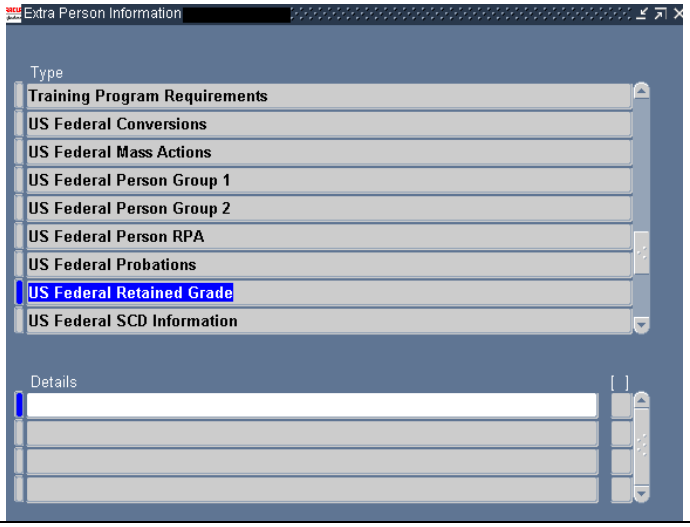
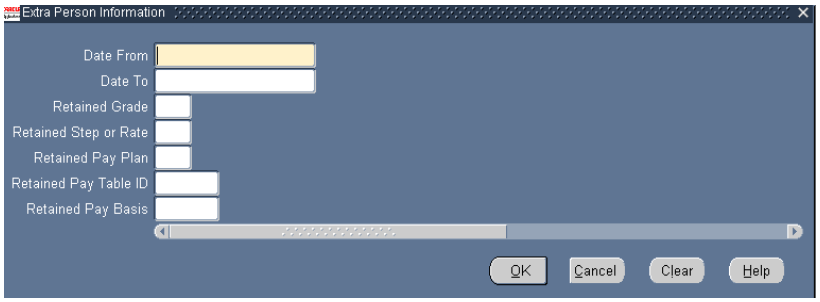
Processing Position Changes, Continued

Processing Position Changes (continued)

Step	Action
7	Select the <**Extra Information**> button. The window opens with the employee name on the Title Bar. Date Track to the effective date of the Position Change action. Select ***US Federal Retained Grade***. Click in the ***Details*** data field. 
8	The **Extra Person Information** window opens. Use the LOV to select or type the information in for each data field.  Select the <**OK**> button.
9	Select the ***Save*** icon on the Toolbar and exit the window.
10	The Position Change RPA appears. Select the ***Position Data*** tab. Place the cursor in Block 15, the Position Title data field, select the LOV to select the new position.
11	Place the cursor in the **TO INFORMATION** Region, Block 19, ***Step or Grade*** data field, type "00."

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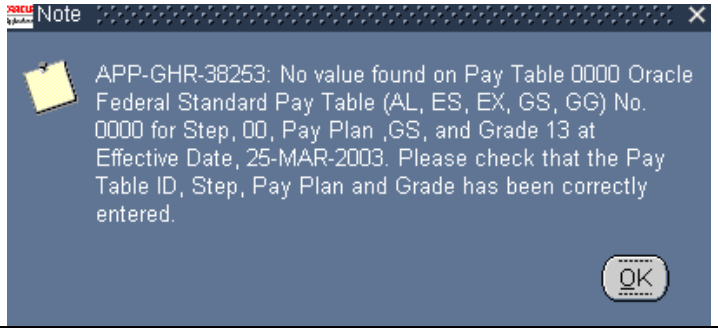
Processing Position Changes, Continued

Completing the RPA

Step	Action
12	A Message Box opens and tells you the grade and steps do not match a pay table. Select the<**OK**> button. 
13	Select the ***Employee and Position Data*** tab place the cursor in Block 29, ***Pay Rate Determinant***, select the LOV icon to select the correct value. A Message Box appears and tells you the Pay Calculation has been recalculated.
14	Select the <**OK**> button then select the ***Save*** icon on the Toolbar.
15	A **Message Box** opens asking if you want to route this action. If you need to input other data, select the <**No**> button. Select the applicable position. Select the <**Extra Information**> button and enter data. Once complete select the <**OK**> button.
16	The RPA Appears. Select the ***Save*** icon on the Toolbar.
17	A **Message Box** opens asking if you want to route this action. Select the<**Yes**> button.
18	The **Routing** window opens select **Update HR** and the ***Print Notification*** checkbox then select a Printer if you want to print the action. Select the Approval checkbox. Select the <**OK**> button.

Processing a Change in Title

Purpose

This section guides you through the steps to process a Change in Title. Refer to Module 2, Position Management and Classification Using the Modern DCPDS, Chapter 2, Building Positions, and Section: Changing Encumbered Positions.

Processing a Change in Position Title

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Change Actions* → *Change in Position Title* → **<*Open*>**.
2	The **RPA** opens. Use the LOV's to select or type the data in the fields of **Part A**.
3	Use the LOV to select the ***Effective Date*** or type in the effective date. Then use the LOV to select the ***Employee***.
4	Use the LOV to select 0900 Nature of Action Code, for **First Action**, *5- A Code*. There is no Legal Authority associated with this NOA.
5	Select the ***Save*** icon on the Toolbar.
6	A Message Box asks if you want to route the action. Select the **<No>** button.
7	A Message Box tells you the Request Number has been generated. Select the **<OK>** button.
8	Select the **<Extra Information>** button on the RPA. The **Extra Person Information** window opens.
9	Select ***Change Position Title*** Type. Click in the ***Details*** data field.
10	The window opens. Type in the new Position Title then select the **<OK>** button
11	The **Extra Person Information** window appears with the new position title in the ***Details*** data field. Select the ***Save*** icon on the Toolbar.
12	A Message Box informs you the Transaction is complete. Select the **<OK>** button. Exit the window.
13	The RPA appears. Select the **<Refresh>** button.
14	Select the ***Save*** icon on the Toolbar.
15	Route the action and update HR as in previous processes.

Module 4

Chapter 6

Mass Actions

Chapter Overview

Introduction

The purpose of this chapter is to provide information to process Mass Realignments and Mass Pay Adjustments.

- Mass Realignments – used with reorganization
- Mass Pay Adjustments – used with annual pay adjustment
- The first two **Navigation List** items, *Preview Mass Realignment* and *Final Mass Realignment*, are not used by DoD.
- The *Custom Mass Realignment* menu item is available as a "rough draft" window (Managers would use this to create their mass realignment file for the Personnelist to execute file). It displays exactly like the **Mass Realignment [Final]** window, but without the **<Execute>** Taskflow Button. A Realignment can be created by clicking either the *Custom Mass Realignment* or the *Custom Final Mass Realignment* menu item. A Realignment can only be executed in the **Mass Realignment [Final]** window.

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Processing a Mass Realignment

Purpose

This section provides information on how to process mass realignments that allow for an efficient processing of a group of similar personnel actions.

Before You Begin

- If your organization is changing, you must first build a position organization address before you begin the realignment.
- A realignment is the movement of one or more positions, along with the employee(s) occupying the positions, when all of the following conditions are met:
  - An organization change occurs; for example, a reorganization or transfer of function.
  - Any employees involved remain in the same agency.
  - Although locality payments may or may not change, there is no other change in employees' position, grade, or pay.
- A mass realignment can be used when the same personnel action applies to two or more positions, provided the following characteristics are the same for all of the personnel actions:
  - Effective date.
  - Nature of action.
  - Authority code.

In addition, the personnel actions required to document a realignment would be the same as those to process an individual RPA.

- A US Appropriated Fund realignment is defined by OPM as Nature of Action (NOA) 790, whether the RPA is processed individually or part of a mass action. When a vacant position is realigned, there is no RPA because no employee is directly affected. The NOA used for a mass realignment does not apply to the position action of realigning vacancies.
- You should coordinate with your System Administrator when you plan to process a Realignment. They will need to run Futures and Batch Print. Unencumbered positions do not require Futures and a Batch Print.
- If Geo Loc (geographic location) changes and locality pay changes, use NOA 895.
- Once you Save your realignment in Preview or Final, you cannot change the document.

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Chapter Overview, Continued

Who Does It

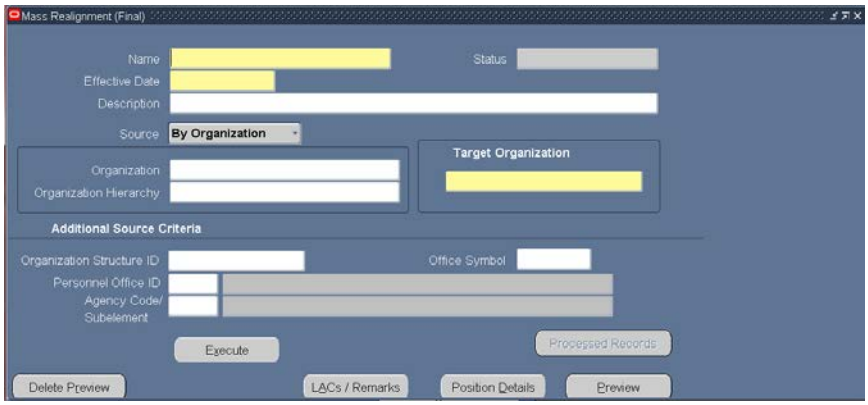
The capability to create and execute a Mass Realignment is available in the CIVDOD Personnelist, Classifier, and Staffer responsibilities.

Taskflow Button	Function
<Execute>	Processes your action by submitting it to update the database.
<LACs/Remarks>	Displays the **Legal Authority Code and Remarks** window. Authority code(s) and any remarks saved on this window will apply globally to the mass realignment.
<Position Details>	Displays the first of two windows where data to be changed in the mass realignment may be input and saved. The first is the **Mass Realignment (Position Details)** window. This window has an **<Additional Details>** Taskflow Button which when clicked, displays the **Mass Realignment (Position Additional Details)** window. **Note:** Once the information on the **Position Details** windows is saved, it cannot be overwritten. You should not save the Mass Realignment until the information on the **Position Details** window is ready to finalize. If erroneous information is saved, create a new realignment with a new name and process it instead of the erroneous one.
<Preview>	Displays the **Mass Realignment (Preview)** window where the positions (and their incumbents, if any) for the realignment can be viewed and selected or deselected. Also, a data element change not applicable to all positions in the realignment may be input and saved on this window.

Continued on next page

Processing a Mass Realignment, Continued

Who Does It (continued)

Step	Action
1	**Navigation Path** → *Mass Actions* → *Mass Realignment* → *Custom Final Mass Realignment* → **<Open>**
2	The **Mass Realignment [Final]** window opens with four taskflow buttons. 
3	With your cursor in the ***Name*** data field, type in a unique name for the realignment you are creating.
4	Click the LOV icon to select a date in the ***Effective Date*** data field.
5	Type in the required information in the ***Description*** data field. This is an optional free-form field where you can record pertinent information for reference. For example, "RM directed realignment to implement IG Report #507
6	The ***Status*** data field is system-generated to show the progress of your realignment; i.e., Unprocessed, Submitted, etc. No action is required
7	The *By Organization* drop-down menu does not change in the **Source** Region.
8	Click the LOV icon to complete the ***Organization*** data field. This is the organization realignment that the positions will be moving **From**.
9	Click the LOV icon to choose the ***Organization Hierarchy***. This is an optional field.

Continued on next page

Processing a Mass Realignment, Continued

Who Does It (continued)

Step	Action
10	Select the LOV icon to choose the ***Target Organization***. This is the organization that realigned positions will be moving **To**. **Notes:** • The **"From"** and **"To"** organizations may be the same. • The Additional Source Criteria is used to limit the positions the system brings to the **Mass Realignment (Preview)** window as possible participants in the Realignment being processed. Completing a field filters out all positions that do not match the criteria. For example, if you put "FPH" in the Organization Structure ID field, only positions with an Org Structure Code = "FPH" will be eligible for inclusion in your realignment, and only those positions will appear on the **Mass Realignment (Preview)** window. You may complete all, none, or a combination of the four Additional Source Criteria fields. When more than one of these fields is input, only positions that satisfy all of the Additional Source Criteria displays on the **Mass Realignment (Preview)** window.
11	Type the ***Organization Structure ID*** in the **Additional Source Criteria** Region. This is an optional field. **Note:** Complete this field, if you want to limit selection of positions to realign to a specific organization structure code.
12	Click the LOV icon to select the ***Personnel Office ID*** (optional). **Note:** Input this field, if you want to limit selection of positions that you want to realign to a specific personnel office
13	Click the LOV icon to select the ***Agency Code/ Subelement*** (optional). **Note:** Input this field, if you want to limit selection of positions to realign to a specific agency code and subelement combination.
14	Type the ***Office Symbol*** in the data field. (optional)

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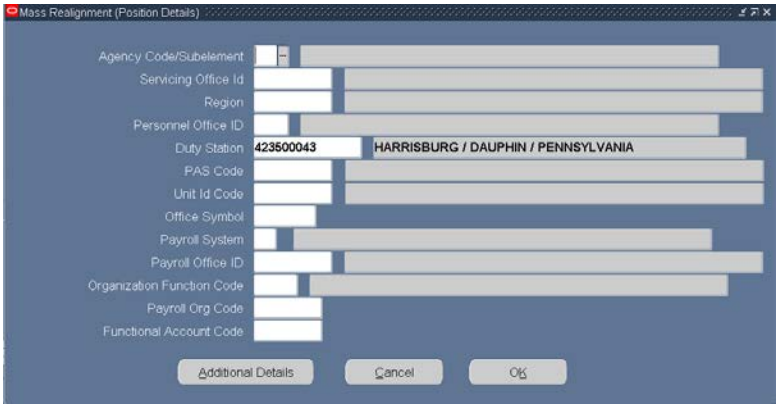
Processing a Mass Realignment, Continued

Who Does It (Continued)

Step	Action
15	Select the <**Position Details**> button.  Use the LOV to select or Type the information in the data fields. Select the <**OK**> button to return to the main window. **Notes:** • All are optional data fields. • If a data element is blank, the system does not change the data when the realignment is processed. For example, if a new office symbol is not entered; all positions in the realignment will retain their current office symbol.
	Caution: If erroneous data elements are entered and saved, they cannot be changed. Create a new mass realignment to correct the error.
16	Select the <**Additional Details**> button to display window. Use the LOV to Select or Type the information in the data fields Click the <**OK**> button twice to return to the Mass Realignment window.

Processing a Mass Realignment, Continued

Previewing Your Action

Step	Action
1	In the **Mass Realignment** window, select the **<Preview>** button. The window opens with a *Realign* Checkbox position information and the data elements from the two previous windows populated. As you scroll through the columns, the ***Name*** and ***SSN*** columns remain visible. The ***From*** information cannot be updated and the ***Target*** columns are populated only if values are to be changed in the realignment. You can input additional or change the data in Target Columns if necessary. **Note:** The check mark in the ***Realign Checkbox*** indicates the position on the line next to it is to be included in the realignment. Remove the check mark <u>not</u> to be included the position on the line The window initially appears with all positions selected for inclusion in the realignment unless, these individuals are part of another mass realignment file that has not yet been processed. If that's the case, the employees will come across in preview as not checked, and if they are part of this realignment, you must check that record. If a large number of positions appear on the window, but only a few are to be realigned, click the **<Select/Deselect All>** button to remove the check mark from the Realign Checkboxes. Then, select the few positions to be included by individually placing a check mark in the Realign Checkbox. **Note:** If you select/deselect records, please save, return to main screen, then navigate back to preview. Review preview to make sure the target data flowed across in the target columns.
2	Exit the window to return to the **Mass Realignment (Final)** window. Once you have "Executed" or "Processed" the action, The **<Preview>** button is grayed out.

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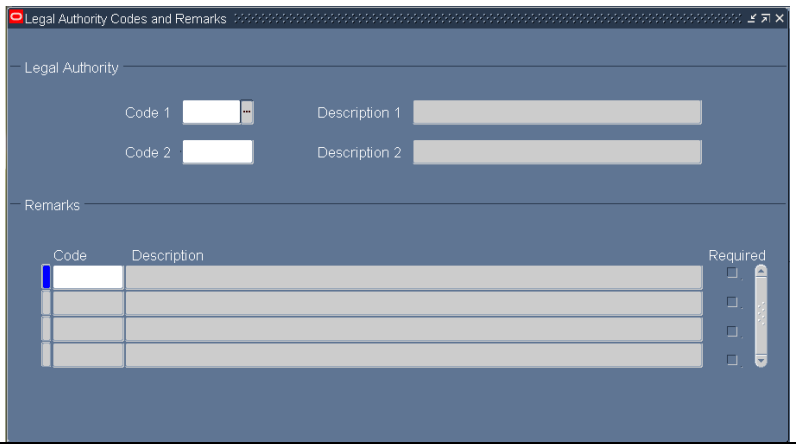
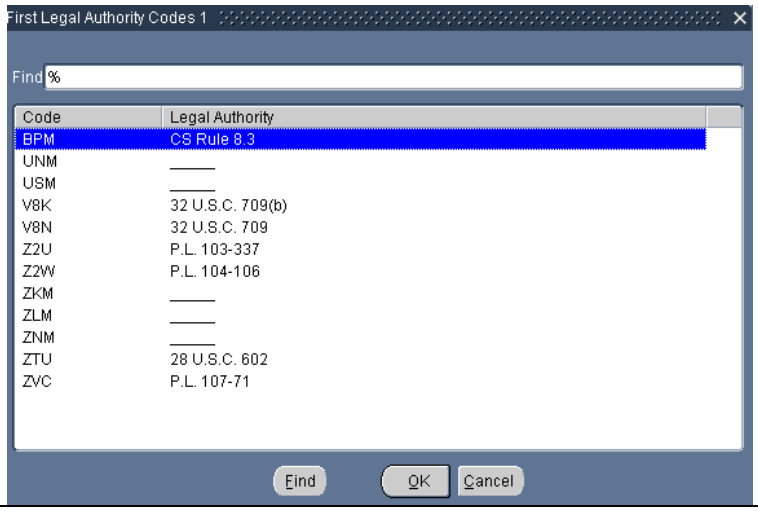
Processing a Mass Realignment, Continued

Adding Legal Authority Codes and Remarks

Step	Action
1	Click the **<LACs/Remarks>** button. The **Legal Authority Codes and Remarks** window opens. Place the in the **Legal Authority** Region, ***Code 1*** data field, click the LOV icon. • At least one LAC is required, Remarks are optional. • The Required Checkboxes on the **Legal Authority Codes and Remarks** window are not used. There are no required Remarks for realignment. 
2	The **First Legal Authority Codes 1** window opens select UNM or ZLM then click the **<OK>** button. 

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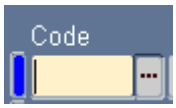
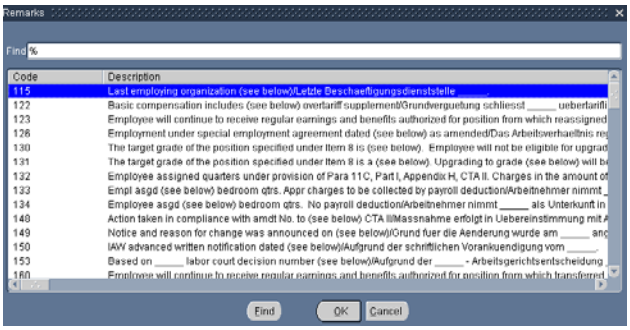
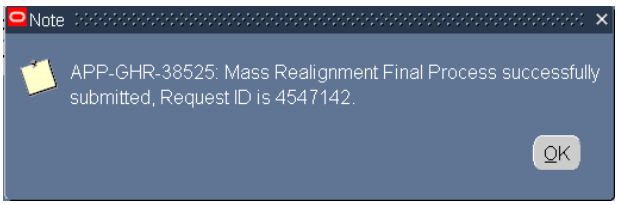
Processing a Mass Realignment, Continued

Adding Legal Authority Codes and Remarks (continued)

Step	Action
3	Place the cursor in the ***Code*** data field of the **Remarks** region,  click the LOV icon to select a **Remarks code**. Click the <**OK**> button 
4	After selecting a code a Remark insertion window will appear. This is an optional field. click the <**OK**> button
5	Click ***Save*** icon and exit the window.

Executing the Realignment

1	The **Mass Realignment (Final)** window opens. Click the <**Execute**> button. A Message box appears informing you the Realignment Final Process was successfully submitted.”  The system checks if the realignment will process for a random person, unless all of the positions being realigned are vacant.

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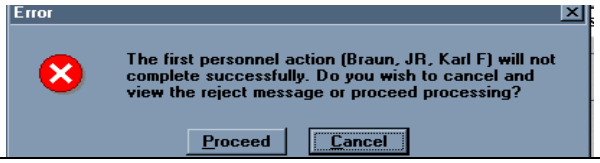
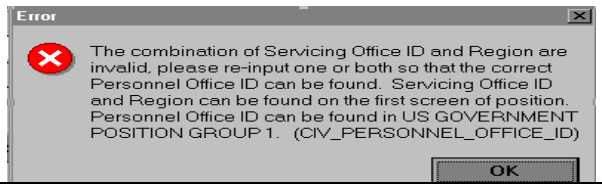
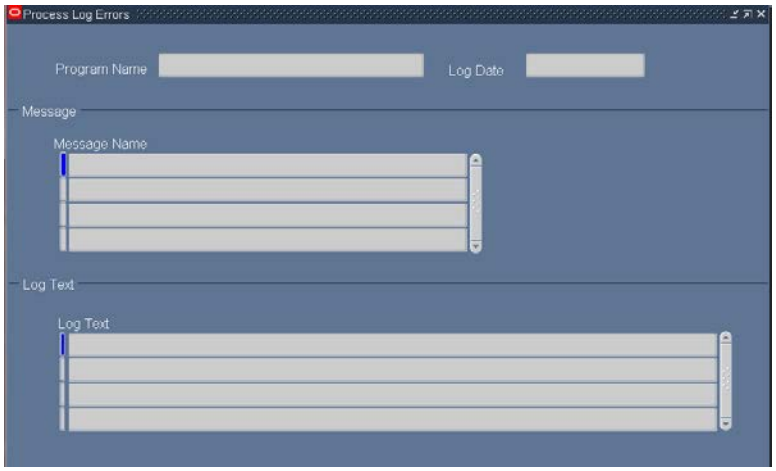
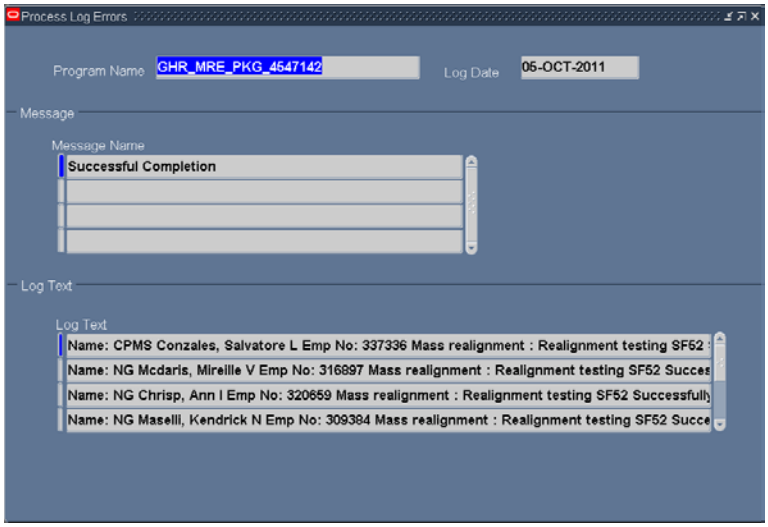
Processing a Mass Realignment, Continued

Executing the Realignment (continued)

Step	Action
2	If you receive an **Error Message** stating the first personnel action will not complete successfully, you have the option to <**Proceed**> or <**Cancel**>. **Note:** The system is checking the personnel action it first encounters which may or may not be the first action that displays on the Error Message. 
3	If you click the <**Cancel**> button, then you get a second **Error Message** that explains what caused the failure. 
4	Correct your error(s) as necessary on the **Position Details** window then click the <**Execute**> button again when ready to process. Individual realignment actions that do not successfully pass the business rules will create a Request for Personnel Action with NOA 790, routed to the "WGIPERSONNEL" groupbox. A report generates automatically to your default printer to identify any positions that became invalid as a result of processing the Realignment.

Processing a Mass Realignment, Continued

Locating and Correcting Errors

Step	Action
1	**Navigation Path** → Federal *Maintenance Forms* → *Process Log* (Federal) → **<Open>**.
2	The **Process Log** window opens.  Select a process from the list to view results 
3	Access your Civilian Inbox to correct errors on the RPAs or click the **<Position Details>** button on the **Mass Realignment** window to correct position errors.

Processing Mass Pay Adjustments

Purpose

To provide information on how to process mass pay adjustments. The mass salary process accomplishes an update of the employee HR record, of the personnel action, and payroll interface flow required to implement new or updated pay schedules.

Before You Begin

DoD WILL PROVIDE ANNUAL PROCESSING INSTRUCTIONS WITH CURRENT EXECUTIVE ORDER, ETC.

- All pay schedules and locality percentage tables are centrally created for the HR system and are date sensitive. Table loads must be completed before a Mass Salary Execution is done.
- Mass Salary Preview may be run at any time, with or without benefit of salary schedule table update, to identify the records that will be selected for processing with the run. You have the option to deselect records by name in the preview run and save the changes for use in the execution run.
- Table updates will be released by the system maintenance contractor for loading on the appropriate date based on the effective date of the pay table(s) being updated. Patch documentation and technical load instructions should be reviewed to determine the actual date of patch load and any other unique processing instructions.
- Separate Mass Salary runs are required for each pay table number being applied.

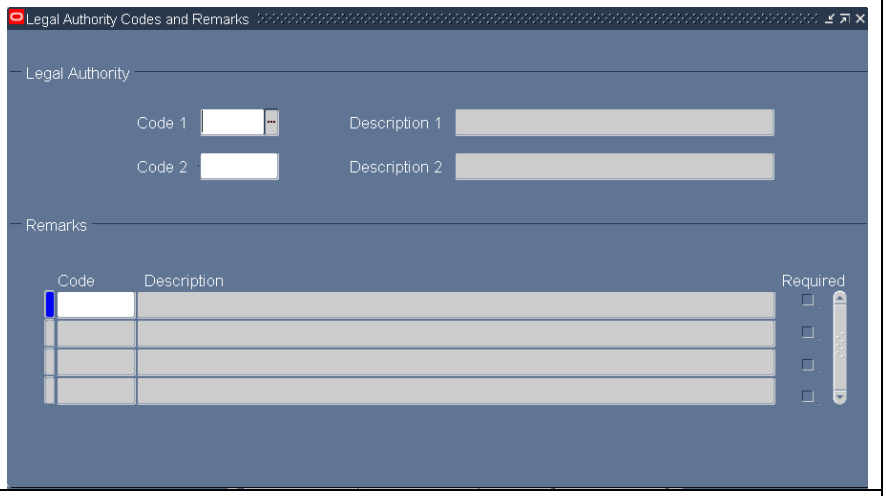
Who Does It

The capability to create and execute a Mass Salary Adjustment run is available in the CIVDOD Personnelist responsibilities. Execution of the processes should be accomplished by or coordinated with system administrators to minimize system workload impact.

Processing Mass Pay Adjustments, Continued

Processing Mass Salary

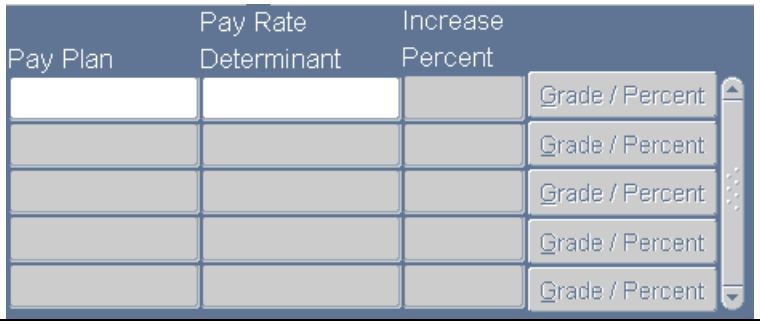
Mass Salary Preview may be run at any time with or without benefit of salary schedule table update. The preview will display all records that will be selected for processing with the execution. ***Final Mass Salary*** may not be run until appropriate salary tables have been loaded in accordance with system patch instructions. All system patches that contain salary tables will be date sensitive to ensure accuracy of record updates.

Step	Action
1	**Navigation Path** → *Mass Actions* → *Mass Salary* → *Preview Mass Salary* → **<Open>**. **Note:** The ***Preview Mass Salary*** menu item is exactly like the ***Final Mass Salary*** window, but without the **<Execute>** Button. A mass salary run may be created on either the **Preview Mass Salary** or the **Final Mass Salary** window.
2	The **Mass Salary** window opens. Place the cursor in the ***Name*** data field, type in a unique name that will identify the pay table being processed and any other unique parameters included in the run. Each pay table number to be previewed requires a separate setup. 
3	In the ***Pay Table ID*** data field, Click the LOV icon to select a pay table number. Wage salary tables have a "W" prefix because there is no tie between a pay table number and a name. It does not come from OPM with the "W" prefix.

Continued on next page

Processing Mass Pay Adjustments, Continued

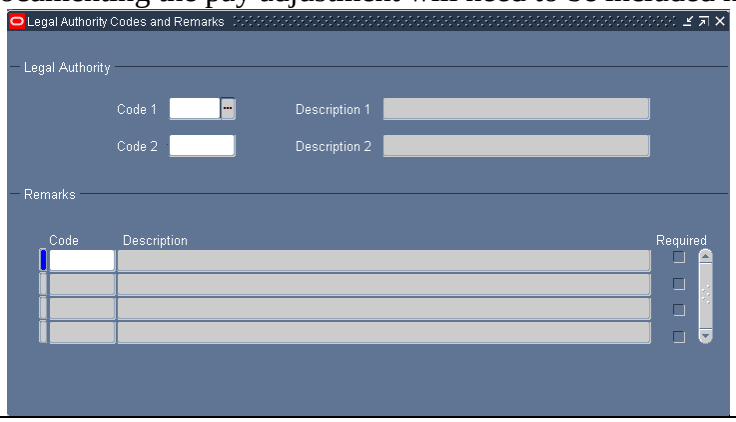
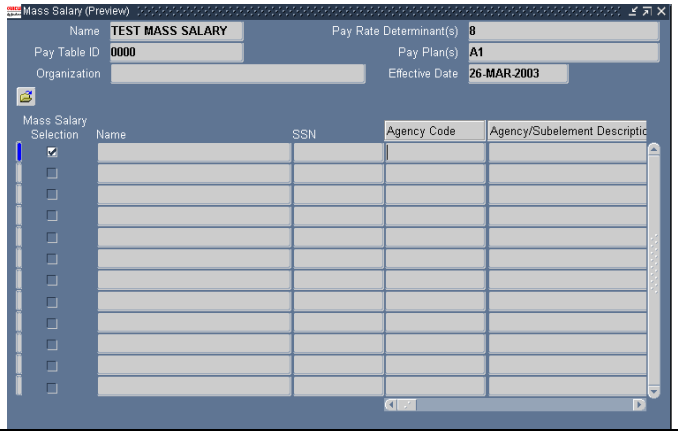
Processing Mass Salary (continued)

Step	Action
4	If the preview run will be saved and used for the final execution, the ***Executive Order Number and Executive Order Date*** data fields may be included at this time, but are not required. Data fields should be left blank if the preview is being run in advance of the signing of the Executive Order. **Notes:** Executive Order fields apply only to General Schedule and equivalent increase, including special rate GS tables. The system will default the "E.O." to the SF-50 print, so only the executive order number is required. Executive Order Date is the date the order was signed; e.g., dd-mmm-yyyy. Click the LOV icon to enter the ***Effective Date.*** This is the date the pay table that the system populates once the action is saved.
5	The **Additional Criteria** Region has optional fields for ***Organization***, ***Agency Code, Subelement Code Personnel Office ID***, and ***Duty Station***. The fields are available for entry only in the event the records selected must be limited to one or more of the data fields.
6	Click the LOV icon to select the ***Pay Plan and Pay Rate Determinant*** It is required to select the records to be processed. Exclusion of any combination will result in the records not being previewed. 

Continued on next page

Processing Mass Pay Adjustments, Continued

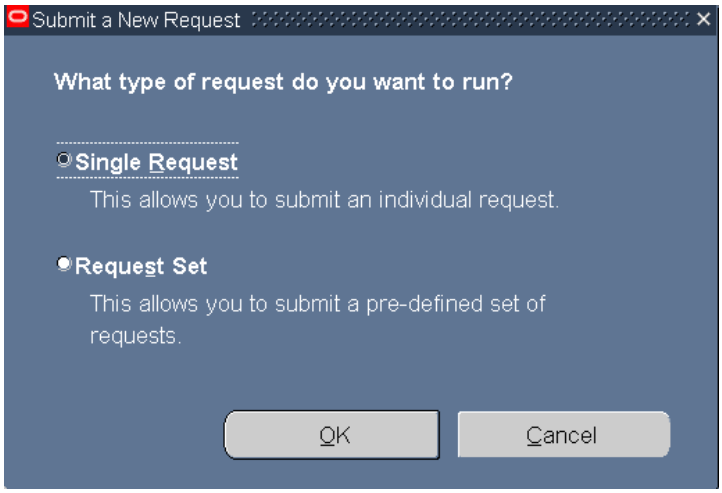
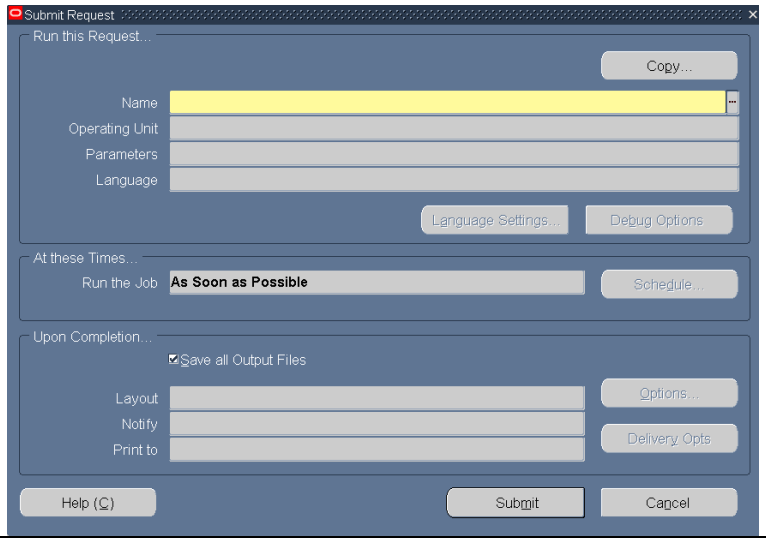
Processing Mass Salary (continued)

Step	Action
7	Click the **<LACs/Remarks>** button. Place the cursor in the ***Code 1*** data field, click the LOV icon and select a code. **Note:** Standard authority codes and SF-50 for grade and pay retention remarks designated in the OPM Guide to Processing Personnel Actions (GPPA) will be automatically written to the NPAs and should not be input on this screen. Any additional authority codes or remarks documented in the OPM instructions for documenting the pay adjustment will need to be included here. 
8	Click the ***Save*** icon and exit window.
9	The **Mass Salary** window opens with the ***Status*** data field populated with "Unprocessed."
10	Click the **<Preview>** button. Use the bottom scroll bar, to view the Old and New Salaries All salary fields are provided in the view as well as Pay Plan, Grade, Step, and Pay Rate Determinant. 
11	After viewing the records, click the ***Save*** icon

Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports

This is normally accomplished by the System Administrator. A Personnelist cannot process these reports. A separate run must be accomplished for every pay table. This does not update an employee record nor produce an NPA. It will create an RPA for each selected employee.

Step	Action
1	**Navigation Path** → *Processes and Reports* → *Submit Processes and Reports* → <***Open***>.
2	The **Submit a New Requests** window opens. click the **<OK>** button 
3	Click the LOV icon in the ***Name*** data field, to select **"Process Mass Salary"** then click the **<OK>** button. 

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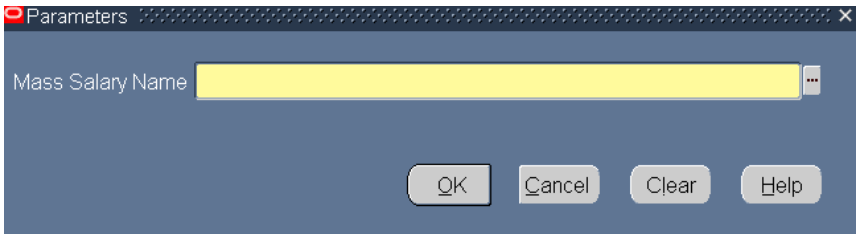
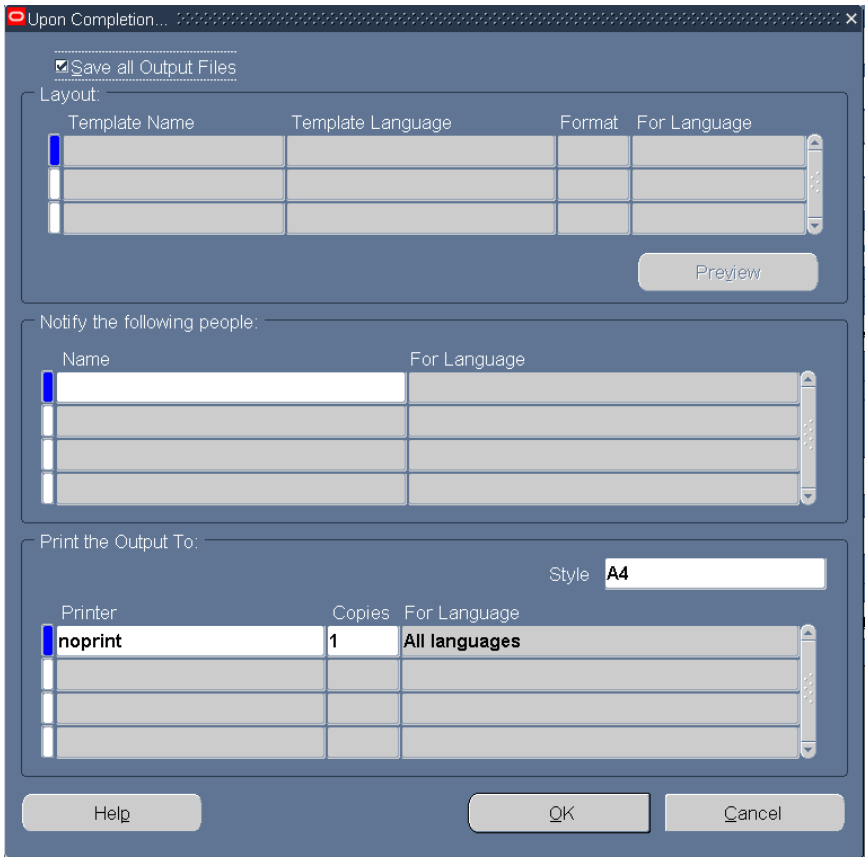
Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports (Continued)

Step	Action
4	The ***Name*** data field opens. Use the LOV's to select the appropriate Mass Salary Name (i.e., Mass Salary Process to run), then click the **<OK>** button. 
5	Click the **Options** button**,** select a printer. This does not produce a printed document; however, printer identification is required. Change the number of Copies to "O." Then click the **<OK>** button. 

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Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports (continued)

Step	Action
6	Click the <**Submit**> button.
7	The Request window will appear click the <**Refresh Data**> button repeatedly to change status to Complete Normal.
8	After the status has completed normal Click the <**Diagnostics**> button to check the run time. The **Request Diagnostics** window opens and gives you the status of your report.
9	Click <**Save**>. Exit the windows and return to the **Navigation List**.

Initiating Future Dated SF52 for Processing

Step	Action
1	Click the **Submit New Requests** button in the ***Name*** data field, click the LOV icon to select "Initiate Process Future Dated SF52 Due for Processing" then click the <**OK**> button.
2	Select a printer, and change the number of copies to "O" and <**Submit**> the request.
3	Follow steps 3-8 from the previous procedure, Submitting Processes and Reports. **Note:** The **Request Diagnostics** window provides information about Warnings and Errors. You are directed to the Process Log or the Concurrent Manager log for specific information.

Continued on next page

Processing Mass Pay Adjustments, Continued

Initiating Future Dated SF52 for Processing (Continued)

Step	Action
4	**Navigation Path** → **Federal** *Maintenance Forms* → *Process Log* → **<*Open*>.**
5	The **Process Log Errors** window opens. select the Process view results **Note**: All processes that have run may be viewed. The latest run open first. Use the page-down key or the scroll bar to view others. Use the right and left arrow keys to view long lines of text**.** The **Log Text Region** contains the employee identification information and the reason for the error or warning. In most cases, the RPA shows a request number, and you will find the action in your WGI Personnel Box
6	Close the window and return to the **Navigation List**.

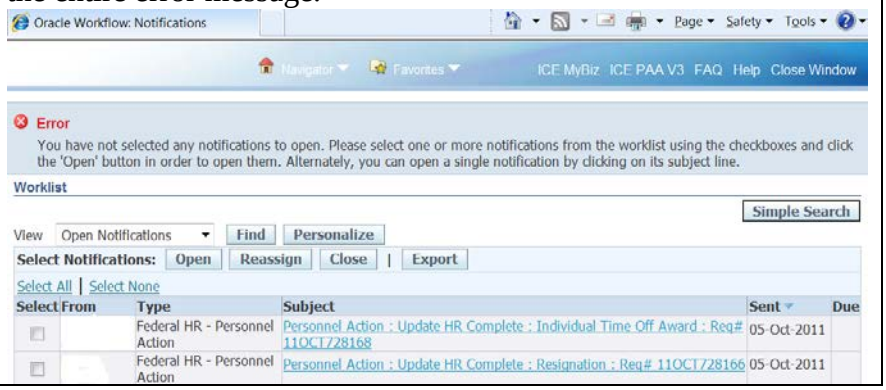
Printing the NPA (SF-50)

Step	Action
1	**Navigation Path** → *Processes and Reports* → *Submit Processes and Reports* → **<*Open*>**.
2	The **Submit a New Requests** window opens. click the **<OK>** button Place the cursor in the ***Name*** data field, click the LOV and select "Batch Print Notification of Personnel Action."
3	In the ***Parameters*** data field, click the LOV icon to open the **Parameters** window. With your cursor in the ***NOA Code*** data field, click the LOV icon and select "894" for pay adjustment or type it in. No other parameters are required. Click the **<OK>** button. **Caution:** If you click "yes" in the ***Reprint Printed SF50s*** data field, it will print ALL previously printed SF50s. **Note:** The data fields, ***Reprint Printed SF50s, Front Page***, and ***Back Page*** automatically populate with "Yes" or "No."
4	Select the printer in the **Options** Region. Click the <**Submit**> button. **Note:** Follow steps 6-9 in this procedure under Submitting Processes and Reports to review your request.

Continued on next page

Processing Mass Pay Adjustments, Continued

Printing the NPA (SF-50) (continued)

Step	Action
5	Access your Workflow Inbox to correct the pay adjustment actions that could not process because of a problem in the employee record. Review and correct each action to ensure the employee receives the appropriate pay adjustment.
6	In your Workflow Inbox, select the action to correct and select the action to **Open.** The Action window opens. Make the necessary corrective action to resolve the error condition and process the pay adjustment. Select the **<Respond>** button. **Note:** Be sure to scroll to the bottom of the Message Box to view the entire error message. 

Viewing Current Pay Tables

Purpose

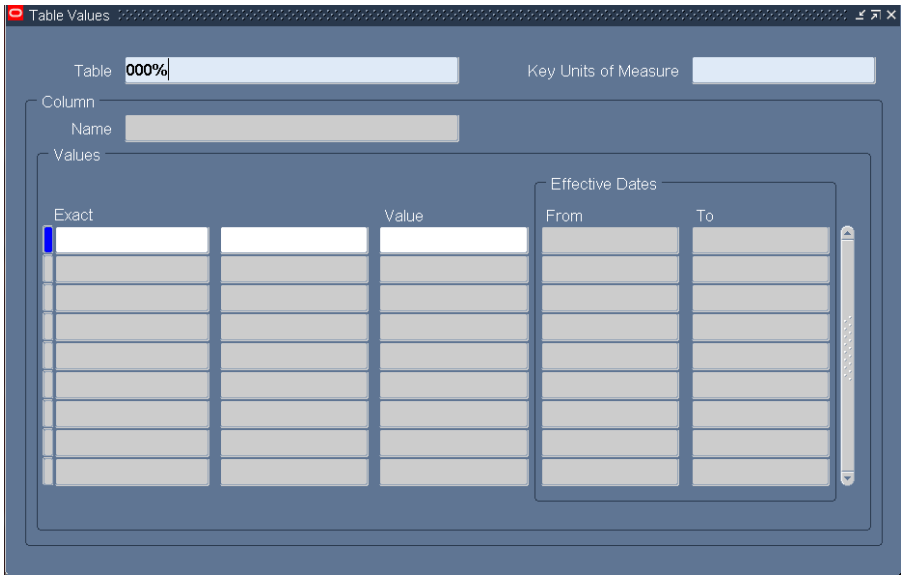
This section guides you through the steps for viewing current pay tables.

Viewing the Current Pay Table

Note: These are current pay tables, so there is no ***To*** or ending date. Also, during development, the salaries on the tables must be defined so that HR knows how to handle the monetary units for printing and other purposes. For example, the screens above reflect tables with money defined as a monetary unit of "whole US dollars." However, other tables may be defined differently:

- Wage Tables in the US are defined as "US dollars and cents" and must be built with the decimal point included (dollars to the left of the decimal, and cents 2 places to the right of the decimal).
- Special pay tables, such as the ***Demo Project at China Lake***, have extra columns, such as "high step" which is necessary to perform their pay outs each year.

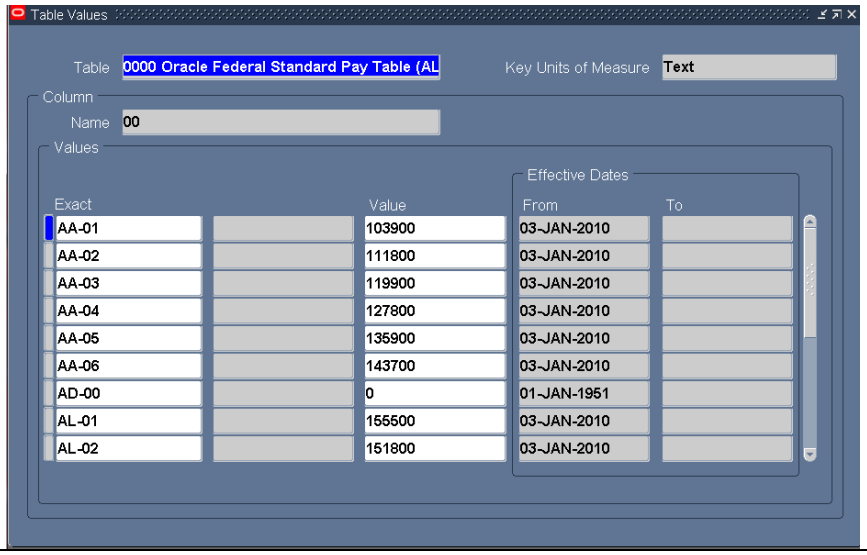
Korean local national pay table open "Won" instead of dollars in the salary field, so the number of digits may be more or less than that of an annualized GS type salary.

Step	Action
1	**Navigation Path** → *Other Definitions* → *Table Values* → **<Open>**.
2	The **Table Value** window opens.  Press the **F11** key in the ***Table*** data field; enter the ***Pay Table ID*** number you are looking for, such as 0000. If you do not know the entire number, enter "00%," then **CTRL + F11 key**.

Continued on next page

Viewing Current Pay Tables, Continued

Viewing the Current Pay Table (continued)

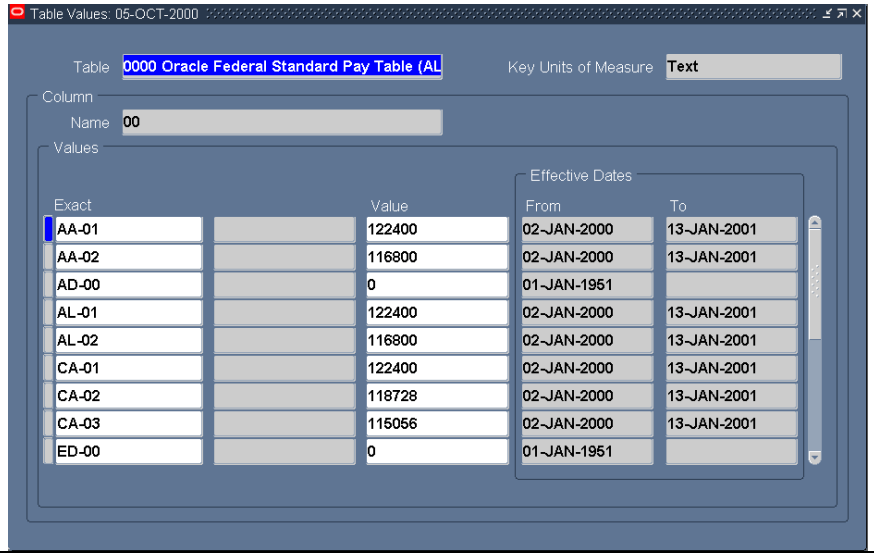
Step	Action
3	"00%" open ***Pay Table ID*** 0000 first. It is the table for regular rate GS type employees. The ***Step*** (00) open in the ***Name*** data field in the **Column** Region. The **Values Region**, ***Pay Plan***, and ***Grade*** display in the ***Exact*** Column. ***Salary*** open in the ***Value*** Column; and the beginning and ending dates of the table are in the ***From*** and ***To*** data fields of the **Effective Dates** Column.
4	Use the down arrow key on the keyboard to scroll to the next step on the table. You can scroll back and forth through the table. To see different pay plans and grades in the ***Exact*** Column, use the left scroll bar and move it down to view the GG and GS pay plans and grades on the table. 
5	To view another table, query again.

Viewing Past Pay Tables

Purpose

This section guides you through the steps for viewing past pay tables to make corrections and cancellations

Viewing Past Pay Tables

Step	Action
1	**Navigation Path** → Other *Definitions* → *Table Values* → <**Open**>.
2	Press the **F11** key in the ***Table*** data field; enter the ***Pay Table ID*** number you are looking for, such as 0000. If you do not know the entire number, enter "00%," then **CTRL + F11 key**.
3	Click **the Alter Effective Dates** icon on the Main Menu Bar.
4	In the **Effective Dates** Region, enter the date for the time frame you want to view; e.g., if you need to look at a 2000 pay table, choose the effective date of the table or if unknown, choose a date within the month of the effective date. If the table opens a 1999 pay table, you will need to choose a later date to view. **Note:** As each new pay table replaces an old one, the current table is end dated one day prior to the effective date of the new table and becomes "historical."
5	The **Table Values** window open. This is an example of a date tracked historical table (OPM Standard Pay Table 0000 for 2000): 

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Module 4

Chapter 7

Cancellations and Corrections

Chapter Overview

Introduction

This chapter explains how and when to cancel or correct a previous action using one of the following actions.

- Cancellations
- Corrections
- DoD Correction Process
- Pseudo SF 50

Sometimes you need to follow special procedures when the action to be canceled was taken before the employee came to work in your agency or DoD Component.

Chapter Contents

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Processing Corrections to a Social Security Number or Date of Birth	9
Processing DoD Corrections	12
Using the Pseudo SF50	14
Miscellaneous	16

Cancellations and Corrections, Continued

Before you begin

- You will process a Request for Personnel Action (RPA) with a Nature of Action (NOA) 001, Cancellation, if you need to completely wipe out a personnel action.
  - If canceling a previous action results in an employee being returned to an old assignment (one that started and ended before the employee entered your DCPDS database), you must create the old assignment. This gives the employee a previous or “fall-back-to” assignment to return to when the cancellation is processed. You can correct a data element on an employee’s most recent personnel action, by processing the action with DoD Correction Process as provided for in the OPM Guide to Processing Personnel Actions.
  - However, there will be instances when an employee’s past history must be both reconstructed and corrected. For example: an employee’s pay was set incorrectly some time ago and the original action needs to be corrected. Subsequent personnel actions involve incorrect pay because of the initial mistake. Therefore, you may have to reconstruct and correct several actions.
    - The capability to view and print personnel actions in Self Service must also be considered. The 'Personnel Actions' tab displays in 'My Biz' and 'My Workplace'. NPAs created are viewable when the ' Print Auto-Generated Reports’ is Y (Yes).

    - Capturing the value of the 'Print Auto-Generated Reports' flag is done via the RPA process. The flag is automatically set to 'Y' upon update to HR unless Remark Code 'XYZ - - DATA CLEANUP DO NOT DISTRIBUTE ' is present. NPAs will appear on the maintenance form and are viewable in Self Service based on the following table:

Flag = Maintenance Form	Self Service View NPAs
‘Y' (Yes) Display	Display NPAs
'N' (No) Display	Do not display NPAs with ' XYZ'

    - The flag can be changed for those NPAs viewable on the maintenance form. When a NPA is processed with Remark code 'XYZ', the action must be cancelled and reprocessed without the remark code in order for the NPA to be viewed in Self Service.

Continued on next page

Cancellations and Corrections, Continued

Before you begin (cont)

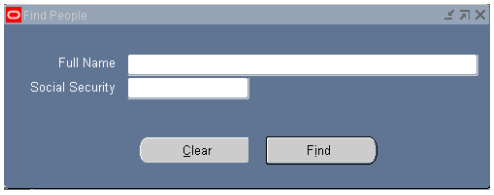
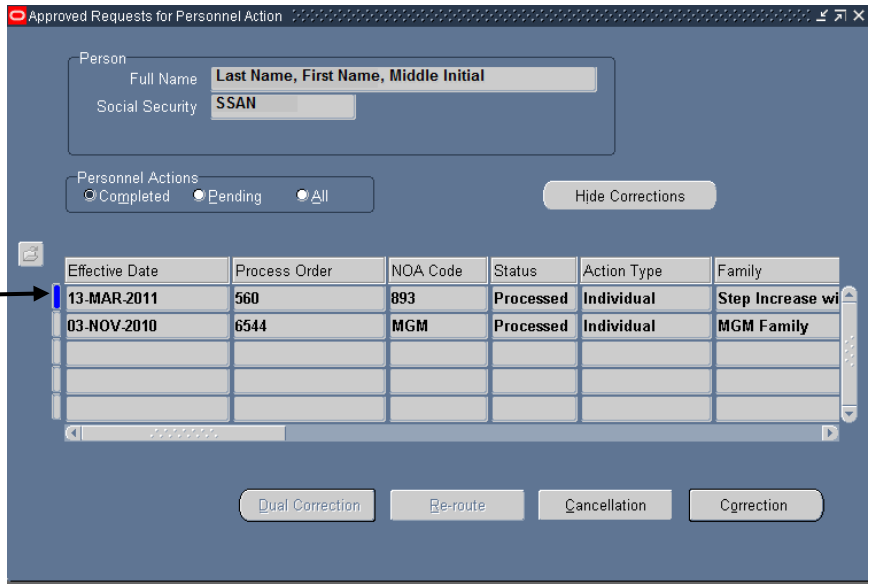
- When you do a Correction, all updates in the database will be as of the effective date of the corrected action. In those cases where the database must reflect this data earlier, process a DoD correction as of the employee's hire/conversion date (as appropriate).
- All updates in the database will be as of the effective date of the action that was corrected. In any case, where the database must reflect this data earlier, process a DoD correction as of the employee's hire/conversion date (as appropriate).
- It is possible to correct an action that was not actually processed. You could correct a "change in data element" on an employee's conversion date, update the database, suppress the SF50, and inhibit payroll interface just to correct a data element that appears on RPAs/NPAs but is not directly updateable.

Processing Cancellations

Purpose

This procedure guides you through the steps to process a Cancellation. If you use the **<Correction>** Taskflow Button, you can correct only data fields entered on the current RPA.

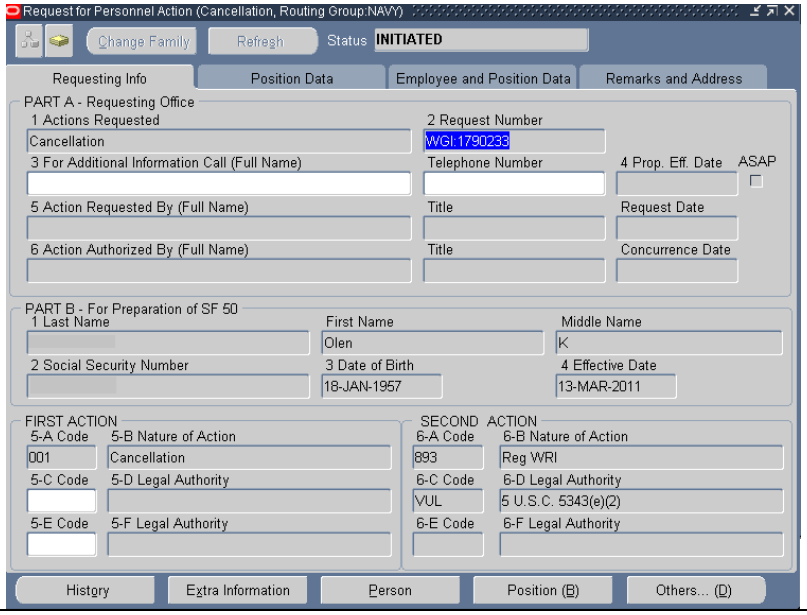
Canceling an Action

Step	Action
1	**Navigation Path** → Request *for Personnel Action* → *Cancellation/Correction* → **<Open>**.
2	The **Find People** window opens.  Query the employee's record on NPAs by inputting the employee's full name, partial name, or social security number.
3	The **Approved Requests for Personnel Action** window opens. The employee's name and Social Security data fields will populate in the top region. The bottom region populates with actions processed for that employee. Select the action you need to cancel.  Click the bottom scroll bar to view remaining data fields.

Continued on next page

Processing Cancellations, Continued

Canceling an Action (continued)

Step	Action
4	Select the <**Cancellation**> button. **Note:** If the Effective Date is a future date, both Cancellation and Correction Taskflow buttons are grayed out. Click the<**Re-route**> button to send the action back to your Workflow Inbox and cancel it from the Inbox
5	The RPA opens. **FIRST ACTION**, ***Block 5-A Code***, Nature of Action, populates. Complete any remaining data fields that are white. 
6	Select the ***Save*** icon on the Toolbar.
7	The **Decision** window appears asking if you wish to route the RPA now. Click the <**Yes**> button. The **Routing** window opens. Save and route or update the RPA.
8	Select the<**OK**> button.

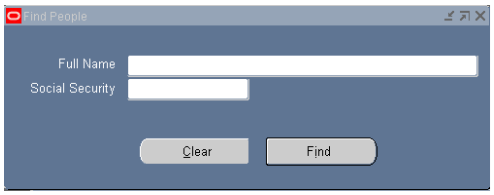
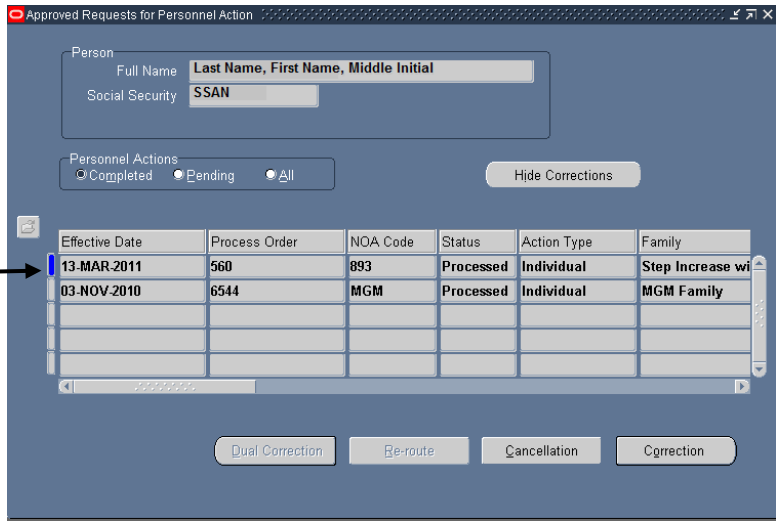
Processing Corrections

Purpose

This procedure guides you through the steps to process a correction on current actions.

Note: To make current corrections, use *Cancellation/Correction* on the **Navigator** window. To correct past actions and to open all data fields on the RPA, use the DoD Correction Process. This procedure is covered in this chapter.

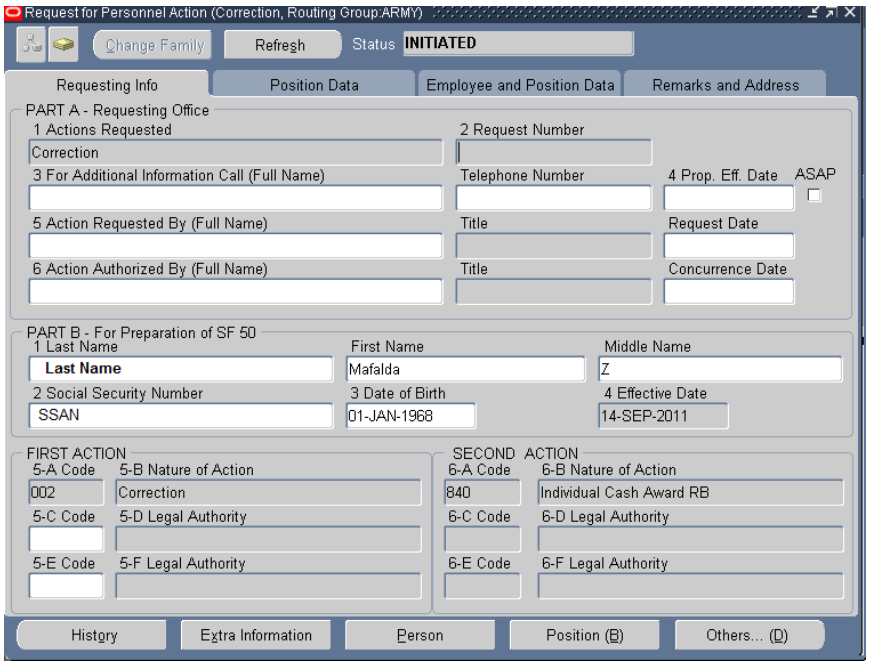
Correcting an Action

Step	Action
1	**Navigation Path** → Request *for Personnel Action* → *Cancellation/Correction* → **<Open>**.
2	The **Find People** window opens.  Query the employee's record on NPAs by inputting the employee's full name, partial name, or social security number.
3	The **Approved Requests for Personnel Action** window opens. The employee's name and Social Security data fields will populate in the top region. The bottom region populates with actions processed for that employee. Select the action you need to cancel.  Click the bottom scroll bar to view remaining data fields.

Continued on next page

Processing Corrections, Continued

Correcting an Action (continued)

Step	Action
4	Select the <**Correction**> button. **Note:** If the Effective Date is a future date, both Cancellation and Correction Taskflow buttons are grayed out. Click the<**Re-route**> button to send the action back to your Workflow Inbox and correct the action from the Inbox
5	The RPA opens. **FIRST ACTION**, ***Block 5-A Code***, Nature of Action, populates. Complete any remaining data fields that are white. 
6	Select the ***Save*** icon on the Toolbar.
7	Select the **Extra Information** button.

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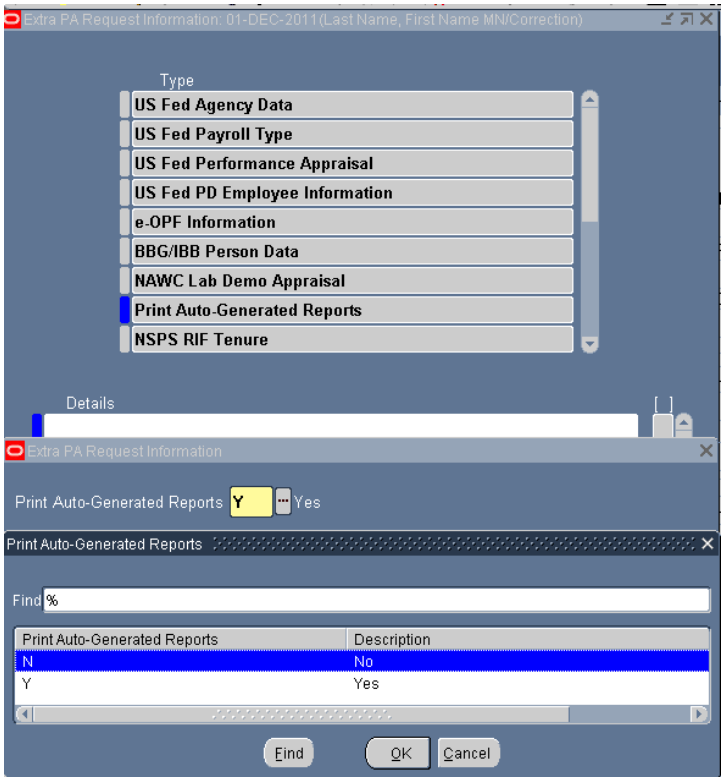
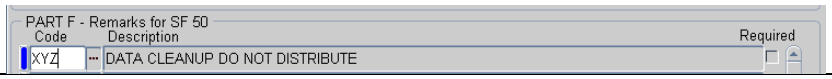
Processing Corrections, Continued

Correcting an Action (continued)

Step	Action
8	 Select the appropriate flag. "Y" will allow the correction to be displayed in Self Service – My Biz and My Workplace. "N" will suppress the display (See Before you Begin at the start of this chapter). After making a selection, click the **OK** button and return to the main RPA screen.
9	On the Remarks and Address tab, insert the Remark Code 'XYZ' if applicable. 
10	Select the **Save** icon.
11	The **Decision** window appears asking if you wish to route the RPA now. Click the <**Yes**> button. The **Routing** window opens. Save and route or update the RPA.
12	Select the<**OK**> button.

Processing Corrections to a Social Security Number or DOB

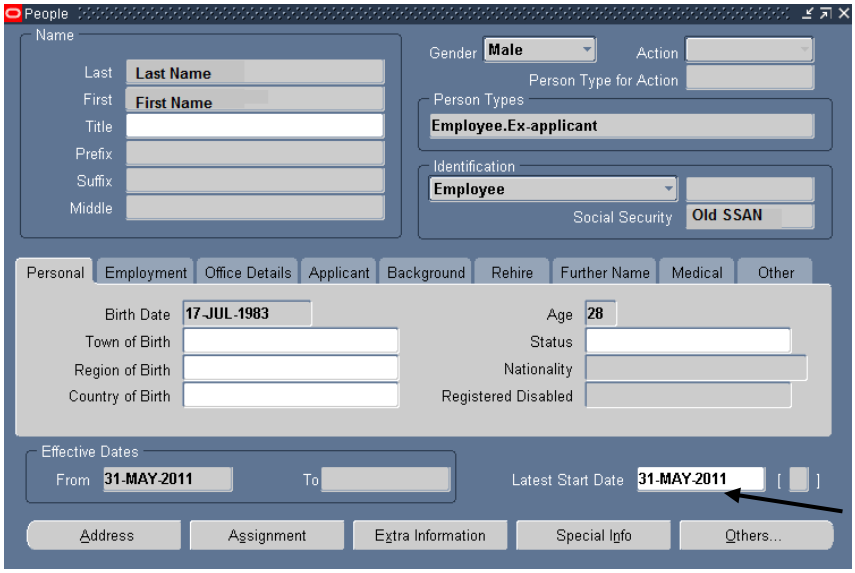
Purpose

To correct a SSN or DOB for an employee record in the HR database you will need to determine if the record requiring correction is a record converted from Legacy DCPDS or a record created in the current DCPDS database. The process for correcting these two areas will be different depending on how the record entered the HR database.

Correction to Social Security Number or Date of Birth

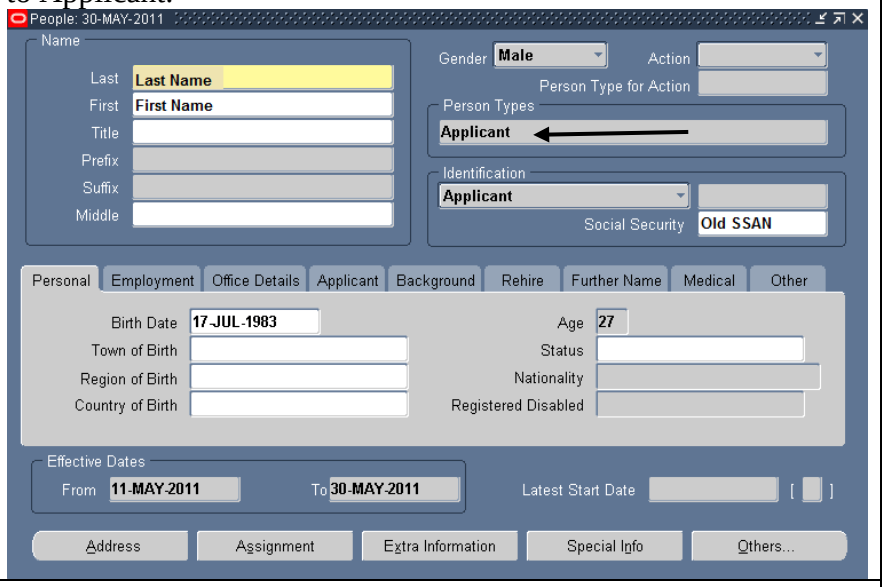
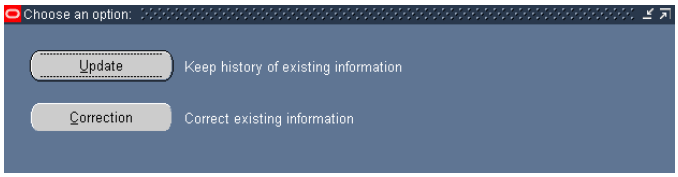
If the record was established after deployment of the HR database then the following steps can be used to correct the SSN or DOB.

Note: If the record that requires correction was not created in the HR database (legacy converted or M2M record) you will have to process a DoD correction to an appointment or conversion to appointment as a work around.

Step	Action
1	**Navigation Path → *People* → *Enter and Maintain* → <Open>.** Enter the name or current SSN of the employee and select the **<Find>** button. 

Continued on next page

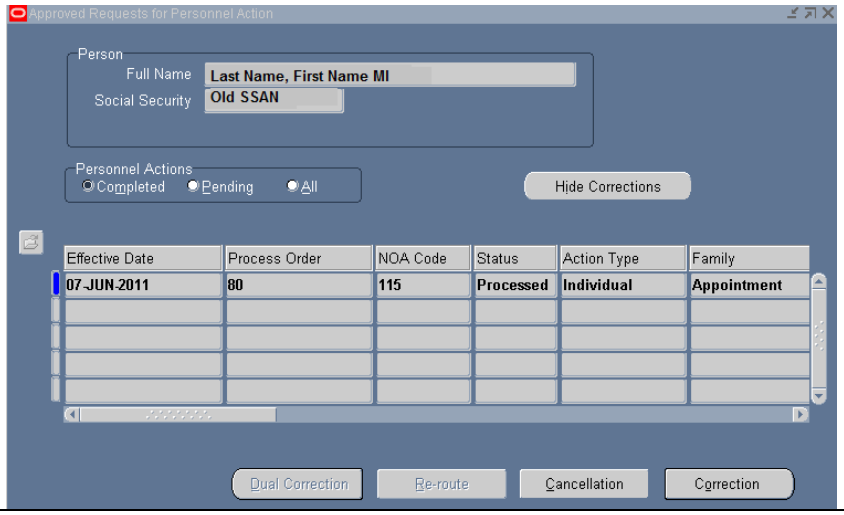
Processing Corrections to a Social Security Number or DOB,
Continued

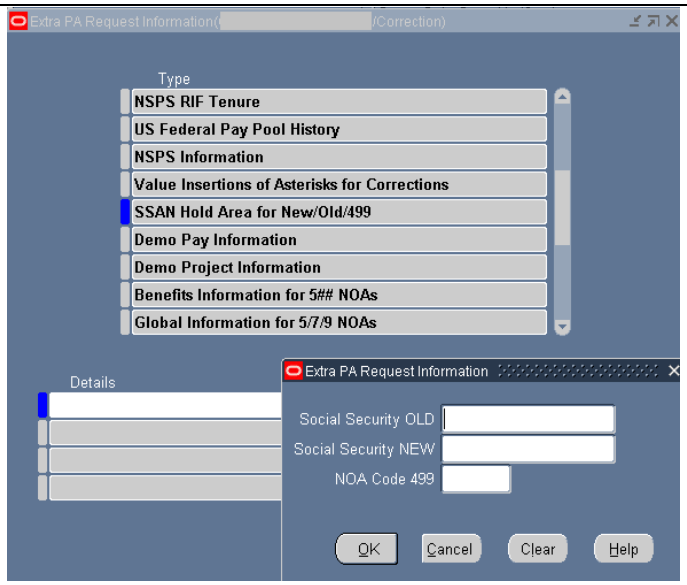
Step	Action
2	Date Track to the day before the effective date of the Employee Record, this should change the Type from Employee Ex-Applicant to Applicant. 
3	Click in the SSN or DOB field and change to the correct value. **Old SSN#** **New SSN#** **Note:** This can only be done against the Applicant record, if you attempt to change this field when the Type is Employee Ex-Applicant you will receive an error that change must be updated using an RPA.
4	The Update or Correction window will display when you Tab out of this field.  Select the <**Correction**> button. Save your changes and reset your Date Track effective date.

5	**Navigation Path** → *Req Personnel Action* → *Cancellation/Correction* → **<Open.** The **Find People** window opens.

Continued on next page

Processing Corrections to a Social Security Number or DOB,
Continued

Step	Action
5 (cont)	Query the employee's record on NPAs by inputting the employee's full name, partial name, or social security number. 
6	In Part B for the RPA, correct the SSAN or DOB. Then, if correcting the SSAN, select the **Extra Information** button and SSAN Hold Area for New/Old/499.

	 In the Social Security OLD field type in the old SSN (or the SSN that needs to be corrected). In the Social Security NEW field type in the new SSN (or the correct SSN). In the NOA Code 499, type in 499. Select OK and continue processing the correction until it Updates HR.

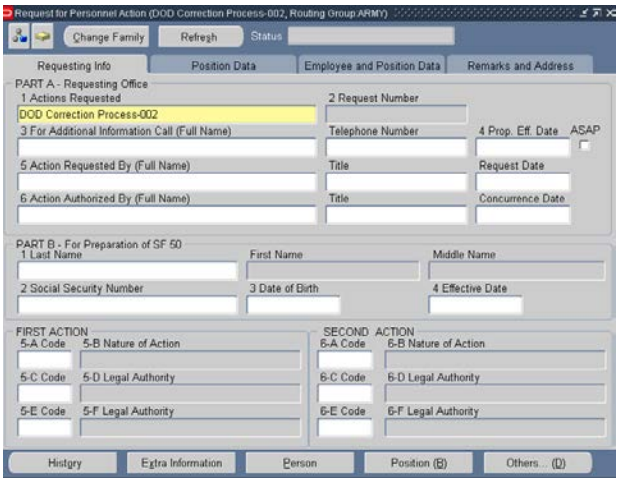
Processing DoD Corrections

Purpose

This procedure guides you through the steps to process a DoD correction on current actions. To correct past actions and to open all data fields on the RPA, use the DoD Correction Process.

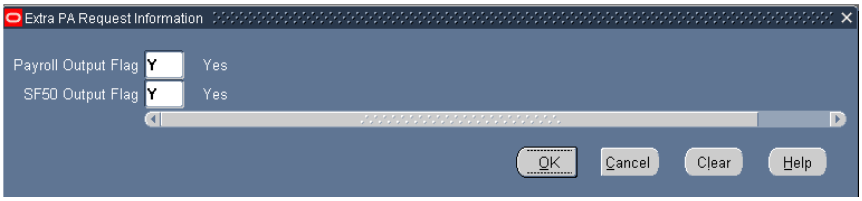
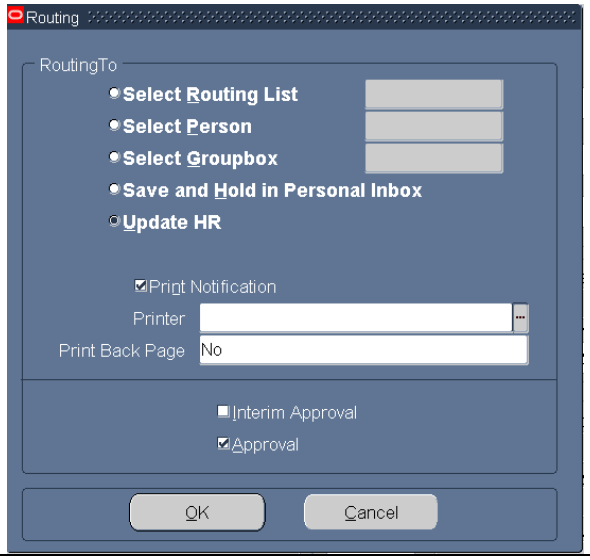
Processing a DoD Correction

Step	Action
1	**Navigation Path** → DOD *Correction Process* → <***Open***>.

2	The Request for Personnel Action opens.  Place the cursor in **Part B**, Block 1, ***Last Name***, click the LOV icon to select the employee's name to which the action applies or type in the information.
3	Place the cursor in **Part B**, Block 4, **Effective Date** click the LOV icon to select the effective date of the action to be corrected
4	Place the cursor in Block ***5-A Code***, and select the NOA to be corrected preceded by a "C."
5	Place the cursor in **Part B**, Block ***5-C Code***; select the correct Legal Authority Code(s). This data field must be entered.
6	Complete the data fields that need to be corrected.
7	Select the Remarks and Address Tab, and add any required remarks.
8	Select the ***Save*** icon
9	The **Decision** window appears asking if you wish to route the RPA now. Click the <**No**> button.
10	Select the <**Extra Information**> button to open the **PA Request Information Flexfield** window.

Processing DoD Corrections, Continued

Processing a DoD Correction (continued)

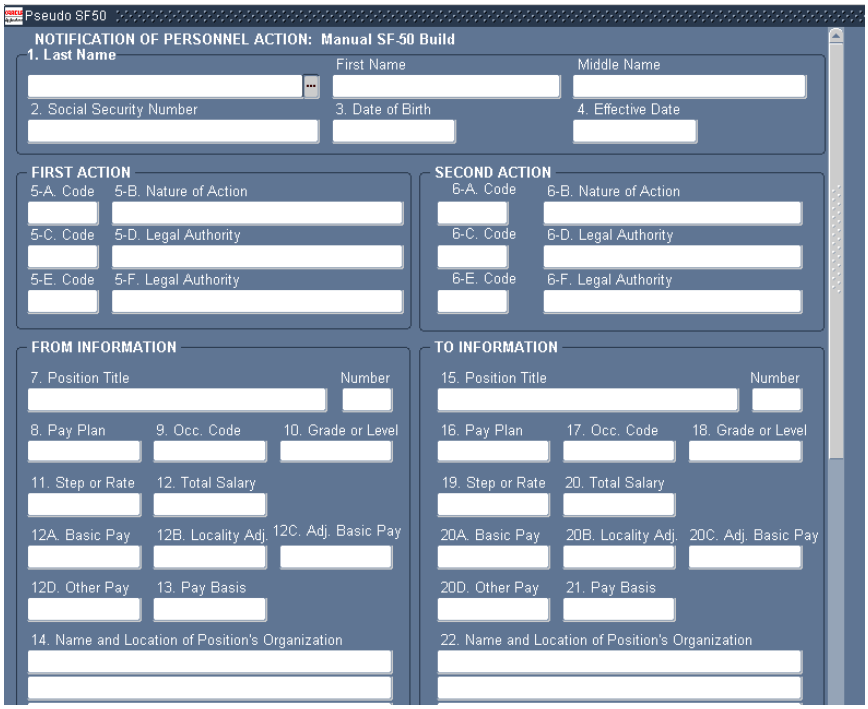
Step	Action
11	Select those flexfields that may need to be updated, to include the **Control Payroll and SF50 Output for Pre-Conv Cancellations/Corrections**.  The **Extra PA Request Information** window opens. The values default to *Yes* but may be changed to *No*. Leave as *Yes* or change to *No* in the ***Payroll Output Flag*** data field, to indicate if a payroll interface transaction must be sent to DFAS for the reconstructed action. Leave as *Yes* or change to *No* in the ***SF50 Output Flag*** data field, to indicate if an NPA is to be produced.
12	Select **DOD Correction SF50 From Side**. *The value defaults to blank. You must select No or Yes depending on whether want you data to print on the From Side of NPA.*
13	Select the ***Save*** icon.
14	Select <**Yes**> to the routing action request
15	Select Update HR, select a printer and click the <**Approval**> button 

Using the Pseudo SF50

Purpose

This procedure guides you through the steps for using a Pseudo SF50. The Pseudo SF50 **does not** update the database. It only produces a Notification of Personnel Action (NPA) for Correction or Cancellation of a prior action that has no impact on an employee's current assignment or employment status.

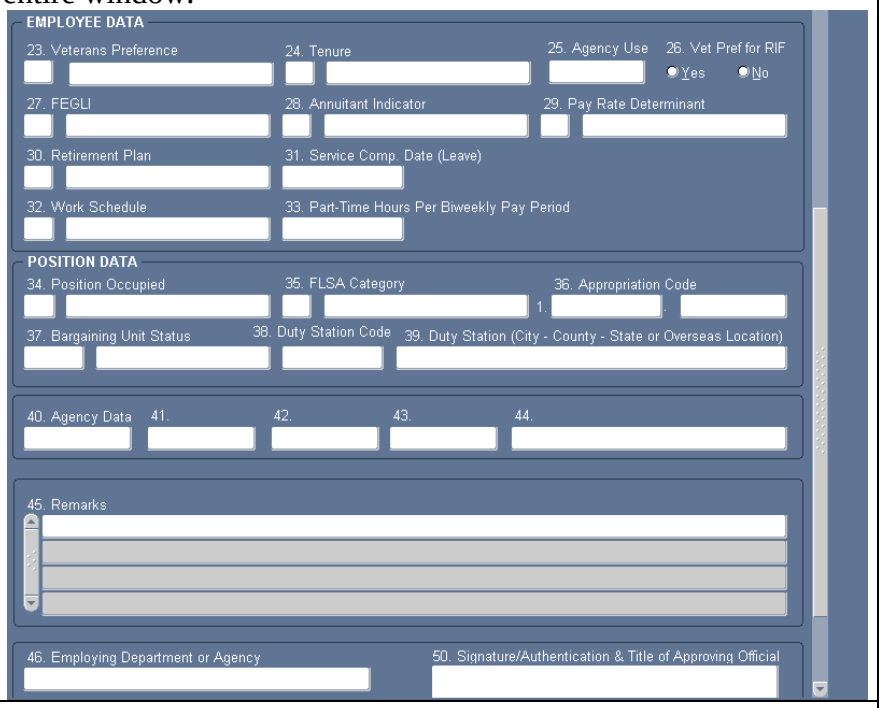
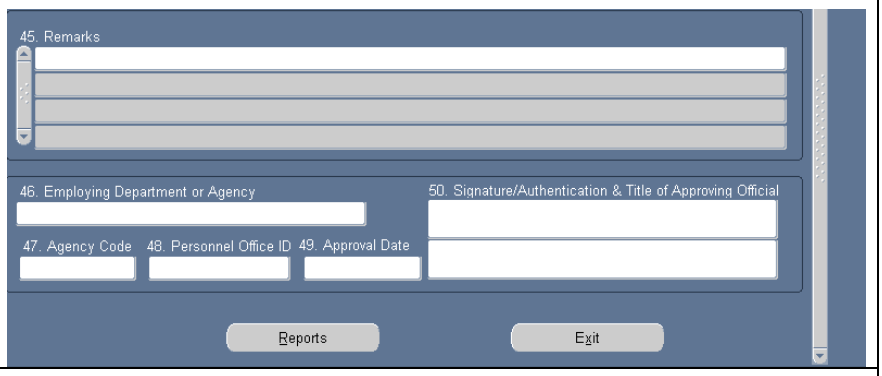
Using the Pseudo SF50

Step	Action
1	**Navigation Path**→ *PSEUDOSF50* → ***<Open>***.
2	The **Pseudo SF50** window opens. Place the cursor in Block 1, type the employee's last name and [**TAB**] key. The LOV displays and populates the rest of the information; e.g., first name, SSAN, Date of Birth. You cannot use the SSAN to get the LOV. This window has 50 data elements and two taskflow buttons, **<Reports>** and **<Exit>**. This NPA is not broken into four pages as the regular RPA. 

Continued on next page

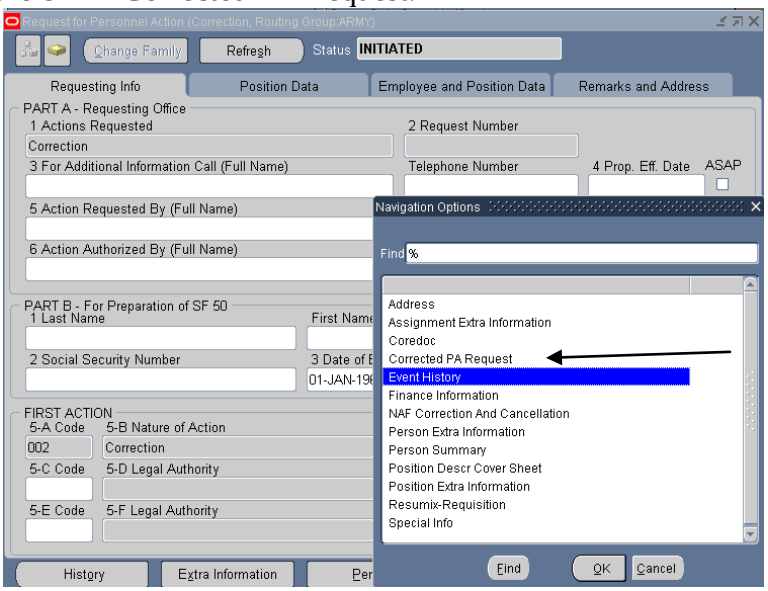
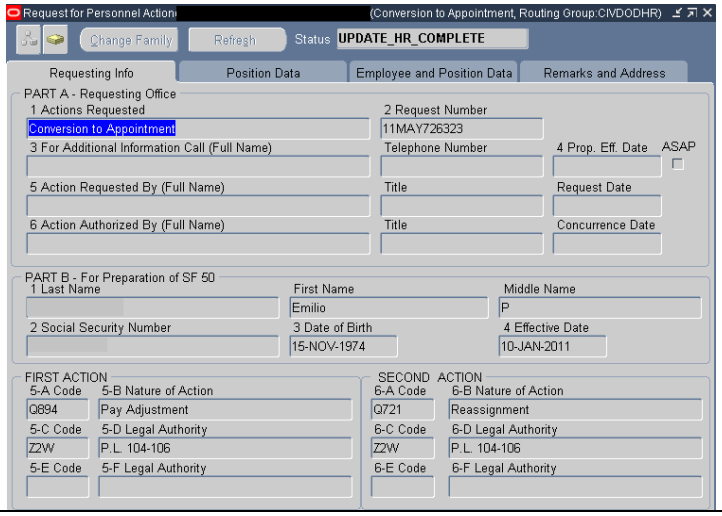
Using the Pseudo SF50Processing DoD Corrections, Continued

Using the Pseudo SF50 (continued)

Step	Action
3	Type in everything you need on the final SF50, to include codes as well as clear text. Use the scroll bar on the right side to view the entire window. 
4	Use the scroll bar on the right side of the window to move to the end of the form. Once all data is entered, select **Save** on the Toolbar. 
5	Select the <**Reports**> button. This transmits the Pseudo SF50 to your default printer.
6	When you are finished, select the <**Exit**> button on the bottom of the window to return to the **Navigator** window.

Miscellaneous

Other helpful hints for processing corrections:

Step	Action
1	To view the original action when processing a correction after opening the RPA from the Cancellation/Correction Window, select <Others> → Corrected PA Request.  **Note:** This process does not pertain to the DoD Correction.
2	Select <OK> and the original action will appear. This view of the RPA is read only but it will allow you to see the information input on the original action. 

Module 4

Chapter 8

AUTORIF Extract

Chapter Overview

Introduction

This chapter explains how to create an AUTORIF Extract File. The extracted data is uploaded into AUTORIF to produce a Retention Register for Reduction-in-Force (RIF) purposes. AUTORIF is a separate application and operates externally using data extracted from DCPDS.

Chapter Contents

Topic	Page
Before you Begin	1
Creating an AUTORIF Extract File	2

See Also

The Module 4, Chapter 13 for detailed instructions on how to upload the extract file into AUTORIF.

Before you Begin

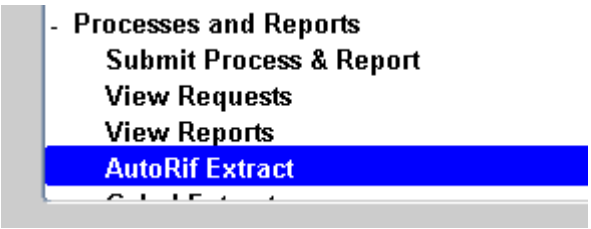
- Components will determine who has access to the AUTORIF Extract File.
- Normally, employee records will be reviewed and corrected prior to running the extract file.
- If an employee record is updated or corrected after the extract is produced, it may be necessary to create a new extract file prior to running AUTORIF (depending on your RIF cut-off date).
- You can change the data within the extract file, but the data is not changed in the DCPDS database. To change the database, you must go into the system to make the change and then rerun the extract file.

Creating an AUTORIF Extract File

Purpose

This section guides you through the steps for creating an AUTORIF Extract File. There are two files that will download when executing the AUTORIF Extract process, the AUTORIF Extract and the AUTORIF Extract Pay File. The AUTORIF Extract Process is only available through the **CIVDOD Personnelist** responsibility.

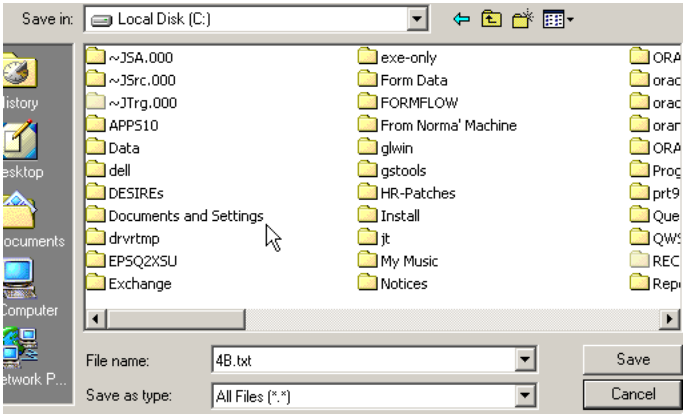
Creating an AUTORIF Extract File

Step	Action
1	On the **Navigation List** → *Processes and Reports* → *AutoRIF Extract* → <**Open**>. 
2	The **AUTORIF Load Screen** displays:

Continued on next page

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
3	Type in the File Name (maximum length of field is 20 characters). **Note:** A file name must be input prior to identifying the output file path. If you write more than one extract, be sure to change the file name, otherwise, it will overwrite the first one.
4	Identify the output file path. There are two ways to perform this function: Select **<Browse>** Navigate to the location the extract file is to be saved to  Select <Save> -or- Type the location of the directory in the Output File Path **Note:** Do not save to the C:\my documents directory.

Continued on next page

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
5	Select a Submitting Office Id (SOID). At least one SOID is *required* when requesting the AUTORIF extract; however, more than one SOID can be used to generate a file. To request an extract consisting of only **one** SOID users may enter data using the List Of Values (LOV) – or - manually type the SOID in the ADD field (SOID must be entered with capital letters). - or - When creating an extract that requires **more than one** SOID enter the SOID in the LOV, click <ADD>. Repeat for each SOID to be included in the extract file. Or simply type each SOID separated by a comma in the space following the <ADD> button (**do not insert a space between SOIDs**). **Note:** If requesting an extract consisting of multiple SOIDs users must enter all SOIDs in the data field after the <ADD> button.
	Note: If one or more of the following fields (UIC, PAS Code, Work Schedule, Position Occupied, Geographical Location(s), or Competitive Area) are populated with values, they will be considered as "AND" to the SOID. The extract will only contain those records that meet all of the conditions.

Continued on next page

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
6	Select a UIC. The UIC is not required; any value input will be validated before the request is executed. To create an extract file consisting of multiple UICs follow the instructions for adding multiple SOIDs. - or - **Note:** If requesting an extract consisting of multiple UICs users must enter all UICs in the data field after the <ADD> button.
7	Select a PAS Code (Air Force only). The PAS Code is not required; any value input will be validated before the request is executed.
8	Select a Work Schedule (optional). Use of this field is optional because the work schedule must be identified as a part of the RIF options upload process.
9	Select the Position Occupied (optional). Use of this field is optional because the position occupied must be identified as a part of the RIF options upload process.
10	Select a Geographical Location Code (GeoLoc) (optional). Any value will be validated before the request is executed. To create an extract file consisting of multiple GeoLocs follow the instructions for adding multiple SOIDs.

Continued on next page

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
11	Select a Competitive Area (optional). Use of this field is optional because the competitive area, if desired, can be used as a part of the RIF options upload process.
	AUTORIF Extract Pay File Criteria – The following two fields are available for the user to limit which pay files are downloaded into the Pay Table file. This area is optional. The user can input values in one or both of the fields. Unless a value is input, all FWS or GS Pay Tables found for records contained in the extract process will be downloaded.
12	Select a Pay Table (optional). Input the FWS Pay Table that will be used to determine representative rates for wage grade positions (i.e., W135).
13	Select a GS Locality Area: Input the GS Locality Area that will be used to determine representative rates for GS positions (i.e., ZX).
14	Once all data elements are input select <LOAD>.

Continued on next page

Creating an AUTORIF Extract File, Continued

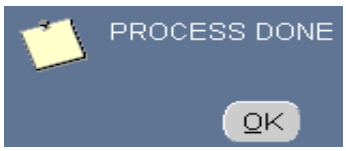
Creating an AUTORIF Extract File (continued)

Step	Action
15	Once the Load button is selected DCPDS attempts to validate the input value against the LOV. The following errors will be displayed if the SOID, UIC or GeoLoc is not contained in the LOVs. Remember fields are case sensitive. The error message will also occur when using multiple SOIDs, UICs or GeoLocs in the <ADD> field without a comma separator. Note: When typing directly in the <ADD> field you must type the value exactly as it is contained in the LOV and it must have a comma separator (no spaces) between SOIDs, UICs or GeoLocs. Once you have corrected the entry, select <LOAD>.

Continued on next page

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
16	If all entries are valid, DCPDS will create two extract files in the directory identified in the Output File Directory. The first pop-up screen indicates the employee/position file was successfully created.  The second pop up screen indicates the representative rate file was successfully created. The representative rate for GS/GG/GM pay plans is Step 04 of the Locality Pay Table. The representative rate for the FWS pay plans is Step 02 of the pay table. All Locality Pay Tables and/or FWS Pay Tables will be downloaded, unless a specific Locality Pay Table or FWS Pay Table is identified in the extract process.
17	Select <Exit> to close the AUTORIF Load Window Navigate to the directory specified to find the two files displayed below. The representative rate text file is created with the same name as your extract file including "_rates.txt". Proceed to AUTORIF and upload.

Module 4

Chapter 9

Severance Pay

Chapter Overview

Purpose

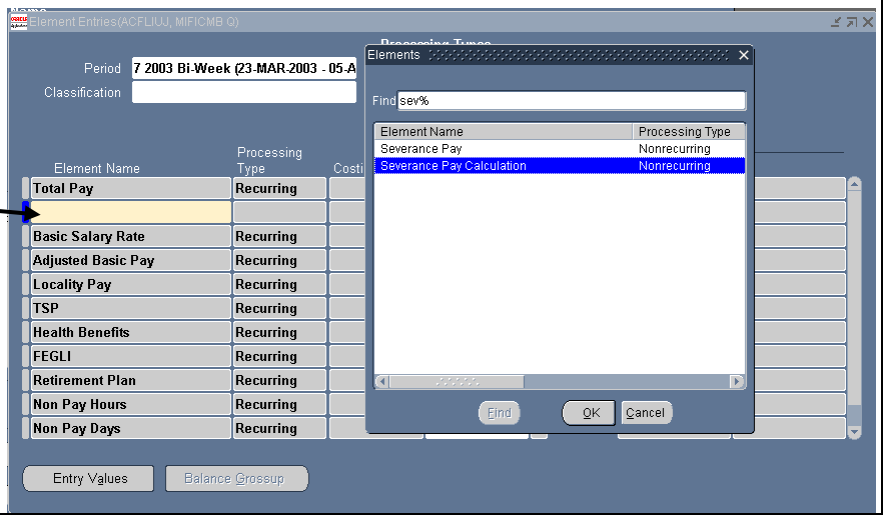
This section outlines the steps users must take to process a severance pay calculation for individual employees.

Chapter Contents

Topic	Page
Severance Pay Calculator	2
Severance Pay Update in DCPDS with Separation Type Action	6

Severance Pay Calculator

Using the Severance Pay Calculator

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** window opens. Query the employee by typing in the last name and selecting the **<Find>** button.
2	The **People** window opens with the data fields populated. Select the <**Assignment**> button.
3	The **Assignment** window opens. Select the **<Entries>** button. The window opens with the ***Element Name*** column and other data fields populated.
4	Under **Element Name column**, select the next available line (or add a blank line by selecting the green plus sign in the tool bar). Then select LOV icon and select ***Severance Pay Calculation*** from the elements then select the **<OK> button**. 

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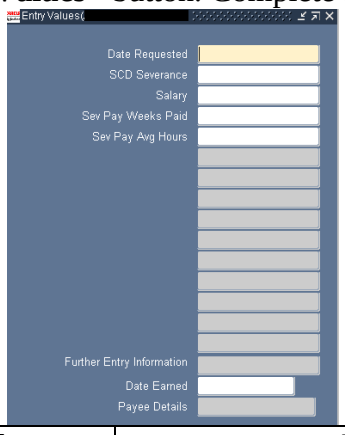
Severance Pay Calculator, Continued

Using the Severance Pay Calculator (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Select the <Entry Values> button. Complete the data fields.


<table>
<tr><th>Data Field</th><th>Action</th></tr>
<tr><td>Date Requested</td><td>Enter Projected Date of Separation</td></tr>
<tr><td>SCD Severance</td><td>Enter Service Computation Date</td></tr>
<tr><td>Salary</td><td>Enter Salary</td></tr>
<tr><td>Sev Pay Weeks Paid</td><td>Enter any if paid previously</td></tr>
<tr><td>Sev Pay Avg Hours</td><td>Enter Avg Hours</td></tr>
</table></td></tr>
<tr><td>6</td><td>Select the Save icon on the Toolbar. This sends the worksheet to the user’s default printer. The worksheet is also available if the user goes to Processes & Reports>View Requests>Severance Pay Calculation.</td></tr>
<tr><td>7</td><td>Exit the windows.</td></tr>
<tr><td>8</td><td>Element Severance Pay Calculation is a non-recurring element and is stored under the Pay Period in which it was created and the element is automatically end-dated with the last day of the pay period. This element will not show when the pay period changes.

</td></tr>
<tr><td>9</td><td>Users can change the information in the Severance Pay Calculation Entry Value screen and save the changes. A new report will be generated (except when the bottom status line says there’s nothing to save – simply re-input the same request date and save again to make the system think something new has been added).</td></tr>
</table>

Continued on next page

Severance Pay Calculator, Continued

Using the Severance Pay Calculator (continued)

Step	Action
10	Only one Severance Pay Calculation Element Entry should be created during any given pay period. If a user creates a second entry in the same pay period, it will appear to work, but instead of generating a printed report, when it is saved, the report will error.
11	Users can create a Severance Pay Calculation Element Entry while they are in different pay periods and reports will generate. For example, user creates a Severance Pay Calculation Element Entry on 26 Jan 2011 and receives a report. On Monday, 31 Jan 2011, the beginning of a new pay period, the user would create another Severance Pay Calculation Element Entry and receive a report.
12	**Note:** If users input a value in the **Sev PayWeeks Paid** data field that exceeds the employee's total entitlement. The severance pay calculation work sheet will reflect a zero in the entitled number of severance pay weeks.
13	A sample of the report is shown below.

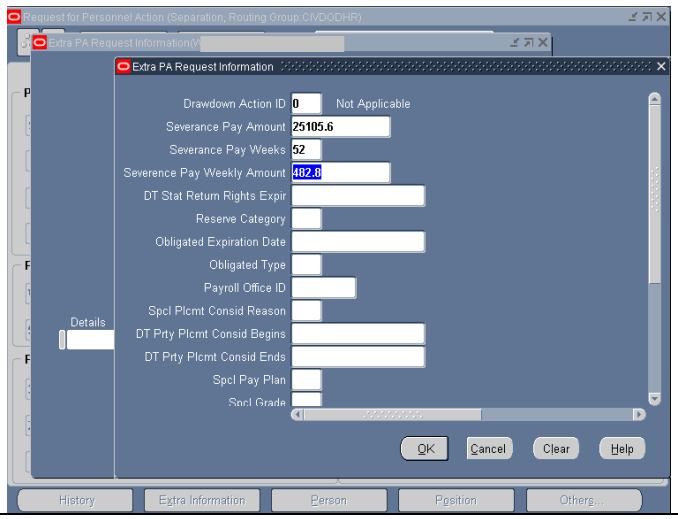
```
                    PERSONAL DATA - PRIVACY ACT OF 1974

RECD ID:   APPR                                          AS OF: 29 APR 2009

                         ---------------------------------------
                        | SEVERANCE PAY CALCULATION WORK SHEET |
                         ---------------------------------------

    I.  EMPLOYEE INFORMATION

    NAME:  First Name MI Last Name
    SOCIAL SECURITY NUMBER:
    PAY-PLAN/SERIES/GRADE/STEP:    GS-0303-05/03
    ORGN/LOC:    HQ USAF DIR SPT EL                  AF24 290244        PENTAGON
ADM, VA
    PROJECTED DATE OF SEPARATION:   05 FEB 2007
    SERVICE COMPUTATION DATE(SEV)   2006/02/20 00:00:00
    DATE OF BIRTH:  27 JUL 1966

    ANNUAL SALARY: $ 25,195.00            HOURLY SALARY: $ 12.07
    WEEKLY SALARY: $   482.80             AVG WORK HOURS:40
    PREVIOUS # OF SEVERANCE PAY WEEKS:0


    * II.  CALCULATIONS.

      A.  CALCULATED DATES:

          1. CREDITABLE YEARS (LEQ 10.00):  $   .00
```

```
      2. CREDITABLE YEARS (GTR 10.00):  $   .00
      3. CREDITABLE YEARS (  TOTAL  ):  $   .00
      4. AGE OVER 40 YEARS:             $   .50

  B.  CALCULATE BASIC SEVERANCE PAY:

      1. WEEKLY PAY RATE TIMES         $   482.80
         CREDITABLE YEARS (LEQ 10) :   X    $   .00
                                        ----------   $       .00
      2. WEEKLY PAY RATE TIMES           $   482.80
         CREDITABLE YEARS (GTR 10):     X    $   .00
         MULTIPLIED BY 2:               X    2.00
                                        ----------    $       .00
      3. BASIC SEV PAY (B1 + B2):       $       .00

  C.  CALCULATE AGE ADJUSTMENTS:

         10% OF BASIC SEV PAY:          $      .00
         TIMES AGE OVER 40 YEARS:        X $   .50
                                         ----------    $       .00
  D.  AGE ADJUSTED SEVERANCE PAY ( B1 + B2 + C):       $       .00

  E.  CALCULATE MAXIMUM ALLOWABLE SEVERANCE PAY:

         BI-WEEKLY PAY RATE             $   965.60
         TIMES 26 PAY PERIODS:               X26.00
                                        ---------  $ 25,105.60
* III. RESULTS.

     A. SEVERANCE PAY FUND AUTHORIZED
        (LESSER OF II-D AND II-E):              $       .00

     B. ENTITLED NUMBER OF
        SEVERANCE PAY WEEKS:                   0

     C. WEEKLY SEVERANCE PAY
       (NOT INCLUDING LAST WEEK):               $      .00

     D. FINAL PAYMENT
      (LAST WEEK OF ENTITLEMENT):               $      .00

     E. DATE SEVERANCE PAY BEGINS:              06 FEB 2007

  *  DISCLAIMER: THE CALCULATIONS ON THIS WORKSHEET MAY NOT
     BE EXACT. FOR EXACT FIGURES, CONTACT YOUR FINANCE OFFICE.

     ALL PAY RATES ARE DETERMINED USING THE OPM STANDARD OF
     2087 WORK HOURS/YEAR. THE HOURLY PAY RATE IS THEN
     MULTIPLIED BY THE AVERAGE NUMBER OF HOURS WORKED PER
     WEEK OVER THE LAST 52 WEEKS. THIS GIVES THE WEEKLY
     SALARY WHICH IS THEN MULTIPLIED BY 2 TO GIVE THE
     BI-WEEKLY RATE AND THEN BY 26 TO GIVE THE ANNUAL SALARY.

     TOTAL LIFETIME ENTITLEMENTS CANNOT EXCEED 52 WEEKS.
     THEREFORE, THE RESULTS MAY BE ADJUSTED TO MEET LEGAL
     LIMITS.

                                   2
REPORT NAME:  RPSEV
```

Continued on next page

Severance Pay Calculator, Continued

Update of Severance Pay Elements within an RPA Process

Step	Action
1	**Create** separation RPA using normal procedures.
2	Go into **Extra information>Separation Other than Retirement** and fill in the appropriate elements relating to Severance Pay (Amount, Weeks, and Weekly Amount) for the employee.
3	**Biweekly -** If employee is choosing Biweekly payments, then both Severance Pay Amount and Severance Pay Weekly Amount need to have a value in them as well as Severance Pay Weeks. Once Update HR has been accomplished, the Pay500 will be produced with a payment option of "B" for biweekly in position 102. **Lump Sum** – If employee is choosing a Lump Sum Payment, then only Severance Pay Amount needs to have a value in it. Once Update HR has been accomplished, the Pay500 will be produced with a payment option of "L" for lump sum in position 102.
4	

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Severance Pay Calculator, Continued

Update of Severance Pay elements within an RPA Process (continued)

Step	Action
5	**NOTE:** If there is not a value in position 102 on the PAY500, DFAS will reject the transaction. Here are the Pay500 rules for payment option being produced systematically based on input of above elements.

Nature of Action (NOA) (Positions 70-72)	Severance Pay Amount (Positions 359-366)	Severance Pay Weekly Amount (Positions 367-372)	Payment Option (Position 102)
3##	Null (or zeroes)	Null (or zeroes)	Null
3##	Any value other than Null (or zeros)	Null (or zeroes)	L
3##	Any value other than Null (or zeroes)	Any value other than Null (or zeroes)	B

Continued on next page

Severance Pay Calculator, Continued

Update of Severance Pay elements within an RPA Process (continued)

Step	Action
6	**Corrections –** Correction actions (NOA 002) for NOA 3## with Severance Pay will systematically flow Payment Options based on input conditions. - If a "Null" value flowed on the original 3## action and only Severance Pay Amount is input within the 002 action, it will flow an "L" in position 102 of the Pay500. - If a "Null" value flowed on the original 3## action and both Severance Pay Amount and Severance Pay Weekly Amounts are input within the 002 action, it will flow a "B" in position 102 of the Pay500. - If a "B" value flowed on the original 3## action and only Severance Pay Amount OR Severance Pay Weekly Amount is changed within the 002 action, flow "B" in position 102 of the Pay500. - If an "L" value flowed on the original 3## action and only Severance Pay Amount is input within the 002 action, flow "L" in position 102 of the Pay500. - If an "L" value flowed on the original 3## action and both Severance Pay Amount and Severance Pay Weekly Amounts are input within the 002 action, flow "B" in position 102 of the Pay500.

Module 4

Chapter 10

Processing Reconstruct History Action

Chapter Overview

Introduction

This chapter explains how to reconstruct an employee's past history. There will be instances when an employee's past history must be both reconstructed and corrected. For example: an employee's pay was set incorrectly some time ago and the original action needs to be corrected. Subsequent personnel actions involve incorrect pay because of the initial mistake. Therefore, you may have to reconstruct and correct several actions.

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Processing a Reconstruct History Action

Purpose

This section explains the steps to reconstruct a record that had been processed prior to or outside of DCPDS. Reconstructing is required to recreate or correct erroneous pre-conversion actions. The responsibility of **CIVDOD Reconstruct History** is used throughout the process and to establish history in an employee's record prior to conversion into the HR database or after an employee has been accessed to your region using the CAO or Interagency Transfer process.

Examples of a **reconstruct history action** vs. a **correction action**:

- A **reconstruct history action**: A promotion action in Legacy was processed at the wrong step resulting in subsequent errors. The record converted to DCPDS and requires corrective action.
- A **correction action**: An employee's record in DCPDS has an incorrect step that resulted from the entry of a QSI Award.

How it Works

There are five stages in the process:

Stage	Description
1	The OPF is reviewed to determine what corrective actions are required.
2	The position and employee data in DCPDS is reviewed.
3	Using the **CIVDOD Personnelist or Classifier** responsibility, a position is created or quick copied to establish position history. **Note:** A position must be quick copied or created for each action using the **CIVDOD Personnelist** responsibility
4	Using the **CIVDOD Reconstruct History** responsibility, subsequent actions that require corrections are reconstructed with the same errors.
5	Using the **CIVDOD Personnelist** responsibility, correct the erroneous actions.

Processing a Reconstruct History Action, Continued

Before you Begin

A system administrator must assign the **CIV DOD Reconstruct History** responsibility with an effective date of 01-01-1996, for the type of employees serviced, i.e., appropriated, non-appropriated (NAF) and LN (a separate one for each country). To begin the process:

- Complete a review of the OPF.
- Identify a chronology of events to determine what actions are required to make the record accurate and complete.
- Using the **CIVDOD Personnelist** responsibility:
  - Review the employee's record to ensure accurate data came across at conversion, using the employee's **Assignment History** and **Assignment** Data in DCPDS.
  - Build or quick copy a position of assignment. It must exist on the effective date being used for the **Reconstruct History** action.

Note: A position for the **Reconstruct History** and positions for subsequent actions are required.

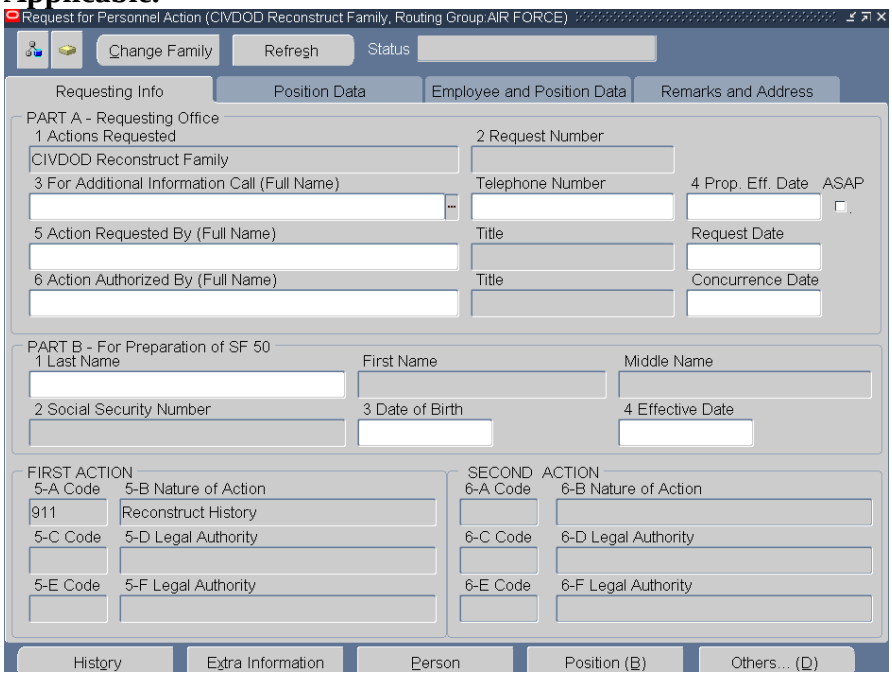
- Using the **CIVDOD Reconstruct** responsibility:
  - Process an RPA with a ***NOA*** 911 - **Reconstruct History** to establish history only. The effective date must be a date prior to the date of the erroneous action, this will begin the history, but must be on or after the appointment date.
    - Update HR.
    - Updated HR notification flows to and can be viewed from the Civilian Inbox.
  - Process subsequent pre-conversion actions requiring corrections using the same erroneous data for each action.
    - An employee has only one assignment per day.
    - Salary data must be manually entered.
    - NPAs and Payroll can be suppressed through the DDF in Extra Information. Make sure to open this DDF and identify if an NPA needs to be received or produce payroll.

Continued on next page

Processing a Reconstruct History Action, Continued

Processing a Reconstruct History Action

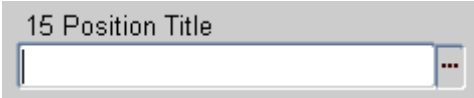
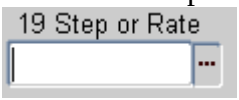
After the position is built (using the Classifier or Personnelist Responsibility), follow these steps to reconstruct a record that was processed prior to or outside DCPDS that contains errors.

Step	Action
1	Select ***CIVDOD Reconstruct History*** from the responsibilities list
2	**Navigation Path** → *Reconstruct History*→ **<Open>**
3	The **RPA** window opens. It is used only to establish history. Subsequent actions requiring reconstruction must be processed using another RPA (while still in the responsibility of CIVDOD Reconstruct History.) This is the only RPA where both the ***NOA*** and the ***Authority Code*** auto populate. The ***NOA*** is **911 Reconstruct History** and the ***Authority Code*** is **ZZZ – Not Applicable.** 

Continued on next page

Processing a Reconstruct History Action, Continued

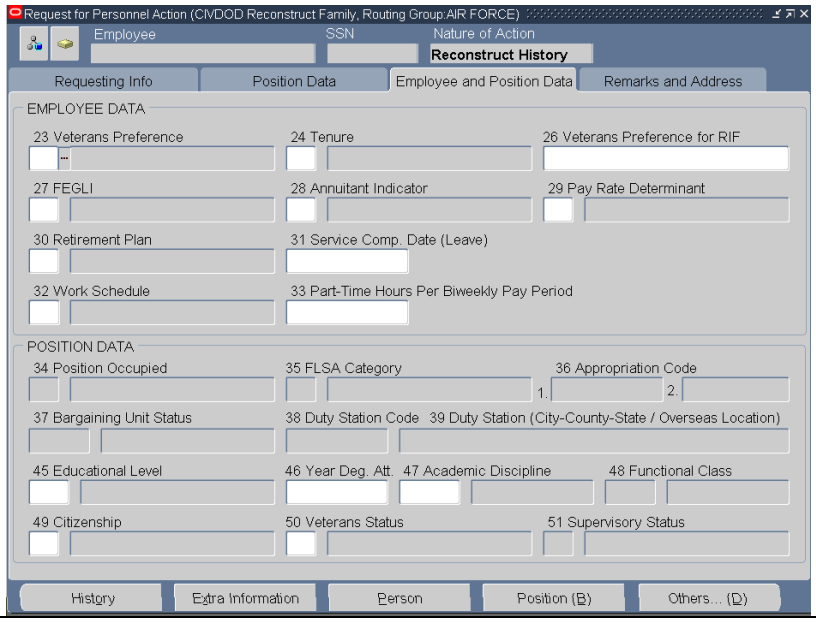
Processing a Reconstruct History Action (continued)

Step	Action
4	On the Request Info Page, enter the employee's ***Last Name*** and the ***Effective Date*** All other data fields are auto populate.
5	Click ***Position Data*** tab, In the **TO INFORMATION** section, select the Position Title in **Block 15.** Select the position you quick copied or created for history to be created. Remember, this is a position the employee was in prior to the action requiring corrective action, and must reflect the same data, i.e., position, pay, and employee data). 
6	Enter the employee's pay value from the day history is being created as it was on the original action date. If the information was incorrect, input the incorrect data as it appeared on the ***NOA***, then process a ***002 Correction***. After the basic pay, locality, and adjusted basic pay is input, the system totals them in the **Total Salary**
7	**Note:** If a step is input in Block 19, ***Step or Rate***,  a Message Box instructing the user to enter the salary fields will appear. Click the <**OK**> button. **Caution:** Be extra careful when entering the salary fields. History is being created and the ***From*** side of the subsequent or follow-on action will reflect the data on this "Reconstruct" action. If the action is in error, cancel the 911 action using "corrections and cancellation" and start over.

Continued on next page

Processing a Reconstruct History Action, Continued

Processing a Reconstruct History Action (continued)

Step	Action
8	Click the **Employee and Position Data** tab, Enter required data as it was on the effective date of the action being reconstructed. The source document for this information will normally be an NPA (data entered from original NPA). 
9	Click the **Remarks and Address** tab. Input information, such as any applicable ***Remarks.***
10	Click the **<Extra Information>** button. Select **US/Gov Appt Information**. Update the **Appointment Type.** **Note:** The ***Date Arrived Personnel Office*** auto populates with the effective date of the reconstructed action. Manually input the correct date. (To find the ***Date Arrived Personnel Office***, go to **People → Enter and Maintain → Assignment →<Others> → <Extra Information> → US Gov Assignment Non SF 52.)**
11	Select **Produce Payroll, NPA, Reports.** Enter the appropriate **data** and click the **<OK>** button **Note 1:** This DDF must be opened and saved. If not, the following Error Notification will appear: **CIVDOD_911_PAR_EXTRA_INFO.**

Continued on next page

Processing a Reconstruct History Action, Continued

Processing a Reconstruct History Action (continued)

Step	Action
11 (cont)	The system populates an "N" in all three data fields. If the default is left at "N" (no print of NPA) in the **Produce NPA** data field, and upon updating HR, "de-select" printer, the NPA will print through the batch process. (The system is set up so that if the "counter" area of the print process reflects "0," actions are printed through batch print). **Note 2:** Reconstruction actions are mainly used for historical purposes and should not be filed in official personnel folders, nor **provided to employees**. Therefore, to avoid the possibility of having these **NPA**s printed, distributed, or filed unnecessarily, follow these steps: • Change the "N" to a "Y" in the **Produce NPA** data field, and • Select a printer at the time HR is updated. This option prints the **NPA** as soon as you update HR, and it can be destroyed immediately. It also sets the "counter" area of the print process to "1" so another **NPA** is not produced in the batch print process. **Note 3:** The **Produce Report** data field is not yet available for use.
12	Once selections are made, select the <**OK**> button and **Save** icon.
13	After saving work, a decision box will appear asking if request should be routed,select the **<OK>** button
14	Select **Update HR** and the **<OK>** button.

Continued on next page

Processing a Reconstruct History Action, Continued

Processing a Reconstruct History Action (continued)

Step	Action
15	The ***Print Notification*** Box will have an "X" in it. **Notes:** • If an **NPA** is to print in Batch, make sure the ***Print Notification*** Box is selected, and the DDF in Extra Information has a "Y" for printing the **NPA**. (destroy the SF-50 that prints when updating the system.) • If the ***Print Notification*** Box is deselected, an **NPA** will not be printed in Batch. • This history RPA cannot be saved to the Civilian Inbox. However, the **Update HR Completed** does save and can be viewed.

Processing a Reconstruct History Action, Continued

Verifying Your Transaction

To check the assignment history on the employee after the transaction processes.

Step	Action
1	**Navigation Path** → *View* → *Histories* → *Employee Assignment* → **<Open>**.
2	The **Assignment History** window opens. Type in the name of the employee whose action is being checked. Select the **<Find>** button to view the action**.**
3	The action can now be processed using the correct NOAs.

Reminder

Only RPA's created using the CIVDOD Reconstruction History RPA (911) are reconstructed and do not have to pass all of the CPDF edits and component Business Rules.

All other RPA NOA's must pass all applicable CPDF edits and business rules.

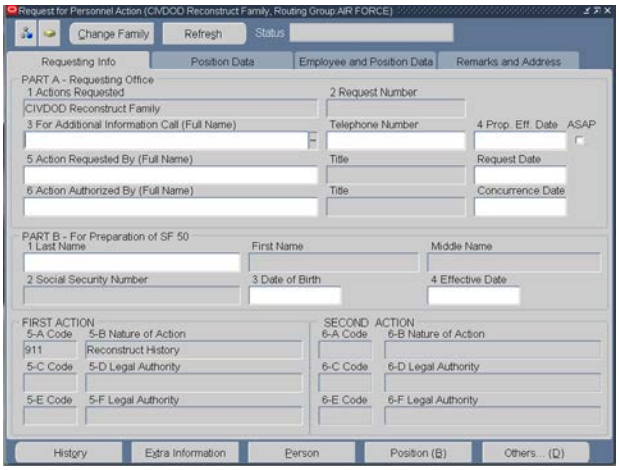
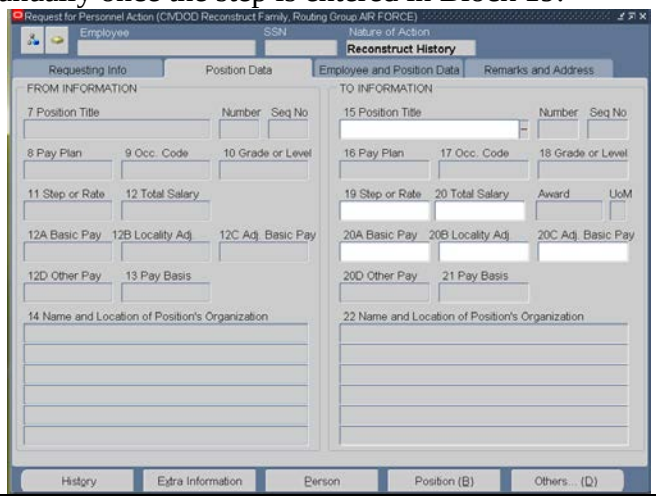
Remember to update the values in the Produce Payroll, NPA, Reports DDF in the RPA to allow suppression of payroll or prevent NPA from printing.

Step	Action
1	To demonstrate how the CIVDOD Reconstruct History can be used, the following example is provided: An employee is due a cash award with an effective date that was prior to conversion into the HR database.

Continued on next page

Processing a Reconstruct History Action, Continued

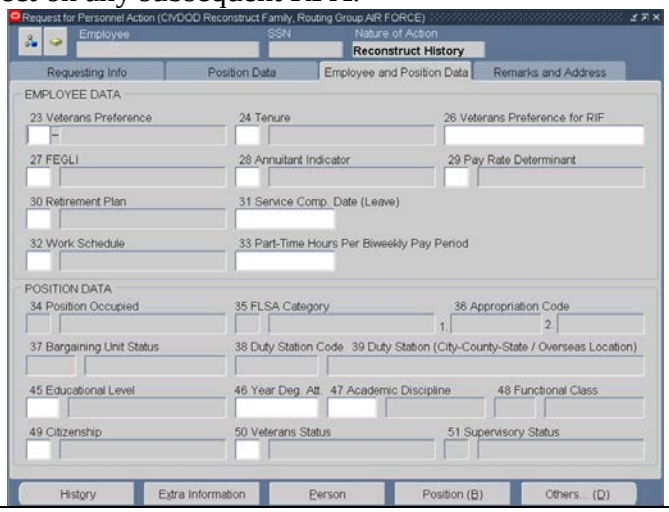
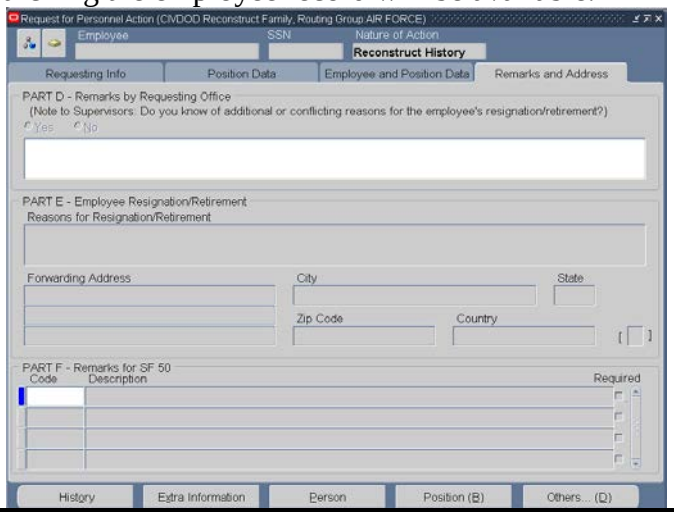
Reminder (continued)

Step	Action
2	**Navigation Path** → *CIVDOD Reconstruct History* **<*Open*>.** The RPA window opens and is used only to establish history in an employee record.  When the RPA opens the NOA and LAC are auto-populated with 911 and 5-C and 5-D are grayed out. Enter Effective Date first, and then Last Name or Social Security number of the individual re-creating history on.
3	Select the **Position Data** tab Enter position in the "TO" Information (position identified is the employee's assignment prior to the action being corrected). This will also be the information that'll reflect on the "FROM" side of the next action when it gets created. Items 20, 20A, 20B and 20C need to be input manually once the step is entered in Block 19. 

Continued on next page

Processing a Reconstruct History Action, Continued

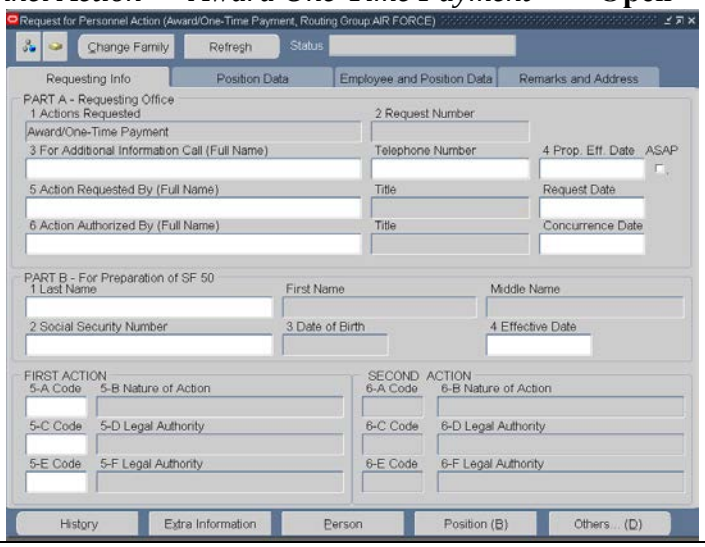
Reminder (continued)

Step	Action
4	Select the **Employee and Position Data** tab. Manually enter items 23 – 32 & 45 – 50. Be extra careful and make sure that the data being entered is reflective of what the employee had at the time of assignment being created. Remember, this will also be the data that will reflect on any subsequent RPA. 
5	Select the **Remarks and Address** tab. Enter applicable remarks in Part F. Once all information has been entered on the RPA then update HR to create the history transaction in the employee's record. The ability now to see all of the Reconstruction History RPA transactions in the Completed Personnel Actions window when searching the employee record will be available. 

Continued on next page

Processing a Reconstruct History Action, Continued

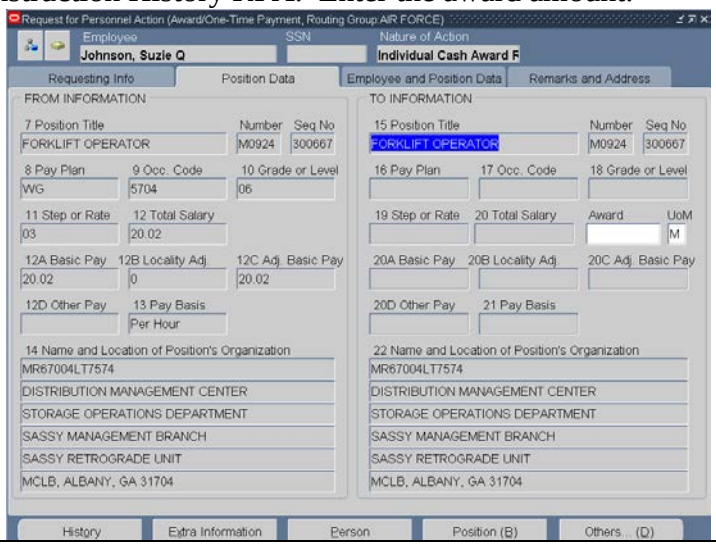
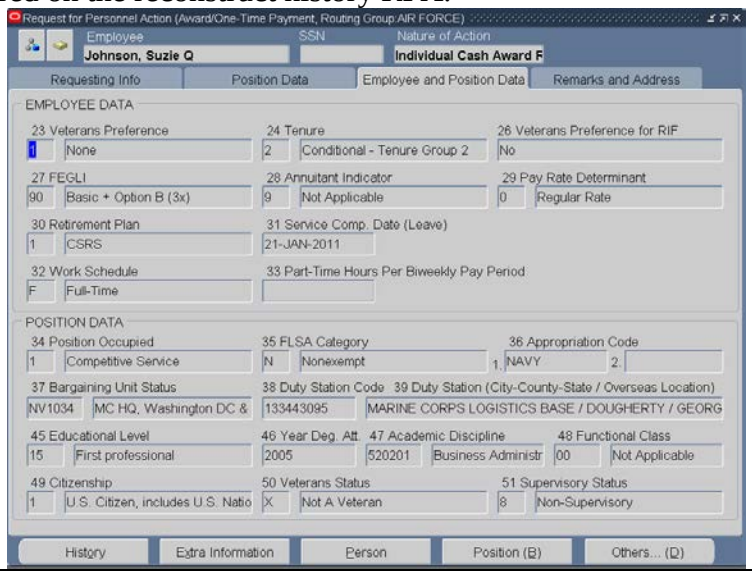
Reminder (continued)

Step	Action
6	When the RPA has been processed, **Exit** the window and select the appropriate RPA from the navigation list to complete the employee's history record being reconstructed (this should be accomplished while still in the CIVDOD Reconstruct History responsibility).
7	Once the Reconstruction History RPA has been updated to HR the user can initiate and complete a follow on RPA to add the required history transaction i.e. individual was due an individual cash award and it was never processed. **Navigation Path** → *Request for Personnel Action → Award One-Time Payment →* **<Open>** 

Continued on next page

Processing a Reconstruct History Action, Continued

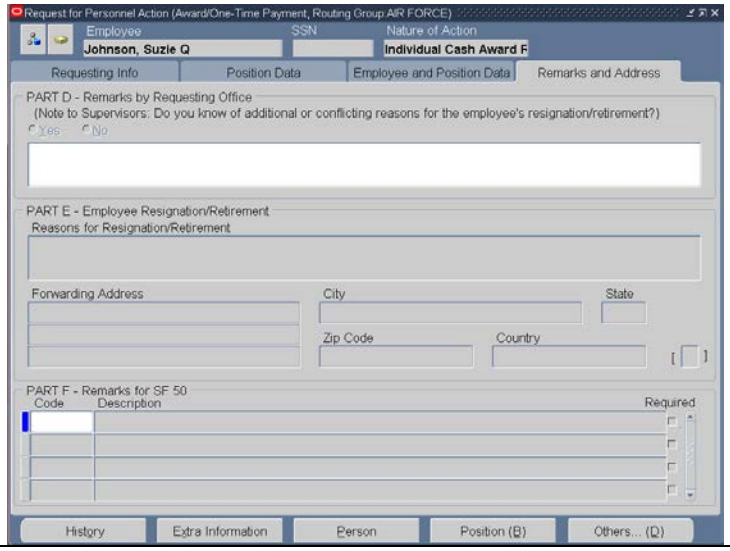
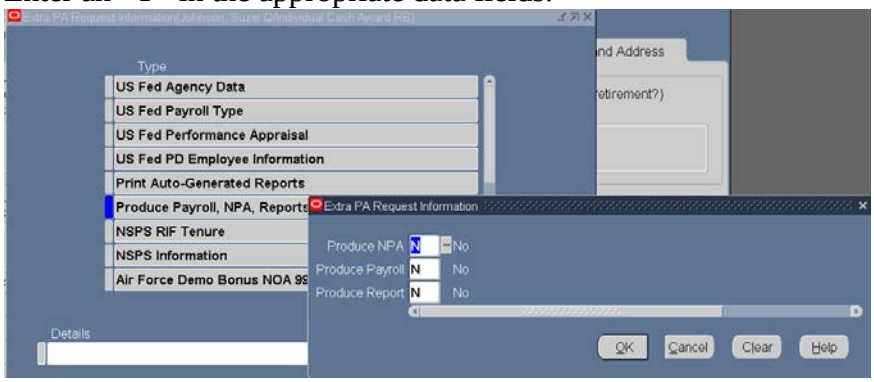
Reminder (continued)

Step	Action
8	Select the **Position Data** tab. The information populated on this page now reflects the information that was input with the 911 Reconstruction History RPA. Enter the award amount. 
9	Select the **Employee and Position Data** tab. The Employee and Education Data items reflect the information that was manually entered on the reconstruct history RPA. 

Continued on next page

Processing a Reconstruct History Action, Continued

Reminder (continued)

Step	Action
10	Select the **Remarks and Address** tab. Enter any applicable remarks in Part F. 
11	Select the <**Extra Information**> button. This action may be required to flow to payroll or documentation is needed for the official personnel folder
12	The Extra PA Request Information window will open select **Produce Payroll NPA Reports** and double click in the Details data field.
13	Enter an "Y" in the appropriate data fields. 
14	Save your changes, exit and update HR. The process is now complete and should have valid documentation of the missing personnel action.

Module 4

Chapter 11

Change in Appointing Office (CAO)

Or

Interagency Transfer (Transfers) Actions

Chapter Overview

Introduction

This chapter covers the CAO or Interagency Transfer (Transfer) process in DCPDS.

Before you Begin

The information in this chapter documents the re-architecture of the CAO/Transfer process and should be reviewed before attempting to process a CAO or Interagency Transfer action. Major changes include the relocation of the CAO/Transfer request form, a new process for the creation of the Applicant record and a process for the automatic generation of the Separation action.

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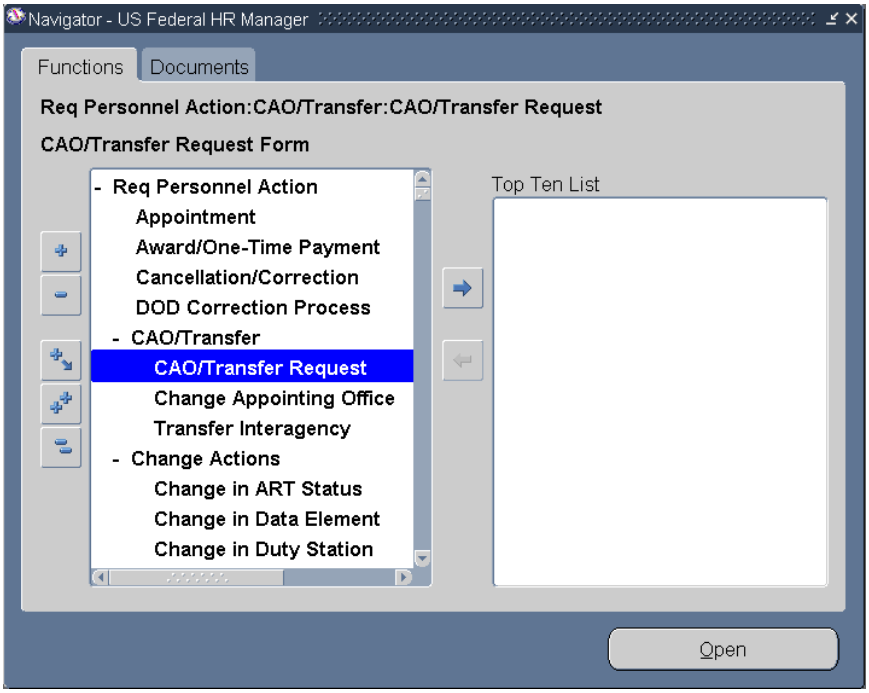
CAO/Transfer Request Form

Introduction

The Change in Appointing Office/Interagency Transfer RPA is used to process an accession action from one Region database to another without a break in service. This chapter must be followed to successfully complete the process of CAO/Transfer actions.

Step	Action
1	Open the request form using the following navigation: ***Navigation List → Req Personnel Action → CAO/Transfer → CAO/Transfer Request <Open>***.  All components of the CAO process are located under the Req Personnel Actions menu of the Navigation List.

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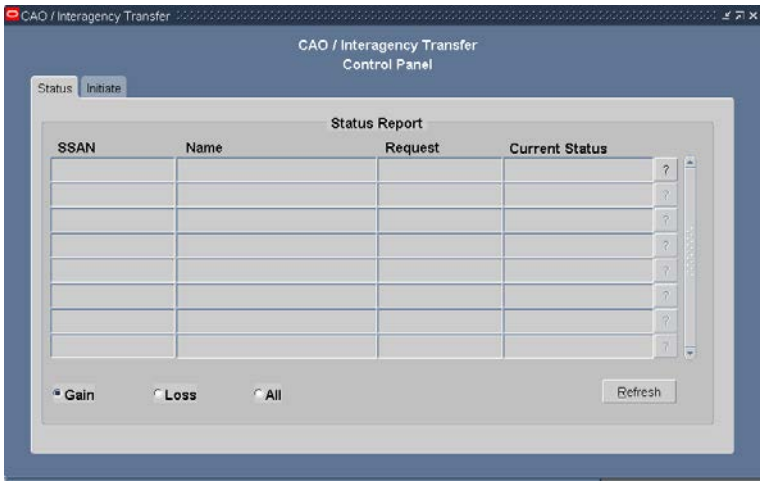
CAO/Transfer Request Form, Continued

Introduction (continued)

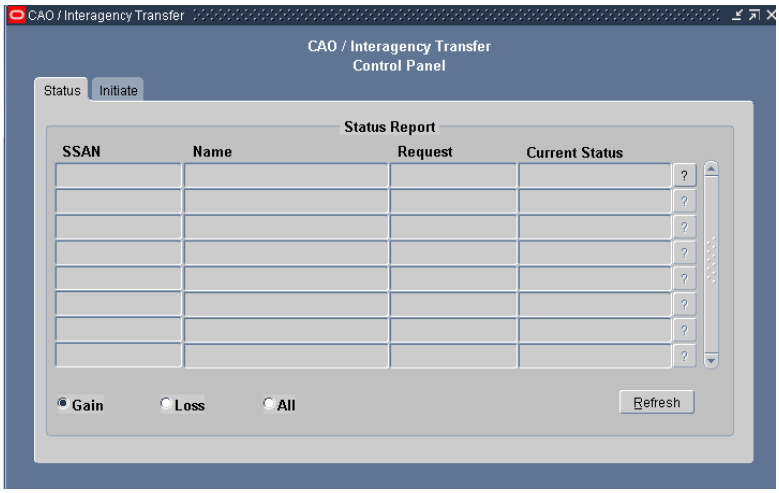
Step	Action
2	The **CAO/Interagency Transfer** window will appear with two tabs. The **Status Tab** and the **Initiate Tab**.  The **Status Tab** is displayed when the request form is opened. It provides the user the current statuses of all CAO/Transfer "**In Progress**".

Continued on next page

CAO/Transfer Request Form, Continued

Introduction (continued)

Step	Action
3	Users can query (**F11, Ctrl F11**) on the SSAN, Request or Status Fields to find individual requests or click <**Refresh**> to retrieve records based on selecting either the <Gain, Loss or All> radio dials.



Status Tab	
SSAN	Social Security Number
Name	Employee Name
Request	Status of Request
Current Status	Most Recent Phase/Status of Transaction
Gain	Gain to view all requests submitted by users at your Region database (Gain to your Region),
Loss	Loss to view all requests submitted by another Region database (Loss at your Region),
All	All to view all (Gain and Loss) requests.
Refresh	Refreshes the Status View

Clicking on the "**?**" button which appears to the right of the **Current Status** field opens the **CAO Details** window, which provides additional details on the request form selected. The **Initiate Tab** is used to submit the **CAO/Transfer** request and will be described later in this chapter.

Continued on next page

CAO/Transfer Request Form, Continued

Introduction (continued)

Step	Action
4	The **CAO Details** Window displays two parts: the **Transaction** and **Details** region.

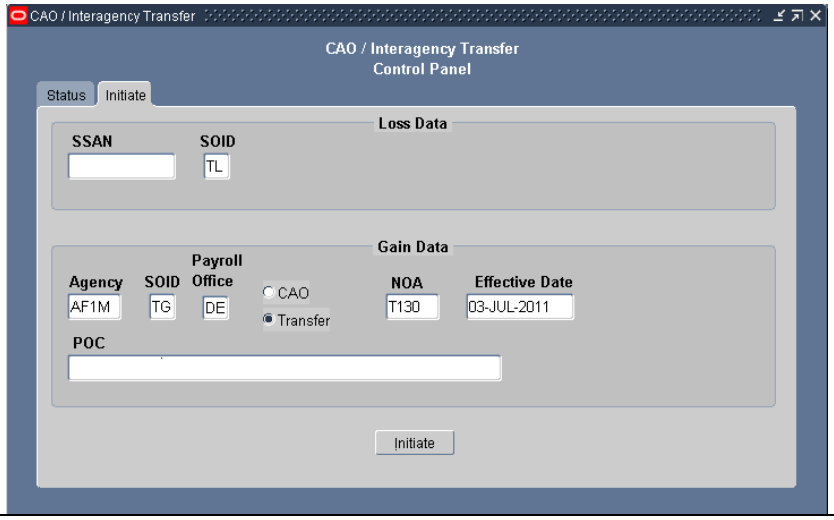
The **Transaction** region of the window displays the information input when the **CAO/Transfer** request form was initiated. Additionally, the **Key** field is included in the display window. This is the unique identifier for the request in progress. The **Details** region provides users with the progress of the request selected.

SSAN/Name	Social Security Number and Name of Employee
POC	Point of contact for the Losing Region; should include Name and DSN phone number. CML if you do not have DSN.
SOID Loss	Losing Region SOID
SOID Gain	Gaining Region SOID
Agency	Transfer to Agency Code
NOA	Nature of Action
Effective Date	Effective Date of CAO/Transfer RPA Action
POID	Payroll Office ID
Build Applicant	Creates applicant record for CAO process
Cancel Request	Cancels CAO/Transfer request prior to update of RPA
Details Region	
Phase	Stage of DCPDS Processing Entered
Status	Status in Current Phase (e.g. Initiated or Completed)
Status Date	Date/Time Stamp at Phase initiation or completion

Continued on next page

CAO/Transfer Request Form, Continued

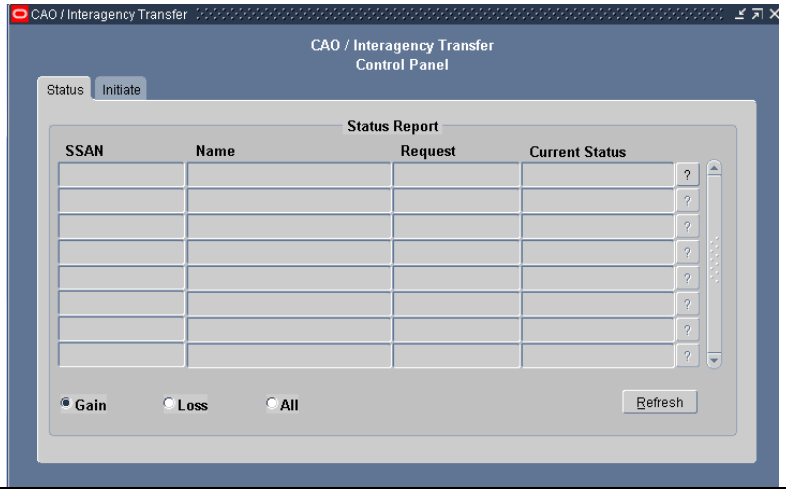
Introduction (continued)

Step	Action
5	Select the **Initiate** tab and the **Initiate** window displays. All fields must be entered prior to initiating a new request. The POC field is used to provide the Losing Region with a contact name and telephone number. Use this field to identify the person who can assist in problem resolution. The **Initiate Tab** contains the following data fields: 

Initiating the CAO/Interagency Transfer Request (Gaining Region)

Initiating a CAO/ Transfer Request Form

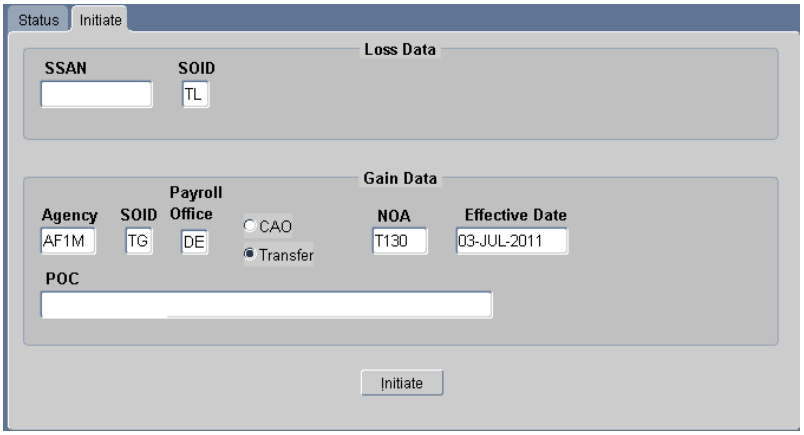
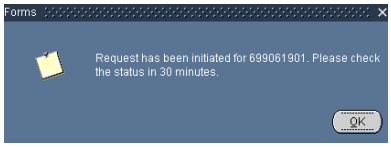
The **Initiate** tab is used to submit a **CAO/Transfer** request. This process is only to be used by the **Gaining Region** when gaining an employee from another component within DoD. Both the Gaining and Losing Region database employee record must be maintained in DCPDS. Other Federal agencies should be gained using the Appointment Family RPA. If it is determined that a CAO or Transfer is appropriate for the action being processed, use the following steps to initiate a **CAO/Transfer Request**:

Step	Action
1	From the ***Navigation List → Req Personnel Action → CAO/Transfer → CAO/Transfer Request <Open>.*** The **CAO/Transfer Request** displays. Select the **<Initiate >** tab. 

Continued on next page

Initiating the CAO/Interagency Transfer Request (Gaining Region), Continued

Initiating a CAO/Transfer Request Form (Continued)

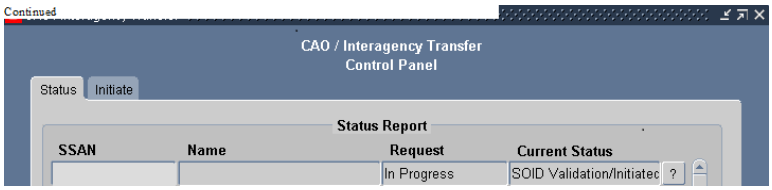
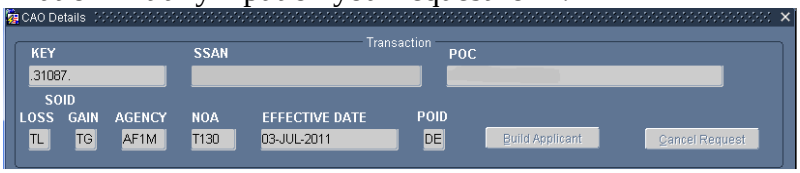
Step	Action
2	The **Initiate** Window displays:  Input the SSAN and Losing SOID in the Loss Data region. Input the Agency, Gaining SOID and Payroll Office in the Gain Data region. Select either the CAO or Transfer radio dial; enter the NOA, Effective Date and POC information. Select the <**Initiate>** button**.** Once initiated you will receive the following message:  Select <**OK**>

Initiating the CAO/Interagency Transfer Request (Gaining Region), Continued

Processing the CAO/Transfer Request (Gaining Region)

Once the request is initiated, the data input will be cleared from the request screen. DCPDS uses the Concurrent Manager to process the request. This allows the user initiating the CAO/Transfer request the ability to continue working in other areas of the HR database while the request is being processed. Although the request uses Concurrent Manager for processing, users can periodically check the status of the request by returning to the **CAO/Transfer** request form and select the <**Refresh**> button until the **Current Status** changes.

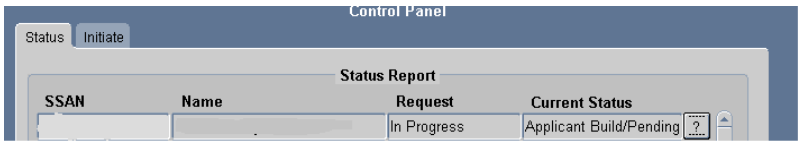
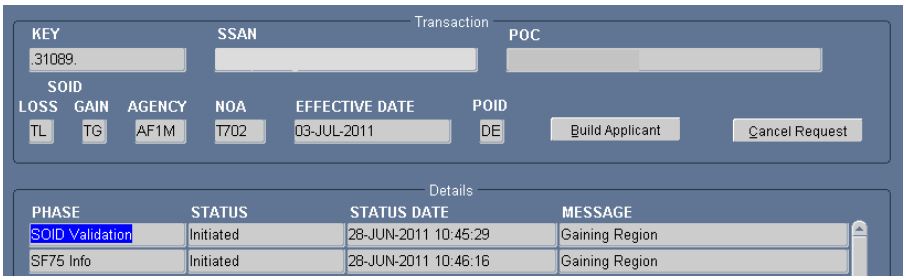
This section will explain what happens during the CAO process after it has been initiated. This includes a brief description of what is processing in DCPDS and what if any action is required from the user.

Step	Action
1	After the **CAO/Transfer** request has been submitted, a SOID Validation is made. The system insures that both the Losing and Gaining SOIDs are valid before an attempt is made to retrieve the SF-75 Information. Until the SOID Validation phase is completed this transaction will only be displayed by selecting the "All" radio dial at the bottom of the Status tab. Select the "**?**" button which shows that the "SOID Validation has been initiated. 
2	The information input on your **CAO/Transfer** request appears in the **Transaction** region of the form. This provides you with all the information initially input on your request form.  At this point the **Key** field (CAO ID) only contains a number; after the Gaining and Losing region have been validated, the **Key** field will also include the Gaining/Losing Region .

Continued on next page

Initiating the CAO/Interagency Transfer Request (Gaining Region), Continued

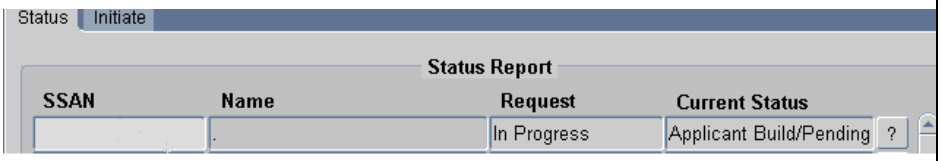
Processing the CAO/Transfer Request (Gaining Region) (Continued)

Step	Action
	Note: To view changes in the Status area, select the <Refresh> button on the Status Tab.
3	After both the Gaining and Losing SOID are validated, a request for "SF-75 Info" is initiated to the Losing database for the SSAN on the **CAO/Transfer** request form. The Current Status is then updated to "SF-75 Info/Initiated".  Select the "**?**" button.
4	The **CAO Details** shows "**SF-75 Info**" request initiated by the Gaining Region. A date/time stamp is included in the Status Date field for each Phase in the **CAO Details** window. DCPDS is programmed to continue processing the current Phase until a response is received. A communication problem between Region/Interface server would be indicated when a transaction remains at one Phase for an excessive amount of time.  The <**Cancel Request**> button is now active. The request can be cancelled anytime prior to the update of the RPA. Once an RPA has been processed, user must cancel the accession using the Cancellation/Correction RPA.

Continued on next page

Initiating the CAO/Interagency Transfer Request (Gaining Region), Continued

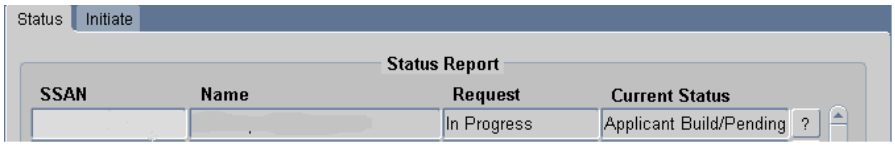
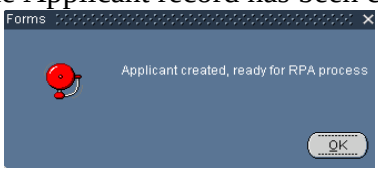
Processing the CAO/Transfer Request (Gaining Region) (Continued)

Step	Action
5	Select the <**Refresh**> button and the Current Status will change to Applicant Build/Pending. This indicates to the user DCPDS is waiting for the Applicant record to be created. The Name column is populated with the name of the Employee record retrieved from the Losing Region.  Select on the "**?**" button to open the **CAO Details** and proceed. The next step is to Build the Applicant.

Building the Applicant Record

Building the Applicant Record (Gaining Region)

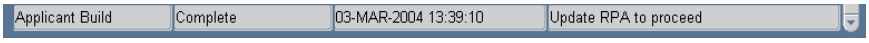
To gain an employee using the **CAO/Transfer** process, the Applicant record **must** be created following the steps in this section of the guide. **Do not** enter Applicant record in an RPA until this process has been completed.

Step	Action
1	After the SF-75 Info has been copied to the Interface Server, a notice is sent to the Gaining region and the Current Status will be changed to Applicant Build/Pending.  Select the "**?**" button.
2	The <**Build Applicant**> button becomes active. The system is ready to create and update the Applicant record with the **SF-75 Info** (CAO Loss 1, 2, 3, and 4 DDFs) received from the Losing Region. Select the <**Build Applicant**> button. The system builds the Applicant and updates the Person → Extra Information/Special Information with the SF-75 Info received. The following message will display when the Applicant record has been created.  Select <**OK**>. Close CAO Details window and <Refresh> the Status Tab.

Continued on next page

Building the Applicant Record, Continued

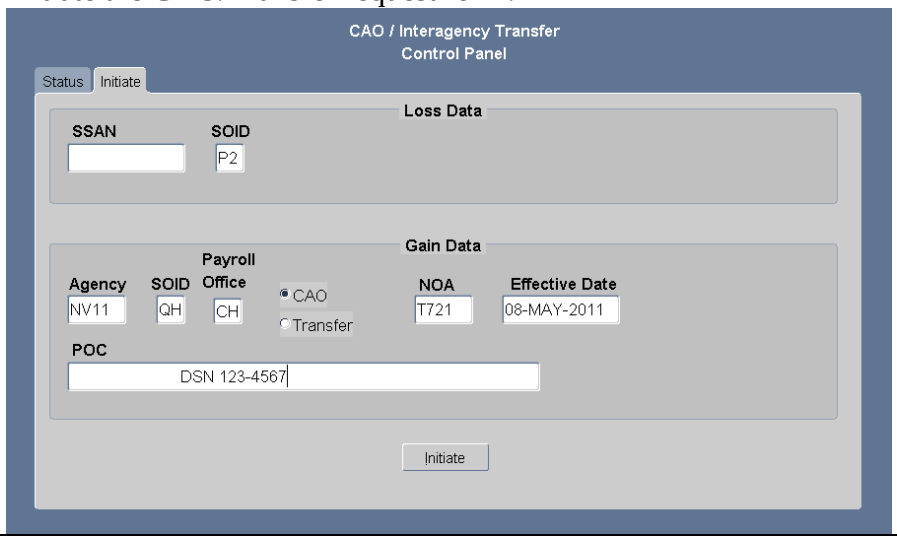
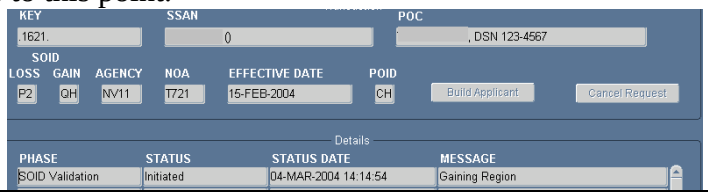
Building the Applicant Record (Gaining Region) (Continued)

Step	Action
3	The Current Status changes to Applicant Build/Completed Click the "**?**" button and the message changes to "Update RPA to proceed".  Proceed to the RPA and Update the action.

Processing the CAO/Transfer Request

Processing the CAO/Transfer Request (Same Region)

When a CAO or Interagency Transfer is required to be processed on the same Region database, use the following steps. This process would be used if both SOIDs required in the CAO/Transfer action exist on the same Region database. An example of this would be when a security reason required the use of "Secure View" to prevent the disclosure of Privacy Act information or when there are cross-serviced records, changing agencies in the same Region database.

Step	Action
1	Initiate the CAO/Transfer request form. 
2	The request validates the Gaining and Losing SOID. Click the "**?**" button.
3	The **CAO Details Window** displays; there is no difference in the process to this point. 

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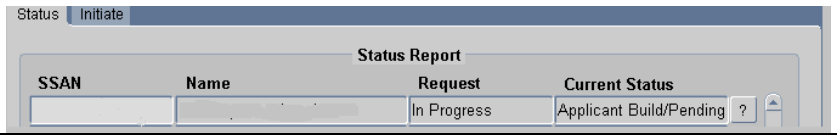
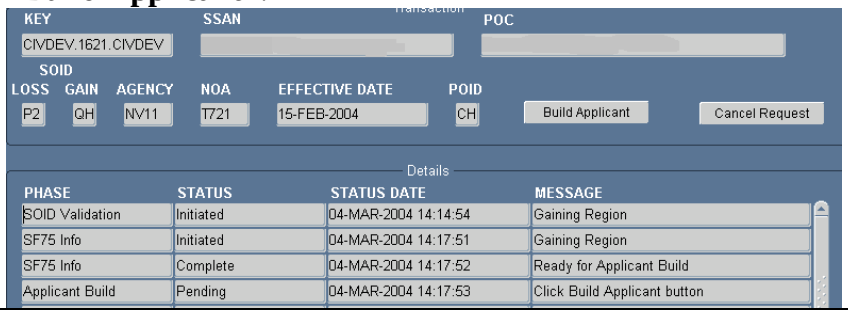
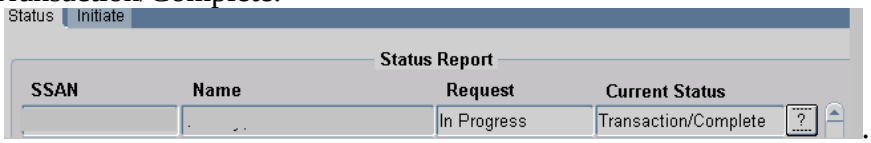
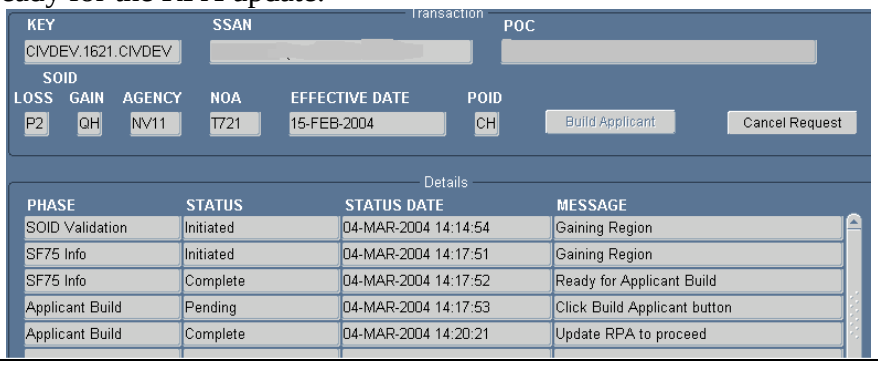
Processing the CAO/Transfer Request, Continued

Processing the CAO/Transfer Request (Same Region) (Continued)

Step	Action
4	After DCPDS determines the Gaining and Losing SOID are on the same Region the SF-75 Information is generated/received the Current Status is changed to indicate the Applicant Build/Pending. Click the **Status** tab to view this information. 
5	Click the "**?**" button to open the **CAO Details Window**. Then select <**Build Applicant**>. 
6	<**Refresh**> the Status Tab and the Current Status changes to Transaction/Complete.  Click the "**?**" button. The **CAO Details Window** shows DCPDS is ready for the RPA update. 

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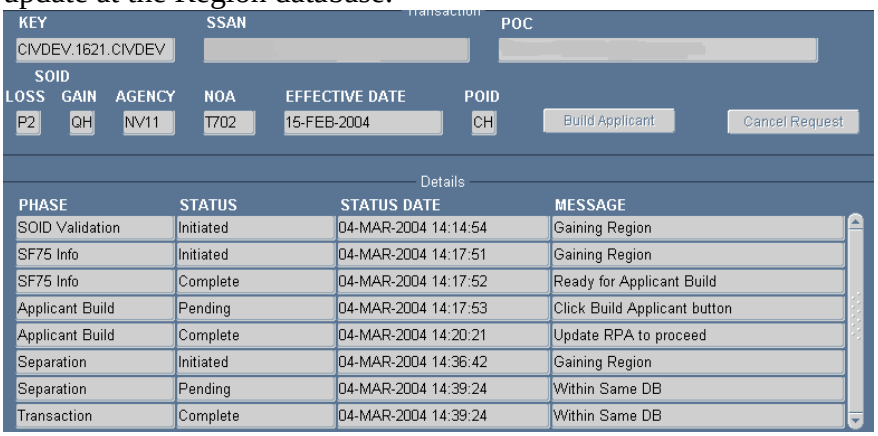
Processing the CAO/Transfer Request, Continued

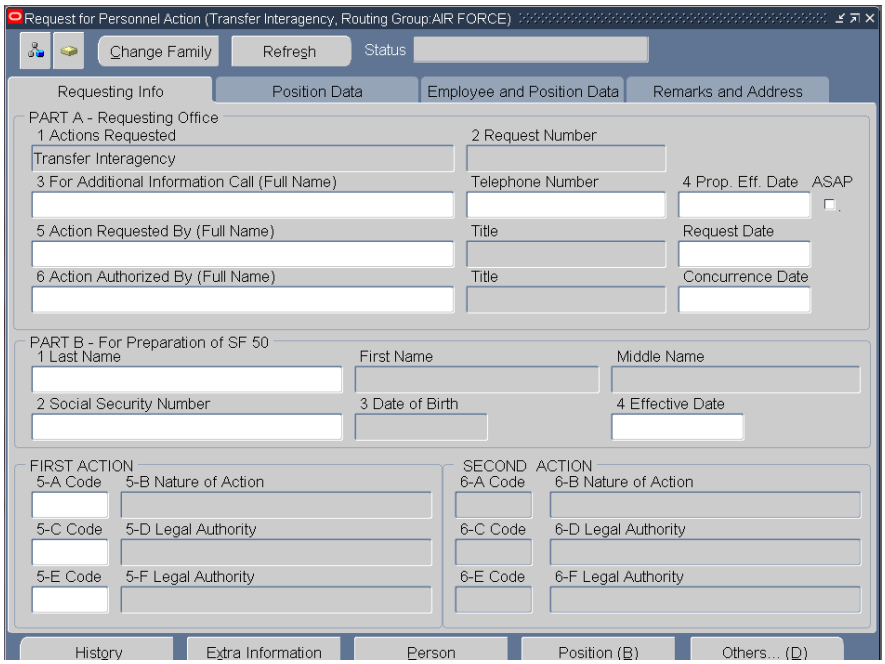
Processing the CAO/Transfer Request (Same Region) (Continued)

Step	Action
7	Input data and update the RPA. Return to the **CAO/Transfer** request form and the Current Status is now changed to Transaction/Complete. The **CAO Details Window** shows the Separation was created for update at the Region database.  The Separation action will generate as a future action and be consummated in the next Futures (Process-Future Dated RPA) run. Errors will be routed to the POI WGI/Suspense Group Box. These actions will require manual processing.

Processing the CAO/Transfer Request, Continued

Processing the CAO/Transfer Request (Gaining Region)

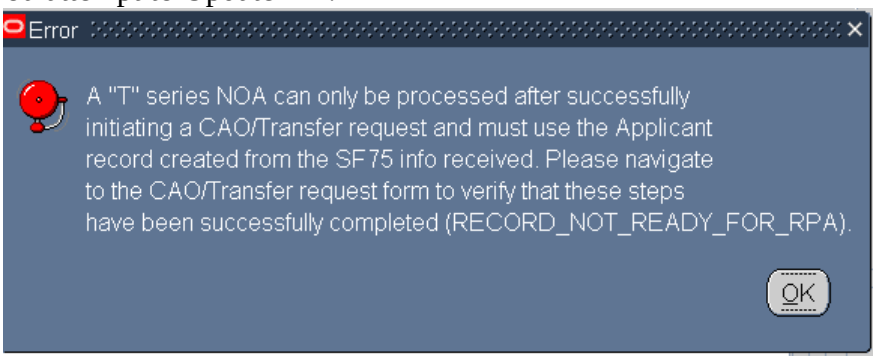
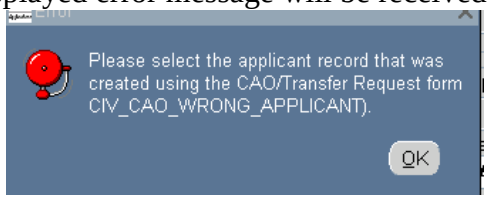
To process the RPA, navigate to the CAO or Interagency Transfer RPA or open the Recruit/Fill RPA, select the <**Change Family**> button and the appropriate RPA type (CAO or Transfer).

Step	Action
1	Select the Applicant record created by the CAO/Transfer Request, code the RPA by completing the required data elements on the RPA and in the Extra Information DDFs.  <**Update HR**>.

Continued on next page

Processing the CAO/Transfer Request, Continued

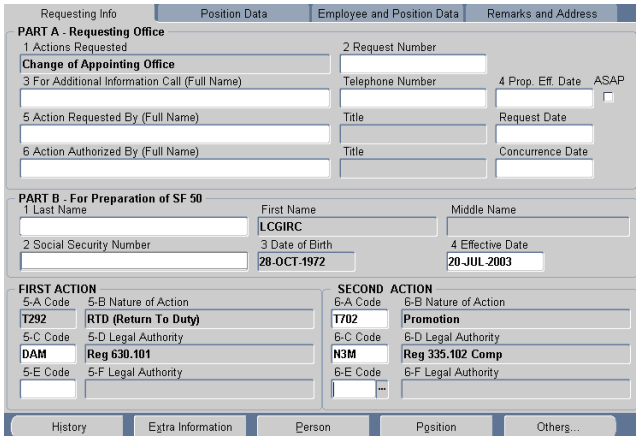
Processing the CAO/Transfer Request (Gaining Region) (Continued)

Step	Action
2	If an Applicant record is used on the RPA that was created manually or by Resumix, the displayed error message will be received when you attempt to Update HR.  If the Applicant record used on the RPA was not the one created by the **CAO/Transfer** process even though the request form was initiated, the displayed error message will be received.  Remove Applicant Record from RPA and use the **CAO/Transfer** process to create the Applicant record for use in the CAO process. These business rules are only applied when using the CAO or Interagency Transfer RPA. DCPDS will only allow update if the Applicant record was created by DCPDS using the **CAO/Transfer** process.
3	The successful update of the CAO or Interagency RPA will generate the output of a Pay500 transaction from the Gaining Region database to the Payroll office identified in the **CAO/Transfer** request. **Note:** Pay500 output to the Losing Payroll office is determined by comparing the Gaining and Losing payroll office. A Pay500 transaction will only be generated if the payroll offices are different.

Processing a Return to Duty with the CAO Process

Processing a 292 RTD when employee on LWOP is being gained using the Change in Appointing Office RPA

The following information is provided to document the way in which the system processes CAO and Return to Duty (RTD) actions on employees who are in a non-pay status at the losing database when the CAO request form is submitted. This section only applies to the CAO RPA process; there is **no** requirement to process a RTD for the Transfer Interagency RPA.

Step	Action
1	After completing the CAO/Transfer request form and receiving the "Update RPA to Proceed" status notice, navigate to the Workflow Inbox. Locate and open the CAO RPA that will be used to gain the new hire.
2	Input the Employee Name or SSAN and Effective Date of the action. The system checks the Duty Status of the employee at the losing database; if the duty status is LWOP- Mil (20), LWOP-OWCP (25) or LWOP (30) the system will populate blocks 5A-5D with "T292, RTD (Return To Duty), DAM, Reg 630.101. Using the LOV select the appropriate NOA and NOAC to complete the action to be processed. Complete RPA and Update HR. 
3	**Note: THIS ONLY APPLIES WHEN UPDATING T292 NOA RPA.** ***Do not input Education Code on page 3 of the RPA or in the RPA Extra Information Education DDF.*** The RPA will not update if education information is included with this action. The education information is populated in the Applicant record when the CAO Loss data is loaded during the Applicant build so the existing education information will be captured at the time of data transfer.

Continued on next page

Processing a Return to Duty with the CAO Process, Continued

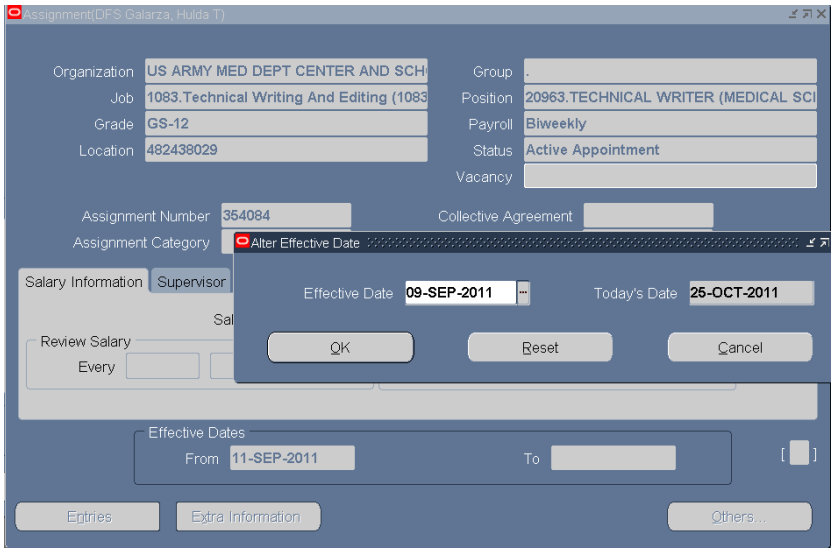
Processing a 292 RTD when employee on LWOP is being gained using the Change in Appointing Office RPA (Continued)

Step	Action
4	It is important to insure the Type of Employment field has the correct value. The Type of Employment can be found in the US Fed Appointment Info DDF and is auto-populated based from the data received with the "SF-75 info" and stored in Person Extra Information US Fed 1 Type of Employment data field. When DCPDS loads the Applicant record with the "SF-75 info" it places the "F" (Employee on LWOP) code received from the employee's record at the Losing Region database. **Note:** If you do not change the Type of Employment before updating the RPA the "F" (Employee on LWOP) will flow to payroll on the Pay500.
5	After the action has updated in the database two Pay500 transactions will be generated. Navigate to the Pay500 transactions to verify that payroll output was generated for both the 292 and your CAO NOA. The Pay500 for the 292 will process first - then the Pay500 for your gain. **Note:** When processing a CAO where the losing and gaining payroll office id (POID) is changing you will receive a PayNew on the 292 record not on file. This is happening because the 292 pay500 is writing to payroll before the CAO gain, the new payroll office will not have a record of the employee until after the CAO pay500 is processed. This will not prevent the CAO from processing at the gaining payroll. ***<u>No action is required by submitting personnel office.</u>***

Viewing the Pseudo Assignment

Viewing the Pseudo Appointment

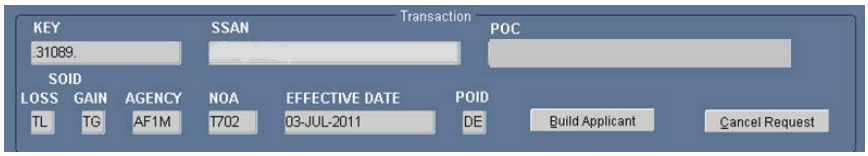
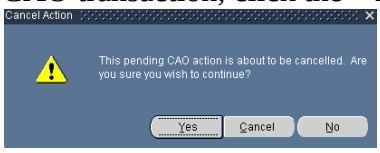
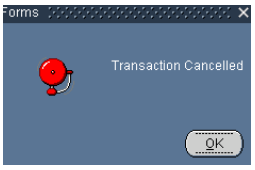
After updating the CAO or Transfer Interagency the system will create a pseudo assignment entry from the SCD-Leave date to the day before their hire date. You can view this pseudo assignment by using the following steps:

Step	Action
1	Navigate to the People Window, People > Enter Maintain, you will notice the employee's hire date is no longer the effective date of the appointment action but the SCD-Leave date of the employee. To view the Pseudo assignment, select <Assignment>. Select the **Alter Effective Date** button on the Toolbar. Input the date prior to the Assignment Start Date.  **Note:** The Pseudo Assignment is effective from the SCD-Leave date through the current active assignment.

Canceling an Initiated CAO/Transfer Request

Canceling a CAO/IT Request

A CAO or Interagency Transfer can be canceled any time prior to update of the RPA. To cancel the request use the following steps:

Step	Action
1	Navigate to the CAO/Transfer request form and query for the record you desire to cancel.
2	Click on the "**?**" to open the **CAO Details** window. Click the <**Cancel Request**> button. The request can be cancelled either before or after the Applicant has been created. If the Applicant record has been created prior to deleting the request (Build Applicant button will be grayed out), the system will also delete the Applicant record in this process. Select the <**Cancel Request**> button. 
3	When you receive the dialogue box asking if you really want to cancel the pending CAO transaction, click the <Yes> button. 
4	Once the process is complete, you will receive the "Transaction Cancelled" notice.  Attempting a search for the applicant record will show that the Applicant record has been deleted.

Continued on next page

Canceling an Initiated CAO/Transfer Request, Continued

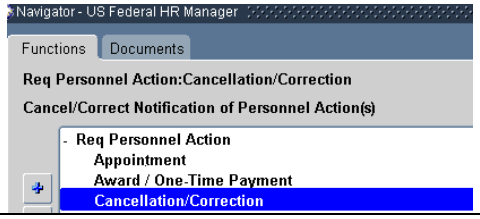
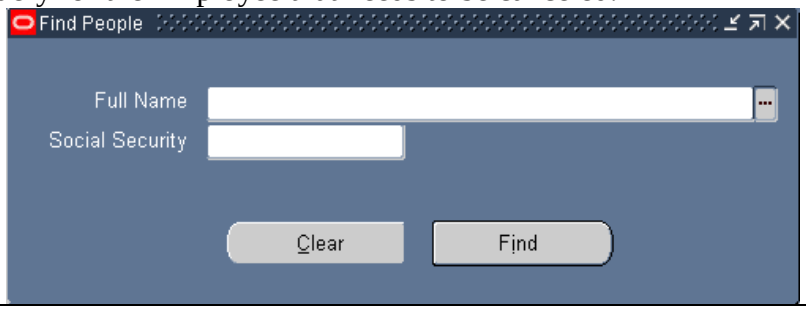
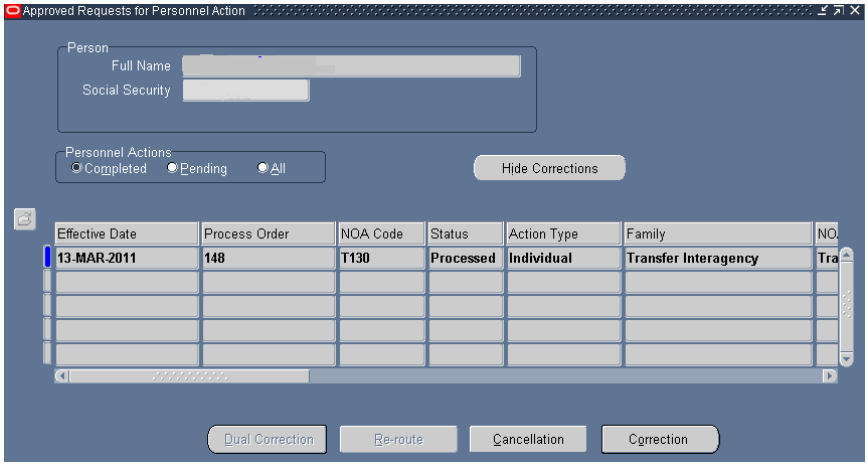
Canceling a CAO/IT Request (Continued)

Step	Action
5	Close the CAO Detail Window and click the <**Refresh**> button, the Current Status will now show "Cancellation/Complete"
6	Clicking on the "**?**" button shows that the request cancellation was successful. Close the **CAO Details Window**. A new request can now be initiated if required.

Canceling a Consummated CAO/Transfer RPA

Canceling a Consummated CAO/Transfer RPA

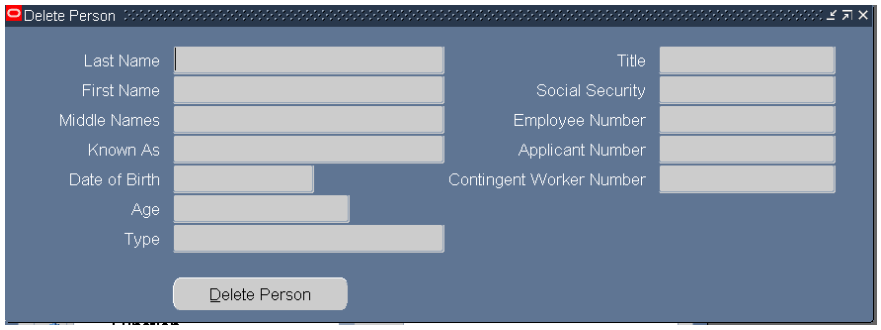
Once an RPA has been updated "Cancel Request" button is disabled. Canceling the CAO/Transfer request must now be accomplished using the Oracle Cancellation process. This section should only be used to cancel a CAO/Transfer that has already consummated in DCPDS and the RPA has been updated.

Step	Action
1	Navigate to the Cancellation/Correction RPA. 
2	Query for the Employee that needs to be canceled. 
3	
4	After successful update of the RPA the Applicant record created by the CAO/Transfer process must still be deleted. Follow the instructions in the "Deleting Applicant Record Updated on the CAO/Transfer RPA" section of this guide to delete the Applicant record.

Deleting Applicant Records after Canceling CAO/Transfer RPA

Deleting Applicant records used in the CAO/Transfer process.

To delete a CAO or Interagency Transfer RPA after the action has been consummated (Update HR Complete), the following steps should be used: After Canceling the RPA using the Cancellation/Correction, the Applicant record must be deleted using the <**Delete Personal Records**> functionality. Use of this functionality is required because the Applicant record created in the CAO/Transfer process is populated with historical information from the Losing Region. This information is used to create a pseudo assignment that allows users to do Reconstructive actions, when required to the record.

Step	Action
1	Using the System Administrator Responsibility select *Delete Personal Records* from the navigation menu. To find the record enter query mode <**F11**> enter the Last Name and Social Security number <**Ctrl F11**>. Verify the **applicant record** is displayed.  Verify receipt of the correct record, select <**Delete Person**>.
2	A popup dialog box displays asking if you are sure you want to delete this record. Select <**Yes**>.
3	Select <**Save**>. When these steps have completed, return to the beginning of this section and create a new applicant record using the CAO/Transfer Request form process. Once the record has been processed for a pay period you cannot delete the applicant record.

CAO/Transfer Separation Process

CAO/Transfer Separation Process (Gaining Region)

Once the RPA for a CAO or Interagency Transfer is processed. DCPDS once again sends a message to the Losing Region database. The purpose is to inform the Gaining Region that the separation information has flowed to the Losing Region. A notice is also created to inform the Gaining Region a Separation action was created successfully at the Losing Region once the RPA has been created. The Separation RPA created will be consummated when "Futures" is run at the Losing Region.

Step	Action
1	After consummating the CAO or Interagency Transfer RPA, open the **CAO/Transfer** request. The Current Status has changed and shows the following: In Progress | Separation/Initiated and the **CAO Details** shows: Separation | Initiated | 03-MAR-2004 13:49:52 | Gaining Region
2	DCPDS sends the data elements required by the Losing Region database for the creation of the Separation RPA (CAO or 352 Termination Appt In). The Separation RPA at the Losing Region is created (similar to the process used to create the Termination Exp of Appt RPAs) and the next "Futures" process to that region will update the Region database with the Separation. **Note:** If the Gaining and Losing Payroll offices are the same there will be no Pay500 transaction generated to the Losing Payroll. IF the Gaining and Losing Payroll offices are different a Pay500 transaction will be generated to the Losing Payroll office.

Continued on next page

CAO/Transfer Separation Process, Continued

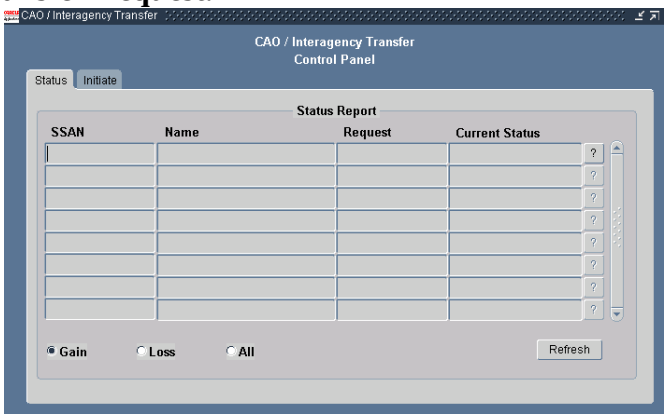
CAO/Transfer Separation Process (Gaining Region) (Continued)

Step	Action
3	User will be notified that the RPA was created successfully by the following message displayed in the **Current Status** column. In Progress | Separation/Initiated Click the "**?**". Separation | Acknowledged | 03-MAR-2004 13:54:05 | Interface Server Separation | Acknowledged | 03-MAR-2004 13:54:10 | Losing Region Separation | Pending | 03-MAR-2004 13:54:13 | Losing Region Separation | Pending | 03-MAR-2004 13:57:09 | Interface Server Separation | Complete | 03-MAR-2004 13:54:13 | Gaining Region The last entry to be received is the **Separation/Complete** this informs the user that the Separation process was successful. This message does not guarantee the RPA has updated at the Losing Region it only provides notice that the RPA was created.
4	The Separation action will generate as a future action and be consummated the next Futures (Process-Future Dated RPA) run. Errors will be routed to the POI WGI/Suspense group box and will require manual processing.

CAO/Transfer Separation Process

CAO/Transfer Separation Process (Losing Region)

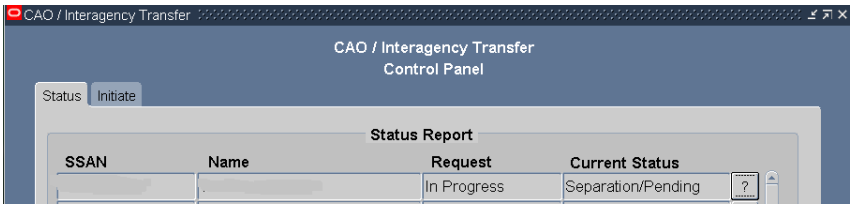
The CAO/Interagency Transfer request is to be submitted by the **Gaining Region** but this section is to inform users of the potential benefit to the Losing Region afforded by the change in the CAO process. This change to the request form allows the Losing Region to monitor Separations generated through the CAO/Transfer process.

Step	Action
1	The request form can be accessed by navigating from the Navigation List to: **Req Personnel Actions → CAO/Transfer → CAO/Transfer Request.**  The Status Tab does not "Auto-Query" and is defaulted to the Gain radio dial. To view the transaction processed by other Region databases on current employee records on your Region database click the "Loss" radio dial. Users have the capability of querying (**F11, Ctrl F11**) on SSAN, Request or Current Status. Once the information is displayed the Status Report can be exported using the **File > Export** functionality.

Continued on next page

CAO/Transfer Separation Process, Continued

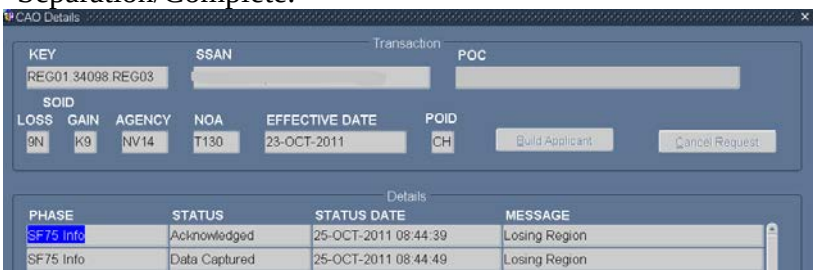
CAO/Transfer Separation Process (Losing Region) (Continued)

Step	Action
2	Click the <**Refresh**> button. This will show all of the records with the Current Status of Separation/Pending. These are based on an active CAO/Transfer request being initiated by another Region database.  Click the "**?**" button. The **CAO Details Window** opens.
3	This provides the Losing Region with a means of identifying the submitting Region when a problem occurs during processing of the CAO action. **Note:** It is important to note here that the Losing Region can only view the transaction history. They do not have the capability to change or cancel the request; the "Cancel Request" button is not active when the Losing Region views the CAO Details Window. Only the Region initiating the CAO/Transfer can cancel that request.

Continued on next page

CAO/Transfer Separation Process, Continued

CAO/Transfer Separation Process (Losing Region) (Continued)

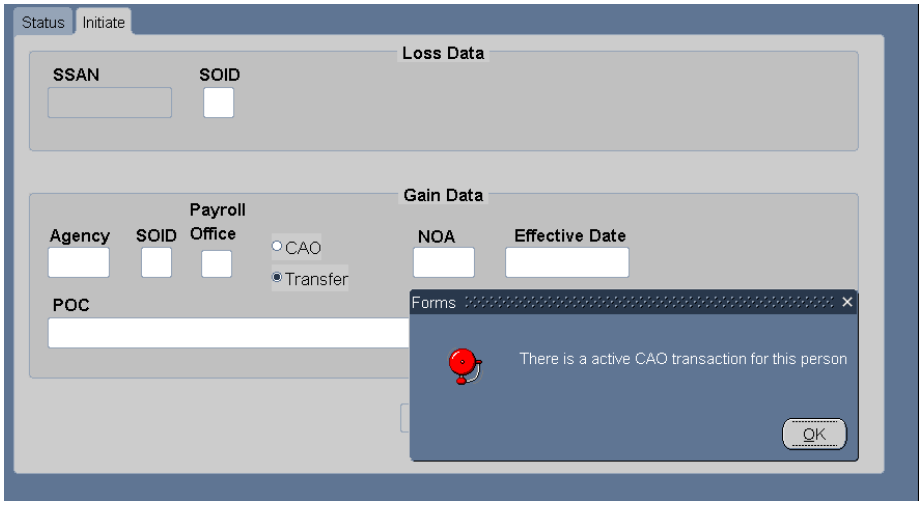
Step	Action
4	Once the RPA is updated at the Gaining Region, DCPDS sends the separation data to the Losing region. Another entry is recorded in the Status Report to inform the Losing Region a Separation action is pending. The Status Report "Current Status" column changes to "Separation/Complete.  Click the "**?**" button. Separation/Pending is the final entry in the Status Report. **Note:** This message does not guarantee the RPA has updated at the Losing Region it only provides notice that the RPA was created.
5	The Separation action will generate as a future action and be consummated in the next Futures (Process-Future Dated RPA) run. Errors will be routed to the POI WGI/Suspense group box. These actions will require manual processing.
6	If you are not certain what the POI is for the Employee, it can be found in the **Position→Extra Information→US Fed Position 1.** You must be attached to the WGI/Suspense box for that POI to see the Separation action.

Appendix A

Errors Reporting in the CAO/Transfer Process

The following is a list of error messages that may be encountered when attempting to initiate a CAO/Transfer Request.

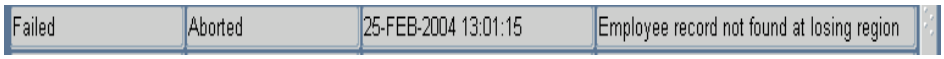
If attempting to initiate a CAO/Transfer request on a SSAN that already has an ***active*** CAO/IT request form initiated the following error message will appear: The system has been designed to allow only one active Request form at a time for the same SSAN. To input a new request user must first "Cancel" the active request form.



<u>Action to take</u>:

- ✓ Check the CAO/Transfer Status Report to verify an active request exists. If the information on the existing request is inaccurate, cancel and Initiate a new request.

If no "Employee" record is found on losing region the "Message" will be:



<u>Action to take:</u>

- ✓ Verify that the Losing SOID, SSAN input on the CAO/Transfer request form is accurate, or
- ✓ Contact the Losing Region to verify the Employee record exists, CAO process will not work if there is not an Employee record on the database.

If the Error is a Trip Counter Mismatch error: (A condition exists that DCPDS has not been coded to handle).

Action to take:

- ✓ Submit a Remedy ticket. This message indicates a DCPDS code problem and should be reported immediately.

For all of the error conditions listed below the user will receive the following notice on the Status Tab,

		In Progress	Failed/Aborted	?

However, the "Message" displayed when user clicks "?" will be different for example, If:
The Losing SOID input on the request form does not exist on the interface server the "Message" will be:

PHASE	STATUS	STATUS DATE	MESSAGE
SOID Validation	Initiated	26-FEB-2004 10:19:19	Gaining Region
Failed	Aborted	26-FEB-2004 10:19:46	SOID Loss does not exist on interface server

The Gaining SOID on the request form does not exist on the Interface server:

Failed	Aborted	26-FEB-2004 11:02:53	SOID Gain does not exist on interface server

Action to take:

- ✓ Check the Gaining or Losing SOID entered on the CAO/Transfer request if the SOID is incorrect re-submit with correct SOID.
- ✓ Submit Remedy ticket. The SOID is not on the Interface Server and the process will not work for that SOID until it is added.

The Gaining SOID on the request form does not exist on the Gaining Region database:

Failed	Aborted	02-MAR-2004 09:12:34	SOID Gain is not identified as belonging to C
			Editor
			SOID Gain is not identified as belonging to CIVDEV

Action to take:

- ✓ Check the Gaining SOID input on the CAO/Transfer request. Re-input correct SOID.

If more than one "Employee" record is found on the losing region then the "Message" will be:

Failed	Aborted	25-FEB-2004 12:48:55	More than one employee record found at losi
			Editor
			More than one employee record found at losing region

Action to take:

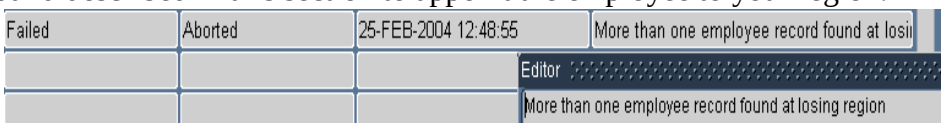
- ✓ This error occurs because DCPDS finds more than one employee record at the losing Region. The cause is usually because the employee has a pseudo assignment. This will require a manual work around to the CAO/Transfer action.

NOTE: The work around for this error is found in Appendix B.

APPENDIX B

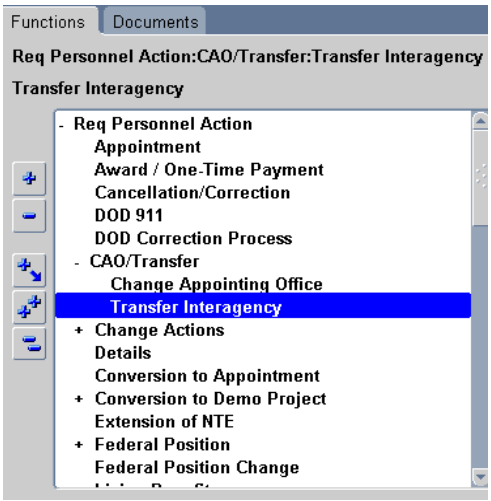
CAO/Transfer Work Around for More than 1 Employee Record at Losing Region

After processing the CAO/Transfer request form and receiving the following error message use the work around described in this section to appoint the employee to your region.

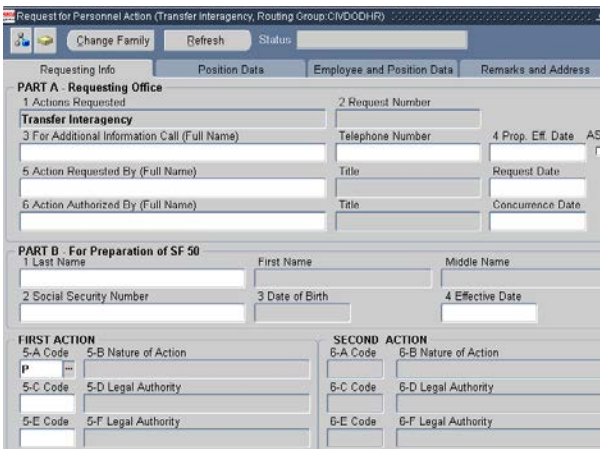


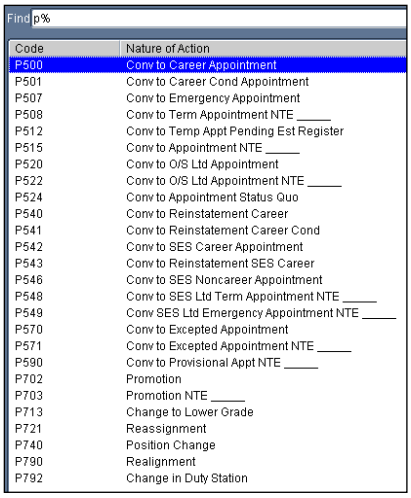
CAO Gain Work Around-(Gaining Region)

a. Open the Interagency Transfer RPA.



b. Enter the appropriate "P5XX or P7XX" NOAC (Do not use "TXXX" if the "P" NOAC are not available you are using the wrong RPA form as they are only available in the Transfer Interagency RPA).



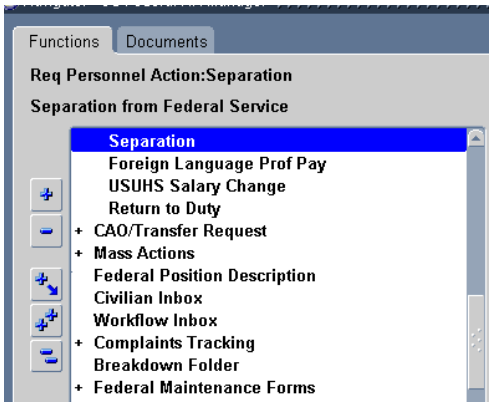


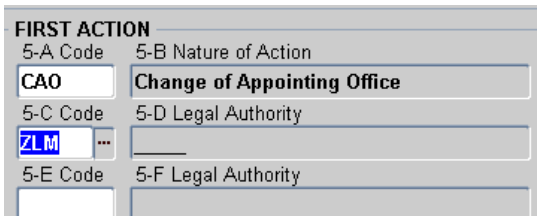
c. After completing all necessary information on the RPA, navigate to Extra Information CAO/Transfer SF50 From Side DDF. Enter the Employee's data received from the Losing Region. Update HR once all data has been input.
d. Send pick-up notification to the Losing Region.

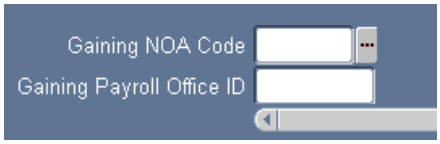
CAO Loss Work Around-(Losing Region)

After receiving notice (pick-up 50) from the Gaining Region that an employee serviced by your Region has been picked up, use the following steps to process and complete the gain action at your Region:

a. Navigate to the Separation Family RPA. Select the "CAO" NOAC and input the LAC "ZLM" the Legal Authority clear text should be the same Legal Authority used in the gain action.

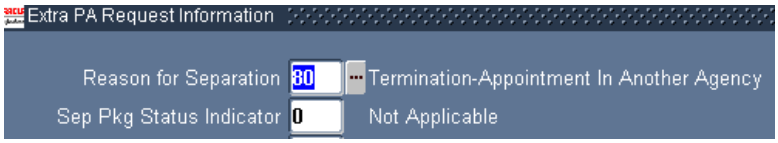






b. After completing all necessary information on the RPA, click the Extra Information button and navigate to the "CAO Separation" DDF.
- Enter the Gaining NOAC (NOAC used by gaining region to pick up employee).
- Enter the Gaining Payroll Office ID

c. Click on the "Separation and Retirements" DDF
   - Enter appropriate data elements.
   - **DO NOT enter the "Type of Pay Change" this will be automatically determined by the system.**

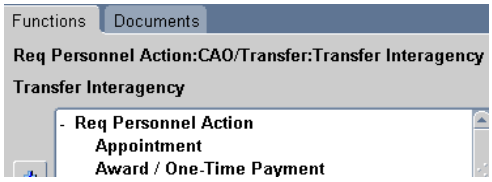


NOTE: A Pay500 transaction will not be generated if the Losing and Gaining Payroll office is the same (e.g. PE to PE).

Interagency Transfer Gain Work Around-(Gaining Region)

When an Interagency Transfer request form is submitted and the required Employee information is not received from the Losing Region database use the following steps to process the gain to your Region:

a. Navigate to the Appointment Request for Personnel Action (RPA). Use the appropriate NOAC and LAC to process the Transfer action. Complete all required information.

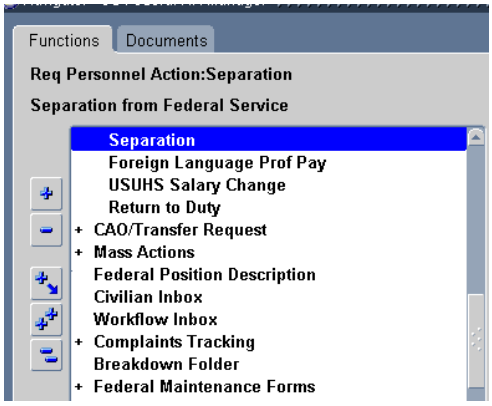


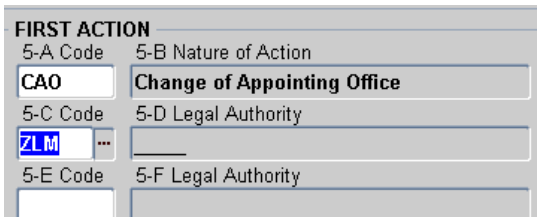
b. Update HR

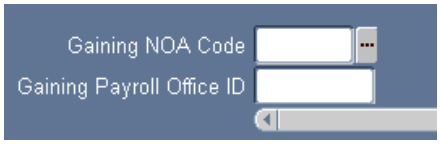
Interagency Transfer Gain Work Around-(Losing Region)

After receiving notice from the Gaining Region that an employee serviced by your Region has been picked up, use the following workaround to separate the Employee from your Region database:

a. Navigate to the Separation Family RPA. Select the "CAO" NOAC and input the LAC "ZLM" (use the clear text for the appropriate "DBM, DFM or DKM" LAC).



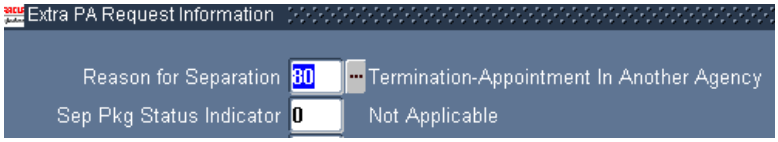




b. After completing all necessary information on the RPA, select Extra Information button and navigate to the "CAO Separation" DDF.

- Enter "352" in the Gaining NOA Code (this will allow the system to flow a 352 NOA on the Pay500 when required).
- Enter the Gaining Payroll Office ID

c. Click on the "Separation and Retirements" DDF
- Enter appropriate data elements.
- DO NOT enter the "Type of Pay Change" this will be automatically determined by the system.



NOTE: A Pay500 transaction will not be generated if the Losing and Gaining Payroll office are the same (e.g. PE to PE).

***NOTE*:** A Pay500 transaction will be generated if the Losing and Gaining Payroll office are the same (e.g. DE to PE).

Appendix C

Trip Counter Combination Table

Gaining Region	Interface Server	Losing Region	Region Notes
0	Null	Null	A CAO transaction has been initiated. This will be processed locally by the gaining region. The SOIDs input on the form are validated and the values for gaining and losing region are determined.
1	Null	Null	The first time the interface server processes a new transaction.
1	2	Null	The control data has been copied to the interface server. This combination will exist the first time the losing region processes a new transaction. Ignored on the gaining region and interface
1	2	3	The control data has been copied to the losing region. This state will exist briefly while the losing region unloads the data into the loss tables. Ignored on the gaining region and the interface server.
1	2	4	The losing region has completed loading the loss tables. This combination is processed by the interface server and ignored by the gaining and losing regions.
1	5	4	The loss data has been copied to the interface server. Processed by the gaining region and ignored by the interface server and losing region.
6	5	4	The loss data has been copied to the gaining region. This transaction is suspended pending user input.
7	5	4	The gaining region has processed the RPA. At this point, the person being processed is an employee on both the gaining and losing region. This is the start of the separation process. This combination is ignored on the gaining and losing regions and process by the interface server.
7	8	4	Confirm table copied to the interface server. This combination will be processed by the losing region and ignored by the gaining region and interface server.
7	8	9	Confirm data copied to the losing region. This state will exist briefly while the separation RPA is created. Processed by the losing region and ignored by the gaining region and interface server.
7	8	10	The separation RPA has been created at the losing region, pending consummation by futures. This be processed by the interface server and ignored on the gaining and losing regions.
7	11	10	The interface server has acknowledged the separation processed by the gaining region and ignored by the interface server and losing region.
12	11	10	Gaining region has acknowledged the separation. Processed by the interface server and ignored on the gaining and losing regions.
12	12	10	This transaction is complete. All transaction data will be purged from the gaining and losing regions in 10 days.

Module 4

Chapter 12

Processing a Conversion/Extension on Temporary or Term Appointment

Chapter Overview

Introduction

This chapter provides the user with the instructions for conversion/extension process to a temporary or term appointment prior to consummation of the suspense-generated 355 Termination Expiration of Appointment RPA.

Chapter Contents

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Before You Begin	1
Processing a Projected Conversion or Extension Action	3
Processing a Current or Past Dated Conversion or Extension Action	7
Processing a Conversion/Extension Action on an Erroneously Separated Employee	8

Before you Begin

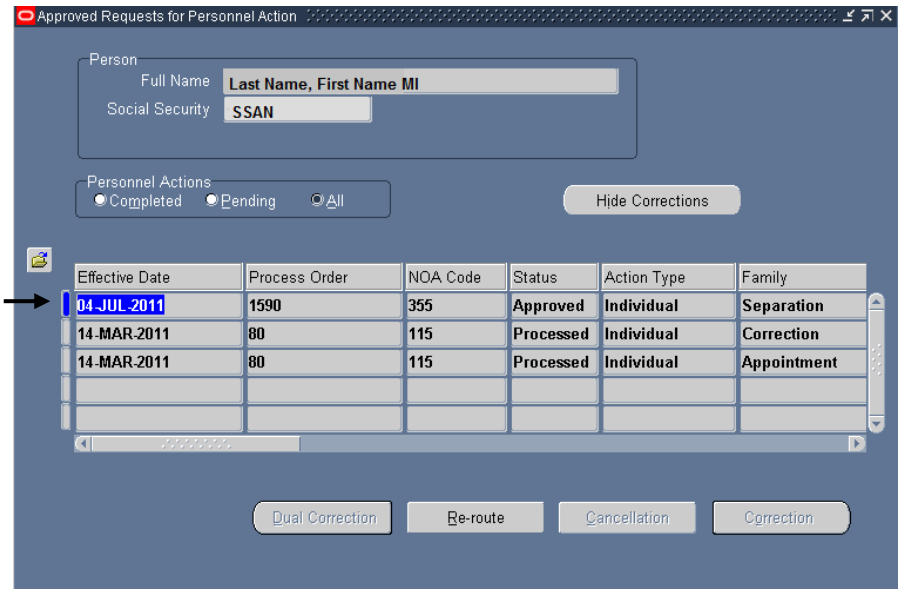
Suspense processing in DCPDS will automatically generate a projected 355 Termination-Expiration of Appointment RPA 14 days prior to the separation effective date. For this reason, it is important for users to review the employee record prior to processing a conversion/extension RPA. Prior to processing the conversion/extension RPA, users should:

- Check the employee's record for the creation of the suspense-generated 355 Termination Expiration of Appointment RPA.
- Verify the effective date of the conversion/extension is at least two days prior to the effective date of the 355.
- Ensure the 355 system generated RPA has been deleted from database after conversion/extension has been updated.

Processing a Projected Conversion or Extension Action

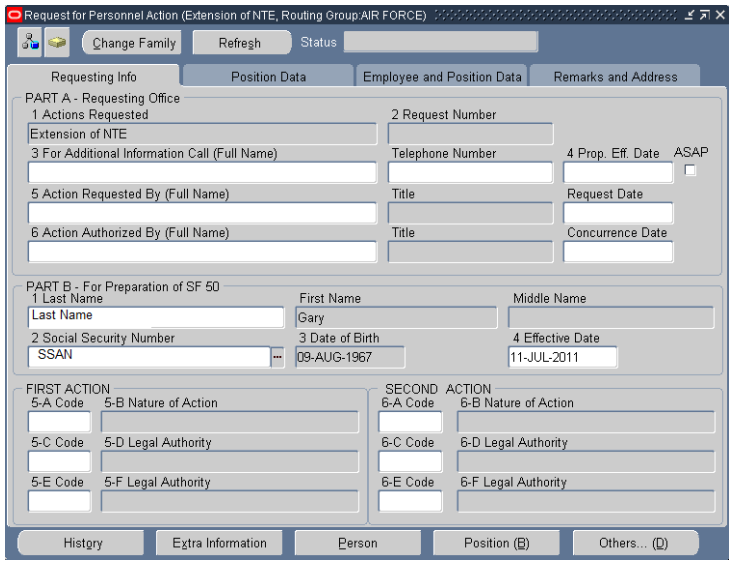
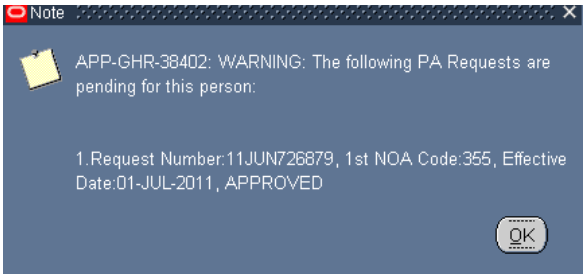
Processing a Projected Conversion or Extension Action

Processing of a conversion/extension to a temporary or term appointment should be processed a minimum of two days prior to employees' NTE date. To process a *projected* conversion or extension to a temporary or term appointment, use the following instructions.

Step	Action
1	The user should check for the existence of a system generated 355. This is accomplished by navigating to the Cancellation/Correction window in DCPDS.
2	Identify the employee by Name or SSAN, click the "All" radio dial. This will display all "Processed" and "Pending" RPAs.  **Note***:* In this example, both the initial appointment and the pending system generated termination are shown. Note the effective date of the 355 (04-Jul-2011).

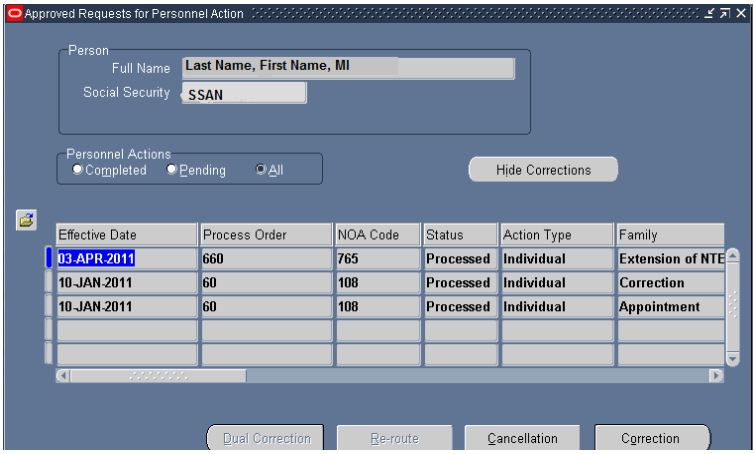
Continued on next page

Processing a Projected Conversion or Extension Action,
Continued

Step	Action
3	Open the conversion/extension RPA. Enter the effective date (e.g. 11-Jul-2011, this date must be greater than the current date). The effective date entered should be at least two days prior to the NTE date. Enter the Last Name or SSN of the employee being extended.  If the employee identified on the RPA has another RPA pending update, DCPDS will display a warning message providing the RPA number, type of projected action, effective date, and the current location of the RPA. (This only occurs when the employee is initially placed on the RPA.)  Before proceeding with the conversion/extension, the user should verify that the RPAs listed in the “Note” do not negatively impact the action to be processed.

Continued on next page

Processing a Projected Conversion or Extension Action,
Continued

Step	Action
4	If the conversion/extension RPA is still appropriate, complete and update the RPA. If a pending action exists for the employee in DCPDS, a "Caution" window will display. This "Caution" informs the user that the RPA indicated is in a pending status; select <OK> to continue with the update of the conversion/extension action. **Note:** When the RPA is updated, the pending action listed on this note will be re-routed to either the inbox of the user that updated the RPA or to the WGI/Suspense inbox if the RPA was system generated.
5	Navigate to Cancellation/Correction RPA, enter the employee information and select "All".  The termination action (355) is no longer present. The projected action (765) is reflected in an approved status. Users will find that the suspense-generated 355 RPA has been re-routed in the WGI/Suspense inbox of the applicable POI.

Continued on next page

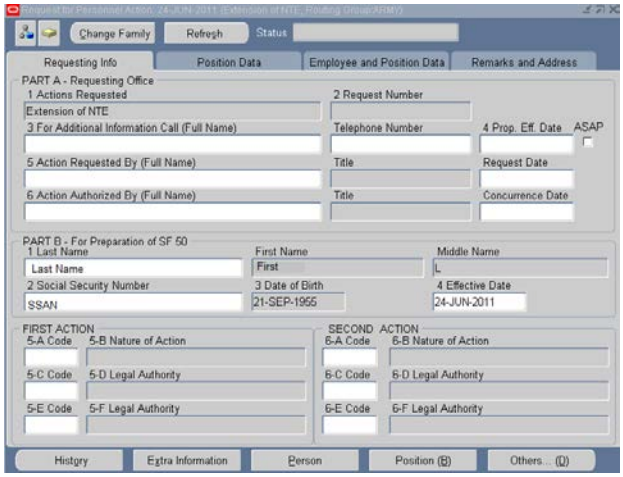
Processing a Projected Conversion or Extension Action,
Continued

Step	Action
6	The suspense-generated 355 RPA will be deleted the next time suspense is initiated as long as both the conversion/extension RPA and the suspense-generated 355 RPA are in a projected status. It is not necessary for users to delete the 355 RPA.
7	The suspense process looks for a conversion/extension RPA prior to creating the suspense-generated 355 RPA. DCPDS will not automatically create a 355 RPA if a projected 5XX or 7XX RPA already exists for the employee 14 days prior to the NTE date.

Processing a Current or Past Dated Conversion or Extension Action

Processing a Current or Past Dated Conversion or Extension Action

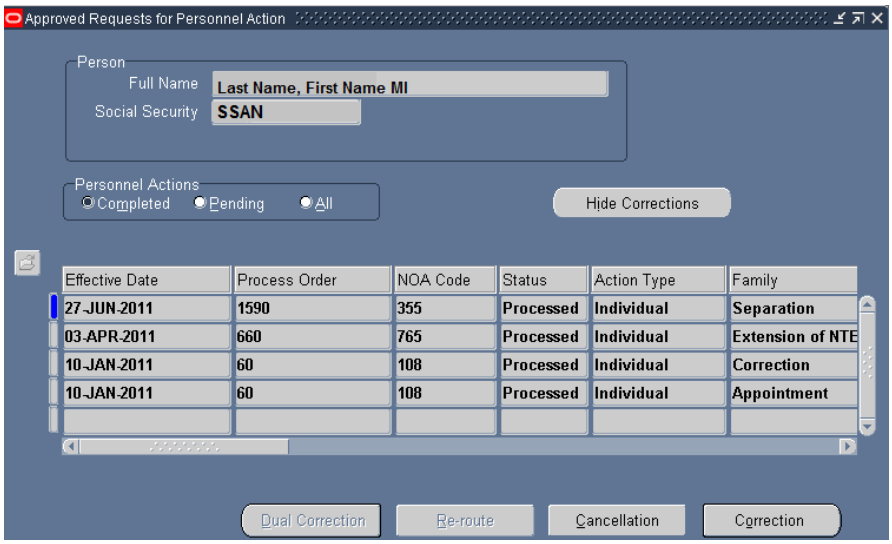
There will be situations where the user cannot process a conversion/ extension to a temporary or term appointment a minimum of two days prior to an employee's NTE date. To process a conversion or extension to a temporary, or term appointment with a current or past effective date and the 355 has not yet processed, use the following instructions.

Step	Action
1	Follow steps 1 and 2 in the "Processing a Projected Conversion or Extension Action". If a system generated 355 exists, use the following steps to process the conversion/extension RPA.
2	Enter the effective date. Enter the Last Name or SSN of the employee being converted or extended. Complete and update the RPA.  Remember, a caution window will display if another RPA is in process for your selected employee.
3	If a system-generated 355 exists (step 1 above), user should re-route RPA to the WGI/Suspense Group Box for the POI. Hold the termination in the WGI/Suspense Group Box (or other inbox) until the extension or conversion consummates. After the new action consummates, you may Red-X the termination. **Note**: The suspense process will not automatically delete this 355 because there is no pending extension action. The new process only deletes the system generated 355 RPA when both the 355 and the conversion/extension RPA are in a pending status.

Processing a Conversion/Extension on an Erroneously Separated Employee

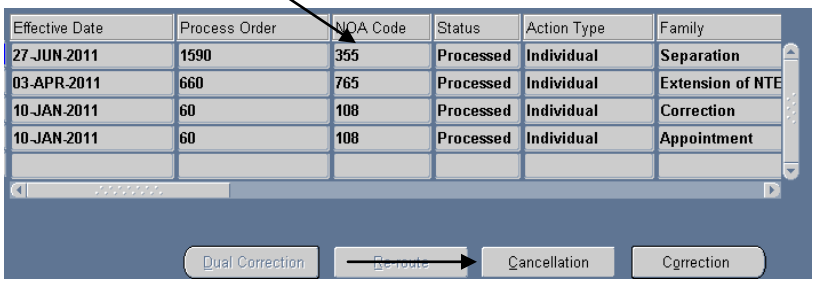
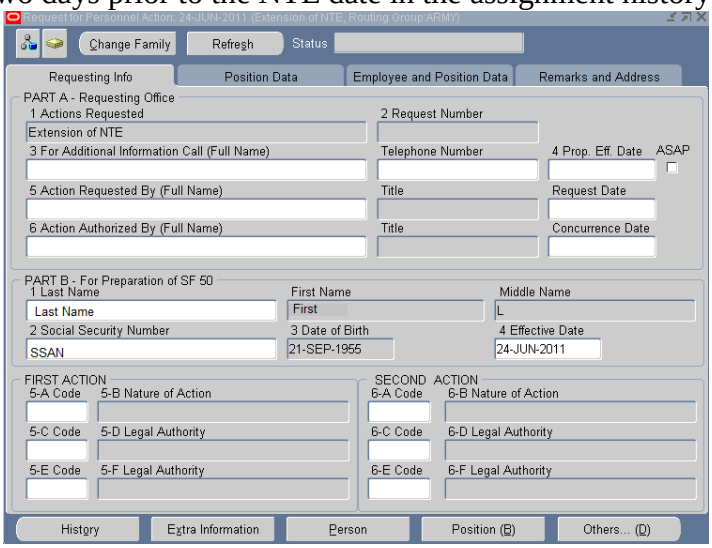
Processing a Conversion/ Extension Action on an Erroneously Separated Employee

There are many instances when managing employees on temporary and term appointments, the HR office is not notified of a requirement to extend a NTE date until after the system-generated 355 has updated DCPDS. If an RPA is received to convert/extend an employee record after the system-generated 355 RPA has updated DCPDS, the following steps must be used to ensure that the employee record is restored and converted/extended and that information is properly updated in DCPDS.

Step	Action
1	Verify the record no longer has an active employee status by navigating to the Person Record, ***Navigation List → People → Enter and Maintain*** and query DCPDS for the employee's Name or SSN. When the record is retrieved, check the **Person Types** field. If the Person Type is Ex-employee or Ex-employee.Ex-applicant, proceed to Step 2. *or*
2	Navigate to the Cancellation/Correction Window ***Req Personnel Action → Cancellation/Correction*** and query the employee record.  **Note***: You will not retrieve an Ex-employee record from a secure view; use of a responsibility with global view is required for this step.*

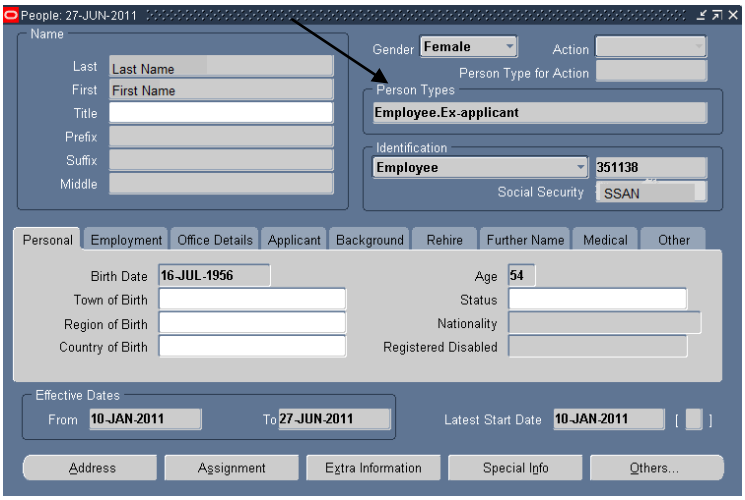
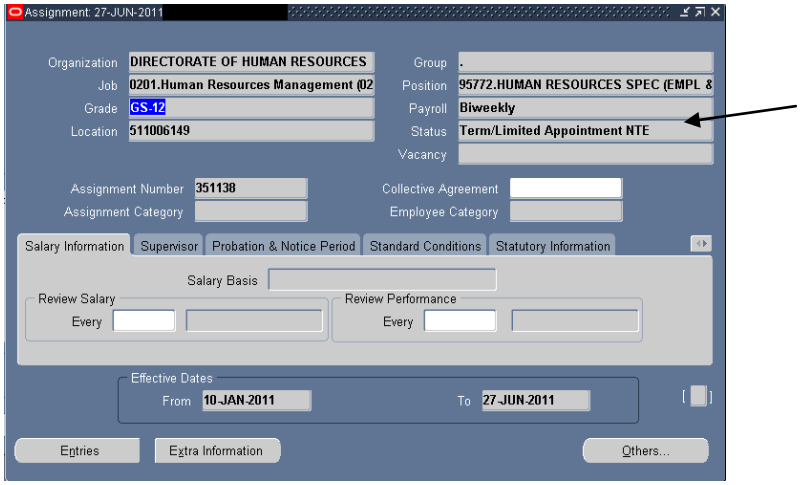
Continued on next page

Processing a Conversion/Extension on an Erroneously Separated Employee, Continued

Step	Action
3	Select the NPA for NOA 355 and then click the **Cancellation** button.  DCPDS will create and display the cancellation action to be processed. The user should then update the cancellation action.
4	Navigate to the Conversion/Extension RPA and enter the effective date. **Note:** The effective date of the conversion/extension should be at least two days prior to the NTE date in the assignment history.  Complete and update the RPA. **CAUTION:** The update of the RPA must be completed on the same day the 355 is canceled. If the conversion/extension RPA is not processed on the same day, a new system generated 355 RPA will be created when Suspense process is executed, and terminate the employee when the Futures process is run.

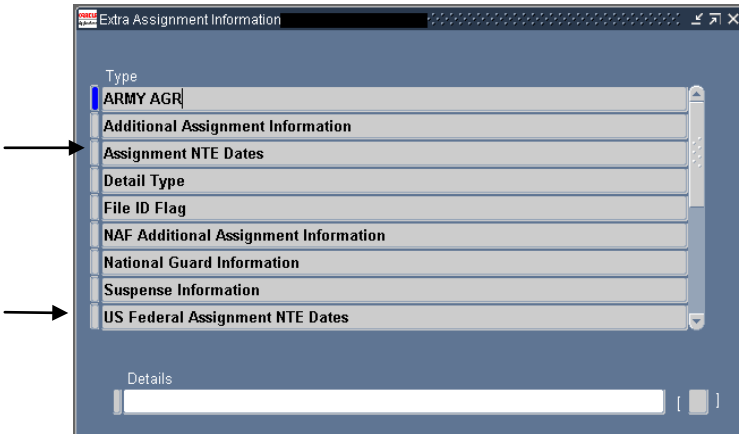
Continued on next page

Processing a Conversion/Extension on an Erroneously Separated Employee, Continued

Step	Action
5	Return to the **People** window.  The **Person Type** has been restored to Employee, Ex-applicant or Employee.
6	Select the **Assignment** button.  Verify the **Assignment Status** screen has also been restored to Temp/Term NTE and is correctly displayed.

Continued on next page

Processing a Conversion/Extension on an Erroneously Separated Employee, Continued

Step	Action
7	Select the **Extra Information** button.  Check Assignment NTE Dates and US Federal Assignment NTE dates to verify the information was restored.

Module 4
Chapter 13
RIF Tool

Chapter Overview

Introduction	Refer to page 4 of this chapter.
Chapter Contents	Refer to page 2 of this chapter.
Also See	Module 4, Chapter 8, AUTORIF Extract

DCPDS RIF TOOL
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Module 4, Chapter 13

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Section A – General Information – DCPDS RIF Tool

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1. Purpose and History of the DCPDS RIF Tool

a. Purpose

(1) The DCPDS RIF Tool is designed to allow DOD components to conduct reduction in force procedures in accordance with the 5CFR351 regulation through the DCPDS Oracle Framework.

(2) This tool can be used for all General Schedule, FWS and NSPS employees whose data is stored within DCPDS.

b. History of the DCPDS RIF Tool

(1) AUTORIF

(a) AUTORIF is a program used by the Department of Defense that uses an extract from DCPDS and uploaded into an ACCESS97 database to conduct reduction in force procedures. The program is maintained by Lockheed Martin.

(b) Due to aging software and security issue concerns a decision was made to discontinue using AUTORIF and migrate to a tool maintained with the Oracle Framework.

(2) DCPDS RIF Tool

(a) CRT 09-94333-DoD contains the original requirements for the DPCDS RIF Tool and DCPDS RIF Tool Administrator and was promoted to DCPDS on November 10, 2010

(b) CRT 09-94372-DoD contained the original requirement for the reports and was promoted to DCPDS on November 10, 2010

(c) SCR 10-121859-DoD was approved through SCRWG #32 and was promoted to DCPDS on July 31, 2011 and contained the following enhancements:

1. Ability to disable the Alternate Offer functionality
2. Add additional find/search capabilities throughout the tool
3. Auto-populate the Date Conversion Due for VRA Employees that are converted to competitive service within the tool
4. Add a Bump/Retreat Column in the Round 2 screen
5. Add a Reviewed Checkbox for employees/positions with errors/warnings
6. Define the number of visible rows through the tool
7. Ability to un-cancel a RIF.
8. Add RIF Action Codes to a select group of reports

(d) SCR 11-125285-DoD was approved through SCRWG #34 and was promoted to DCPDS on November 13, 2011 and contained the following enhancements:

1. Ability to delete an extract or staging table

2. Ability All Positions Capability
3. With Warning/Error Changes
4. New Report – RIF Action – Round 2 Report

2. Regulations and Guidance – The following regulations and guidance were used to create this tool.

a. 5CFR351 – Reduction in Force
b. OPM Workforce Reshaping Operations Handbook & Appendixes – 2009

3. Quality Control Review of DCPDS

a. **Quality Review of DCPDS** – It is strongly recommended that a quality review of DCPDS be performed prior to executing the DCPDS RIF Extract. The DCPDS RIF Extract is a "snap shot" of DCPDS at the time the extract is accomplished. Any corrections/changes made to the DCPDS RIF Tool does not feed back to DCPDS. If the position/employee record is refreshed from DCPDS to the DCPDS RIF Tool, any changes made to the position/employee record in the DPCDS RIF Tool will be lost.

b. **Check Data Elements for Accuracy** – The following data elements should be checked for accuracy
   (1) Competitive Levels
   (2) Obligated Position/Obligated SSAN
      (a) for every employee on a temporary promotion/reassignment, the obligated position area of the employee record contains their permanent position
      (b) for every employee on a temporary promotion/reassignment, the obligated ssan area of the position record contains the employee's SSAN
   (3) Appointment Type does not equal null
   (4) Appointment Type/Tenure – probationary period/conversion dates match
   (5) SCD-RIF/SCD-LV
   (6) Appraisal Pattern/Rating of Record combination match
   (7) Veterans Preference
      (a) VP-RIF Value is not null
      (b) VP-RIF correlates to the VP-RIF Value (VP-RIF = No, VP-RIF must equal 1)

4. Data Flow/Calculations

a. Extract

(1) In order to create a RIF, an extract from DCPDS must be accomplished.

(2) This is a "snapshot" of the data at the time the extract is accomplished. The extract defines the widest range of positions needed to accomplish the RIF.

(3) At least one Servicing Office ID must be identified. Multiple staging tables can be created from one extract.

b. Staging Table

(1) From the extract, a staging table is then created that will allow the user to make changes to certain data elements.

(2) Editing the staging table is optional.

(3) Any changes made to the staging table does not affect the Extract.

(4) If necessary multiple staging tables may be created from one extract. All changes made to the RIF Table are saved to the staging table except when a position is deleted.

(5) Multiple RIFs can be created from one staging table.

c. RIF Options

(1) Once the staging table is created, the RIF Options must be defined.

(2) The RIF Options use DCPDS defined data elements to define the Competitive Area of the RIF as well as the date parameters used to accomplish the RIF.

d. RIF Creation – Once the RIF Options are determined the RIF is created.

e. Appraisal Calculations

(1) Once the RIF Options have been defined, appraisal calculations will then take place.

(2) Because there are multiple ways appraisals can be updated throughout the RIF process, the user will be directed to the appraisal page when the RIF is created, before processing the RIF and each time a new iteration is started or when the RIF Options are changed.

(3) Unless a change in the appraisal calculations are found, the values input at the time the RIF was created or last changed will brought into the page.

(4) Modal Rating – A count of current appraisals is made to determine the modal rating.

(a) Single Pattern RIF – If it has been determined to be a single pattern RIF, then default values will be set.

(b) Multiple Pattern RIF - If more than one pattern is found among the current appraisals, then the user will need to identify which pattern or patterns employees are currently rated under.

(5) Appraisal Designation – If more than one pattern is checked for a Multiple Pattern RIF under the Modal Rating area, then the user will need to define by Pay Plan, PAS or UIC the pattern that applies.

(6) Appraisal Point Calculation

(a) Single Pattern RIF – Nothing to do.

(b) Multiple Pattern RIF – If it has been determined to be a multiple pattern RIF, then the user may need to change the points to be assigned to appraisals (dependent upon component policy)

f. Position/Employee Warnings/Errors

(1) At the time the RIF is created and before processing a RIF a check is made of position and employee records to determine whether there are any errors contained in the record.

(2) Warning/error messages will not clear from the position/employee tabs until the warnings/errors are fixed and the Pre-Process Button is executed.

5. Creating and Naming Tables within the DCPDS RIF Tool

a. There are three instances in which the user will have to create a unique name:

(1) Creating an Extract Table

(2) Creating a Staging Table

(3) Creating a RIF Table

b. The same name that is created for the extract table can be used for the staging table and RIF table. However, the same name cannot be used for more than one extract, staging or RIF table.

c. Even though there may be employees within the same competitive area description (i.e., all positions within a single geographical location or organizational unit), it will be necessary to create separate RIF tables if there are employees being abolished with different work schedules, different types of service (competitive/excepted) or excepted service employees with different appointment authority codes (J8M, Y1M, Y2M, etc.).

d. Because all of the tables will be stored within DCPDS, is recommended that components create a naming convention to help identify their RIFs when multiple RIF tables are necessary for the same competitive area criteria (full-time vs part-time, competitive service vs excepted service, different RIF effective dates).

6. Steps to Processing a RIF

Step 1: Create a RIF Extract ***(Section B.2.b.)***

Step 2: Create a RIF Staging Table ***(Section B.3.k.)***

Step 3: Edit the RIF Staging Table (Optional) ***(Section B.4.b.)***

Step 4: Set RIF Options ***(Section C.1.b.)***
Step 5: Calculate Appraisal Points ***(Section C.2.a.)***
Step 6: Set Representative Rates ***(Section E.1.)***
Step 7: Set Lines of Progression ***(Section E.2.)***
Step 8: Abolish Positions ***(Section F.1.f.)***
Step 9: Correct Position/Employee Errors (if applicable) ***(Section F.1.l.)***
Step 10: Edit Employee Records ***(Section F.3.b.)***
Step 11: Edit Tenure Tie Breaks ***(Section G.2.a.)***
Step 12: Pre-Process Round 1 (checks for position/employee errors and abolishes and recalculates appraisal information) ***(Section G.4.)***
Step 13: Process Round 1 (if no errors) ***(Section G.5.)***
Step 14: Adjust Round 1 (if Allow Displacement Exceptions is checked) ***(Section G.6.)***
Step 15: Pre-Process Round 2 (checks for valid representative rates and lines of progression) ***(Section G.7.)***
Step 16: Process Round 2 ***(Section G.8.)***
Step 17: Final Adjustments ***(Section G.9.)***
Step 18: New Iteration ***(Section G.10.)***
Step 19: Generate Reports ***(Section H.1.)***
Step 20: Generate Notices ***(Section H.2.)***

7. Responsibilities and Menu Items

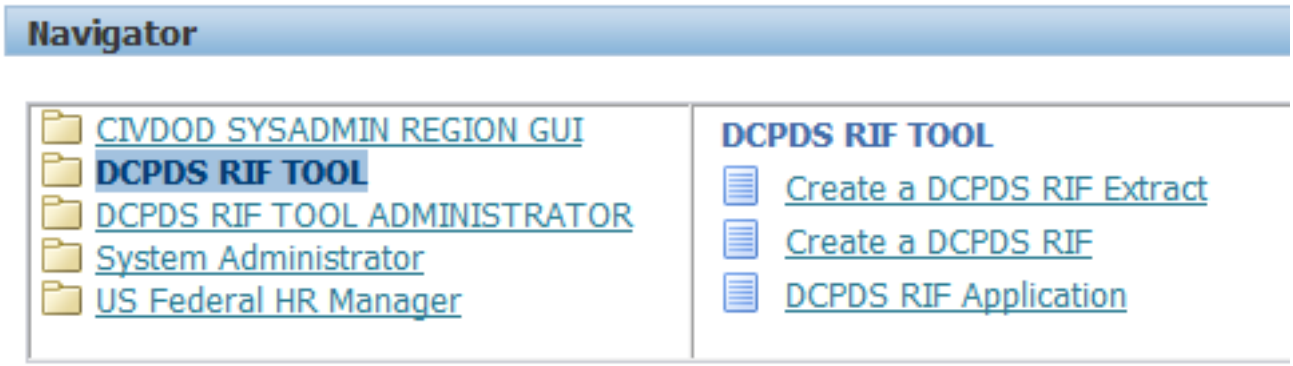
a. DCPDS RIF Responsibilities – There are two responsibilities that are associated with the DCPDS RIF Tool. Access to these responsibilities will be the responsibility of your system administrator:

DCPDS RIF TOOL
DCPDS RIF TOOL ADMINISTRATOR

(1) DCPDS RIF Tool – The DCPDS RIF Tool Responsibility is used to create and process RIFs and generate reports and notices within DCPDS. ***(Sections B through H)***

(2) DCPDS RIF Tool Administrator – The DCPDS RIF Tool Administrator Responsibility used to "move" RIFs from one user to another, retrieve RIFs that have been archived and generate overall reports within a Region. ***(Section I)***

b. **Menu Items** – The following menu items are available within the DCPDS RIF Tool:



(1) Create a DCPDS RIF Extract – The user is directed to the Create a DCPDS RIF Extract Page when the link is selected. ***(Section B.2.a.)***

(2) Create a DCPDS RIF – The user is directed to the Create a RIF Table Page when the link is selected. ***(Sections B.3.a.)***

(3) DCPDS RIF Application – The user is directed to the DCPDS RIF Page when the DCPDS RIF Application Link is selected from the Navigation Page. ***(Section A.7.a.)***

(4) User is directed to the navigation screen when the Return Button is selected from the Create a RIF Staging Table Page ***(Section B.5.a.)***.

8. DCPDS RIF Page

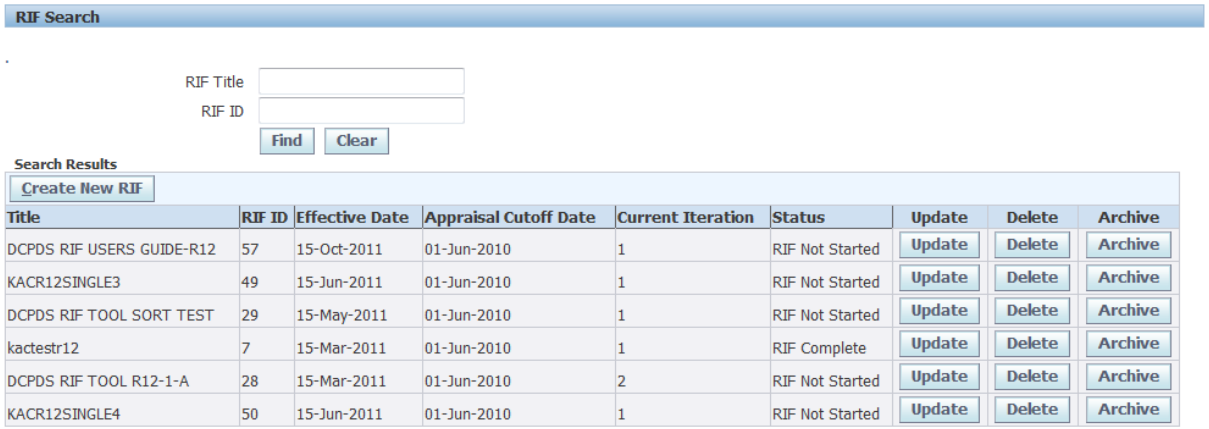
a. **General Information – DCPDS RIF Page**

(1) The DPCDS RIF Page shows a listing of all active RIFs that have been created by the user that have not been deleted or archived.

(2) The user is directed to this page by:

(a) Selecting the DCPDS RIF Application link on the Navigator Page ***(Section A.6.b.)*** or

(b) Clicking the Cancel and Back to RIF Home Button within the RIF ***(Section D.1.c.)***



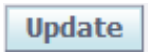
Title	RIF ID	Effective Date	Appraisal Cutoff Date	Current Iteration	Status	Update	Delete	Archive
DCPDS RIF USERS GUIDE-R12	57	15-Oct-2011	01-Jun-2010	1	RIF Not Started	Update	Delete	Archive
KACR12SINGLE3	49	15-Jun-2011	01-Jun-2010	1	RIF Not Started	Update	Delete	Archive
DCPDS RIF TOOL SORT TEST	29	15-May-2011	01-Jun-2010	1	RIF Not Started	Update	Delete	Archive
kactestr12	7	15-Mar-2011	01-Jun-2010	1	RIF Complete	Update	Delete	Archive
DCPDS RIF TOOL R12-1-A	28	15-Mar-2011	01-Jun-2010	2	RIF Not Started	Update	Delete	Archive
KACR12SINGLE4	50	15-Jun-2011	01-Jun-2010	1	RIF Not Started	Update	Delete	Archive

(3) From this page, the user can do the following:

(a) Search for RIFs using RIF Title or RIF ID

(b) Create a New RIF using the Create New RIF Button (user is directed to the Create a RIF Table Page) (***Section B.3.a.)***

(c) Update a RIF using the Update Button (user is directed to the RIF Overview Page Tab) (***Section D.1.)***



(d) Delete a RIF using the Delete Button

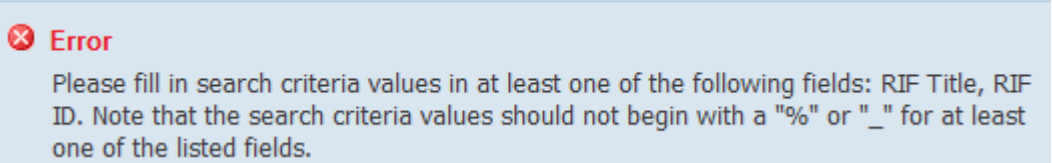
(e) Archive a RIF using the Archive Button

b. Search for RIFs

(1) When the user first enters the DCPDS RIF Page, all RIFs that were created are available.

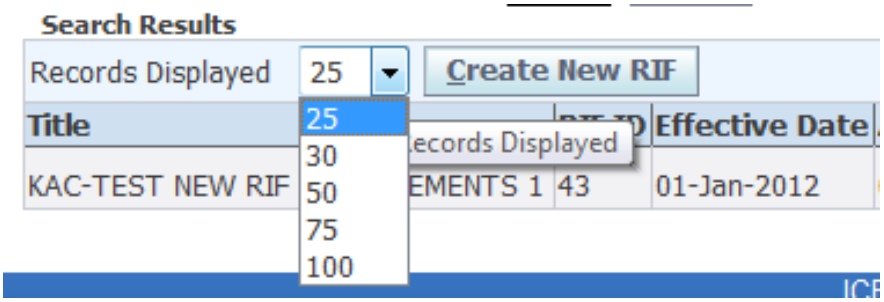
(2) The user can limit the number of RIFs seen on the screen by entering a name of a RIF or a partial name in the RIF Title Area or by entering a RIF ID. If a partial name is used, all names beginning with that characters entered will be returned, with or without a wild character (%)

(3) If the user does not enter any characters or uses a % or _ in the beginning of the name, the following error message will be displayed.



(4) To view all of the RIFs available, Click Home and and click the DCPDS RIF Application Link to reenter the page.

c. Defining the Number of Visible Rows



(1) The user will be able to define the number of visible rows by selecting the Records Displayed drop down button and selecting designed number.

(2) The default for the number of visible rows will be 25.

d. Update a RIF

Update

(1) The Update Button allows the user to update position/employee records, lines of progression, representative rates and process a RIF.
(2) Select the Update Button
(3) User will be directed to the RIF Overview Page ***(Section D.1.)***

e. <u>Delete a RIF</u>

Delete

(1) The Delete Button allows the user to delete a RIF.
(2) Once deleted a RIF cannot be restored
(3) Select the Delete Button
(4) The following confirmation message will be displayed. Click Yes to continue, No to return to the DCPDS RIF Page

Confirmation

You are about to delete a RIF. Once deleted, it will be permanently removed, and you will not be able to undo. Do you want to proceed?

No Yes

f. Archive a RIF

Archive

(1) The Archive Button allows the user to "close" a RIF.
(2) Once closed no further processing can take place.
(3) The RIF Administrator is the only one that can reactivate an archived RIF. (***Section I***)
(4) Select the Archive Button on the row of the RIF you wish to archive
(5) The following confirmation will be displayed. Click Yes to continue, click No to return to the DCPDS RIF Page

Confirmation

You are about to archive a RIF. Once archived, you will no longer be able to make any changes or process the RIF. Are you sure?

No Yes

(6) The RIF will disappear from the users screen.

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Section B – Creating a RIF Extract and RIF Staging Table

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Steps	Description	Page #
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2	Create a Staging Table from an Extract	21
3	Edit the RIF Staging Table (Optional)	25

1. General Information – Creating a RIF Extract and RIF Staging Table

a. Before being able to create a RIF, the user must first create a RIF Extract. From the RIF Extract, the user will be able to create one or more RIF Staging Tables. Once the RIF Staging Table is created, the user can then create one or more RIFs from the RIF Staging Table.

b. There are four pages available that will be used to create a RIF Extract and RIF Staging Table.

(1) Create a DCPDS RIF Extract Page

(2) Create a RIF Table Page

(3) Edit RIF Staging Table Page

(4) Create a RIF Staging Table Page

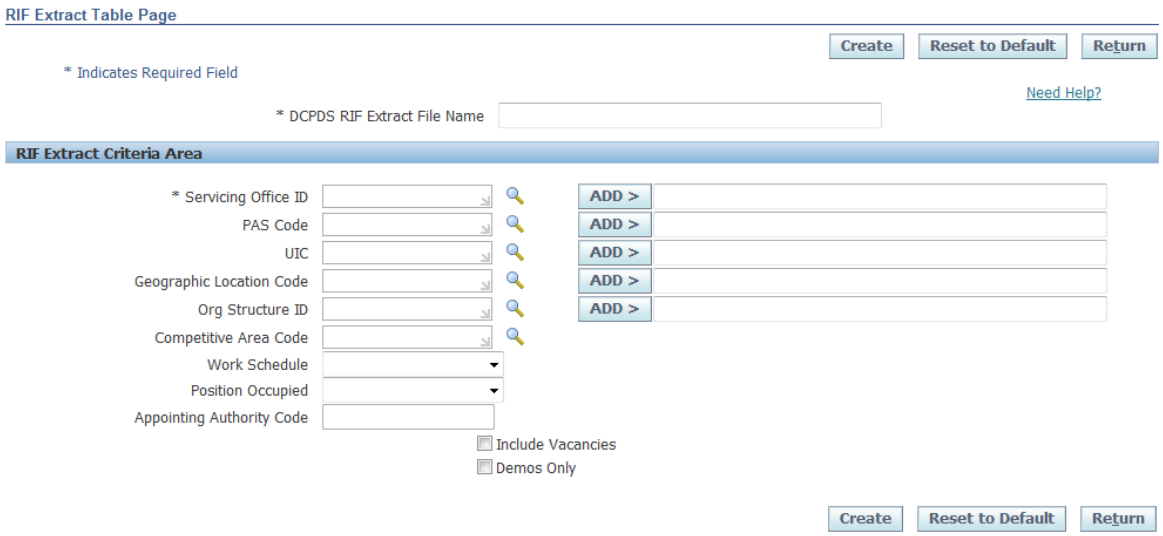
2. Create a RIF Extract Page

a. General Information – Create a RIF Extract Page

(1) Creating a RIF Extract is the first step in creating a RIF within DCPDS.

(2) The DCPDS RIF Extract/Staging Table Criteria and Business Rules provides a list of data elements and business rules that are used to create the extract and staging tables. ***(Attachment 1)***

(3) The RIF Extract will be used to create the staging table. The RIF Table will then be created from the staging table. It is recommended that when creating the extract the widest criteria be used in order to capture all of the employees that need to be included in the RIF. Example: If the Position Occupied, at the time the extract is created, is input with a value of 1 (Competitive Service), then VRA employees (Excepted Service) scheduled to convert between the time extract is downloaded and the effective date of the RIF will be missed. This is due to the fact that the extract is limited to competitive service employees. By leaving the position occupied blank, both competitive service and excepted service employees will be downloaded into the extract and then filtered out when the RIF is created based on the VRA conversion date and the RIF effective date.



(4) The user is directed to this page when the Create a DCPDS RIF Extract Link is selected from the Navigator Page. ***(Section A.6.b.)***

(5) From this page, the user can do the following:

(a) Create a DCPDS RIF Extract by selecting the Create Button

Create

(b) Remove all values shown on the screen by selecting the Reset to Default Button

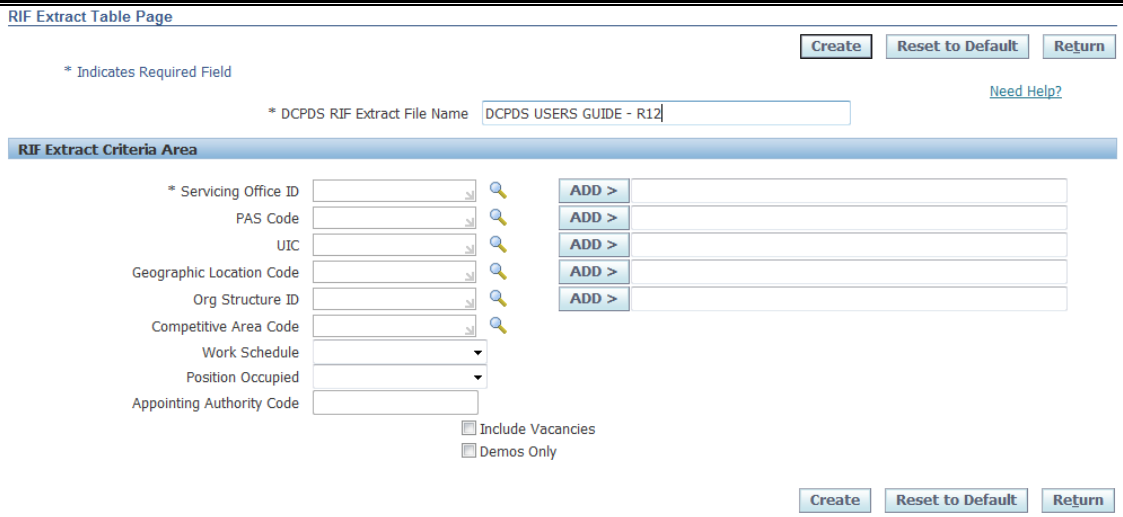
Reset to Default

(c) Return to the Navigation Page by selecting the Return Button

Return

b. Create a RIF Extract

STEP 1 – Create a DCPDS RIF Extract



(1) Click on the Create a RIF Extract from the Navigator Page

(2) DCPDS RIF Extract File Name Area: Enter a unique RIF Extract Name in the area provided
   (a) required input
   (b) limited to 50 characters

(3) Servicing Office ID - Enter one or more, using the Add Button when adding more than one value
   (a) required input – at least one value must be input
   (b) LOV – Select from the List of Values
   (c) allows for multiple values

(4) To further limit the records brought into the Extract, the user may input values in one or more of the following fields. Values input serve as an "AND" function to the SOID.
   (a) PAS Code – LOV and allows for multiple values
   (b) UIC – LOV and allows for multiple values
   (c) Geographic Location Code – LOV and allows for multiple values
   (d) Competitive Area Code – LOV and allows for multiple values
   (e) Work Schedule – LOV and allows for only one value – Full-time, Part-time, Intermittent or Seasonal values will be available
      1. Part-time includes Work Schedule = P, S
      2. Seasonal includes Work Schedule = G, J, Q, T
   (f) Position Occupied
      1. LOV and allows for only one value
      2. If Position Occupied = 1 during the Extract process and there are VRA employees that are due to convert to competitive service after the date the extract is run, then those employees will need to be manually added after the RIF is created.
   (g) Appointing Authority Code
      1. LOV and only allowed if Position Occupied = 2
      2. The Include Vacancies Checkbox will be cleared and disabled if the Appointing Authority Code is populated
   (h) Include Vacancies Checkbox
      1. Default unchecked
      2. Exception: An obligated position that is invalid or eliminated will be included in the extract if the position matches all other criteria for the extract.

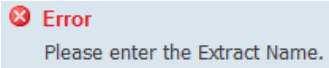
3. If checked, only valid and active vacant positions will be included.
4. Not including vacancies in the extract will not preclude the user from adding positions from DCPDS or manually adding positions after the RIF is created.

(i) Demos Only

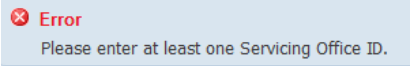
1. Default unchecked
2. Will only create retention registers for Demo employees

c. Error/Warning Messages

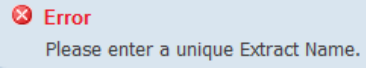
(1) The following error message will be displayed if the user fails to input an Extract Name and clicks the Create Button: Error: "Please enter the Extract Name"



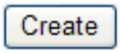
(2) The following error will be displayed if the user fails to input at least one Servicing Office ID and clicks the Create Button:



(3) The following error will be displayed if the user inputs a duplicate Extract Name and clicks the Create Button



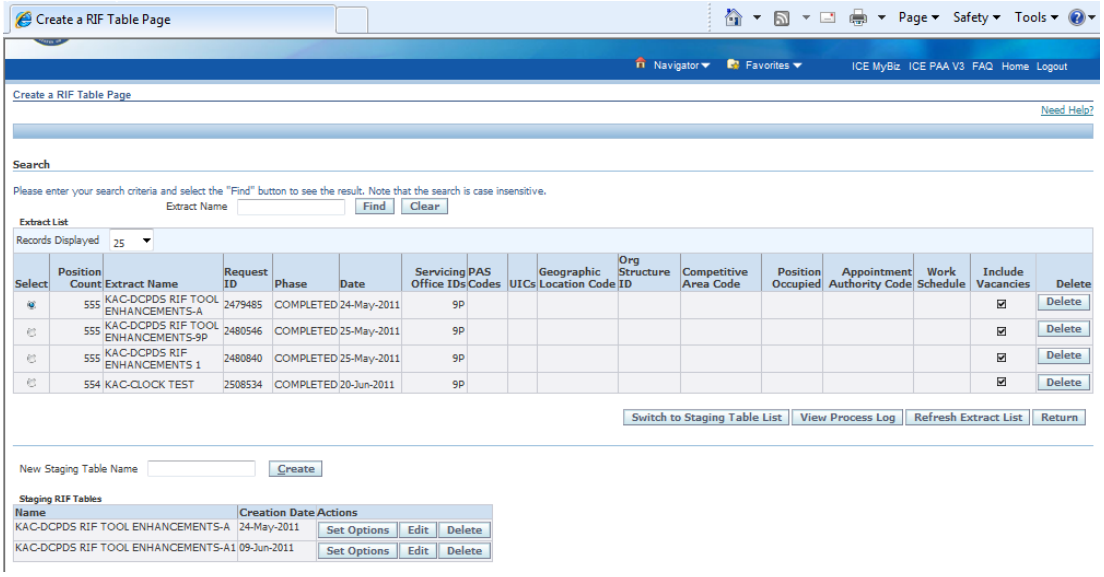
d. Create Button – once all values are input, select the Create Button – the user will be directed to the Create a RIF Table Page. ***(Section B.3.a.)***



3. <u>Create a RIF Table Page</u>

a. General Information – Create a RIF Table Page

(1) The Create a RIF Table Page serves as two purposes, (1) to track the progress of a newly created RIF Extract and (2) once the creation of the RIF Extract has been completed, create a RIF Staging Table. The Staging Table is necessary to create the RIF. Once the Staging Table has been created, the user will be able to either edit the Staging Table or proceed directly to creating the RIF by setting the RIF Options.



(2) The user is directed to this page by

(a) Clicking the Create a DCPDS RIF Link on the Navigator Page ***(Section A.6.b.)*** or

(b) Clicking the Create new RIF Button on the DCPDS RIF Page ***(Section A.7.)***

(c) Selecting the Create Button on the Create a RIF Extract Page ***(Section B.2.d.)*** or

(d) Clicking the Return Button on the Edit RIF Staging Table Page ***(Section B.4.f.)*** or

(e) Clicking the Switch to the Extract List Button ***(Section B.5.a.)*** or

(f) Clicking the Return to Create a RIF Page Button on the RIF Options Page ***(Section C.1.g.)***

(3) From this page, the user can do the following:

(a) Sort RIF Extracts

(b) Search for an Extract

(c) Delete an Extract (Delete Button associated with the Extract)

(d) Switch to the Staging Table List (to access Staging Tables already created)

(e) View the Process Log

(f) Refresh the Extract List

(g) Return to the Navigator Page

(h) Create a Staging Table from an Extract

(i) Create a RIF Table (Set Options Button)

(j) Edit a Staging Table (Edit Button)

(k) Delete a Staging Table (Delete Button associated with the Staging Table)

b. Sorting RIF Extracts – RIF Extracts can be sorted in ascending or descending order using any of the columns shown below except the Select Column by clicking on columns.

Extract List

Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies

c. Search/Find an Extract

(1) If directed to this page from the Create a RIF Table Page, the RIF Extract Name will be auto-populated in the Extract Name Area. Click the Find Button to locate your extract.

Search

Please enter your search criteria and select the "Find" button to see the result. Note that the search is case insensitive.

Extract Name DCPDS RIF USERS GUIDE Find Clear

(2) To find a different extract, enter either a partial or the full name in the Search area and click the Find Button or

(3) If there are more than 10 extracts shown, use the Next Button to locate an Extract

d. Defining the Number of Visible Rows

Extract List

Records Displayed 25

Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	In Vac
◉	552	KAC-TEST NEW RIF ENHANCEMENTS 1	2477860	COMPLETED	23-May-2011	9P									

(1) The user will be able to define the number of visible rows by selecting the Records Displayed drop down button and selecting designed number.

(2) The default for the number of visible rows will be 25.

e. Phases of an Extract

(1) Until the Extract is established, the extract will not appear in the Extract List

Create a RIF Table Page

Need Help?

Search

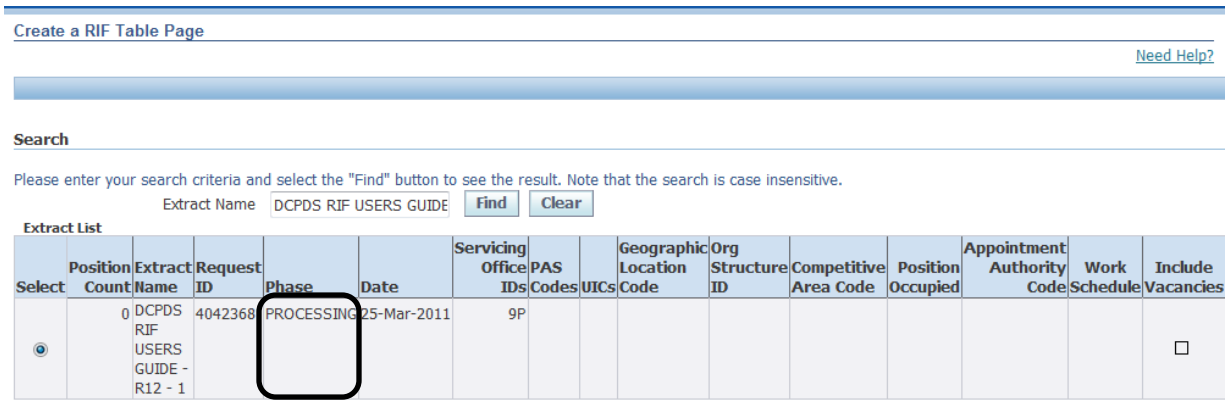
Please enter your search criteria and select the "Find" button to see the result. Note that the search is case insensitive.

Extract Name DCPDS RIF USERS GUIDE Find Clear

Extract List

Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies
	No Extracts Found														

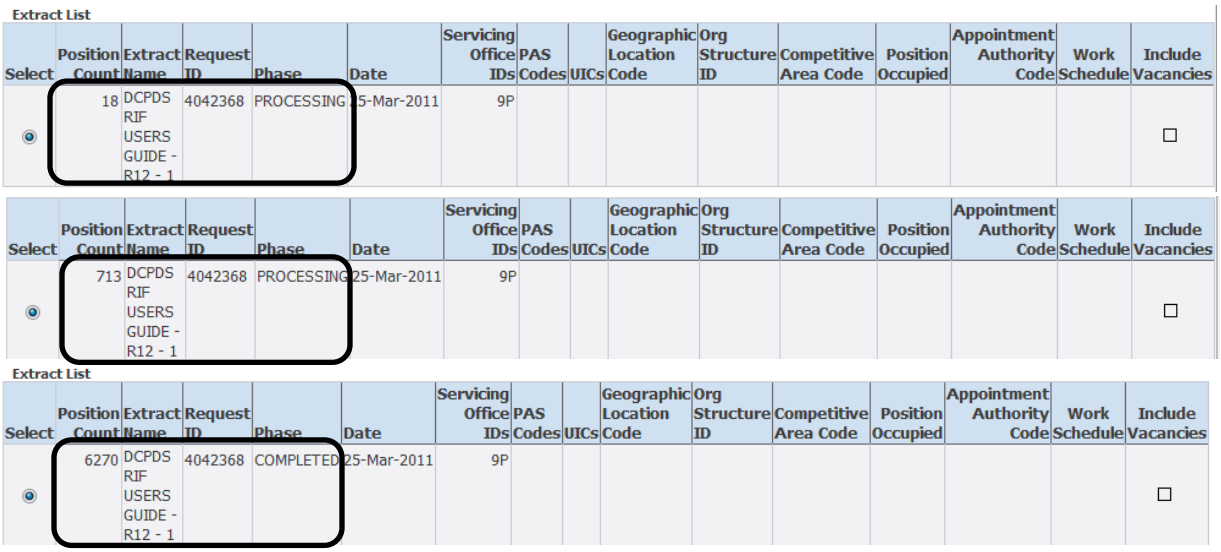
(2) Once the Extract has been established, the phase will show as Processing.



Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies
◉	0	DCPDS RIF USERS GUIDE - R12 - 1	4042368	PROCESSING	25-Mar-2011	9P									☐

(3) Use the Refresh Extract List Button to show the progress of the extract creation.

Depending on the size of the extract it may take up to/exceed 30 minutes for the extract to completely process. Periodically clicking the Refresh Extract List Button will show the progress of the extract. As positions are added to the extract, the position count will increase.



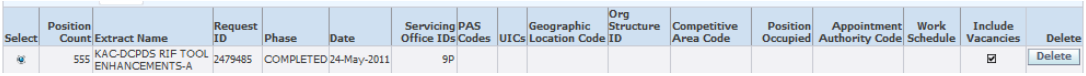
Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies
◉	18	DCPDS RIF USERS GUIDE - R12 - 1	4042368	PROCESSING	25-Mar-2011	9P									☐

Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies
◉	713	DCPDS RIF USERS GUIDE - R12 - 1	4042368	PROCESSING	25-Mar-2011	9P									☐

Extract List

Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies
◉	6270	DCPDS RIF USERS GUIDE - R12 - 1	4042368	COMPLETED	25-Mar-2011	9P									☐

f. Delete an Extract



Select	Position Count	Extract Name	Request ID	Phase	Date	Servicing Office IDs	PAS Codes	UICs	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies	Delete
◉	555	KAC-DCPDS RIF TOOL ENHANCEMENTS-A	2479485	COMPLETED	24-May-2011	9P									☑	Delete

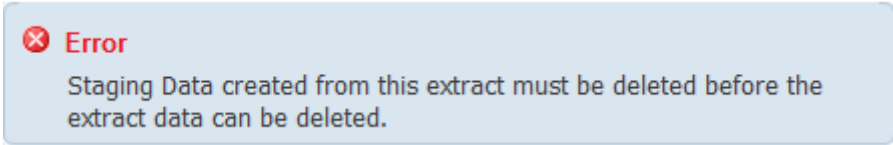
(1) The Delete Button associated with the RIF Extract allows the user to delete an extract.

(2) Once deleted a RIF extract cannot be restored

(3) Select the Delete Button

(4) The following confirmation message will be displayed. Click Yes to continue, No to return to the RIF Extract Page.

(5) If there is a staging table associated with the extract, the extract cannot be deleted until the staging table is deleted. The following error message will be displayed.

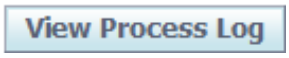


g. Switch to the Staging Table List Button

(1) The Switch to the Staging Table List Button allows users to access Staging Tables that have been already created

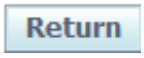
(2) Directs the user to the Create a RIF Staging Table Page ***(Section B.5.a.)***

h. View the Process Log Button – Directs the user to the Process Log Page ***(Section H.3.a)***



i. Refresh the Extract List Button – Refreshes the status of the Extract. The phase will show as either Processing or Completed. The Extract will not be available for editing or to create the RIF until the phase shows as Completed.

j. Return Button – Returns the user to the Navigator Page.

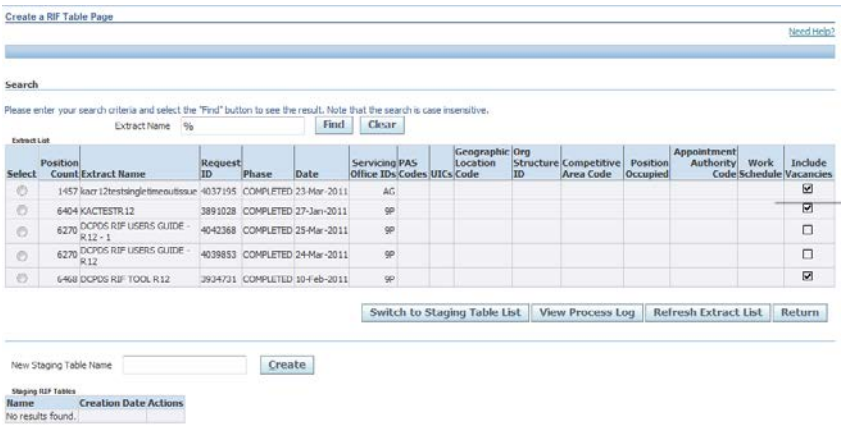


k. Create a Staging Table from an Extract

STEP 2 – Create a RIF Staging Table

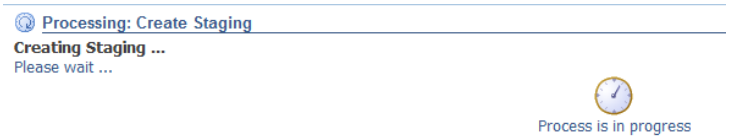
(1) Once the phase shows as Completed, you can create the Staging Table.

(2) Select the Extract that you would like to create a Staging Table by clicking the radio button next to the Extract

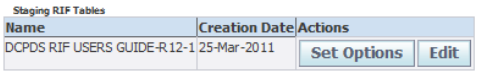


(3) Input a Staging Table Name in the New Staging Table Name Area and click the Create Button. The Staging Table Name is limited to 50 characters.

(4) While the Staging Table is being created a Progress Clock will be visible.

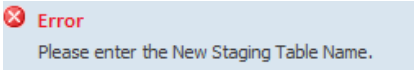


(5) Once the Staging Table has been created, the Progress Clock will disappear and the Staging Table will appear in the Staging RIF Tables Area

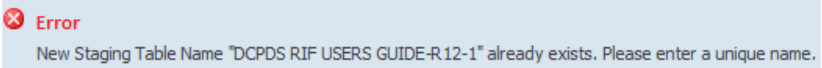


(6) Error/Warning Messages

(a) If the user fails to input a staging table name prior to clicking the Create Button, the following error message will be displayed:



(b) If the user attempts to create a Staging Table with an identical name, the following message will be displayed:

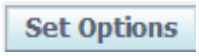


(7) Edit Button

(a) Once the Staging Table has been created, the user can edit the Staging Table by clicking the Edit Button

(b) Clicking the Edit Button directs the user to the Edit RIF Staging Table Page ***(Section B.4.a.)***

(8) Set RIF Options Button



(1) Once the Staging Table has been created, the user can create a RIF by clicking the Set RIF Options Button.

(2) Clicking the Set RIF Options Button directs the user RIF Options Page ***(Section C.1.a.)***.

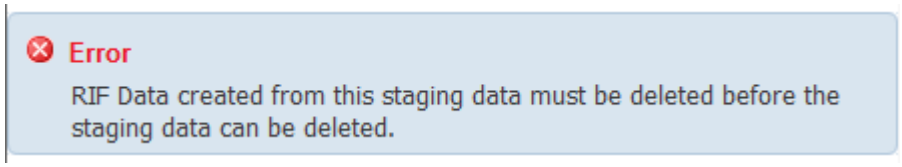
(9) Delete Button

(1) A Staging Table can be deleted if it is no longer needed provided there is no RIF associated to it.

(2) Click the Delete Button associated with the Staging Table.

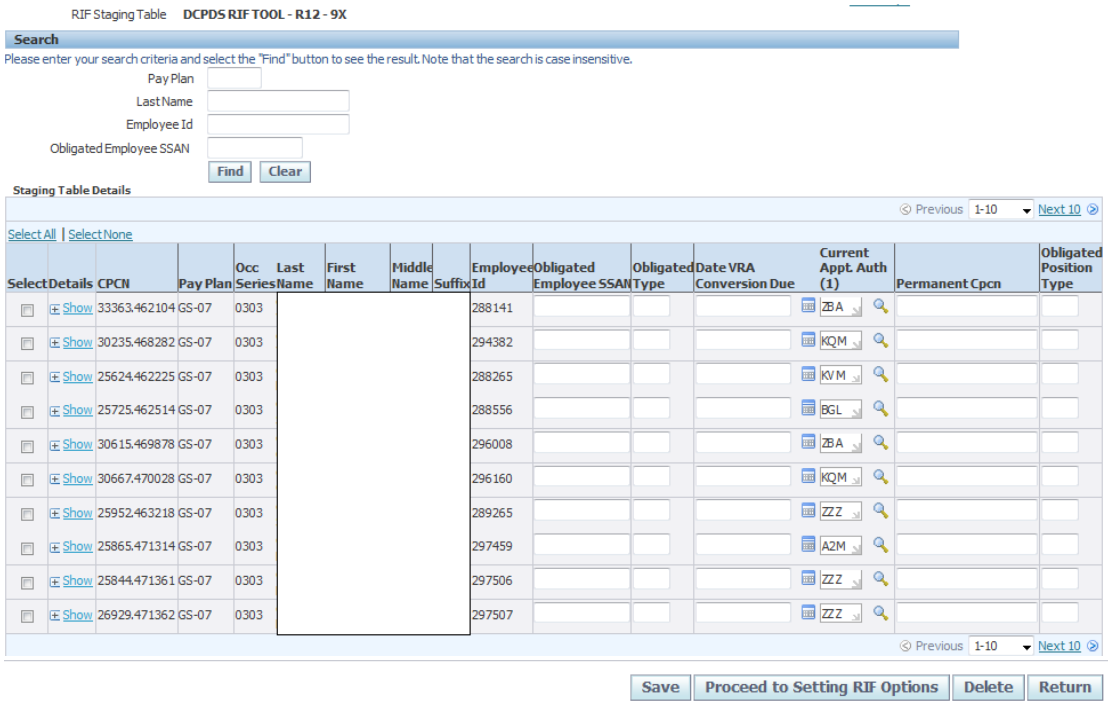
(3) Click Yes to continue, No to return to the RIF Extract Page.

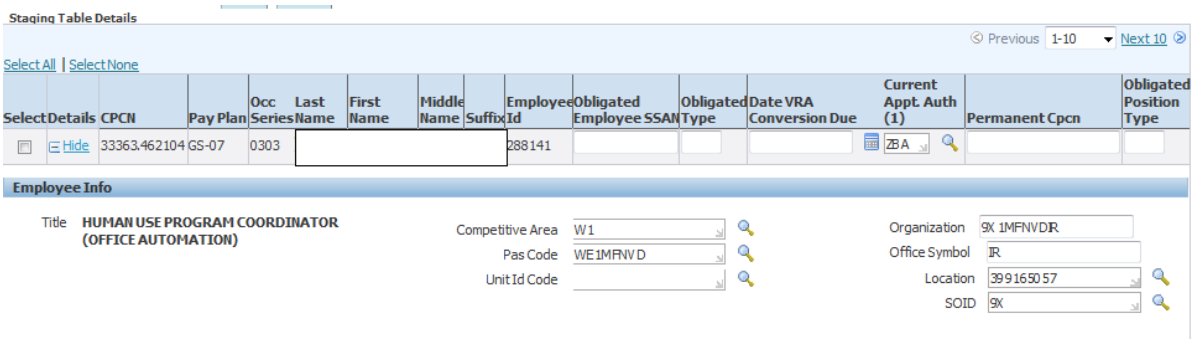
(4) If there is a RIF associated with the Staging Table, in order to delete the staging table, the RIF must be deleted. The following error message will be displayed.



4. Edit RIF Staging Table Page

a. General Information – Edit RIF Staging Table Page





(1) Once the RIF Staging Table is created, the user can edit the staging table if necessary.

(2) The data elements available for editing, if changed, can impact whether or not an employee is brought into the RIF or can change the position an employee competes from.

  (a) Example 1: If the VRA Conversion Date is before the RIF Effective Date and the RIF is a competitive service RIF, then the employee will be brought into the RIF as a competitive service employee.

  (b) Example 2: Obligated CPCN, if the Obligated CPCN is changed then employee will be placed on the Obligated CPCN when the RIF is created.

(3) The user is directed to this page by

  (a) Clicking the Edit Button in the Staging RIF Tables Area of the Create a RIF Table Page ***(Section B.3.k.)*** or

  (b) Clicking the Edit Button on the Create a RIF Staging Table Page ***(Section B.5.a.)***

(4) From this page, the user can do the following:

  (1) Search for records using the following criteria:

    (a) Pay Plan

    (b) Last Name

    (c) Employee ID

    (d) Obligated Employee SSAN

  (2) Edit the certain employee/positions data elements

  (3) Save changes to the employee/position data elements

  (4) Proceed to Setting RIF Options (creating the RIF)

  (5) Delete positions from the Staging Table

  (6) Return to the Create a RIF Table Page

b. Editing Data Elements

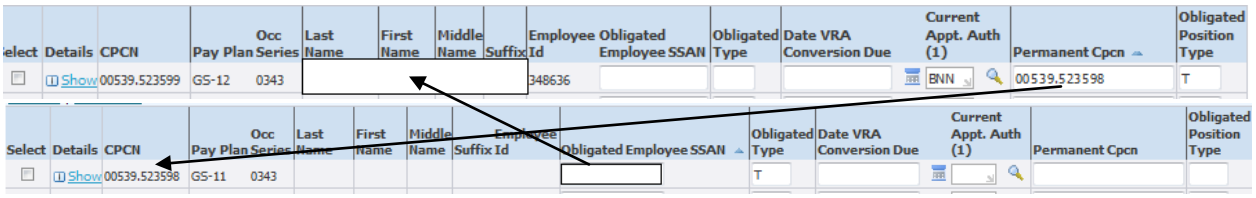
STEP 3 – Edit the RIF Staging Table (Optional)

(1) Only the following data elements are editable from the Edit RIF Staging Table Page. These data elements directly impact whether or not the record will be brought into the RIF based on the RIF Options.

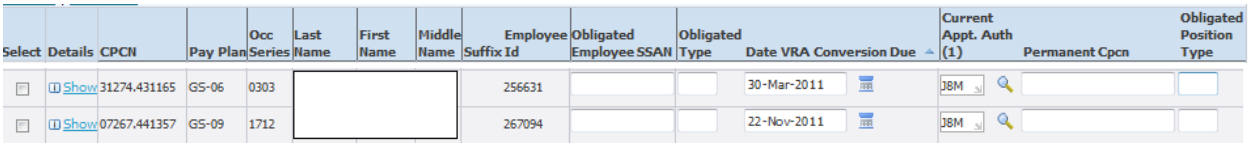
(2) Employee/Position data – employee related data is shown on the main line of the record. The Show/Hide Link reveals position related data.

(a) Obligated Position/Employee Information – When the RIF is created, an employee on a temporary promotion/reassignment will be moved back to their permanent position, provided the following data elements are populated correctly. When moving an employee to their permanent position, the employee record must be coded with the Permanent CPCN and the Obligated Position Type must be "T", in addition the CPCN identified in the Permanent CPCN area of the employee record must contain the employee's SSAN in the Obligated Employee SSAN area and the Obligated Type must contain a "T"

1. Obligated Employee SSAN
2. Obligated Type
3. Permanent CPCN
4. Obligated Position Type



(b) Date VRA Conversion Due



1. If the RIF is a competitive service RIF and the Date VRA Conversion Due is prior to the effective date of the RIF, then the employee record will be brought into the competitive service RIF
2. If the RIF is an excepted service RIF and the Date VRA Conversion Due is prior to the effective date of the RIF,

then the employee record will not be brought into the excepted service RIF.

(c) Current Appt Auth(1) – will only be used to further define a RIF when the Position Occupied = 2 (Excepted Service).

(d) Competitive Area

(e) PAS Code

(f) Unit ID Code

(g) Organization

(h) Office Symbol

(i) Location

(j) SOID

c. **Save Button** – The Save Button will store any changes made to the employee record.

Save

d. **Proceed to Setting RIF Options Button** – Directs the user to RIF Options Page. ***(Section C.1.a.)***

Proceed to Setting RIF Options

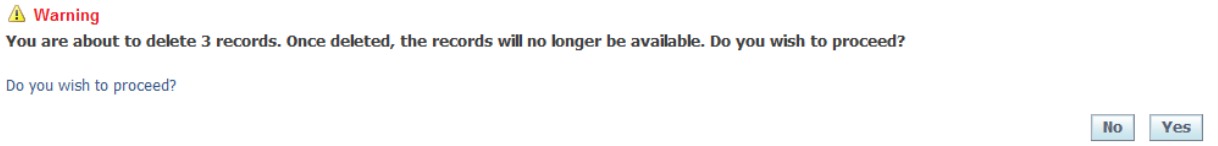
e. **Delete Button** – Permanently delete one or more positions from the Staging Table

Delete

(1) locate the position/employee record(s) and click the select button for each position

(2) click the Delete Button

(3) the following warning message will be displayed:



(4) Once the records are deleted, the user is directed back to the Edit RIF Staging Table Page

(5) If records are inadvertently deleted from the Staging Table, they can be added to the RIF using the Add from DCPDS Button once the RIF has been created. ***(Section F.1.h.)***

f. **Return Button** – The Return Button directs the user to the Create a RIF Table Page ***(Section B.3.a.)***

Return

5. Create a RIF Staging Table Page

a. General Information – Create a RIF Staging Table Page

Create a RIF Staging Table Page

Need Help?

Staging RIF Tables

Select	Staging RIF Table Name	Creation Date	Extract Name	Servicing Office IDs	UICs	PAS Code	Geographic Location Code	Org Structure ID	Competitive Area Code	Position Occupied	Appointment Authority Code	Work Schedule	Include Vacancies
○	KACTESTR12	27-Jan-2011	KACTESTR12	9P									☑
○	DCPDS RIF USERS GUIDE-R12-1	25-Mar-2011	DCPDS RIF USERS GUIDE - R12 - 1	9P									☐
○	KACR12SINGLE	22-Mar-2011	DCPDS RIF TOOL R12	9P									☑
○	DCPDS RIF TOOL R12-1	10-Feb-2011	DCPDS RIF TOOL R12	9P									☑
○	DCPDS RIF TOOL SORT TEST	04-Mar-2011	DCPDS RIF TOOL R12	9P									☑
○	kacr12testsingletimeoutissue	24-Mar-2011	kacr12testsingletimeoutissue	AG									☑
○	KASR12TESTSINGLETIMEOUTISSUE	23-Mar-2011	kacr12testsingletimeoutissue	AG									☑

Switch to Extract List | Proceed to Setting RIF Options | Edit | Return

(1) The user is directed to this page by:

(a) Clicking the Switch to Staging Table List Button in the Create a RIF Table Page ***(Section B.3.g.)***

(2) From this page, the user can do the following:

(a) View user created staging tables

(b) Switch to the Extract List – The Switch to Extract List Button directs the user to the Create a RIF Table Page ***(Section B.3.a.)***

Switch to Extract List

(c) Proceed to Setting RIF Options – The Proceed to Setting RIF Options Button directs the user to the RIF Options Page ***(Section C.1.a.)***

Proceed to Setting RIF Options

(d) Edit the RIF Staging Table – The Edit Button directs the user to the Edit RIF Staging Table Page ***(Section B.4.a.)***

Edit

(e) Return to the Navigator Page – the Return to the Navigator Page Button directs the user to the Navigator Page ***(Section A.6.b.)***

Return

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Section C – RIF Options Page and Appraisal Information Page

Section	Description		Page #
1.	RIF Options Page		30
	a.	General Information – RIF Options Page	30
	b.	RIF Name Area	31
	c.	General Options	32
	d.	RIF Parameters Area	36
	e.	Save RIF Option Changes Button	43
	f.	Reset Button	43
	g.	Return to Create a RIF Page Button	44
2.	Appraisal Information Page		44
	a.	General Information – Appraisal Information Page	44
	b.	Modal Rating Area	44
	c.	Appraisal Information Page – Single Pattern Page	45
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Steps	Description	Page #
4	Set RIF Options	31
5	Calculate Appraisal Points	44

Notes	Important Notes	Page #
1	Exiting from the RIF Options Page	31

1. RIF Options Page

a. General Information – RIF Options Page

(1) Once the RIF Staging Table has been created, and the records are edited if necessary, the next step will be to identify the RIF Options.

(2) The user is directed to this page by:

(a) Selecting the Set Options Button from the Staging RIF Tables Area/Create RIF Table Page ***(Section B.3.k.)*** or

(b) Selecting the Proceed to Setting RIF Options Button on the Edit RIF Staging Table ***(Section B.4.d.)*** or

(c) Selecting the Proceed To Setting RIF Options Button from the Create a RIF Staging Table Page ***(Section B.5.a.)***

(3) From this page, the user can do the following:

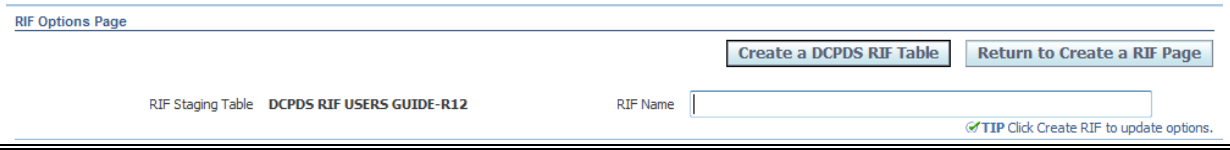
(a) Identify the data elements that will be used to create the RIF

(b) Create the RIF

(c) Return to the Create a RIF Page

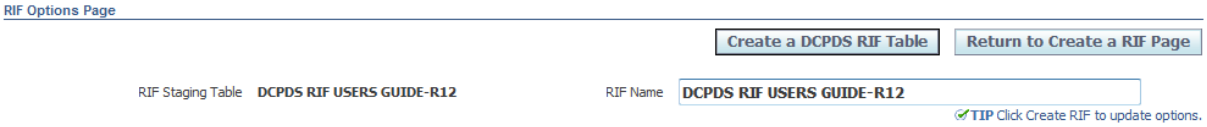
(4) Those data elements that are identified with an '*' prior to the data element are required data elements.

b. RIF Name Area



STEP 4 – Set RIF Options

(1) Input a unique RIF Name and click the Create a DCPDS RIF Table Button

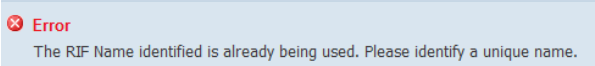


(2) Once the RIF Name is input and the Create a DCPDS RIF Table Button is selected, the RIF Options fields will open up.

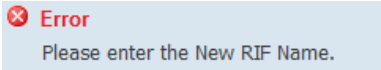
<u>Important Note 1: Exiting from the RIF Options Page</u> – If you <u>exit</u> from this page after you have entered the RIF Name and clicked Create a DCPDS RIF Table but before you have selected the Save RIF Options Button, the RIF name will be locked and cannot be used. In order to reuse the RIF Name you must delete the RIF. (Section A.7.e.)

(3) Error messages

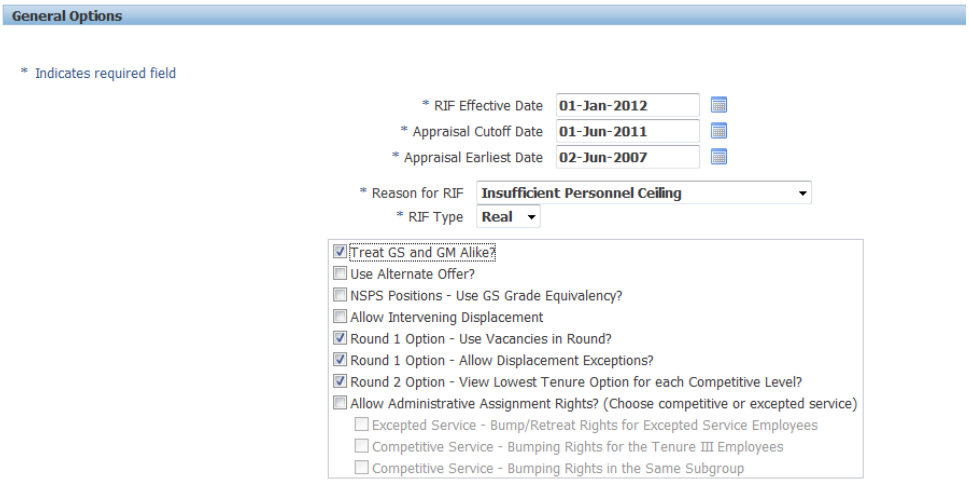
(a) If the user attempts to create a RIF with a name that has already been used, the following error will be displayed:



(b) If the user clicks the Create a DCPDS RIF Table without entering a RIF Name, the following error will be displayed:



c. General Options – the following data elements are required/available when creating the RIF parameters.



(1) RIF Effective Date
- (a) required field
- (b) must be a future date
- (c) this field is used to perform tenure and VRA conversions as well as determine Modal Rating calculations
- (d) Error Messages
  - (1) The following error message will be displayed if the user attempts to save the RIF Options using a date earlier than the current date

    Error
    Rif Effective Date must be a future date.
  - (2) The following error message will be displayed if the user attempts to save the RIF Options without inputting a RIF Effective Date

    Error
    Rif Effective Date is required!

(2) Appraisal Cutoff Date
- (a) required field
- (b) must be prior to RIF Effective Date
- (c) this field in conjunction with the Appraisal Earliest Date will be used to determine what appraisals will be used in the appraisal calculation process.
- (d) Error Messages
  - (1) The following error message will be displayed if the user attempts to input an Appraisal Cutoff Date after the effective date of the RIF

    Error
    Appraisal Cutoff Date must be prior to the RIF Effective Date.

(2) The following error message will be displayed if the user attempts to save the RIF Options without inputting an Appraisal Cutoff Date

Error
Rif Cutoff Date is required!

(3) Appraisal Earliest Date
- (a) required field
- (b) auto-populated minus four years plus 1 day from the Appraisal Cutoff Date
- (c) user updateable
- (d) the following error message will be received if the Appraisal Earliest Date is left blank

Error
Rif Earliest Date is required!

- (e) the following error message will be received if the date is changed to a date after the Appraisal Cutoff Date

Error
Appraisal Earliest Date must be prior to the Appraisal Cutoff Date.

(4) Reason for RIF
- (a) required field
- (b) LOV – must select a value from the LOV – LOV values are mandated by OPM

Insufficient Personnel Ceiling
Lack of Work
Reclassification
Reorganization (A76)
Reorganization (Non-A76)
Reemployment Rights or Restoration Rights
Shortage of Funds
See Explanation

(5) RIF Type
- (a) required field
- (b) LOV – must select a value from the LOV – Real or Mock

Mock
Real

(6) Treat GS and GM Alike? Checkbox

☑ Treat GS and GM Alike?

- (a) Default checked
- (b) If checked, treats GS and GM positions as if they are GS and places them in the same competitive level as GS, provided all other aspects are the same (PP-SRS-GR-CLC)
- (c) If unchecked, places GS and GM positions is separate competitive levels

(7) User Alternate Offer? Checkbox

☐ Use Alternate Offer?

(a) Default unchecked

(b) If unchecked, does not allow the user to make alternative offers during Round 2.

(c) If checked, the user will be required to select an alternate offer or confirm that no alternate offer will be made for each employee.

(8) NSPS Positions – Use GS Grade Equivalency? Checkbox

☐ NSPS Positions - Use GS Grade Equivalency?

(a) Default unchecked

(b) If unchecked, does not allow the user to input a GS Grade Equivalency into NSPS positions in the Position Tab

(c) If checked, requires the user to enter a GS Grade Equivalent into each NSPS position. Until all NSPS positions have a GS Grade Equivalency, the user will not be able to process Round 2.

(d) If checked, the value stored in the GS Grade Equivalent field in the position record will be used to determine an employee's assignment right for GS/FWS positions.

(9) Allow Intervening Displacement Checkbox

☐ Allow Intervening Displacement

(a) Default unchecked

(b) If unchecked, then Tenure I employees displace Tenure III during Round 1 and Round 2 competition

(c) If checked, during Round 1 competition Tenure I employees displace Tenure II and Tenure II automatically displaced Tenure III employees, during Round 2 competition Tenure I employees will displace Tenure II employees

(10) Round 1 Option – Use Vacancies in Round? Checkbox

☑ Round 1 Option - Use Vacancies in Round?

(a) Default checked

(b) If checked, then vacancies will be used in Round 1 competition

(c) If unchecked, then not be used in Round 1 competition but will be available for use in Round 2.

(11) Round 1 Option – Allow Displacement Exceptions? Checkbox

☑ Round 1 Option - Allow Displacement Exceptions?

(a) Default checked

(b) If checked, then the user will be able to make adjustments to placements made during Round 1 competition (Adjust Round 1).

(c) If unchecked, as soon as Round 1 competition is completed, the user will be immediately directed to Round 2 competition.

(12) Round 2 – View Lowest Tenure Option for each Competitive Level? Checkbox

☑ Round 2 Option - View Lowest Tenure Option for each Competitive Level?

(a) Default checked

(b) If checked, then only the lowest tenured employee will be visible during Round 2. If the employee being impacted is a Tenure I employee and there are Tenure II and Tenure III within the competitive level, then only the Tenure II employee will be visible. If the Tenure II employee is impacted, the Tenure II will automatically be placed in the Tenure III position and the Tenure III then competes in Round 2 or is automatically separated based on whether the Allow Administrative Assignment Rights? – Competitive Service – Bumping Rights for Tenure III Employees Checkbox is selected

(13) Allow Administrative Assignment Rights? (Choose competitive or excepted service) Checkbox

☐ Allow Administrative Assignment Rights? (Choose competitive or excepted s

☐ Excepted Service - Bump/Retreat Rights for Excepted Service Employee

☐ Competitive Service - Bumping Rights for the Tenure III Employees

☐ Competitive Service - Bumping Rights in the Same Subgroup

(a) Default unchecked

(b) If checked, user will have the ability to select either the excepted service checkbox or one or both of the competitive service checkboxes.

(c) Error Message: If the user attempts to select both excepted service and competitive service options, the following error message will be displayed:

Error
You may select an Excepted Service or a Competitive Service but not both.

(d) Excepted Service – Bump/Retreat Rights for Excepted Service Employees Checkbox

1. If checked, then excepted service employees will be allowed to have bump/retreat rights during Round 2 competition.
2. If unchecked, then competition will end with Round 1 competition for excepted service RIFs

(e) Competitive Service – Bumping Rights for Tenure III Employees Checkbox

1. If checked, then Tenure III employees will have bump rights during Round 2 competition.

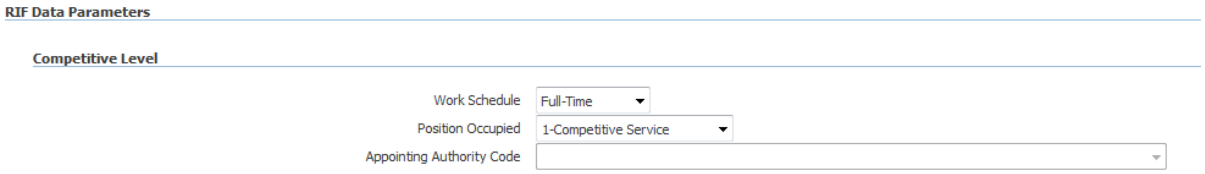
2. If unchecked, then Tenure III employees will have no competition rights and will not be visible during Round 2 competition.

(f) Competitive Service – Bumping Rights in the Same Subgroup

1. If checked, then employees will have bump rights within the same subgroup versus retreat rights
2. If unchecked, employees will have retreat rights within the same subgroup

d. RIF Parameters Area

(1) Competitive Level



(a) Work Schedule

1. Default – Full-time
2. Only one value allowed
3. Full-time – selects all employees with a Work Schedule of "F"
4. Part-time – selects all employees with a Work Schedule of "P" or "S"
5. Intermittent – selects all employees with a Work Schedule of "I"
6. Seasonal – selects all employees with a Work Schedule of "G", "J", "Q", "T"

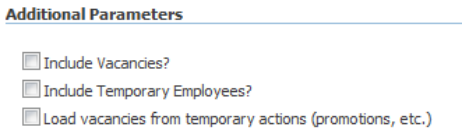
(b) Position Occupied

1. Default – 1-Competitive Service
2. Only one value allowed
3. Most commonly used – 1-Competitive Service or 2-Excepted Service

(c) Appointing Authority Code

1. Input only allowed and is required if Position Occupied = 2-Excepted Service
2. Only one value allowed

(2) Additional Parameters



(a) Include vacancies? Checkbox

1. Default unchecked
2. If unchecked, no vacancies will be uploaded from the RIF Staging Table
3. If checked, will include all vacancies from the RIF Staging Table
4. Note: Once the RIF is created vacancies can still be brought in from DCPDS by using the Add From DCPDS Button ***(Section F.1.h.)*** or manually adding positions ***(Section F.2.e.)***.

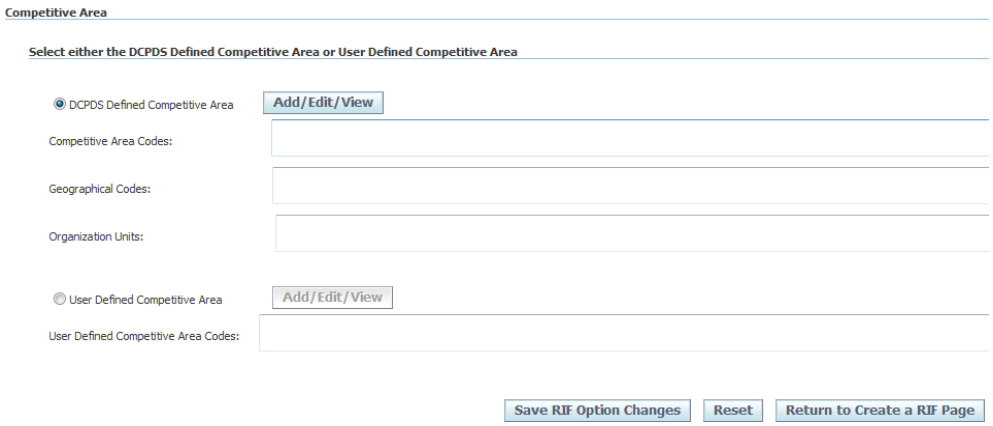
(b) Include Temporary Employees? Checkbox

1. Default unchecked
2. If unchecked, then no temporary employees will be included from the RIF Staging Table
3. If checked, then temporary employees will be included from the RIF Staging Table, but will not be included in RIF competition.

(c) Load vacancies from temporary actions (promotions, etc.) Checkbox

1. Default unchecked
2. If unchecked, then positions vacated when employees are moved from their temporary promotion/reassignment will not be brought in from the RIF Staging Table
3. If checked, then positions vacated when employees are moved from their temporary promotion/reassignment will be brought in from the RIF Staging Table.

(3) Competitive Area

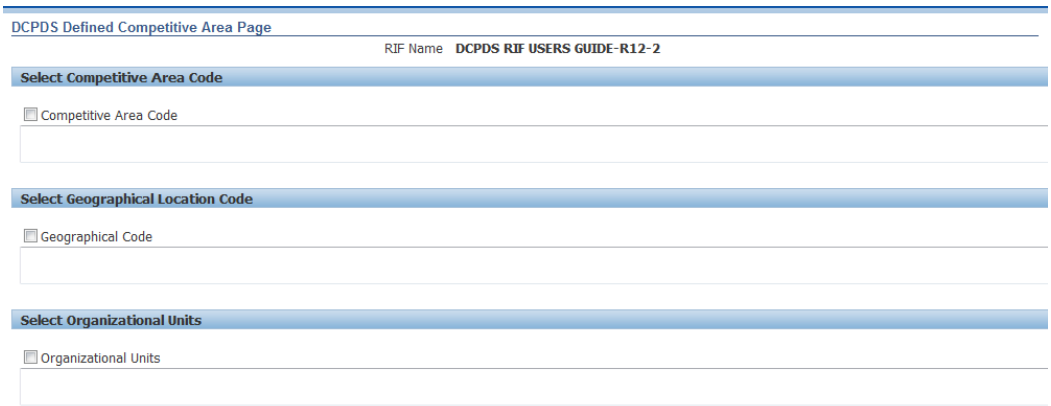


(a) Two Methods Available – Competitive Area – There are two methods available to identify positions using the competitive area

1. DCPDS Defined Competitive Area – uses Competitive Area Codes, Geographical Codes and/or Organizational Unit Codes to further define the competitive area
2. User Defined Competitive Area – user will individually select positions/employees to define the competitive area. This can be used when no one data element or combination of data elements can be used to identify a competitive area

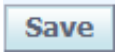
(b) DCPDS Defined Competitive Area

1. Default selected
2. If no values are selected, then all positions within the parameters identified in the Extract, the Competitive Level Area and the Additional Parameters will be brought into the RIF.
3. Add/Edit/View Button – to further define the competitive area based on the competitive area code, geographical code or organizational units, the user will need to access the DCPDS Defined Competitive Area Page by clicking the Add/Edit/View Button.

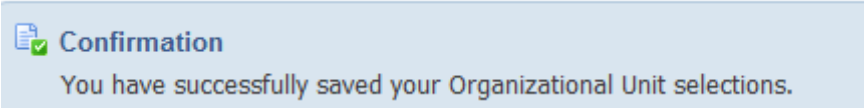


4. Each area will be considered an “AND” to the Work Schedule and Position Occupied.
5. Click the Checkbox to open a list of values for one of the three areas. To select all values available on each page, click Select All, Click Next 10 and repeat until all values are selected.

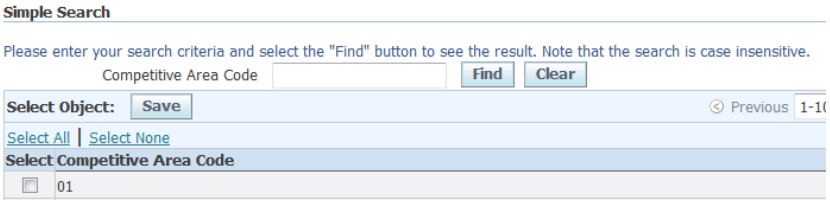
6. Once all values have been selected, click the Save Button.



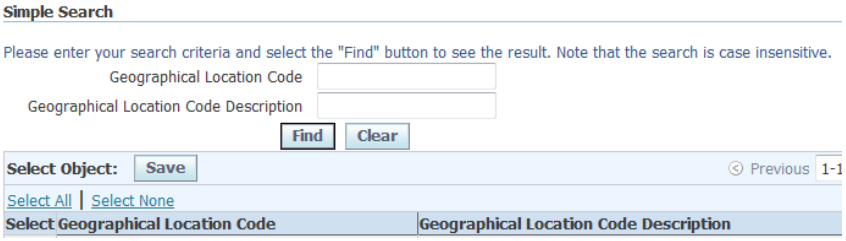
7. For each area where values are selected, the user will receive a confirmation notice. The following is a sample confirmation notice that will be displayed.



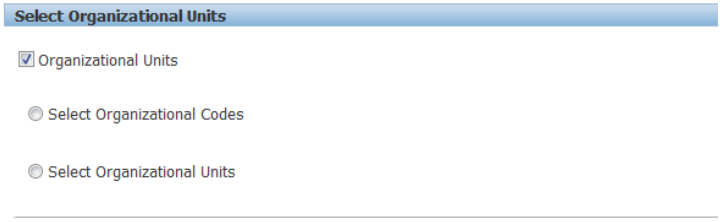
8. Search/Sort Capability
   a. Select Competitive Area Code – The user will have the capability of searching or sorting by the Competitive Area Code



   b. Select Geographical Location Code – The user will have the capability of searching or sorting by the Geographical Location Code or Geographical Location Code Description.

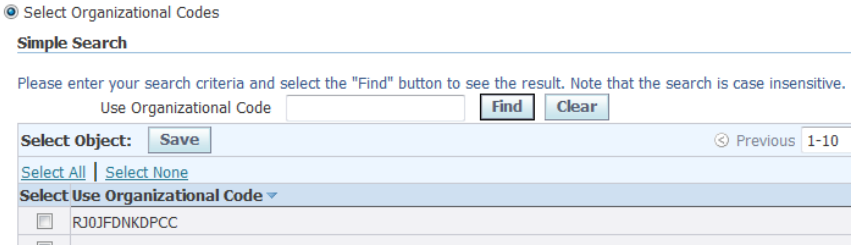


   c. Select Organizational Units Area – The user will have two ways of further defining the competitive area using organizational units. Use the Radio Button to select either Organizational Codes or Organizational Units.

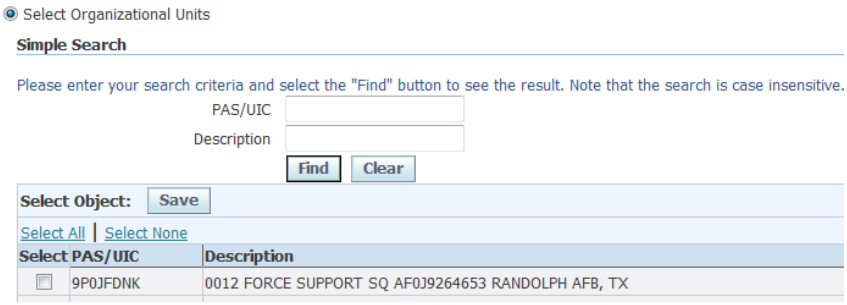


      (1) Select Organizational Codes – The user will have the capability of searching or sorting

on the PAS/UIC/Org Structure ID combination.



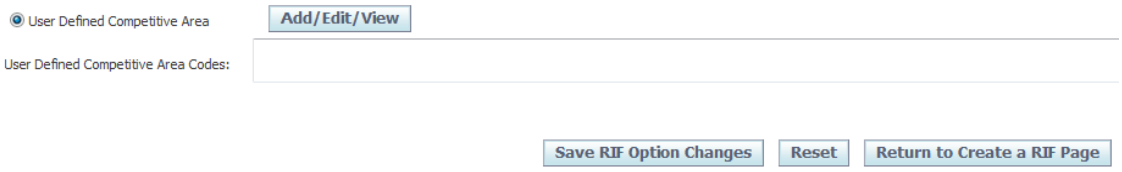
(2) Select Organizational Units – The user will have the capability of searching or sorting on the PAS/UIC or PAS/UIC description.



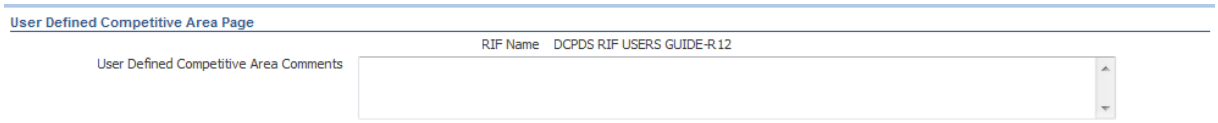
10. Once all changes have been made in the DCPDS Defined Competitive Area Page, click Return to RIF Options Page Button.

11. The values selected will now show in the Competitive Area of the RIF Options Page

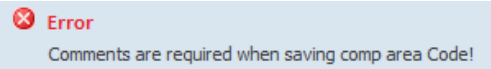
(c) User Defined Competitive Area – the User Defined Competitive Area allows the user to select positions that are not easily identifiable using Competitive Area Code, Geographical Code, or Organizational Codes.



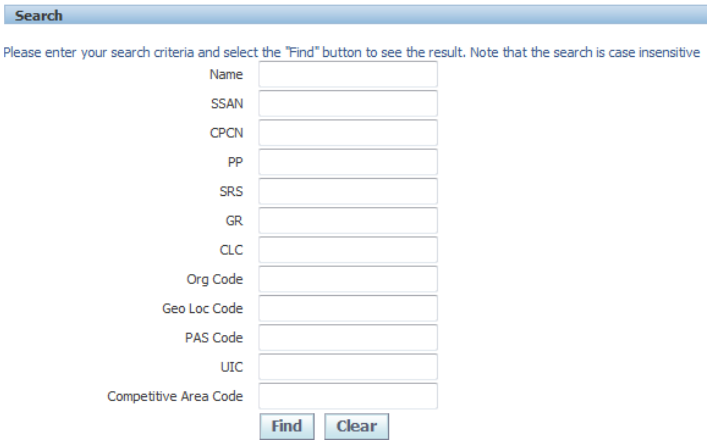
1. User Defined Competitive Area Comments Area



   a. If the User Defined Competitive Area method is used, then the user must provide comments in the User Defined Competitive Area Comments area describing how positions were identified.
   b. If no comments are input, the following error message will be displayed upon selecting the Save Button.



2. Users can use the search criteria or the Next/Previous Buttons to locate positions to be included in the competitive area



3. Use the Select Button next to the employee name to select individual employees to include in the competitive area

Select the following positions to be used in the RIF Process

Select Object: Save Previous 1-25 Next 25

Select All | Select None

Select	Name	SSAN	CPCN	PP	SRS	GR	CLC	Org Code	Geo Loc Code	PAS Code	UIC	Competitive Area Code
☐			00001.448829	GS	2130	11	0377	GUMAB	399165057	WE1MFC4N		W1
☐			00001.462872	GS	2130	11	0377	GUMAB	399165057	WE1MFC4N		W1
☐			00003.419251	GS	0802	04	0278	RBSV	399165057	WE1MFSDL		W1
☐			00004.448269	GS	0802	04	0278	RYJT	399165057	WE1MFSDH		W1
☐			00009.413587	GS	1102	13	0347	RYK	399165057	WE1MFSDH		W1
☐			00010.414069	GS	0802	09	0278	RYDP	399165057	WE1MFSDH		W1
☐			00035.416174	GS	0343	14	0548	WA8C	399165057	WE1MFC7F		W1
☐			00037.423756	GS	1101	07	0383	CEAOE	399165057	WE1MFB2L		W1
☐			00050.414090	GS	0802	01	0278	RYARY	399165057	WE1MFSDH		W1
☐			00055.414168	GS	0855	13	0648	1SYEA	399165057	WE1MFFN7		W1
☐			00056.414271	GS	0855	13	0648	WIGE	399165057	WE1MFN9M		W1
☐			00058.414443	GS	1101	14	P827	DD	399165057	WE1MF551		W1
☐			00059.414787	GS	0080	12	0090	WIOS	399165057	WE1MFLMY		W1
☐			00060.414808	GS	0501	11	0007	WISF	399165057	WE1MFNM9		W1
☐			00063.415005	GS	0301	09	0420	WKE	399165057	WE1MFFNW		W1
☐			00066.414259	GS	0802	03	0278	RBSM	399165057	WE1MFSDL		W1
☐			00067.408527	GS	0503	05	0065	FMQ	399165057	WE1MFNND		W1
☐			00070.414702	GS	0343	12	0528	CS	399165057	WE1MFB5K		W1
☐			00071.414414	GS	0501	12	0007	FMUS	399165057	WE1MFNVD		W1
☐			00072.414420	GS	1310	15	0517	RYHA	250478017	WE1MFNWV		W1
☐			00074.415614	GS	0028	11	0733	CEAN	399165057	WE1MFB2L		W1
☐			00076.415019	GS	2010	14	0933	GUMD	399165057	WE1MFC4N		W1
☐			00078.414599	GS	0343	09	0548	DPD	399165057	WE1MFDZ8		W1
☐			00085.415008	GS	2210	12	0406	A5JO	399165057	WE1MFLFP		W1
☐			00087.415486	GS	2210	12	0415	A5JO	399165057	WE1MFLFP		W1

Select Object: Save Previous 1-25 Next 25

4. Once all positions have been selected, Click the Save Button. The user will be directed to the RIF Options Page

   Save

5. Click the Return to RIF Options Page Button to return to the RIF Options Page without saving your selections.

   Return to RIF Options Page

6. Employee IDs will be used to identify all positions brought into the RIF using the User Defined Competitive Area Method.

   User Defined Competitive Area Add/Edit/View

   User Defined Competitive Area Codes: '364861','403372','347330','343903'

(d) Changing methods. When the user switches between DCDPS Defined Competitive Area and User Defined Competitive Area and vice versus, all values previously selected will be removed and the following message will be displayed.

Confirmation

This action will clear the DCPDS Defined Comp Area Codes for this Rif.

Do you wish to continue?

No Yes

e. Save RIF Option Changes Button

Save RIF Option Changes

(1) Once all RIF Options have been made, select the Save RIF Option Changes Button. The Save RIF Option Changes Buttons creates the RIF using the settings identified in the RIF Options Page.

(2) As the RIF is created, the following calculations and processes are completed:

(a) Brings only those employees that meet the RIF Options into the RIF Table

(b) Identifies all position/employee errors and writes the errors to the position/employee records and Process Logs.

(c) Using the RIF Effective Date changes VRA employees to competitive service if the VRA Conversion Date is prior to the effective date of the RIF.

(d) If the Appointing Authority = J8M, populate the Date Conversion Career Due with the Date VRA Conversion Due plus 1 year if the Date Conversion Career Due is null.

Retention Factors

Appointment Type	**2A-Competitive - Career-Conditional**		
Tenure	**Permanent - Tenure Group 1**		
Conversion Career Begin Date		Appointing Authority Code	**J8M**
Conversion Career Due Date	**14-Jan-2005**	Veterans Preference RIF Value	**1-None**
Probationary Period Begin Date		Veteran Preference	**4-10-Point/Compensable**
Probationary Period Ends Date		SCD-LV	**14-Jan-2002**
VRA Conversion Due Date	**14-Jan-2004**	SCD-RIF	**14-Jan-2002**

(e) Using the RIF Effective Date changes Appt Type 2A and Tenure 2 to Tenure 1 when the Date Conversion Career Due is prior to the effective date of the RIF

(f) Using the RIF Effective Date changes the Appt Type 1A and Tenure 2 to Tenure 1 when the Date Probationary Period End is prior to the effective date of the RIF

(g) Moves employees from the temporary promotion/change to lower grade/reassignment position to their permanent position provided the permanent position is coded with the employee's SSAN and the employee record is coded with the employee's permanent CPCN.

3. User is directed to the Appraisal Information Page provided no errors are found on the page. ***(Section C.2.a.)***

f. Reset Button – The Reset Button removes all values input by the user.

Reset

g. Return to Create a RIF Page Button – Directs the user to the Create a RIF Table Page ***(Section B.3.a.)***

Return to Create a RIF Page

2. Appraisal Information Page

a. General Information – Appraisal Information Page

STEP 5 – Calculate Appraisal Points

(1) Once the RIF Options have been determined, the next step will be for the user to (1) calculate appraisal points for a single pattern RIF or (2) make modal rating and appraisal point decisions and then calculate appraisal points for a multiple pattern RIF.

(2) The user is directed to this page by:

(a) Selecting the Save RIF Options Changes Button on the RIF Options Page ***(Section C.1.e.)***

(b) Selecting the Pre-Process Round 1 Button ***(Section G.4.b.)***

(c) Selecting the New Iteration Button ***(Section G.10.b.)***

(3) From this page, the user can do the following:

(a) Single Pattern RIF – Calculate Single Pattern Appraisal Points

(b) Multiple Pattern RIF

1. More than one modal rating found – choose the modal rating(s) to be used in the RIF.
2. More than one modal rating chosen – update the Assign Pattern Designations to Positions Area
3. Update the Multiple Appraisal Points Area if necessary

b. Modal Rating Area

(1) For Both Single and Multiple Pattern RIFs, the Modal Rating Area counts all appraisals within one year of the effective date of the RIF and displays a count of all appraisals found by pattern and then by rating .

Modal Rating

Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating
H	0	0	24	6	1		3

Modal Rating

If more than one Modal Rating will be used, proceed to Assigning Pattern Designations to Positions after assigning RIF Summary Level Credit.

Select	Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating	Modal Rating Summary Level
☑	H	0	0	3	3	2	3,4	4	4

Modal Rating

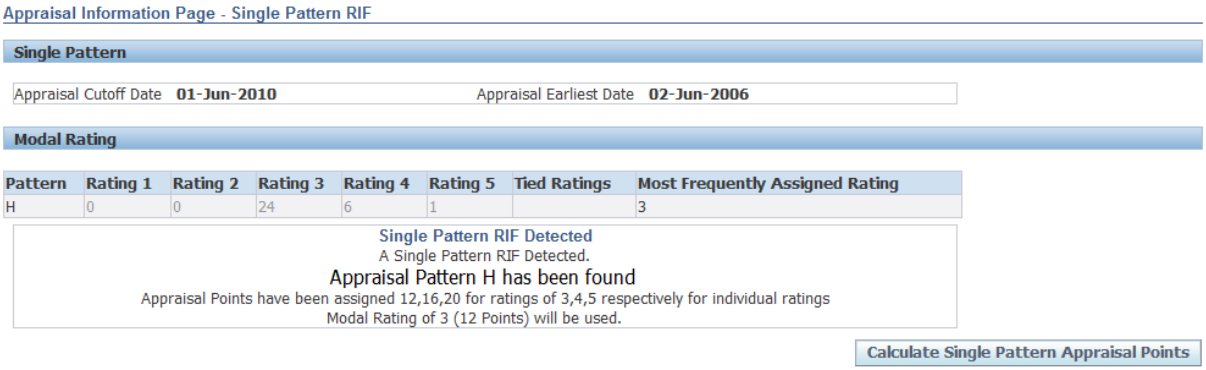
If more than one Modal Rating will be used, proceed to Assigning Pattern Designations to Positions after assigning RIF Summary Level Credit.

Select	Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating	Modal Rating Summary Level
☐	A	0	0	5	0	0		3	3
☐	H	0	0	19	29	14		4	4

(2) If there is a tie amongst the highest number of ratings, then the ratings that are tied are listed in the Tied Ratings Column. The highest numbered rating then populated into the Most Frequently Assigned Rating.

(3) The rating that is found to be the most frequently assigned rating is listed in the Most Frequently Assigned Rating Column and is used in the calculation of the modal rating.

c. Appraisal Information Page – Single Pattern Page



(1) If all appraisals within the look-back period are found to be of the same pattern, the RIF is considered to be a single pattern RIF.

(2) Points are assigned based on the following rules:

(a) All ratings of 3 are assigned 12 points

(b) All ratings of 4 are assigned 16 points

(c) All ratings of 5 are assigned 20 points

(d) Employees with no appraisals are assigned a modal rating and points are assigned based on the modal rating.

(3) Calculate Single Pattern Appraisal Points

(a) If, through appraisal calculations, a single pattern RIF is found, the user cannot make any changes on this page and the only action that can be taken by the user is to calculate appraisal points by clicking the Calculate Single Pattern Appraisal Points.

(b) As the appraisal calculation process is in progress, a Progress Clock will be visible.

(c) If no appraisal errors are found the user is directed to the RIF Overview Page/Status Tab once all calculations have been made. ***(Section D.1.a. & Section D.2.a.)***

(d) If appraisal errors are found the user is directed to the RIF Overview/Process Log Tab once all calculations have been made.

Previous 1-10 Next 10

Log Type	Log Date	Status	Program Description	National Identifier	Cpcn	Message Name	Log Text
Create RIF Database	13-Apr-2011 14:19:39	Error	UPDATE_MODAL_RATINGS			APPRAISAL_ERRORS_EXIST	There are appraisal errors that need to be addressed before processing Round 1 can begin

d. Appraisal Information Page – Multiple Pattern Page

(1) General Information – Appraisal Information Page Multiple Pattern Page

(a) If more than one appraisal pattern is found within the look-back period that will be used in the appraisal calculation, the RIF is considered to be a multiple pattern RIF.

(b) There may be multiple decisions the user will need to make if the RIF is considered to be a multiple pattern RIF.

(2) Modal Rating Area

Modal Rating

If more than one Modal Rating will be used, proceed to Assigning Pattern Designations to Positions after assigning RIF Summary Level Credit.

Select	Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating	Modal Rating Summary Level
☐	A	0	0	5	0	0		3	3
☐	H	0	0	19	29	14		4	4

(a) This area displays all valid appraisals within the current year with the total count by pattern for each rating. If more than one Pattern is available, the user will need to select all of the patterns that apply to records within the RIF. (Example: If the competitive area contains both GS/FWS and current NSPS employees and GS/FWS are rated under a Pattern A and the NSPS Employees are rated under a Pattern H, then both patterns need to be selected. If current GS employees are rated under Pattern A and were converted from NSPS within the last year and had ratings under the NSPS system (Pattern H), only Pattern A should be selected, since they will now be rated under the Pattern A appraisal system.)

(b) Modal Rating Summary Level – Once a pattern is selected the Modal Rating Summary Level(s) becomes available. The value is defaulted to the most frequently assigned rating for each level.

(c) If more than one pattern is selected then proceed to the Assign Pattern Designations to Positions Area ***(Section C.2.d.(3))***

(d) If only one pattern is selected, then proceed to Multiple Pattern Appraisal Points Area ***(Section C.2.d.(4))***

Modal Rating

If more than one Modal Rating will be used, proceed to Assigning Pattern Designations to Positions after assigning RIF Summary Level Credit.

Select	Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating	Modal Rating Summary Level
☑	A	0	0	5	0	0		3	3
☐	H	0	0	19	29	14		4	4

Multiple Pattern Appraisal Points

Appraisals with Patterns for A,B,D,H have been found.

Default values of 12,16,20 for levels 3,4,5 respectively are shown below - update values for a multiple pattern RIF if necessary

Pattern	A	B	C	D	E	F	G	H
3	12	12	12	12	12	12	12	12
4			16	16	16		16	16
5		20			20	20		20

Reset | Calculate Multiple Pattern Appraisal Points

(3) Assign Pattern Designations to Positions Area – if more than one pattern is selected from the Modal Rating Area, the Assign Pattern Designation to Positions Area will appear.

Modal Rating

If more than one Modal Rating will be used, proceed to Assigning Pattern Designations to Positions after assigning RIF Summary Level Credit.

Select	Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating	Modal Rating Summary Level
☑	A	0	0	5	0	0		3	3
☑	H	0	0	19	29	14		4	4

Assign Pattern Designation to Positions

◯ PAS ◯ UIC ◉ Pay Plan

Pattern	Pay Plan			Save/Update
A		ADD >		Save/Update
H		ADD >		Save/Update

(a) When a RIF has more than one modal rating that is assigned to a set of positions, it is necessary to associate the modal rating with the right positions. In order to determine which positions are rated under a specific modal rating, the user will need to assign a Pattern Designation to Positions using one of three methods – PAS, UIC or Pay Plan. The default for this area is Pay Plan.

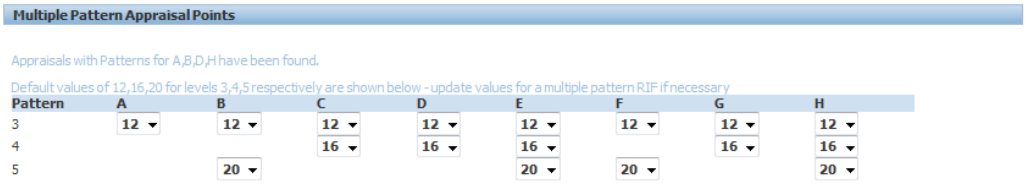
Assign Pattern Designation to Positions

◯ PAS ◯ UIC ◉ Pay Plan

Pattern	Pay Plan			Save/Update
A		ADD >	'GS','GM','WG','WL','WS'	Save/Update
H		ADD >	'YA','YB','YC','YD','YE','YF','YG','YH','YI','YJ','YK','YL','YM','YN','YP'	Save/Update

(b) (Example: GS/FWS employees rated under Pattern A will receive the modal rating for a Pattern A and points for valid appraisals will be assigned using the values for Pattern A from the Multiple Pattern Appraisal Points Area. NSPS employees rated under Pattern H will receive the modal rating for a Pattern H and points for valid appraisals will be assigned using the values for Pattern H. Input the GS/FWS pay plans in the Pattern A row and the NSPS pay plans in the Pattern H row.)

(4) Multiple Pattern Appraisal Points Area – the amount of points that will be assigned to an employee's valid appraisals will be based on component multiple pattern appraisal policy. The points assigned here will determine the amount of points that will be assigned to modal rating for each pattern as well as the amount of points for each valid appraisal (last 3 appraisals within the look back period).



(a) Default values are as follows:

1. Summary Level 3 – 12 points
2. Summary Level 4 – 16 points
3. Summary Level 5 – 20 points

(b) Values can be changed to any point value between 12 and 20 (dependent on component policy)

(5) Calculate Multiple Pattern Appraisal Points Button

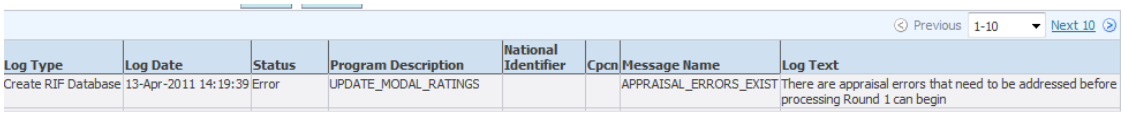
(a) Once all values have been set, click the Calculate Multiple Pattern Appraisal Points Button.

(b) As the appraisal calculation process is in progress, a Progress Clock will be visible.

(c) Appraisal Calculations will be made based on the values assigned in the page to each employee within the data base.

(d) If no appraisal errors are found the user is directed to the RIF Overview Page/Status Tab once all calculations have been made. ***(Section D.1.a. & Section D.2.a.)***

(e) If appraisal errors are found the user is directed to the RIF Overview/Process Log Tab once all calculations have been made.



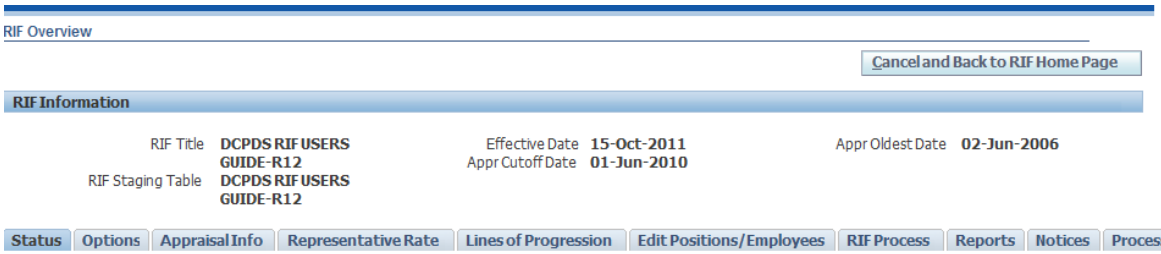
(6) Reset Button – resets all values to the default values.

Section D – RIF Overview Page

Section	Description		Page #
1.	RIF Overview Page		50
	a.	General Information – RIF Overview Page	50
	b.	Tabs within the RIF Overview Page	50
	c.	Cancel and Back to RIF Home Page Button	50
2.	RIF Overview Page – Status Tab		51
	a.	General Information – RIF Overview Page – Status Tab	51
	b.	Supplemental RIF Information	52
	c.	Save Button	54
3.	RIF Overview Page – Options Tab		54
	a.	General Information – RIF Overview Page – Options Tab	54
4.	RIF Overview Page – Appraisal Info Tab		56
	a.	General Information – RIF Overview Page – Appraisal Info Tab	56
	b.	RIF Options Page – Appraisal Info Tab – Single Pattern RIF	56
	c.	RIF Options Page – Appraisal Info Tab – Multiple Pattern RIF	57

Notes	Important Notes	Page #
2	Cancelling/Uncancelling a RIF	52
3	RIF Data Parameters	54
4	Appraisal Info Tab	56

1. RIF Overview Page



a. General Information – RIF Overview Page

(1) Once the RIF has been created, the user will be directed to the RIF Overview Page. The RIF Overview Page allows the user to update all of the pertinent information concerning a RIF including representative rates, lines of progression and edit positions and employees as well as process the RIF and generate reports and notices.

(2) The user is directed to this page by:

(a) Selecting the Update Button associated with a RIF on the DCPDS RIF Page ***(Section A.7.a. & Section A.7.d.)***

(b) Selecting the Calculate Single Pattern Appraisal Points Button for a single pattern RIF after completing the RIF Options area when creating a RIF ***(Section C.2.c.)*** or

(c) Clicking the Calculate Multiple Pattern RIF Points Button after completing the RIF Options area when creating a RIF ***(Section C.2.d.)***

b. Tabs within the RIF Overview Page

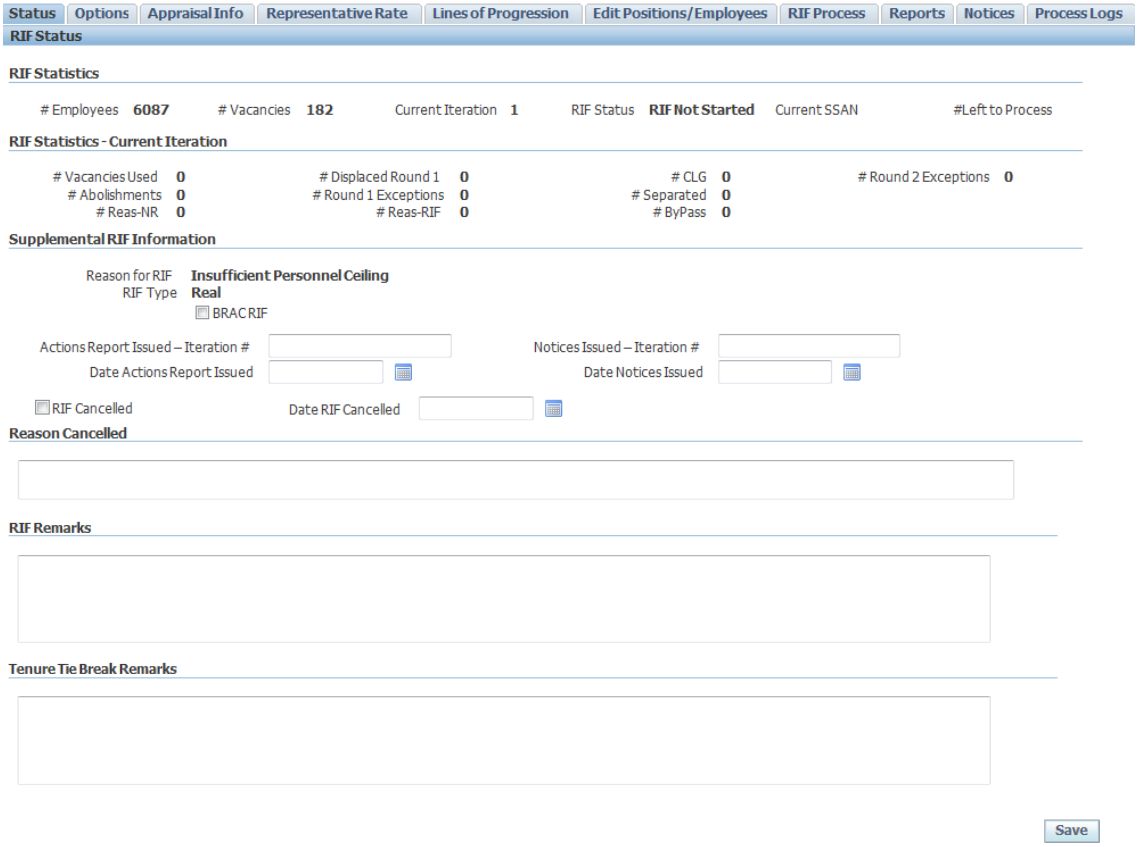
(1) Status Tab ***(Section D.2.)***
(2) Options Tab ***(Section D.3.)***
(3) Appraisal Info Tab ***(Section D.4.)***
(4) Representative Rate Tab ***(Section E.1.)***
(5) Lines of Progression Tab ***(Section E.2.)***
(6) Edit Positions/Employee Tab ***(Section F.)***
(7) RIF Process Tab ***(Section G.)***
(8) Reports Tab ***(Section H.1.***)
(9) Notices Tab ***(Section H.2.)***
(10) Process Logs Tab ***(Section H.3.)***

c. <u>Cancel and Back to RIF Home Page Button</u> – The Cancel and Back to RIF Home Page Button will be available on all of the Tabs and directs the user back to the DCPDS RIF Page. ***(Section A.7.a.)***

2. RIF Overview Page – Status Page

a. General Information – RIF Overview Page – Status Tab

(1) The Status Tab provides the user with statistical information concerning the current status of the RIF, and allows the user to update the Supplemental RIF Information Area.



(2) The user is directed to this page by

(a) Selecting the DCPDS RIF Application link on the Navigator Page ***(Section A.6.b.)*** or

(b) Clicking the Calculate Single Pattern Appraisal Points or Calculate Multiple Pattern Appraisal Points after creating a RIF ***(Section C.2.c. or Section C.2.d.)***

(3) From this page, the user can do the following:

(a) View RIF Statistics – all the data listed in the RIF Statistics and RIF Statistics – Current Information Area is auto-populated based on the status of the RIF

(b) View/Update Supplemental Information

b. Supplemental RIF Information

(1) Reason for RIF – Auto-populated from the Options Tab – cannot be updated from this page

(2) RIF Type – Auto-populated from the Options Tab – cannot be updated from this page

(3) BRAC RIF Checkbox

(a) User updatable

(b) Check if the RIF is a BRAC related RIF

(4) Actions Report Information – User updateable

(a) Actions Report Issued – Iteration # – Used to store the Iteration # the Actions Report was issued

(b) Date Actions Report Issued – Used to store the Date the Actions Report was issued

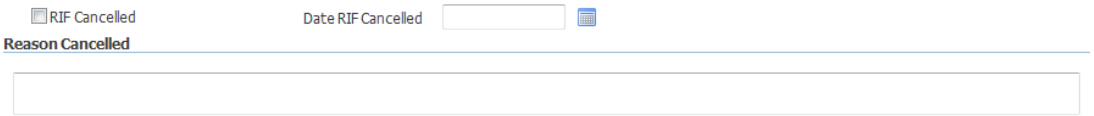
(5) Notices Information – User updateable

(a) Notices Issued – Iteration # – Used to store the Iteration # the Notices were first issued

(b) Date Notices Issued – Used to store the date the Notices were first issued

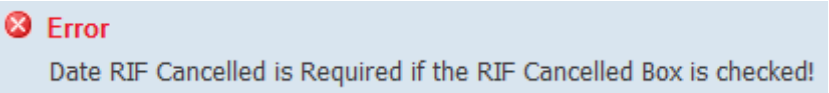
(6) Cancelling and Uncancelling a RIF

<u>Important Note 2: Cancelling/Uncancelling a RIF</u> – The RIF Status will change from the current status to RIF Cancelled once the RIF Canceled, Date RIF Canceled and Reason Cancelled is completed. If the RIF is "uncancelled", the status will return to the previous status.

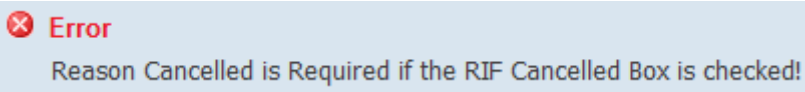


(a) Cancelling a RIF

1. To Cancel a RIF, click the RIF Canceled Checkbox
2. Date RIF Canceled – If the RIF Canceled checkbox is selected, the Date RIF Canceled is required and is used to store the date the RIF was cancelled. If the user attempts to move off of the RIF Status Tab Page after selecting RIF Canceled Checkbox, without inputting a Date RIF Canceled, the following message will be displayed:



3. Reason Cancelled – If the RIF Canceled Checkbox is selected, the Reason Cancelled is required and is used to store the reason the RIF was cancelled and is limited to 4000 characters. If the user attempts to move off of the RIF Status Tab after selecting the RIF Canceled Checkbox, without inputting a Reason Canceled, the following message will be displayed:



4. To save the changes, click the Save Button or select a different tab.
5. The RIF Status will change from the current status to RIF Canceled

Search Results

Title	RIF ID	Effective Date	Appraisal Cutoff Date	Current Iteration	Status
KAC-TESTNEW RIF ENHANCEMENTS2	49	15-Jan-2012	01-Jun-2011	1	Processing Round 2
KAC-TEST NEW RIF ENHANCEMENT 1	45	15-Jan-2012	01-Jun-2011	2	Processing Round 2
KAC-TEST NEW RIF ENHANCEMENTS3	50	15-Jan-2012	01-Jun-2011	1	RIF Cancelled

6. A RIF with the status of RIF Cancelled will not be able to make any changes to employee records nor will they be able to process the RIF.

(b) Uncancelling a RIF

1. To Cancel a RIF, uncheck the RIF Canceled Checkbox
2. To save the changes, click the Save Button or click on a different tab.
3. The following message will be displayed. Click Yes to continue, click No to cancel:

4. The RIF Status will change from RIF Canceled to the previous status.
5. The Date RIF Cancelled and the Reason Cancelled remarks will be removed.

(7) RIF Remarks

RIF Remarks

(a) User updateable
(b) Used to track the progress of the RIF
(c) Limited to 4,000 characters

(8) Tenure Tie Break Remarks

Tenure Tie Break Remarks

(a) Used to document changes made to employees whose have the same tenure and Adjusted SCD-RIF
(b) Limited to 4,000 characters

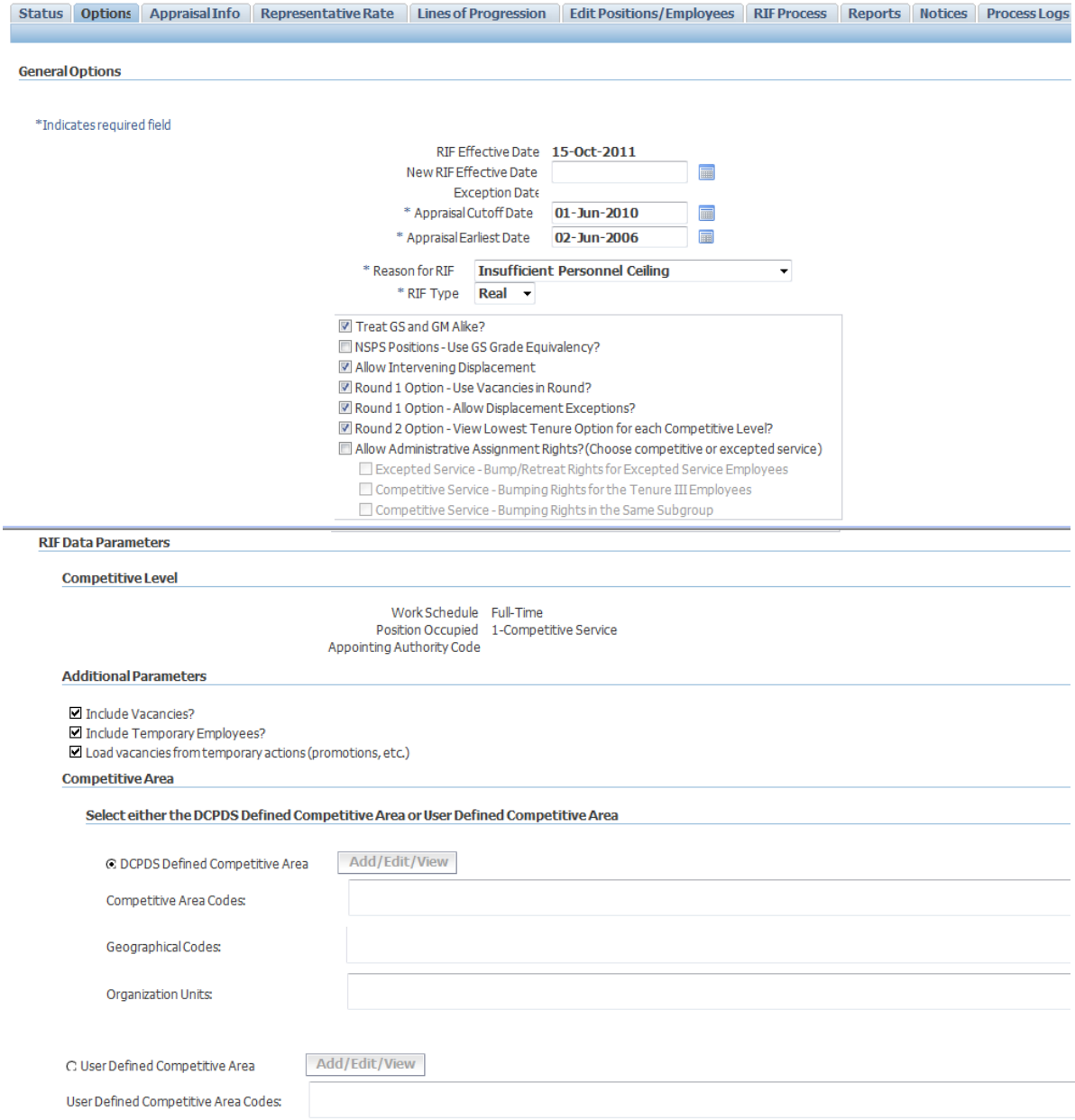
c. Save Button – The Save Button saves changes made on the Status Page.

Save

3. RIF Overview Page – Options Tab

a. General Information – RIF Overview Page – Options Tab

Important Note 3: RIF Data Parameters* – *RIF Data Parameters shown on the Options Tab can only be changed prior to running Iteration 1/Round 1. If any of the RIF Data Parameters need to be changed after Iteration 1/Round 1, then a new RIF will need to be created.



(1) The Options Tab allows the user to make change the General Options Area as needed. The RIF Data Parameters can only be change prior to running Iteration 1/Round 1.

(2) General Options Area – The data elements in the General Options area can be changed prior to beginning Round 1 processing. Calculations will be made during Pre-Process Round 1. If changes are needed to be made after Round 1 has begun, a new iteration must be executed.

(a) RIF Effective Date – Once the RIF Effective Date is set, this data field cannot be changed; however, if the date must be changed, a new date can be input in the New RIF Effective Date field.

(b) New RIF Effective Date – If necessary, a new RIF Effective Date can be identified. The following calculations will take place if a new RIF Effective Date is input

1. Modal Rating calculations
2. Tenure calculations – check the date conversion due and date probationary period due for tenure 2 employees and convert those employees whose tenure is past due based on the new RIF effective date.

(c) Appraisal Cutoff Date/Appraisal Earliest Date – If the Appraisal Cutoff Date is changed, appraisal calculations will be made during Pre-Process Round 1.

(d) All other fields can be selected/deselected as needed.

(3) RIF Data Parameters – The RIF Data Parameters can only be changed before running the first iteration through the RIF Process Tab. ***(Section G. 3.)***

4. RIF Overview Page – Appraisal Info Tab

a. General Information – RIF Overview Page – Appraisal Info Tab

Important Note 4: Appraisal Info Tab – This page is for information purposes only. Appraisal Information can only be changed after selecting the Pre-Process Round 1 Button or after selecting the New Iteration Button from the RIF Process Tab.

(1) The Appraisal Info Tab is view capability only. The user cannot make any changes to this page.

(2) This information on this page can only be changed by selecting the Pre-Process Button under the RIF Process Page or by "restarting" the RIF using the New Iteration Button. The user will be directed to the Appraisal Information Page ***(Section C.2.a.)*** to make any necessary changes.

b. RIF Options Page – Appraisal Info Tab – Single Pattern RIF – If, through appraisal calculations, the RIF has been determined to be a single pattern RIF, the following screen will be displayed.

RIF Overview

Cancel and Back to RIF Home Page

RIF Information

RIF Title **KACR12SINGLERIF** Effective Date **15-Jun-2011** Appr Oldest Date **02-Jun-2006**
RIF Staging Table **kacr12testsingletimeoutissue** Appr Cutoff Date **01-Jun-2010**

Status | Options | Appraisal Info | Representative Rate | Lines of Progression | Edit Positions/Employees | RIF Process | Reports | Notices | Proce

Appraisal Info

Single Pattern

Appraisal Cutoff Date **01-Jun-2010** Appraisal Earliest Date **02-Jun-2006**

Modal Rating

Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating
H	0	0	24	6	1		3

Single Pattern RIF Detected
A Single Pattern RIF Detected.
Appraisal Pattern H has been found
Appraisal Points have been assigned 12,16,20 for ratings of 3,4,5 respectively for individual ratings
Modal Rating of 3 (12 Points) will be used.

Cancel and Back to RIF Home Page

c. RIF Options Page – Appraisal Info Tab – Multiple Pattern RIF – If, through appraisal calculations, the RIF has been determined to be a multiple pattern RIF, there are several screens that maybe seen, depending on the values selected in the Appraisal Information Page.

Status | Options | Appraisal Info | Representative Rate | Lines of Progression | Edit Positions/Employees | RIF Process | Reports | Notices | Process Logs

Appraisal Info

Multiple Pattern

Appraisal Cutoff Date **01-Jun-2010** Appraisal Earliest Date **02-Jun-2006**

Modal Rating

If more than one Modal Rating will be used, proceed to Assigning Pattern Designations to Positions after assigning RIF Summary Level Credit.

Select	Pattern	Rating 1	Rating 2	Rating 3	Rating 4	Rating 5	Tied Ratings	Most Frequently Assigned Rating	Modal Rating Summary Level
☑	A	0	0	5	0	0		3	3
☐	H	0	0	13	14	7		4	4

Multiple Pattern Appraisal Points

Appraisals with Patterns for A,B,D,H have been found.

Default values of 12,16,20 for levels 3,4,5 respectively are shown below - update values for a multiple pattern RIF if necessary

Pattern	A	B	C	D	E	F	G	H
3	12	12	12	12	12	12	12	12
4			16	16	16		16	16
5		20			20	20		20

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Section E – RIF Overview Page – Representative Rate Tab and Lines of Progression Tab

Section	Description		Page #
1.	RIF Overview Page – Representative Rate Tab		60
	a.	General Information – RIF Overview Page – Representative Rate Tab	60
	b.	Filter/Sort Capabilities	61
	c.	Defining the Number of Visible Rows	62
	d.	Upload Representative Rates	62
	e.	Multiple Pay Tables/Locality Pay Area Codes Detected	63
	f.	Retrieve/Refresh Representative Rates from DCPDS	65
	g.	Add/Update/Delete Individual Representative Rates	66
2.	RIF Overview Page – Lines of Progression Tab		67
	a.	General Information – RIF Overview Page – Lines of Progression Tab	67
	b.	Upload Lines of Progression	69
	c.	Auto-Populate Lines of Progression	69
	d.	Add/Update/Remove/Refresh Lines of Progression	71

Steps	Description	Page #
6	Set Representative Rates	60
7	Set Lines of Progression	67

Notes	Important Note	Page #
5	Representative Rates	60
6	Lines of Progression	67
7	Excepted Service and Term Only RIFs	

1. RIF Overview Page – Representative Rate Tab

STEP 6 – Set Representative Rates

a. General Information – RIF Overview Page – Representative Rate Tab

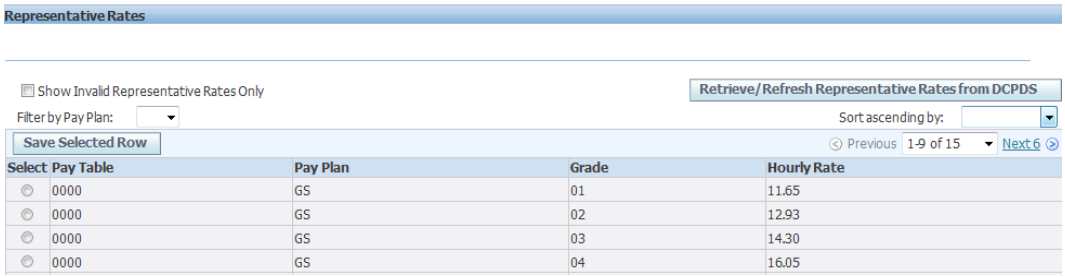
***Important Note 5: Representative Rates* – (1) All representative rates must be entered/refreshed for each PP-GR combination found in the database before being allowed to auto-populate Lines of Progression or being allowed to Process Round 2. (2) NSPS representative rates must be manually entered or uploaded using the Upload Process. (3) If manually uploading more than one set of representative rates, through the use a text file, combine all representative rate tables into one file. Uploading more than one file will overwrite the previous values.**

(1) Once the RIF has been created and before lines of progression can be determined, the representative rates must be created for all PP-GR-Pay Table combinations. Round 2 processing cannot begin until all representative rates have been entered.

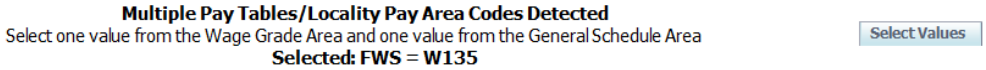
(2) The user is directed to this page
   - (a) By clicking the Representative Rate Tab from the RIF Overview Page ***(Section D.1.b.)***
   - (b) Pre-Process Round 2 Button when there are missing representative rates ***(Section G.7.b.)***

(3) From this page, the user can do the following:
   - (a) Upload representative rates through the use of a text file
   - (b) Identify locality areas when there are multiple representative rate areas
   - (c) Retrieve/Refresh Representative Rates for GS/FWS directly from DCPDS
   - (d) Manually update/edit representative rates

(4) Representative Rate Scenarios
   - (a) Single Pay Table/Locality Pay Areas found – if only one GS and one WG pay table is found, then those pay tables will automatically be loaded.



(b) Multiple Pay Tables/Locality Pay Areas Detected



(5) All Pay Plan/Grade/Pay Table combinations are required to have an hourly rate input prior to beginning Round 2 competition

(6) All representative rates must be updated before the Lines of Progression Auto-populate Button on the Lines of Progression Page will become available.

(7) GS/FWS hourly rates may be updated by:

(a) Using the Upload Process

(b) Retrieve/Refresh Representative Rates from DCDPS

(c) manually inputting each value

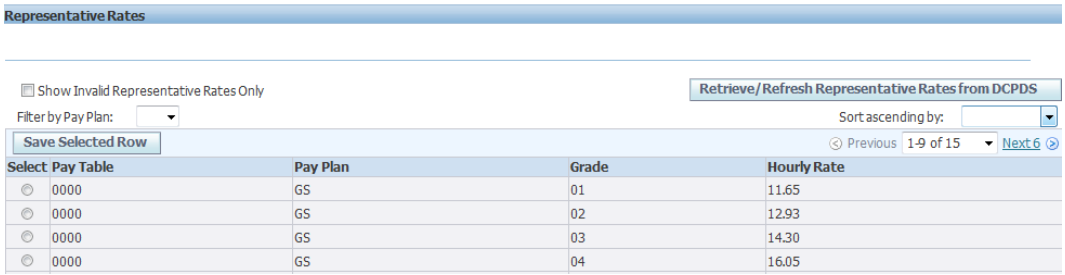
(8) NSPS hourly rates may be updated by:

(a) uploading the values through the Upload process or

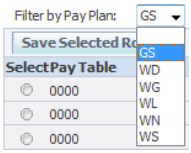
(b) manually inputting each value

(9) If there are multiple pay tables/locality pay area codes detected, the user must select one value for FWS and one for GS before being allowed to refresh the GS/FWS pay tables from DCPDS.

b. Filter/Sort Capability



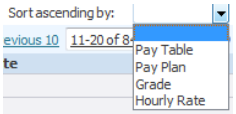
(1) Filter by Pay Plan



(a) If there are multiple wage areas or general schedule areas, the filter/sort capabilities will not be fully functional until the user selects the pay tables that will be used to define the representative rates or uploads the missing pay tables.

(b) To Filter by Pay Plan, click the drop down box associated with the Filter by Pay Plan and select a pay plan. Only the pay plan matching that value will be available. Selecting the null value will show all pay plans.

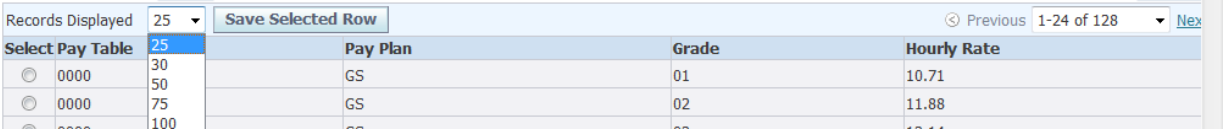
(2) Sort Ascending By



(a) The user will be able to sort all pay plans using one of the following data elements: Pay Table, Pay Plan, Grade or Hourly Rate.

(b) If the Filter By Pay Plan has been used, only the selected pay plan will be sorted.

c. Defining the Number of Visible Rows



(1) The user will be able to define the number of visible rows by selecting the Records Displayed drop down button and selecting designed number.

(2) The default for the number of visible rows will be 25.

d. Upload Representative Rates

(1) Representative rates may be updated through the use of a text file

(2) Text file format

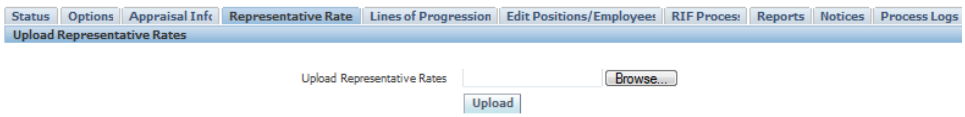
(a) Create a text file using the following format:

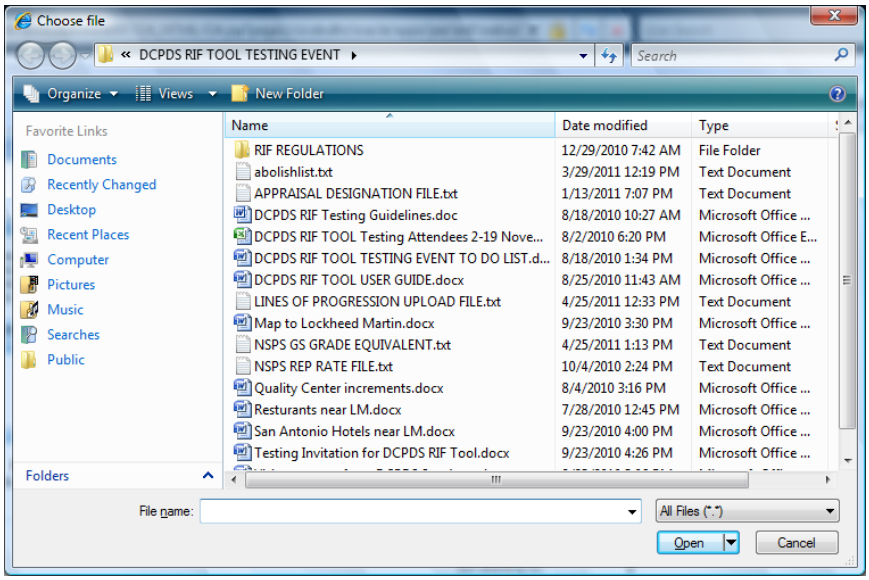
Field Name	Position	Length	Type	Description
Pay Table	1	4	C	
Pay Plan	5	2	C	
Grade	7	2	N	
Hourly Rate	9	8	N	

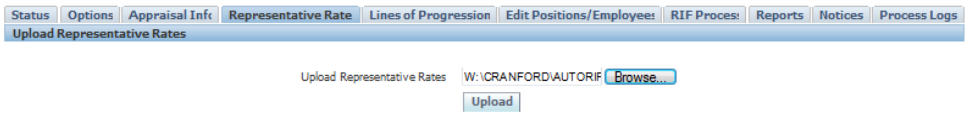
(b) Sample Text File

Y500YA0100002171
Y500YA0200003183
Y500YA0300005380
Y500YB0100001360
Y500YB0200002298

(3) Click the Browse Button next to the Upload Representative Rates – Once the text file has been created, browse to locate the file to be uploaded and Click Open. The file name will now be displayed in the Upload Representative Rates Area

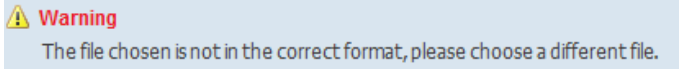






(4) Click the Upload Button

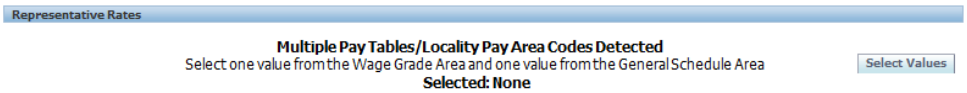
(a) Incorrect format. The following error message will be displayed if the file is not in the correct format:



(b) Correct format. If the file is in the correct format, the values uploaded from the file will be displayed in the Representative Rate Area

Select	Pay Table	Pay Plan	Grade	Hourly Rate
○	0000	GS	11	32.92
○	0000	GS	12	39.46
○	0000	GS	13	46.93
○	0000	GS	14	55.45
○	0000	GS	15	65.23
○	Y500	YA	01	21.71
○	Y500	YA	02	31.83
○	Y500	YA	03	53.80
○	Y500	YB	01	13.60
○	Y500	YB	02	22.98

e. Multiple Pay Tables/Locality Pay Area Codes Detected



(1) If there are multiple locality areas within the competitive area, before being allowed to load the GS/FWS pay tables from DCPDS, the user must identify which pay tables will be used to set representative rates.

(2) Click the Select Values Button

(3) The user will be directed to the Multi Select Page

(a) The user will have the ability to sort by clicking on the appropriate column the WG Pay Tables by Pay Table ID and the Locality Pay Areas by Geographical Location Code or Locality Pay Area. In addition, the user will have the ability to search and find locality pay areas by performing a search against the Geographical Location Code or Locality Pay Area.

Select	WG Pay Tables	Clear Text
◉	W002	Oracle Federal Wage Grade Pay Table (FWA) No. W002
○	W007	Oracle Federal Wage Grade Pay Table (FWA) No. W007
○	W017	Oracle Federal Wage Grade Pay Table (FWA) No. W017
○	W117	Oracle Federal Wage Grade Pay Table (FWA) No. W117

Locality Pay Area

Please enter your search criteria and select the "Find" button to see the result. Note that the search is case insensitive.

Geographical Location Code

Locality Pay Area

Find Clear

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Select	Geographical Location Code	Geographical Location Code Clear Text	Locality %	Locality Pay Area	Locality Clear Text
○	062250053	Monterey, Monterey, CA	35.15	SJ	San Jose
○	063970071	Twentynine Palms, San Bernardino, CA	27.16	LA	Los Angeles

(b) If there is only one Wage Area, that value will automatically be selected

Representative Rates

Multiple Pay Tables/Locality Pay Area Codes Detected
Select one value from the Wage Grade Area and one value from the General Schedule Area
Selected: FWS = W135

Select Values

Multi Select

Multiple Pay Tables/Locality Pay Area Codes Detected
Select one value from the Wage Grade Area and one value from the General Schedule Area
The values selected must be from the same local commuting area.

WAGE GRADE

Select	WG Pay Tables	Clear Text
○	W135	Oracle Federal Wage Grade Pay Table (FWA) No. W135

GENERAL SCHEDULE

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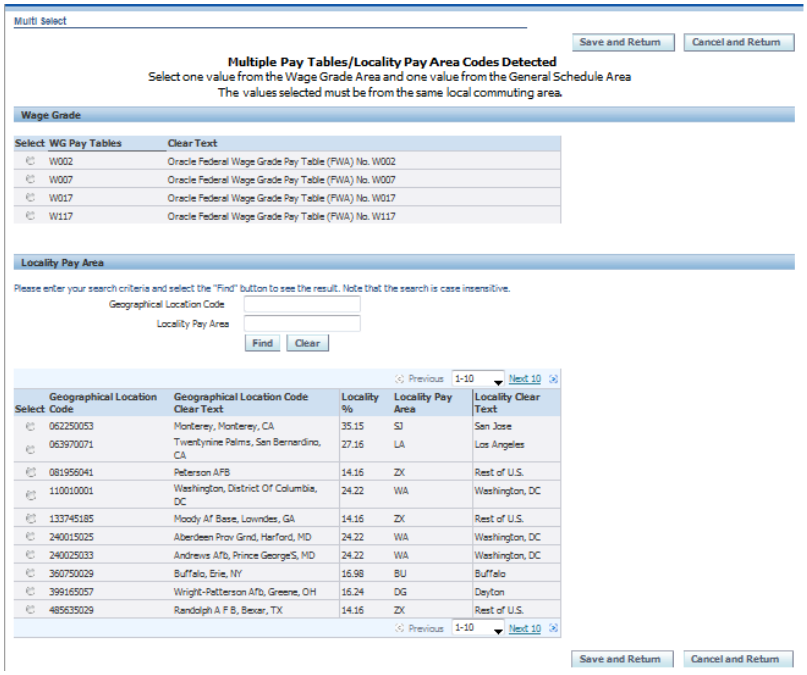
Select	Geographical Location Code	Geographical Location Code Clear Text	Locality %	Locality Pay Area	Locality Clear Text
○	011315073	Gardendale, Jefferson, AL	14.16	ZX	Rest of U.S.
○	011495101	Gunter Afb, Montgomery, AL	14.16	ZX	Rest of U.S.
○	011730089	Huntsville, Madison, AL	16.02	HU	Huntsville
○	012025101	Maxwell Af Base, Montgomery, AL	14.16	ZX	Rest of U.S.
○	012130101	Montgomery, Montgomery, AL	14.16	ZX	Rest of U.S.
○	020710020	Elmendorf Afb, Anchorage, AK	16.46	AK	Alaska
○	040127019	Davis Monthan Afb, Pima, AZ	14.16	ZX	Rest of U.S.
○	040220013	Goodyear, Maricopa, AZ	16.76	PX	Phoenix
○	040290013	Mesa, Maricopa, AZ	16.76	PX	Phoenix
○	040370013	Phoenix, Maricopa, AZ	16.76	PX	Phoenix

Previous 1-10 Next 10

Save and Return Cancel and Return

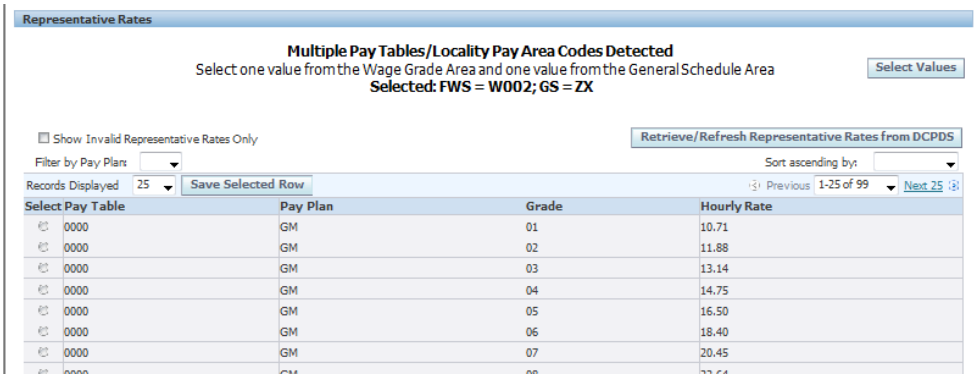
(c) If there are multiple Wage Areas and multiple General Schedule areas, the user will need to select one value from each table.



(4) Once a value is selected from both the Wage Grade Area and the Locality Pay Area, Click the Save and Return Button

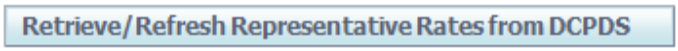
(5) To return to the Representative Rate Page without making any changes, click the Cancel and Return Button

(6) The GS/FWS representative rates will be populated into the Representative Rate Tables based on the pay tables selected.



f. Retrieve/Refresh Representative Rates from DCPDS

(1) If GS/FWS pay tables are updated/changed in DCPDS, the user will be able to refresh those values from DCPDS by clicking the Retrieve/Refresh Representative Rates from DCPDS Button.



g. Add/Update/Delete Individual Representative Rates

(1) Add a Representative Rate

(a) The user has the option of manually entering the values for each representative rate.

(b) To add a representative rate click the Add Representative Rate Button

Add Representative Rate

(c) A new line will appear.

Select	Pay Table	Pay Plan	Grade	Hourly Rate
◉				

(d) Enter all values and click the Save Selected Row Button

Save Selected Row

(e) The following error messages will be displayed if one of the required fields are not entered

Warning
You need to provide a value for 'Pay Table' before clicking the 'Save Selected Row' button.

Warning
You need to provide a value for 'Pay Plan' before clicking the 'Save Selected Row' button.

Warning
You need to provide a value for 'Grade' before clicking the 'Save Selected Row' button.

Warning
You need to provide a value for 'Hourly Rate' before clicking the 'Save Selected Row' button.

(2) Update a Representative Rate

(a) Click the Select Radio Button next to the representative rate you wish to update.

Select	Pay Table	Pay Plan	Grade	Hourly Rate
◉	0000	GS	11	32.92

(b) The hourly rate field will open.

(c) Enter the new value

(d) Click the Save Selected Row Button

Save Selected Row

(3) Delete a Representative Rate

(a) Click the Select Button next to the representative rate you wish to delete.

(b) Click the Delete Selected Row Button

Delete Selected Row

(c) The following confirmation message will be displayed. Click Yes to continue. Click No to cancel the deletion.

Confirmation
Are you sure you want to delete this Record?

No Yes

(4) Reset - Click the Reset Button to reset to the values at the last Save.

2. RIF Overview Page – Lines of Progression

STEP 7 – Set Lines of Progression

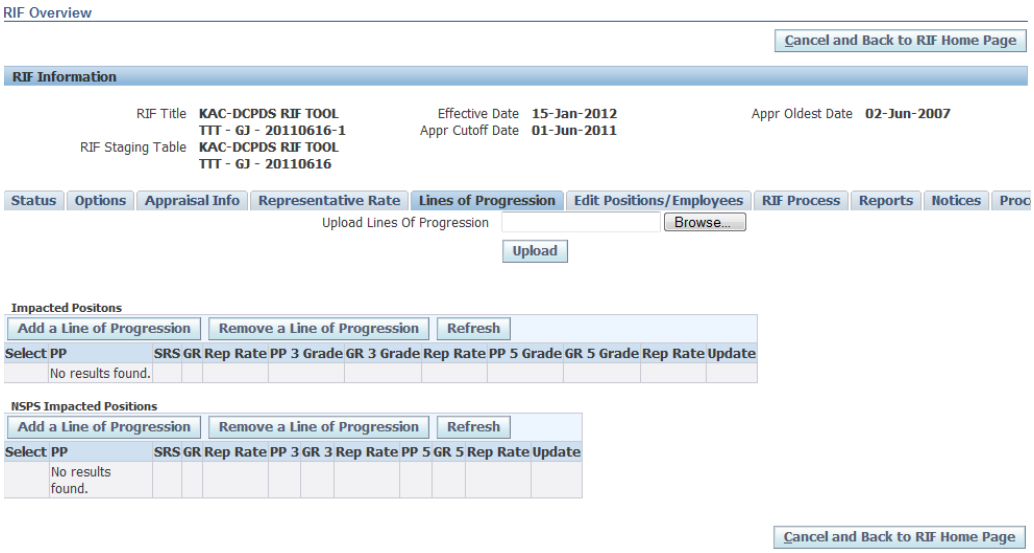
a. General Information – RIF Overview Page – Lines of Progression Tab

Important Note 6: Lines of Progression – (1) Auto-populate Lines Button will not become available until the GS/WG representative rates have been added; (2) When selecting the Auto-Populate Lines Button, the user will be directed to the Process Log Page if representative rates have not been entered for all PP-GR combinations. (3) At least one line of progression must be input before being allowed to Process Round 2. (4) If lines of progression are added prior to processing Round 2, it is important to verify those values prior to processing Round 2, since they will not be able to be changed during Round 2 processing.

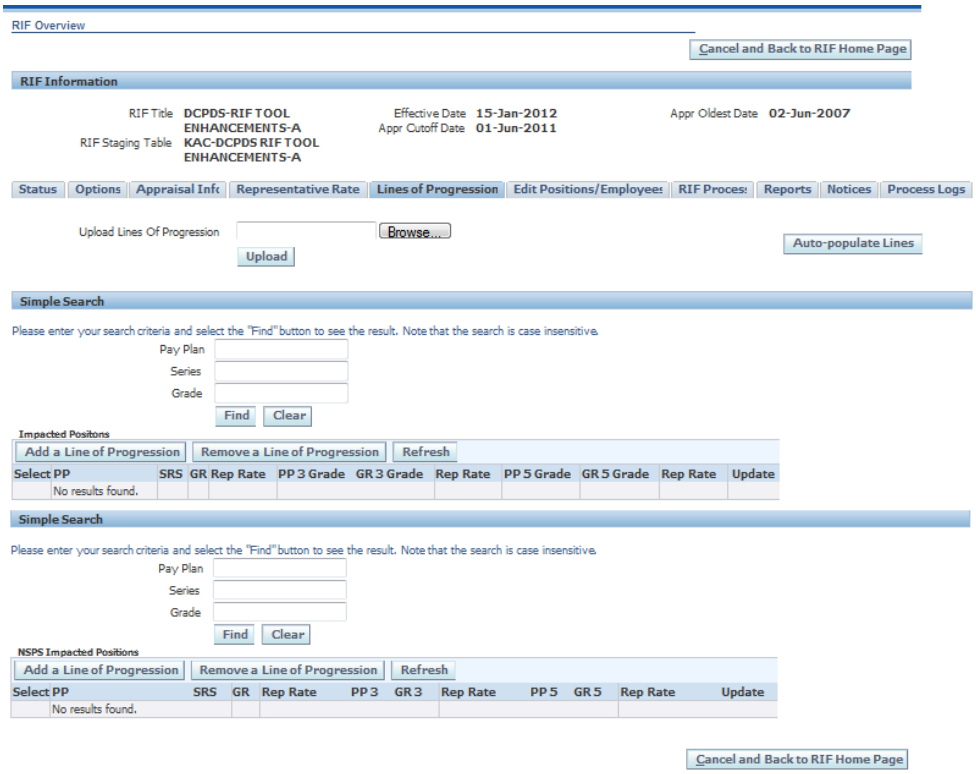
Important Note 7: Excepted Service and Term only RIFs, Lines of Progression and Final Adjustments – In order for vacancies to be available as potential placements during Round 2, Lines of Progression must be loaded prior to processing Round 1. Round 2 for Excepted Service and Term only RIFs is normally skipped and therefore, the user is not provided the ability to update the Lines of Progression prior to entering Final Adjustments. If lines of progression are not entered, then competing employees and vacancies will not be available during Final Adjustments.

(1) Lines of Progression can be updated several ways; however, the Auto-populate Lines of Progression Button will not become available until the GS/WG representative rates have been added in the Representative Rate Tab. Round 2 processing cannot begin without at least one line of progression being entered.

(a) Screenshot for Lines of Progression Page without the Auto-populate Lines Button



(b) Screenshot for Lines of Progression Page with the Auto-populate Lines Button



(2) The user is directed to this page by:

(a) Clicking the Lines of Progression Tab from the RIF Overview Page/Lines of Progression Tab ***(Section D.1.b.)***

(b) Clicking the Pre-Process Round 2 Button and there are no lines of progression entered. In order to enter Round 2, there must be at

least one line of progression entered. All other lines of progression can be entered as they are reached during Round 2 competition. ***(Section G.7.c.)***

(3) From this page, the user can do the following:

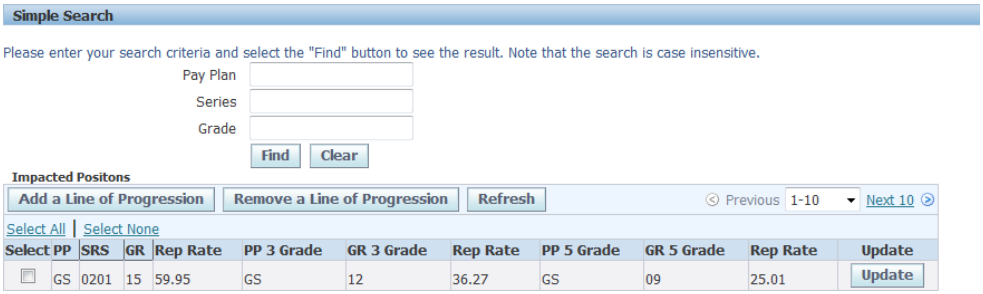
(a) Upload lines of progression the use of a text file

(b) Auto-populate lines of progression (provided all representative rates have been added)

(c) Manually update/edit lines of progression

(4) Find/Search capability

(a) Users will have the ability to search and sort lines of progression using Pay Plan, Series and Grade



b. Upload Lines of Progression

(1) Lines of progression may be updated through the use of a text file

(2) Text file format

(a) Create a text file using the following format:

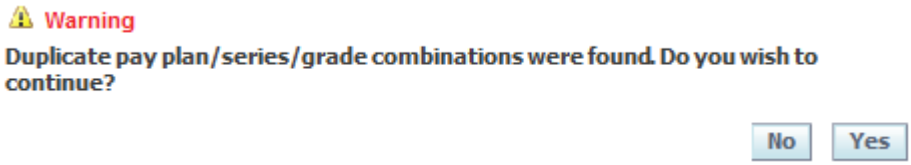
Field Name	Position	Length	Type	Description
PP	1	2	C	Pay Plan of the impacted position
SERIES	3	4	N	Series of the impacted position
GRADE	7	2	N	Grade of the impacted position
Pay Plan 3	13	2	C	Pay Plan for the 3 grades down
Grade 3	15	2	N	Grade for the 3 grades down
Pay Plan 5	21	2	C	Pay Plan for the 5th grade down
Grade 5	23	2	N	Grade for the 5th grade down

(b) Sample Text File

GS031806GS03GS01
GS031807GS04GS02
GS031808GS05GS03

(3) Click the Browse next to the Upload Lines of Progression – Once the text file has been created, browse to locate the file to be uploaded and Click Open. The file name will now be displayed in the Upload Lines of Progression Area, click the Upload Button

(4) Error/Warning – the following warning will be displayed if duplicate pay plan/series/grade combinations are found. Click Yes to continue. Click No to cancel.



c. Auto-populate Lines of Progression

(1) When using the Auto-populate Lines Button, the user will be directed to the Process Log Page if all pay plan, grade combinations have not been entered on the Representative Rate Page.

Log Type	Log Date	Status	Program Description	National Identifier	Cpcn	Message Name	Log Text
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		30775.470243	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		22881.451755	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		28358.451471	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		30775.426580	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		74090.427989	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		29337.413003	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		29515.414578	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		29258.412457	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		09923.458465	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 02
	25-Apr-2011 12:05:22	Error	LINES_OF_PROGRESSION		23904.469873	REP_RATE_ERROR	Missing representative rate for position with pay_plan YJ and grade_or_level 01

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(2) Standard lines of progression rules:

(a) GS Two-grade Interval Rules – GS-15, GS-14, GS-13, GS-12, GS-11, GS-09, GS-07, GS-05

(b) GS One-grade Interval Rules – GS-11, GS-10, GS-09, GS-08, GS-07, GS-06, GS-05, GS-04, GS-03, GS-02, GS-01

(c) FWS – all positions will auto-populate with one grade intervals

(d) NSPS – all positions will auto-populate with one grade intervals

(3) GS/FWS 3-Grade/5-Grade bottom limits. When the bottom of the pay grade scale is reached without completing a line of progression (GS-01/WG-01), representative rates will be used to determine the rest of the line of progression. Example: GS-05 ($16.50 rep rate) position is abolished. 3 grade line of progression would be GS-04/GS-03/GS-02 ($11.88) – 5 grade line of progression would be GS-01 ($10.71)/look at WG rep rate. If there are WG grades with a lower representative rate, then the highest WG representative rate that does not exceed the GS-01 rep rate is the next line of progression – WG-01 ($9.98). (WG-02 rep rate is $11.35)

Impacted Positons

Add a Line of Progression | Remove a Line of Progression | Refresh | Previous 10 | 41-50 | Next 10

Select All | Select None

Select	PP	SRS	GR	Rep Rate	PP 3 Grade	GR 3 Grade	Rep Rate	PP 5 Grade	GR 5 Grade	Rep Rate	Update
	GS	0303	05	16.5	GS	02	11.88	WG	01	9.98	Update
	GS	0326	05	16.5	GS	02	11.88	WG	01	9.98	Update
	GS	0335	05	16.5	GS	02	11.88	WG	01	9.98	Update
	GS	0679	05	16.5	GS	02	11.88	WG	01	9.98	Update
	GS	0304	04	14.75	GS	01	10.71	WG	01	9.98	Update
	GS	0305	04	14.75	GS	01	10.71	WG	01	9.98	Update
	GS	0326	04	14.75	GS	01	10.71	WG	01	9.98	Update
	GS	0679	04	14.75	GS	01	10.71	WG	01	9.98	Update
	WG	2604	11	23.89	WG	08	19.68	WG	06	16.88	Update
	WG	8852	11	23.89	WG	08	19.68	WG	06	16.88	Update

Add a Line of Progression | Remove a Line of Progression | Refresh | Previous 10 | 41-50 | Next 10

(4) NSPS 3-Grade/5-Grade bottom limits. When the bottom of the pay grade scale is reached without completing a line of progression (YA-01), representative rates must be used to determine the rest of the line of progression. (Example: YA-01 ($21.71 rep rate) position is abolished. Line of progression would be to the pay schedule that falls within the line of progression – in this case would be YB. The highest YB representative rate that does not exceed the YA-01 rep rate is the next line of progression – YB-01 (13.60).

d. Add/Update/Remove/Refresh Lines of Progression

Impacted Positons

Add a Line of Progression | Remove a Line of Progression | Refresh

Select	PP	SRS	GR	Rep Rate	PP 3 Grade	GR 3 Grade	Rep Rate	PP 5 Grade	GR 5 Grade	Rep Rate	Update
	No results found.										

(1) Add a Line of Progression

(a) The user has the option of manually entering the values for each lines of progression.

(b) To add a line of progression click the Add a Line of Progression Button

Add a Line of Progression

(c) User will be directed to the Add a Line of Progression Page.

Add a Line of Progression

Series		Series	0318
Pay Plan		Pay Plan	GS
Grade		Grade	06
Pay Plan 3-Grade		Pay Plan 3-Grade	GS
GR 3-Grade		GR 3-Grade	03
Pay Plan 5-Grade		Pay Plan 5-Grade	GS
GR 5-Grade		GR 5-Grade	01

Cancel | Save

(d) Once all values have been entered, click the Save Button.

Save

(e) User will be directed back to the Lines of Progression Tab.

(2) Update a Line of Progression

(a) Click the Update Button on the row you wish to update.

Update

(b) You will be directed to the Update a Line of Progression Page

Update a Line of Progression

PayPlan	**GS**
Series	**0318**
Grade	**06**
Pay Plan 3	GS
Grade 3	03
Pay Plan 5	GS
Grade 5	01

Cancel Save

(c) Once all change have been made, Click the Save Button

Save

(d) User will be directed back to the Lines of Progression Tab.

(3) Remove a Line of Progression

(a) Click the Select Button on the row of the line of progression you wish to remove.

Select	PP	SRS	GR	Rep Rate	PP 3 Grade	GR 3 Grade	Rep Rate	PP 5 Grade	GR 5 Grade	Rep Rate	Update
☑	GS	0318	06	18.4	GS	03	13.14	GS	01	10.71	Update

(b) Click the Remove a Line of Progression Button

Remove a Line of Progression

(c) Note: There is no warning message to warn the user that the line of progression will be removed.

(4) Refresh a Line of Progressions

(a) To refresh lines of progression, click the Refresh Button

Refresh

(b) All manual inputs previously made will be updated based on auto-population rules.

(c) The following confirmation message will be displayed. Click Yes to continue. Click No to cancel.

Warning

You are about to refresh all lines of progression values. Any values that were manually input or changed will be updated based on auto-population rules. Do you wish to continue?

No Yes

Section F – RIF Overview Page – Edit Positions/Employees Tab

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	c.	Sort Records	76
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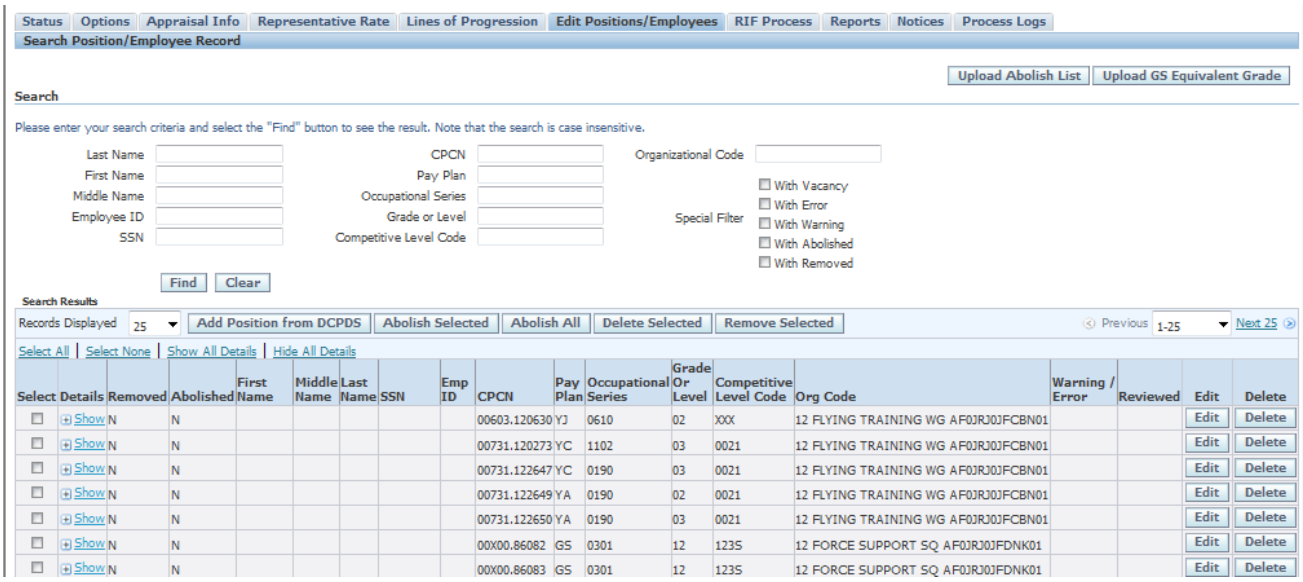
15	Appraisal Changes (2)	103
16	Remove Appraisal	104

1. RIF Overview Page – Edit Positions/Employees Tab

a. General Information – RIF Options Page – Edit Positions/Employees Tab



(1) The Edit Positions/Employee Tab allows the user to view/edit all of the employees brought into the RIF Table from the Staging Table that meet the RIF Data parameters.

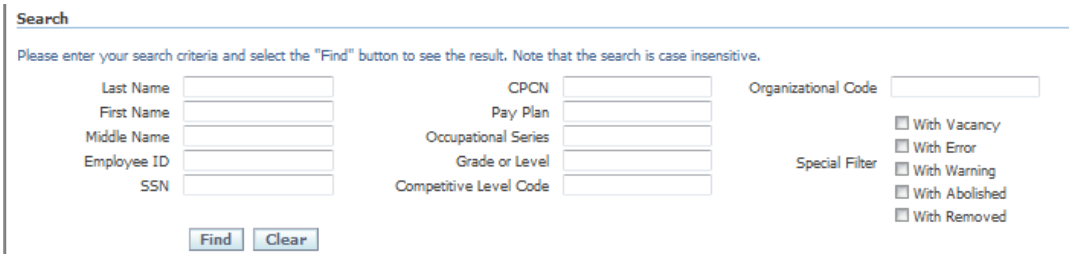
(2) From this page, the user can do the following:

- (a) Search/filter records ***(Section F.1.b.)***
- (b) Sort records ***(Section F.1.c.)***
- (c) Defining the number of visible rows ***(Section F.1.e.)***
- (d) Abolish Positions ***(Section F.1.f.)***
- (e) Update the GS Equivalent Grade for NSPS positions ***(Section F.1.g.)***
- (f) Add positions from DCPDS ***(Section F.1.h.)***
- (g) Refresh a position from DCPDS ***(Section F.1.i.)***
- (h) Delete one or more positions ***(Section F.1.j.)***
- (i) Remove from RIF one or more positions ***(Section F.1.k.)***
- (j) View position/employee errors ***(Section F.1.l.)***
- (k) Edit position/employee records (including refreshing position/employee data from DCPDS) ***(Sections F.2.and F.3.)***

(3) Before the user will be allowed to process the RIF, all employee errors must be corrected and at least one position must be abolished

<u>Important Note 8: Edit Position/Employee Tab</u> – (1) Employee errors messages will not be cleared until the Pre-Process Round Button is executed; (2) Appraisal recalculations will not be made until all employee errors have been cleared and at least one position has been abolished.

b. Search/filter Records



(1) search criteria is not case sensitive

(2) multiple criteria can be entered and is considered an "And" function

(3) Find Button

(a) Use the Find Button is find only those records that meet the search criteria

(b) Only those records that match the criteria will be "visible" and editable.

(4) Clear Button – Click the Clear button to remove the search criteria and then click the Find Button to view all positions.

(5) Special Filters – There are five types of special filters

(a) With vacancy – finds only those positions that are vacant

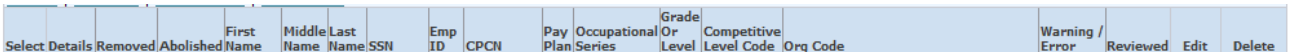
(b) With Error – finds only those positions that have an error associated with the record

(c) With Warning – finds only those positions that have a warning associated with the record

(d) With Abolish – finds only those positions that are abolished

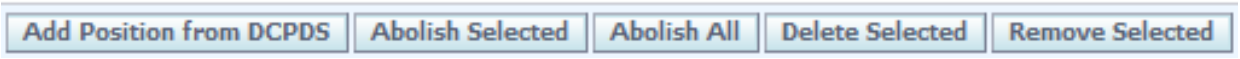
(e) With Removed – finds only those positions that the Removed from RIF

c. Sort Records – All columns except the Select, Details, Edit and Delete Columns can be selected to sort the records visible in the Search Results Area.

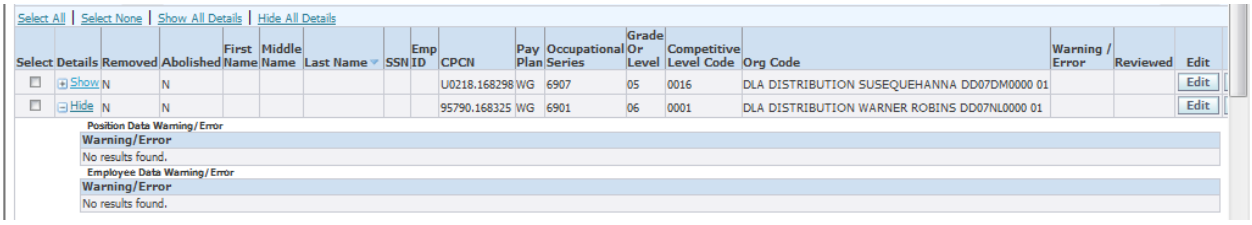


d. Action Columns – The Select, Details, Warning, Reviewed, Edit, Delete columns allow the user to ….

(1) Select Column – the Select checkbox is used to activate the Abolish Selected, Delete Selected and Remove Selected Buttons. The user must select at least one position.



(2) Details Column – the Details Column shows either Show or Hide link. The Show/Hide Link shows any employee/position warning/errors associated with the record.



(3) Warning/Error Column – If the employee/position record contains an warning or error, the Warning/Error Column will contain an icon.

(a) Warning - There is a potential in the employee record. Review and correct the record if necessary.

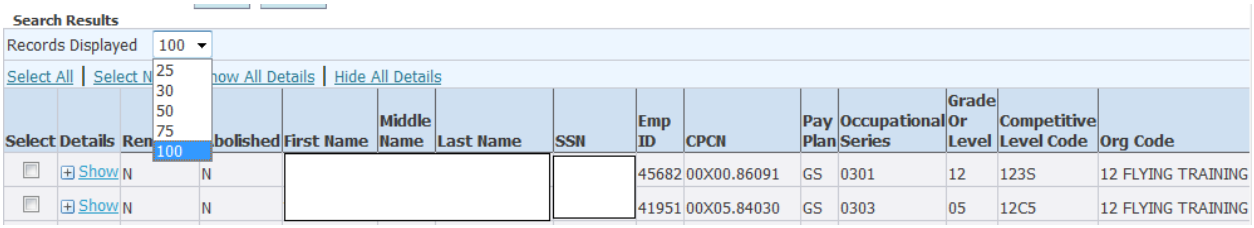
(b) Error – There is an error in the position/employee record. The record must be corrected before the user will be allowed to begin processing the RIF.

(4) Reviewed Column – The Reviewed Column will contain a checkbox if there is a warning or error associated with the employee record. This checkbox can be checked either from this page or within the employee record page.

(5) Edit Column – The Edit Column contains an Edit Button. This button allows the user to edit positions/employees.

(6) Delete Column – The Delete Column contains a Delete Button. This button allows the user to delete positions from this page.

e. Defining the Number of Visible Rows



(1) The user will be able to define the number of visible rows by selecting the Records Displayed drop down button and selecting designed number.

(2) The default for the number of visible rows will be 25.

f. Abolish Positions

STEP 8 – Abolish Positions

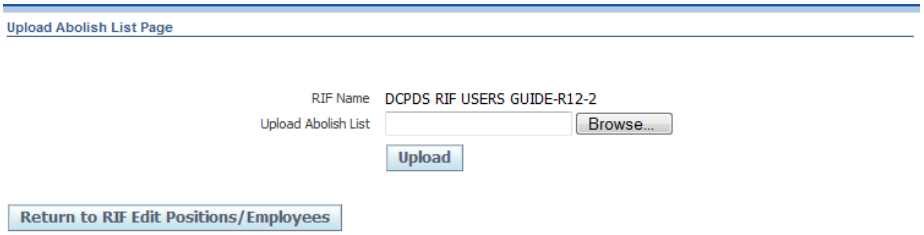
(1) Users will not be able to abolish the following positions:
- (a) unencumbered (vacant) positions
- (b) temporary employees (Tenure 0)
- (c) positions marked as Removed from RIF
- (d) employees marked as "Armed Forces Restoration"
- (e) employees marked as "Final Written Decision of Removal Under 5CFR432" or "Final Written Decision of Removal Under 5CFR752"

(2) Abolish Positions – there are several ways to abolish a position
- (a) Upload an Abolish List through the use of a text file
  1. Create a text file using the following format – the file may contain either SSAN or CPCN or both
     - a. SSAN should be entered without dashes
     - b. CPCN should be entered with the PD #, followed by a period and then by sequence #

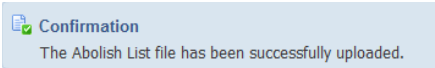
Field Name	Position	Length	Type	Description
SSAN	1	9	C	
Or				
CPCN	1	31	C	

  2. Sample file format
     123456789
     9G100.45678
  3. Click the Upload Abolish List button

  4. Click the Browse Button to locate the file to be uploaded.



  5. Once the file has been located, Click the Upload Button
  6. Confirmation Notice – the following confirmation notice will be displayed



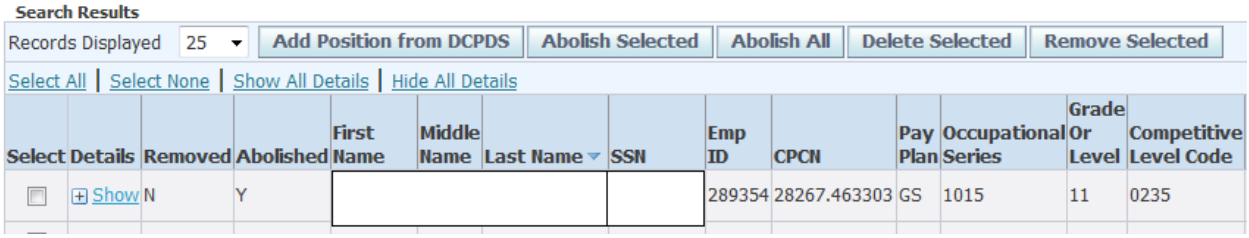
(b) Mark one or more position for abolishment from the Position/Employee Tab

1. Select one or more positions in the Select Column
2. Click the Abolish Selected Button

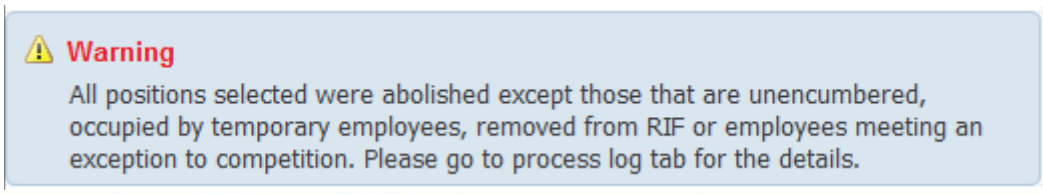
   Abolish Selected

3. Abolish Confirmation Notice: The following confirmation notice will be displayed:

4. Abolished column will change from N to Y



5. If one or more positions have been selected that meets one of the conditions identified in ***Section F.1.f.(1)*** above, the following warning message will be displayed:



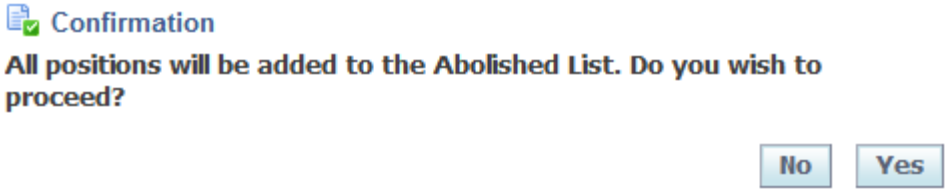
Log Type	Log Date	Status	Program Description	National Identifier	Cpcn	Message Name	Log Text
Mass Abolish	29-Mar-2011 13:12:18	Informational	Abolish Position		01930.466784	ABOLISH_POSITION_INFO	Can't abolish the position 01930.466784 that has exeptions.
Mass Abolish	29-Mar-2011 13:12:18	Informational	Abolish Position		01930.464060	ABOLISH_POSITION_INFO	Can't abolish the position 01930.464060 the tenure is 0 .
Mass Abolish	29-Mar-2011 13:12:18	Informational	Abolish Position		01930.438591	ABOLISH_POSITION_INFO	Can't abolish the position 01930.438591 that has been removed.

(c) Abolish All – The Abolish All Button allows the user to abolish all positions within the RIF Database.

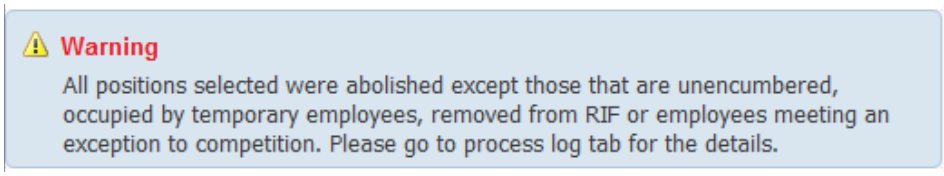
1. Select the Abolish All Button

   Abolish All

2. The following confirmation message will be displayed:



3. If there are positions that meet one of the conditions identified in Section F.1.f.(1) above, the following warning message will be displayed



(d) Mark a position for abolishment through the individual position screen ***(Section F.2.g.)***

g. Update the GS Equivalent Grade for NSPS positions – there are several ways to update the GS Equivalent Grade for NSPS positions

(1) Upload a GS equivalent grade for NSPS positions through the use of a text file

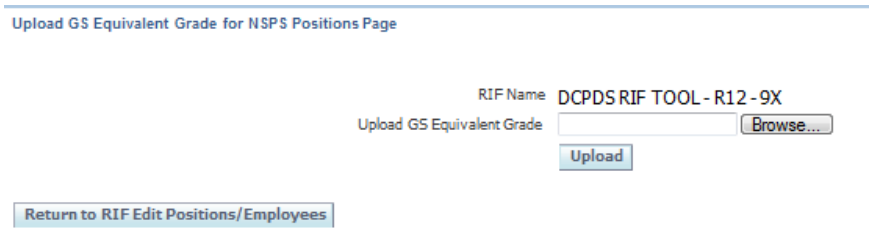
(a) Create a text file using the following format

Field Name	Position	Length	Type	Description
CPCN	1	31	C	
GS Grade	32	2	N	

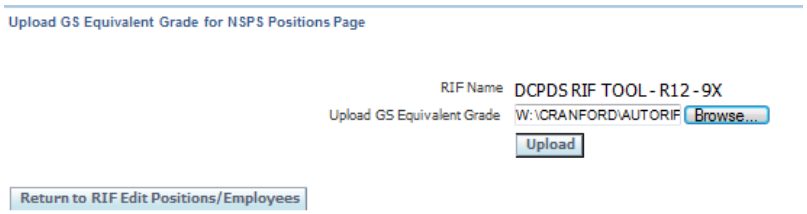
(b) Sample file format
9G10045678 05

(c) Click the Upload GS Equivalent Grade Button

(d) The user will be directed to the Upload GS Equivalent Grade for NSPS Positions Page

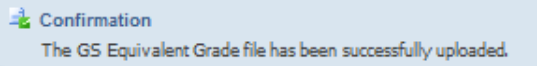


(e) Click the Browse Button and navigate to locate the file to be uploaded.

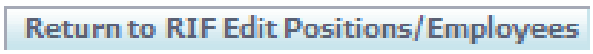


(f) Once the file has been located, click the Upload Button

(g) Confirmation Notice – the following confirmation notice will be displayed



(h) Click the Return to RIF Edit Positions/Employees Button to return to editing the positions/employees



(2) Update the GS Equivalent Grade for NSPS positions through the position screen ***(Section F.2.a.(2))***

h. Adding positions from DCPDS

(1) General Information – Adding positions from DCPDS

(a) If a position (vacant or encumbered) was not brought into the RIF table at the time it was created or was deleted once the RIF was created, then it can be brought into the RIF Table by using the Add from DCPDS Button.

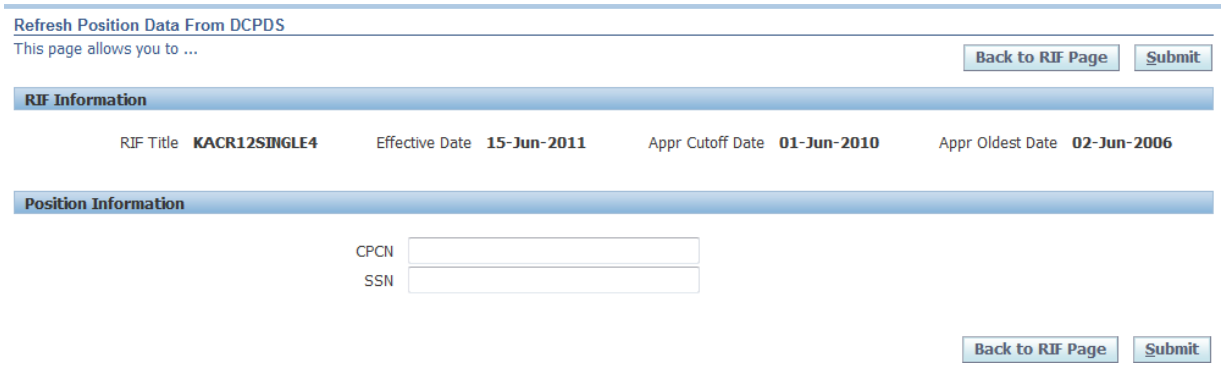
(b) A position can be brought into the RIF using either the CPCN of the position or the SSAN of the employee.

(c) If the position was deleted from the RIF Table, this functionality will bring the position from the RIF Staging Table. If any position or employee data has changed, then the user will need to "refresh" the position on the Position Tab. ***(Section F.2.c.)***

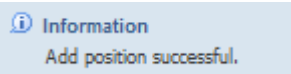
(2) To add a position (vacant or encumbered) that was not included in the RIF Extract (a position that was created after the extract was accomplished):

(a) Click the Add Position from DCPDS Button

(b) Input the CPCN or SSAN of the position and click the Submit Button



(c) The following confirmation notice will be displayed if the position was successfully added:



(d) If the position already exists in the RIF Table, then the following message will be displayed

Information
Add position halted. CPCN 01930.414327 exists in the RIF.

(e) If the employee already exists in the RIF Table, then the following message will be displayed

Information
Add position halted. Employee SSN DCPDS position id 420906 found in the RIF against CPCN 00001.448829 Please go to Edit Positions/Employees Tab, search for CPCN and use Refresh Position button.

(f) If the position does not exist in DCPDS, the following message will be displayed:

Information
CPCN 00539.529398 does not exist in DCPDS

i. Refresh position or employee data DCPDS – If the position or employee is already in the database and a refresh of the position or employee data is needed, it will be necessary to use the refresh capabilities within the Position Tab to refresh the data. ***(Section F.2.c.)***

j. Delete positions

(1) Due to the necessity of retaining historical data, deleting positions will be limited to those RIFs where Round 1 has not been processed. If a position will not be used in the RIF competition, then it will need to be marked as Removed from RIF.

(2) Delete Selected Button – The Delete Selected Button allows the user to select one or more position from the Position/Employee Tab

Delete Selected

(a) Select one or more positions in the Select Column

(b) Click the Delete Selected Button

(c) Delete Confirmation Notice: The following confirmation notice will be displayed:

Confirmation
You are about to delete position/employee information from the RIF Table. Once the position/employee data is cleared you will not be able to recover this information. Do you want to proceed?

No Yes

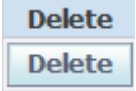
(d) If the users selects a position that has been abolished, the following notice will be displayed:

Warning
All positions selected were deleted except those that are abolished or have been processed in previous iterations. Please go to process log tab for the details.

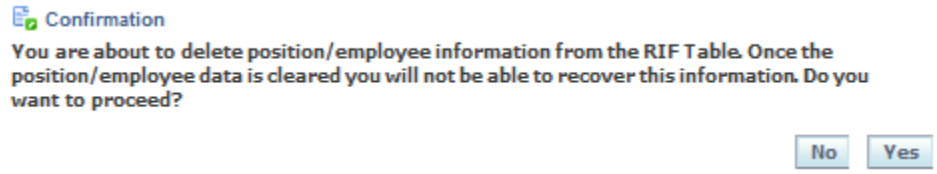
(3) Delete a position from the Position/Employee Tab using the Delete Button

(a) Identify the position to be deleted

(b) Click the Delete Button associated with the position



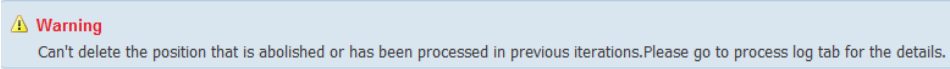
(c) Delete Confirmation Notice: The following confirmation notice will be displayed:



(4) Delete a position from the Edit Position/Employee Record using the Delete Button through the individual position screen ***(Section F.2.f.)***

(5) A position that has been included in the RIF process in a previous iteration cannot be deleted. If the position is no longer to be used in the RIF process, it should be marked as Remove from RIF. ***(Section F.1.k. or F.2.i.)***

(a) The following error message will be displayed:



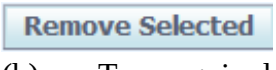
k. Remove from RIF – The Remove from RIF functionality removes the position from RIF competition, but the position/employee remains in the RIF database. There are several ways to remove a position from the RIF.

(1) Users will not be able to mark the following positions as Remove from RIF:

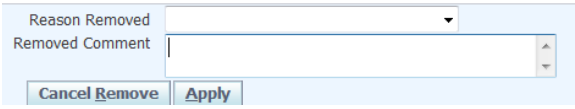
(1) abolished positions

(2) Remove from RIF from the Edit Positions/Employee Tab

(a) Select one or more position and select the Remove Selected Button

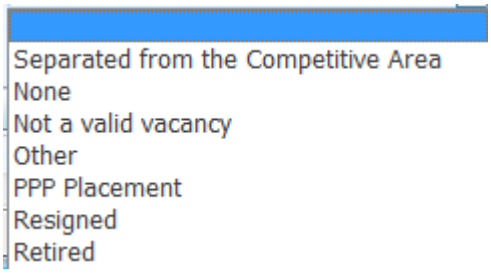


(b) Two required areas will become available



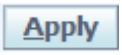
1. Reason Removed and
2. Removed Comment

(c) Using the drop down menu, select one of the reason(s) the position(s) is/are being removed

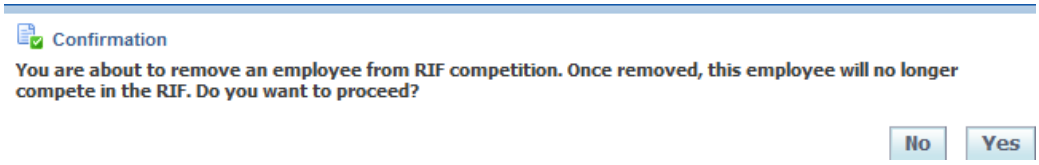


(d) Add a comment (Effective 10/31/2010) in the Removed Comment Area

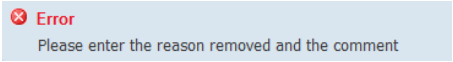
(e) Select the Apply Button



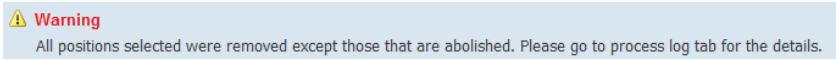
(f) The following Remove from RIF Confirmation Remarks will be displayed. Select Yes to continue. No to cancel



(g) If the user fails to input data in one or both of the Reason Removed or Removed Comment area, the following Error Message will be displayed:



(h) Abolished positions – if a position has been abolished and the user selects the position to be Removed from RIF, the following warning message will be displayed:

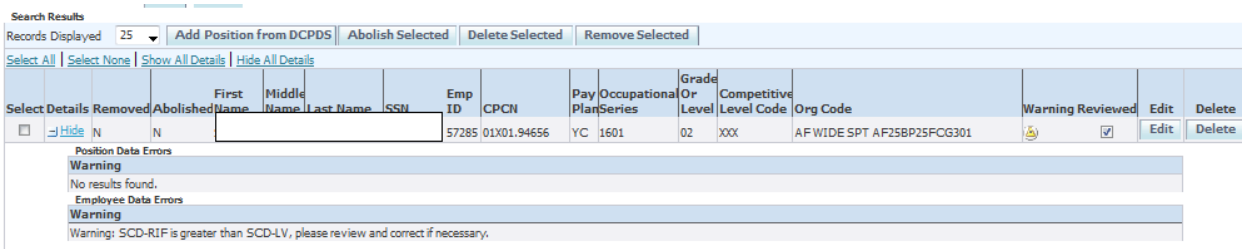


(3) Remove from RIF from the individual position/employee record. ***(Section F.2.i.)***

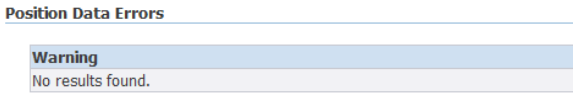
l. View position/employee errors

STEP 9 – Correct Position/Employee Errors

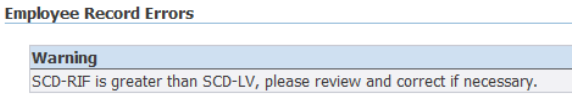
(1) Show/Hide Link – The Show/Hide Link in the Details column on the Position/Employee Tab will display position and/or employee errors that have been found.



(2) Position Errors – Position errors are also listed in the Position Data Errors Area on the Edit Position/Employee Page/Position Tab



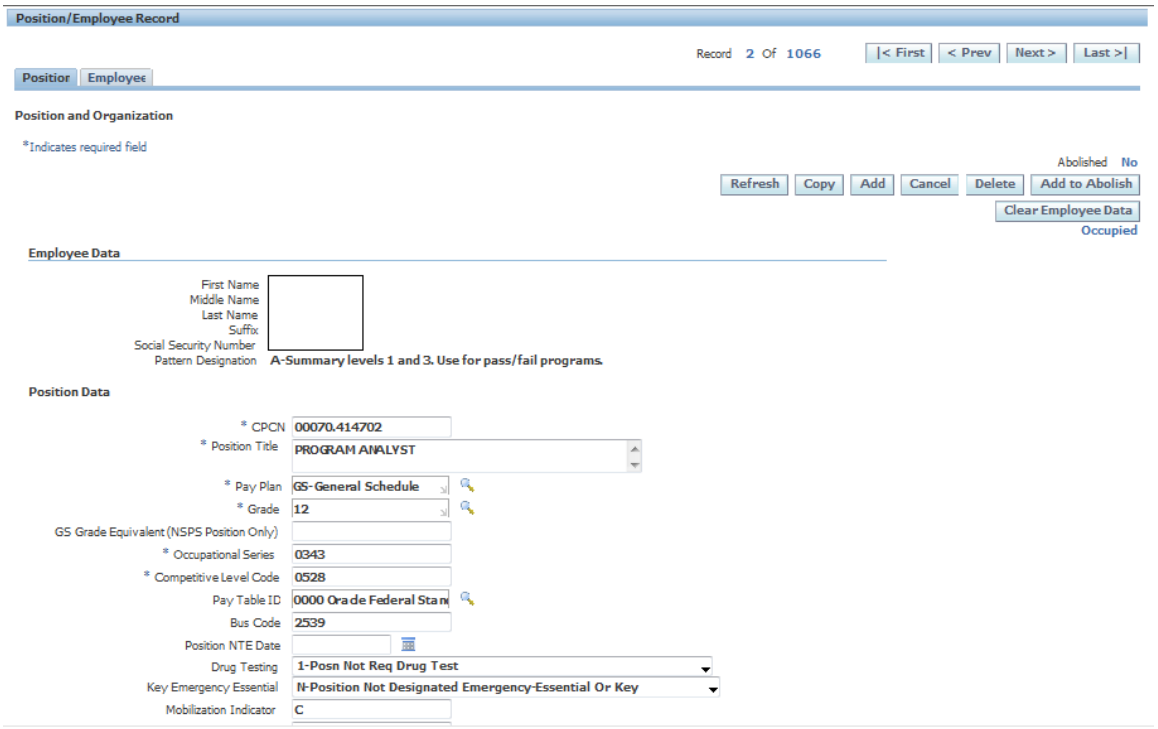
(3) Employee Errors – Employee errors are also listed in the Employee Record Errors Area on the Edit Position/Employee Page/Employee Tab

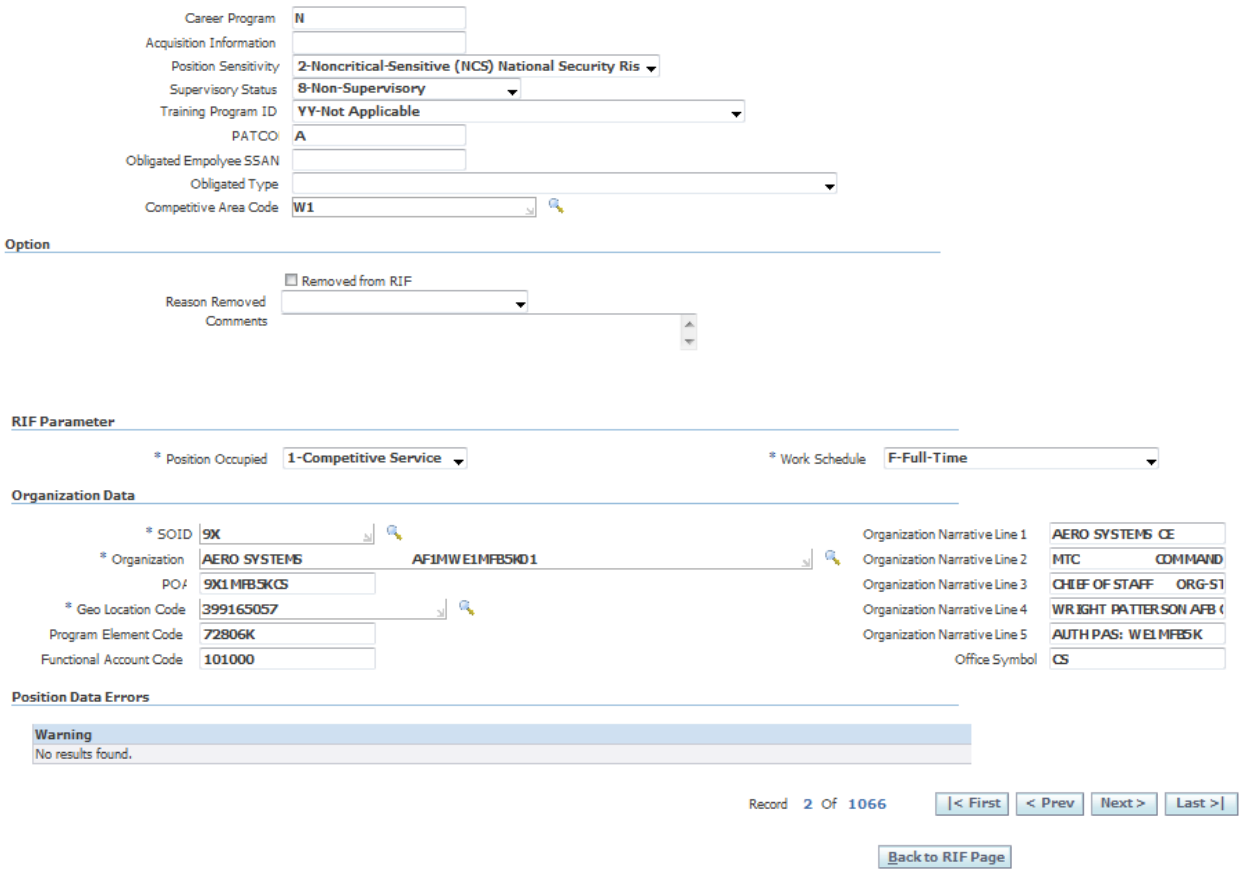


(4) Warning/Error messages will not disappear from position/employee page until the error has been fixed and the Pre-Process Round 1 Button has been executed in the Process RIF Page.

2. RIF Options Page – Edit Positions/Employees Tab – Position Tab

a. General Information – RIF Overview Page – Edit Positions/Employee Tab – Position Tab





(1) From this page, the user can do the following:

(a) **<u>Action Buttons</u>**:

1. Refresh a position/employee record from DCPDS
2. Copy an existing position
3. Manually add a Position
4. Delete a Position – only if the position has not been impacted in a previous iteration
5. Add to Abolish/Remove from Abolish – only available for encumbered positions. The button will start as Add to Abolish and will switch to Remove from Abolish once a position has been marked as Abolish
6. Clear Employee Data – only available for encumbered positions
7. Cancel changes

(b) **<u>Edit position data</u>**

1. Required data elements (data elements are preceded with an *)
   a. CPCN
   b. Position Title
   c. Pay Plan

d. Grade
e. Occupational Series
f. Competitive Level Code
g. Position Occupied
h. Work Schedule
i. SOID
j. Organization
k. Geographic Location Code

1. If the user changes the Position Occupied, Work Schedule, Competitive Area Code, SOID, Organization Code, Geographic Location Code that will place the position/employee outside of the RIF Parameters, the following is a sample warning message that will be displayed upon clicking Pre-Process Round 1:

Warning
Mismatch between Rif Options and Position Data. :: RIF Parameter position occupied: 1 -- Position record position occupied: 2 RIF Parameter work schedule: Full-Time -- Position record work schedule: P

(2) All data elements shown on this page are populated with the data stored in the RIF Staging Table and DCPDS with the exception of Pattern Designation field and the GS Grade Equivalent (NSPS Positions Only)

(a) Pattern Designation is auto-populated for those Multiple Pattern RIFs when more than one value is selected in the Appraisal Information Page during the RIF creation, a new iteration or appraisal calculation process. ***(Section C.2.a.)***

(b) GS Grade Equivalent (NSPS Positions Only)

1. The GS Grade Equivalent (NSPS Positions Only) field is only required to be input when the GS Grade Equivalent Checkbox is selected in the RIF Options Page
2. Is only required for NSPS positions
3. Contains only the grade portion (13, 07) of the GS grade equivalency)
4. Used to determine GS grade equivalencies during Round 2 competition.
5. Can be updated using a text file ***(Section F.1.g.)***

b. **<u>Actions Buttons</u>** – The following actions buttons will only be available before Round 1 is processed or after a new iteration is begun. The following are the conditions when a button will be available:

(1) Refresh Button –Will be available for all position/employee records
(2) Copy Button –Will be available for all position/employee records
(3) Add Button – Will be available for all position/employee records

(4) Cancel – Will be available for all position/employee records

(5) Delete – Will be available for all position/employee records until Round 1 is processed the first time.

(6) Add to Abolish Button – Will be available for all employees except Tenure 0, Removed from RIF, Armed Forces, 5CFR432 and 5CFR752 Exceptions.

(7) Remove from Abolish Button – Will only be available for employees whose position have been marked as Abolish

(8) Clear Employee Data – Will only be available for encumbered positions that have not been marked as Abolish or Removed from RIF.

c. Refresh the current position or employee record

<u>Important Note 9: Refreshing Position/Employee Data</u> – (1) If the RIF has been processed through Round 1, the DCPDS RIF Tool is currently unable to reuse positions that were occupied in the RIF Table by one employee for placement of another employee (i.e., Employee A retires from Position 20.9999 and Employee B is promoted to that same position – Position 20.9999). It will be necessary to create a position with a different sequence number in DCPDS in order to add the vacant position to the DCPDS RIF Tool – Position 20.9998. (2) During the refresh process, an employee whose tenure was changed or the Date Career Conversion Due was populated based on the VRA Conversion Due during the RIF creation will be reset. The user will be required to manually change/update those values.

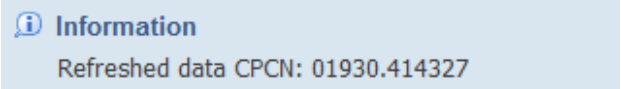
(1) There are four types of refresh. Depending on the situation, the refresh process will be done in one of two ways – using the Refresh Button from the Position Tab or using the Add from DCPDS Button from the Position/Employee Tab.

(a) Refresh of position and/or employee data when the CPCN and Employee SSAN does not change

1. Click the Refresh Button

2. The following warning message will be displayed. Click Yes to continue, No to return to the position page

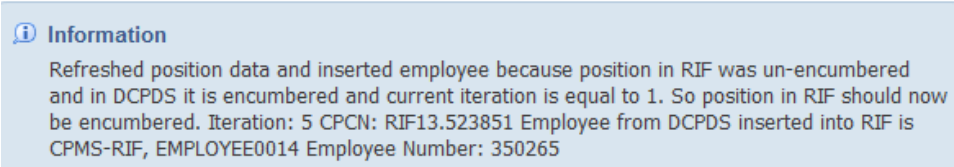
3. Once the refresh has completed the following message will be displayed:



(b) Refresh of a vacant position to add an employee not currently in the RIF Table.

1. Click the Refresh Button

2. The employee will be appended to the position
3. The following information message will be displayed after the refresh is complete:



(c) Refresh of an encumbered position in the RIF Table that is now vacant

1. If the position has not been processed through the RIF (Process Round 1 has not been accomplished), use the Refresh Button to clear the employee data.
2. If the RIF has been processed (Process Round 1 has been accomplished), then mark the position as Removed from RIF. It will be necessary to create a position in DCPDS with a different sequence # in order for it to be brought into the RIF Table. Use the Add from DCPDS function to bring in the vacant position.

(d) Movement of an employee from one position to another (promotion/reassignment)

1. If the RIF has not been processed (Process Round 1/Iteration 1) has not been accomplished, then refresh both the old and new position. If the new position is not in the RIF Table, then use the Add from DCPDS function (Section ##).
2. If the RIF has been processed (Process Round 1/Iteration 1) then:

a. Mark the From position and employee record as removed from RIF.

b. If the From position will be used as a vacancy in the RIF, it will be necessary to create a position in DCPDS with a different sequence # in order for it to be brought into the RIF Table. Use the Add from DCPDS function to bring in the vacant position.

c. If the To position is in the RIF Table, use the Refresh Button to bring in the employee.

d. If the To position is not in the RIF Table, use the Add from DCPDS function to bring in both the position and employee.

d. Copy a Position

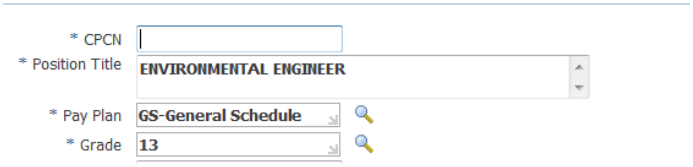
(1) The user can "add" a position to the RIF database by using the Copy Button.

<u>Important Note 10: Copy Position Function</u> – If the user adds a CPCN that can be found in DCPDS using the Copy function, the refresh process will not work. The Position ID of the position is needed to complete the refresh process and is only added to the RIF Table when the RIF is created or when using the "Add a Position from DCPDS" functionality.

(2) Enter the Edit Position/Employee Record Page by clicking the Edit button on any of the positions in the RIF and

(3) Click the Copy Button from within the Position Tab

(4) An identical position will be created, without the CPCN. The user will need to input a unique CPCN (position number and sequence number).

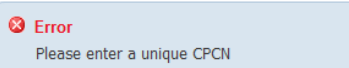


(5) Once the CPCN has been input, click the SAVE Button

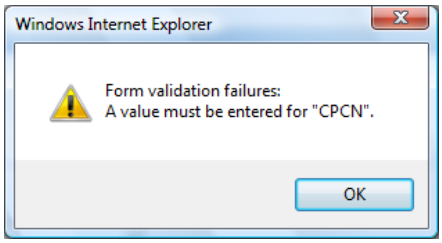
(6) To cancel the Copy function, click the Back to RIF Page Button

(7) Error/Warning Messages

(a) The following error message will be displayed if a duplicate CPCN is entered:



(b) The following error message will be displayed if the user fails to input a CPCN:



e. Add a Position Record

(1) The user can "add" a position to the RIF database by using the manually typing in all of the position data into the RIF Table.

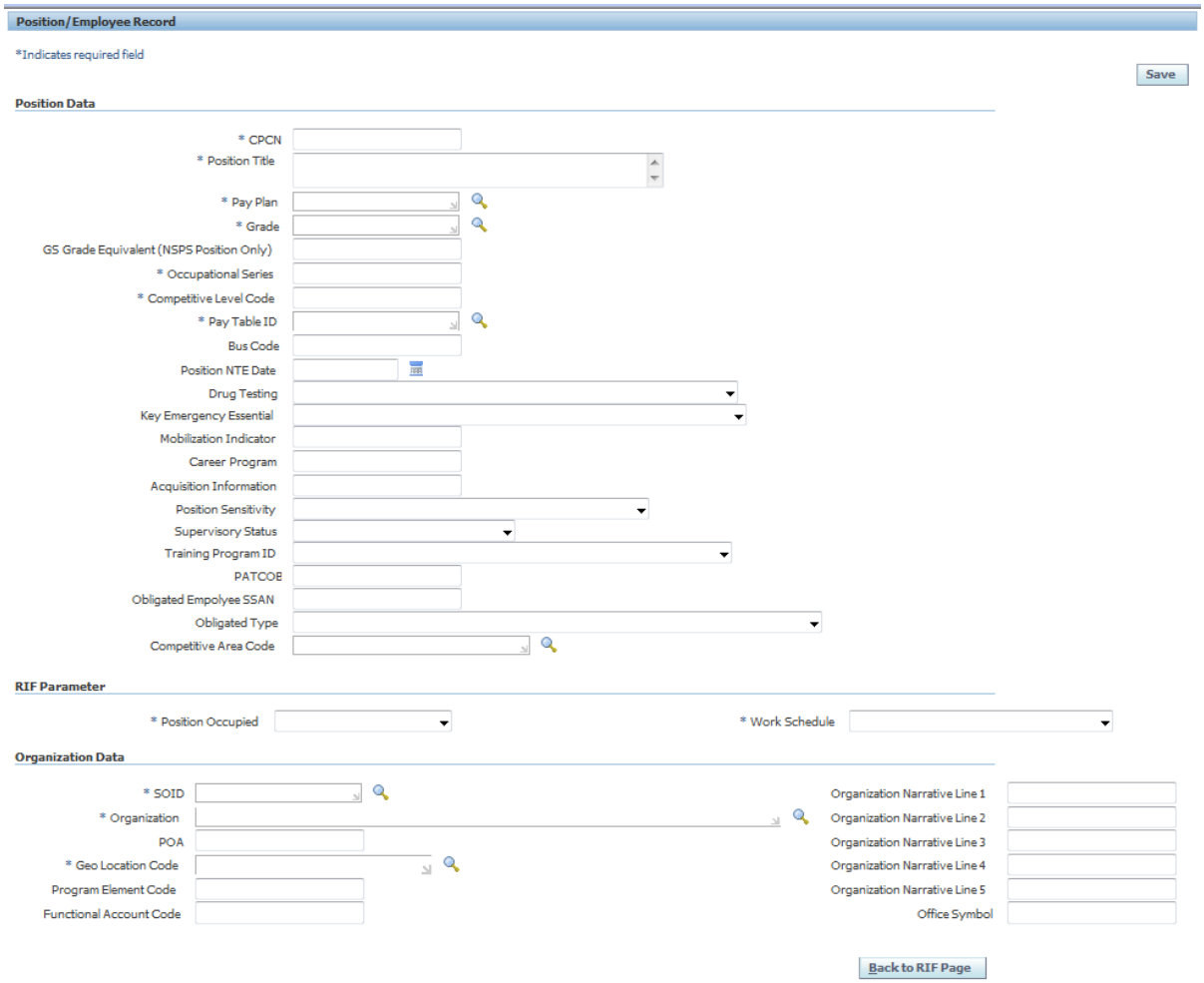
<u>Important Note 11: Add Position Function</u> – If the user adds a CPCN that can be found in DCPDS using the Add function, the refresh process will not work. The Position ID of the position is needed to complete the refresh process and is only added to the RIF Table when the RIF is created or when using the "Add a Position from DCPDS" functionality.

(2) To add employee data to a vacant position, see ***Section F.3.c.***

(3) Enter the Edit Position/Employee Record Page by clicking the Edit button on any of the positions in the RIF and

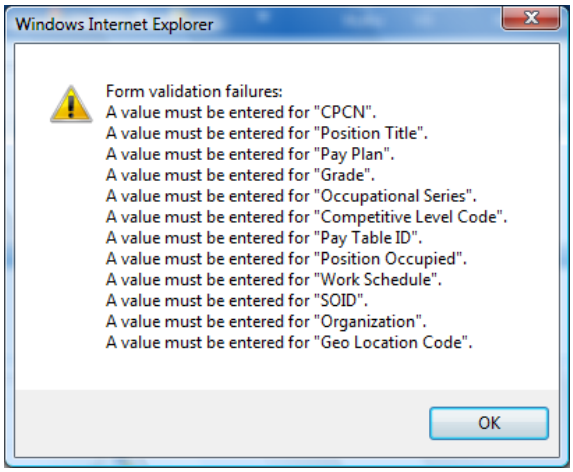
(4) Click the Add Button

(5) All position data fields will open for input. Those marked with an asterisk (*) are required fields.



(6) Error/Warning Messages

(a) The following validation screen will be displayed if one or more of the required fields are missing when the Save Button is selected



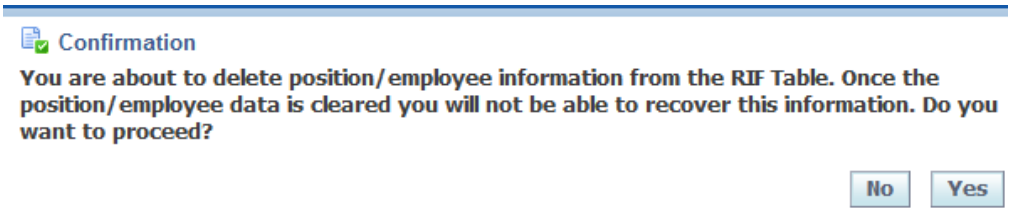
(b) The following error message will be displayed if a duplicate CPCN is entered:

f. Delete a Position

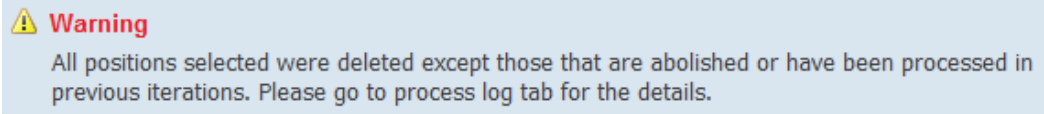
(1) Only those RIFs where Iteration 1 has not been processed will the user be able to delete positions.

(2) Select the Delete Button

(3) The following confirmation message will be displayed.



(4) The following message will be displayed if the user attempts to delete a position after Iteration 1 has been processed:



g. Add to Abolish/Remove from Abolish

(1) Only those positions that do not meet the following record conditions will be available to be abolished;

(a) Unencumbered Position

(b) Remove from RIF

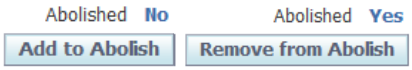
(c) Temporary employees (Tenure 0)

(d) Armed Forces Restoration Right

(e) Final Written Decision of Removal Under 5CFR432

(f) Final Written Decision of Removal Under 5CFR752

(2) Once an employee record is marked as abolished, the Add to Abolish Button will change from Add to Abolish to Remove from Abolish. See the following screen shots to show how the button changes depending on whether a position has or has not been abolished.



h. Clear Employee Data

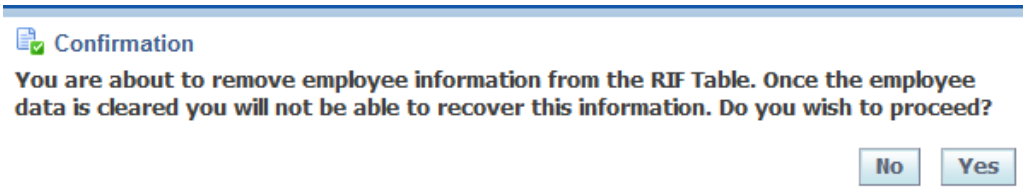
(1) Only those RIFs where Iteration 1/Round 1 has not been processed will the user be able to clear employee data from positions.

(2) The Clear Employee Data Button will only be available for encumbered positions

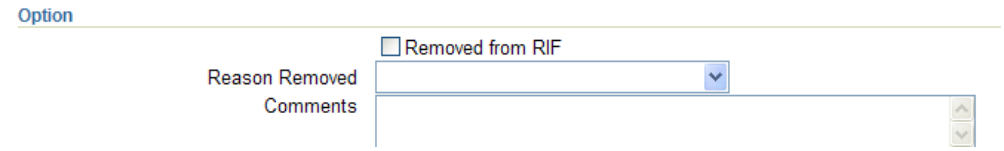
(3) Clears all employee data from the record.

(4) Clear Employee Data Button – To clear employee data from the position, click the Clear Employee Data Button

(5) The following confirmation message will be displayed



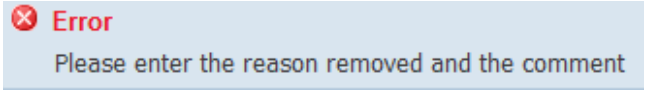
i. Remove from RIF



(1) The Remove from RIF Area will be available for all records except:
   (a) Abolished records
   (b) Temporary employees

(2) If the Removed from RIF checkbox is utilized, then a value must be selected from the Reason Removed from RIF LOV and comments must be entered in the Comments Area

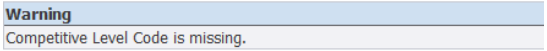
(3) If the user attempts to exit the record without selecting a Reason or entering comments, the following message will be displayed:



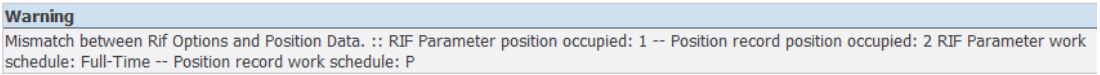
(4) If the checkbox is deselected, then the Reason Removed and the comments will be deleted.

j. Position Data Errors

(1) Competitive Level



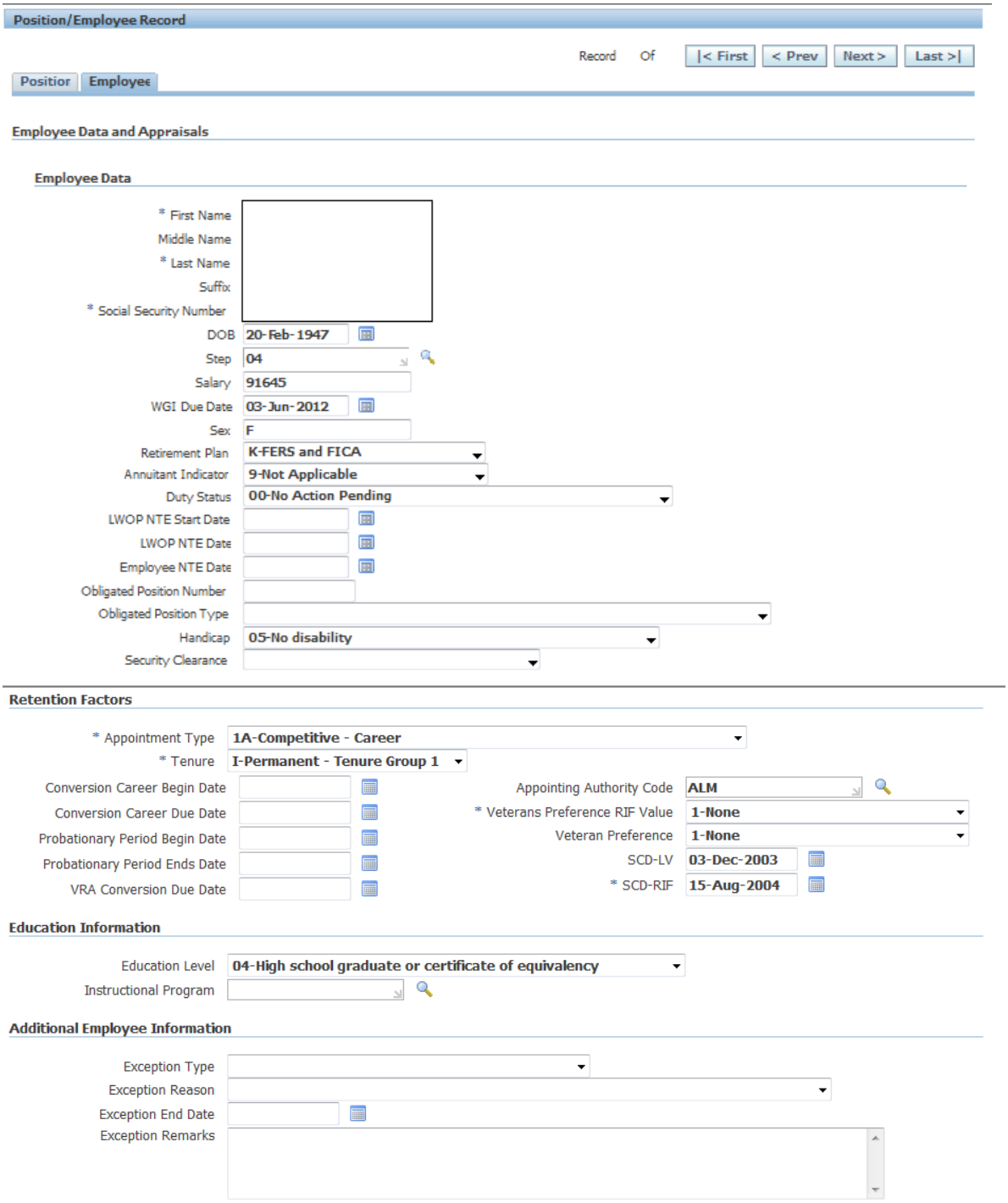
(2) User changed RIF Options on an individual position and the new value does not match the RIF Options set when the RIF was created and clicked Pre-Process Round 1

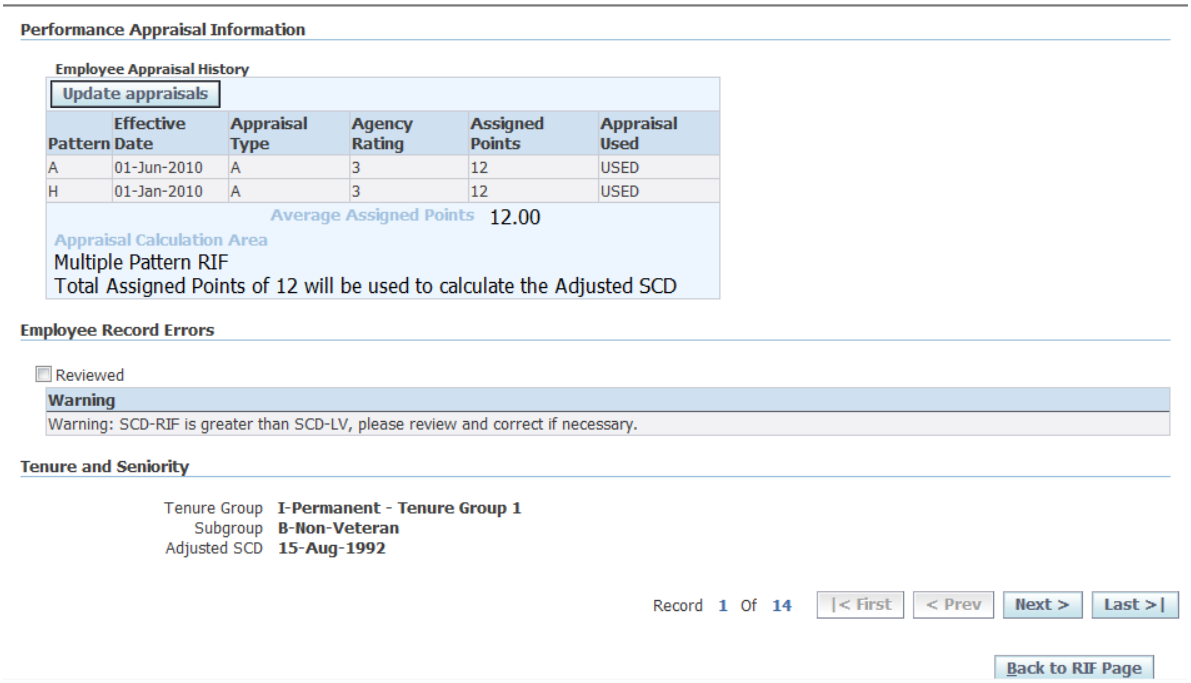


3. RIF Options Page – Edit Positions/Employees Tab – Employee Tab

a. General Information – RIF Overview Page – Edit Positions/Employee Tab – Employee Tab

(1) Encumbered Position





(2) Unencumbered Position

(3) From this page, the user can do the following:
- (a) Edit employee data
- (b) Manually add an employee to the RIF Table
- (c) Identify certain employees that need special handling
- (d) Edit employee appraisals

b. Editing Employee Data

STEP 10 – Edit Employee Records

(1) Required data elements:
- (a) First Name
- (b) Last Name
- (c) Social Security Number
- (d) Appointment Type
- (e) Tenure

(f) Veterans Preference for RIF Value

(g) SCD-RIF

(h) All other data elements may be updated manually or through the Refresh Process

(2) Automatic Changes to the employee record: The following data elements will be automatically changed during the RIF creation process:

(a) Tenure

1. If Appt Type = 2A and Tenure = 2 and Date Conversion Career Due is prior to the effective date of the RIF, then the Tenure is automatically changed to 1
2. If Appt Type = 1A and Tenure = 2 and Date Probationary Period Ends is prior to the effective date of the RIF, then the Tenure is automatically changed to 1

(b) Date Conversion Career Due – If the Legal Authority Code = J8M and Date VRA Conversion Due is prior to the effective date of the RIF and the Date Conversion Career Due is null, then the Date Conversion Career Due will be automatically populated with the Date VRA Conversion Due plus one year.

(3) Editing Retention Factors

(a) Tenure and Seniority Area Changes – Changing the following data elements may change the Tenure and Seniority Area

1. Appointment Type/Tenure/Date Conversion Career Due/Date Probationary Period Ends

a. If Appt Type = 2A and Tenure = 2 and Date Conversion Career Due Date is prior to the effective date of the RIF, then the Tenure will automatically change to 1

b. If Appt Type – 1A and Tenure = 2 and Probationary Period End Date is prior to the effective date of the RIF, then the Tenure will automatically change to 1

<u>Important Note 12: SCD Change</u> – If the SCD-RIF is changed, the Adjusted SCD will not be recalculated until all errors have been cleared, at least one position abolished and the Pre-RIF Process Button is executed.

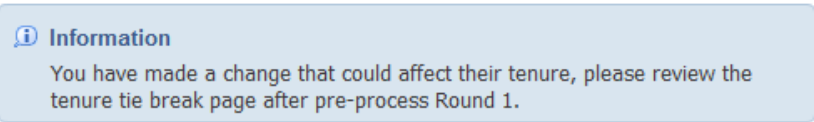
2. SCD-RIF – If the SCD-RIF is changed, the Adjusted SCD-RIF will be recalculated when the Pre-Process RIF Button is selected in the Process RIF Tab.

(b) Tenure Tie Break Group Changes

1. If an employee is part of a group of employees with the same Tenure/Subgroup/Adjusted SCD and the tenure, VP-RIF, SCD-RIF and/or appraisals are changed; this will

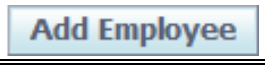
remove them from the current group and may place them in another group or place them in a Tenure/Subgroup/Adjusted SCD by themselves.

2. If the Tenure, VP-RIF, SCD-RIF or appraisals are changed, the following message will be displayed:

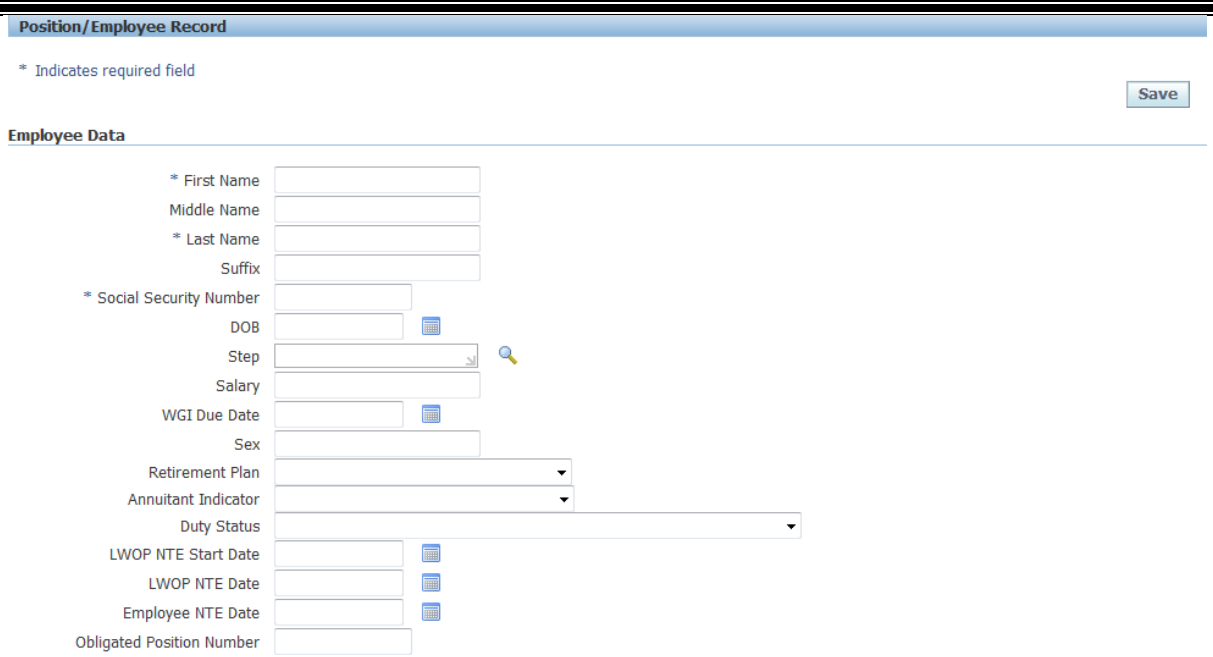


c. Manually adding an employee to the RIF

(1) Clicking the Add Employee Button, will open the employee fields. Those identified with an "*" are required and must be input.



<u>Important Note 13: Add Employee Function</u> – If the user adds an employee using the Add Employee function, the refresh process will not work. The Employee Number is needed to complete the refresh process and is only added to the RIF Table when the RIF is created or when using the "Add a Position from DCPDS" functionality.



Obligated Position Type
Handicap
Security Clearance

Retention Factors

* Appointment Type
* Tenure
Conversion Career Begin Date
Conversion Career Due Date
Probationary Period Begin Date
Probationary Period Ends Date
VRA Conversion Due Date
Appointing Authority Code
* Veterans Preference RIF Value
Veteran Preference
SCD-LV
* SCD-RIF

Education Information

Education Level
Instructional Program

Additional Employee Information

Exception Type
Exception Reason
Exception End Date
Exception Remarks

Performance Appraisal Information

Employee Appraisal History

Update appraisals

Pattern	Effective Date	Appraisal Type	Agency Rating	Assigned Points	Appraisal Used
No results found.					

Average Assigned Points
Appraisal Calculation Area

Employee Record Errors

Warning
No results found.

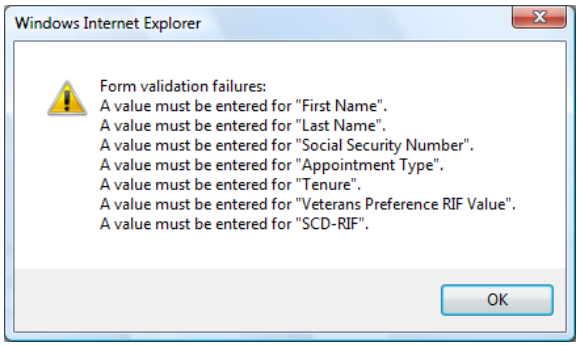
Tenure and Seniority

Tenure Group
Subgroup
Adjusted SCD

Back to RIF Page

(2) Once all inputs have been made, click the SAVE Button.

(3) The following screen will be displayed if any of the required fields are not input.



d. Additional Employee Information Area

(1) General Information – Additional Employee Information Area

(a) The Additional Employee Information Area is used to identify certain employees that need special handing during the RIF process.

(b) There are four fields associated with the Additional Employee Information Area:

1. Exception Type
2. Exception Reason
3. Exception End Date
4. Exception Reason

(2) Exception Type – There are four types of exceptions available in the Additional Employee Information Area:

(a) Final Written Decision of Removal Under 5CFR432

(b) Final Written Decision of Removal Under 5CFR752

(c) Armed Forces Restoration Right

(d) Mandatory/Permissive/Temporary Exception

(3) Exception Reason

(a) This field is only required if the Exception Type = Mandatory/Permissive/Temporary Exception

(b) Listed below are the different types of exceptions:

1. Mandatory Exception to the Regular Order of Release Based Upon Service in the Armed Forces
2. Mandatory Exception to the Regular Order of Release and the Use of Annual Leave to Obtain Retirement Benefits and/or to Continue Health Benefits
3. Mandatory Use of Annual Leave in Relocation Situations to Obtain Retirement Benefits and/or to Continue Health Benefits Coverage
4. Permissive Continue Exception to the Regular Order of Release
5. Permissive Temporary Exception to Satisfy a Government Obligation
6. Permissive Temporary Exception and Use of Sick Leave
7. Permissive Temporary Exception to the Use of Annual Leave to Obtain Retirement Benefits and/or Continue Health Benefits
8. Discretionary Temporary and Other Exceptions
9. Liquidation Exception

(4) Exception End Date – Only required if the Exception Type = Mandatory/Permissive/Temporary Exception
   (a) This field is required if the Exception Reason is not null
   (b) This date is auto-populated into the Exception Date on the RIF Options Page
   (c) If more than one employee has an exception date, then the latest date is auto-populated

(5) Exception Remarks – This field is required only when the Exception Reason = Mandatory Exception to the Regular Order of Release Based Upon Service in the Armed Forces.

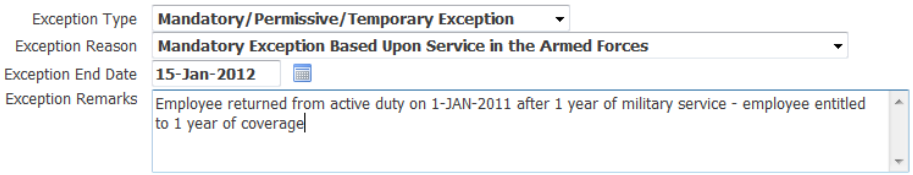
(6) Employees Requiring Special Handling
   (a) Final Written Decision of Removal Under 5CFR432
      1. Not included on Retention Registers
      2. Not included in the RIF Process
      3. Not included in the Appraisal Calculation Process
      4. Not included in the EEO Statistical Reports
      5. Are included in the RIF Table only to document their removal
      6. Will not have the ability select the Abolish or Remove from RIF Buttons
      7. Final Written of Removal Decision Under 5CFR432 or 5CFR752 Report
   (b) Final Written Decision of Removal Under 5CFR752
      1. Not included on Retention Registers
      2. Not included in the RIF Process
      3. Not included in the Appraisal Calculation Process
      4. Not included in the EEO Statistical Reports
      5. Are included in the RIF Table only to document their removal
      6. Will not have the ability select the Abolish or Remove from RIF Buttons
      7. Final Written of Removal Decision Under 5CFR432 or 5CFR752 Report
   (c) Armed Forces Restoration Right
      1. Not included on Retention Registers
      2. Not included in the RIF Process
      3. Not included in the Appraisal Calculation Process
      4. Not included in the EEO Statistical Reports
      5. Are included in the RIF Table only to be able to run reports

6. Will not have the ability select the Abolish or Remove from RIF Buttons
7. Armed Forces Restoration Right Report

(d) Mandatory/Permissive/Temporary Exception except Mandatory Exception to the Regular Order of Release Based Upon Service in the Armed Forces

1. Exception End Date is required
2. Exception Remarks is optional

(e) Mandatory Exception to the Regular Order of Release Based Upon Service in the Armed Forces



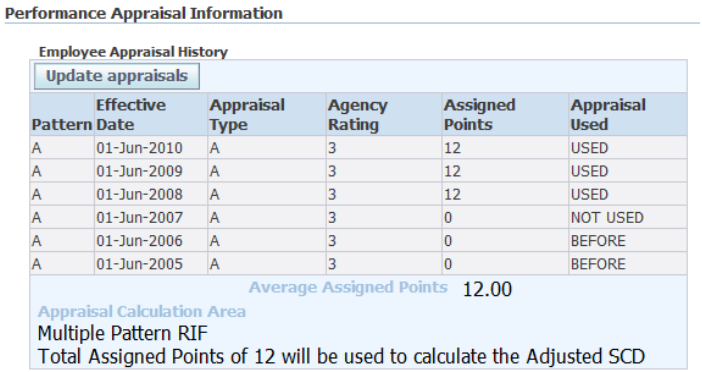
1. Exception End Date is required
2. Exception Remark is required
3. If the exception end date is after the effective date of the RIF, the employee must be moved to the beginning of the tenure and subgroup regardless of Adjusted SCD. All employees within the tenure subgroup must be separated from the competitive level before an employee marked with this exception can be separated from the competitive level (both Round 1 and Round 2).
4. If the exception end date is after the effective date of the RIF, and there is more than one employee within a competitive level with this exception, then all employees with this type of exception are moved to the beginning of the tenure and subgroup and listed in Adjusted SCD order and then followed by all other employees without this type of exception (both Round 1 and Round 2).
5. Round 2 Competition – If the exception date is after the effective date of the RIF, then employees with this type of exception cannot be separated from Round 2. They can be reassigned or change to lower grade, but cannot be separated. The Separate Button will be replaced with a ByPass Button in Round 2.
6. Will have the ability select the Abolish or Remove from RIF Buttons
7. Mandatory/Permissive/Temporary Exception Report

e. Performance Appraisal Information Area

<u>Important Note 14: Appraisal Changes (1)</u> – Changes made to appraisals (additions, deletions, changes) will require a complete recalculation of all appraisals within the database. The recalculation will be accomplished when the Pre-RIF Process Button is executed, provided all position/employee errors are corrected and at least one position abolished, as well as when a new iteration is executed.

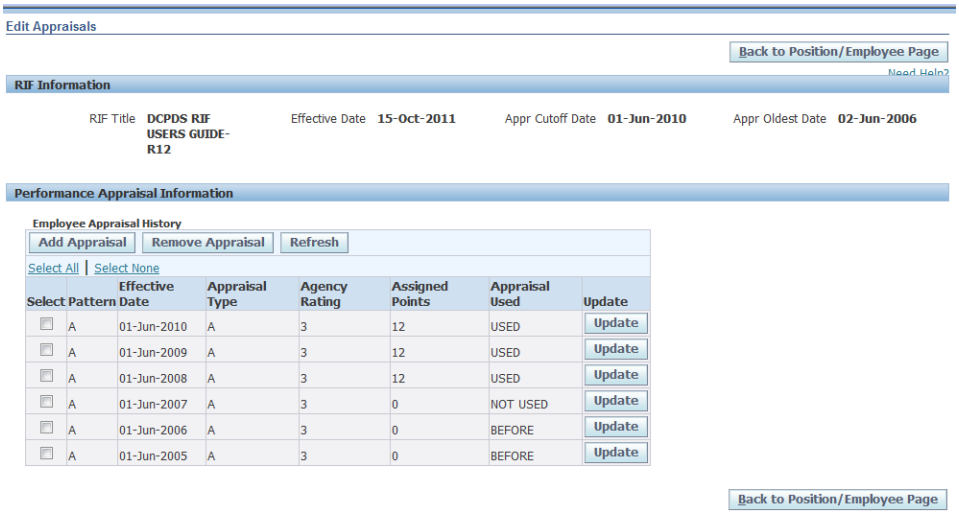
<u>Important Note 15: Appraisal Changes (2)</u> – Any changes made to appraisals (additions, deletions, changes) within the DCPDS RIF Tool will be lost if the user refreshes the appraisals within the Edit Appraisals Page or if the user answers Yes during the Pre-Process phase or New Iteration.

(1) Manual Update of Appraisals – Appraisals may be manually updated by adding/editing/removing appraisals by accessing the Edit Appraisals Page using the Update Appraisal Button.



Pattern	Effective Date	Appraisal Type	Agency Rating	Assigned Points	Appraisal Used
A	01-Jun-2010	A	3	12	USED
A	01-Jun-2009	A	3	12	USED
A	01-Jun-2008	A	3	12	USED
A	01-Jun-2007	A	3	0	NOT USED
A	01-Jun-2006	A	3	0	BEFORE
A	01-Jun-2005	A	3	0	BEFORE

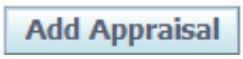
(2) Edit Appraisals Page



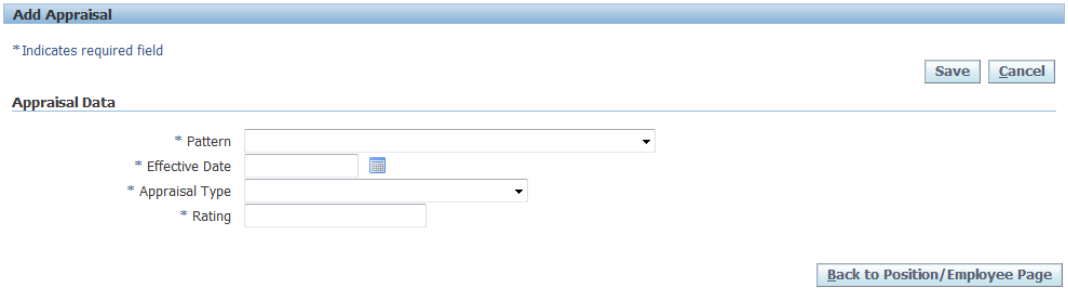
Select	Pattern	Effective Date	Appraisal Type	Agency Rating	Assigned Points	Appraisal Used	Update
☐	A	01-Jun-2010	A	3	12	USED	Update
☐	A	01-Jun-2009	A	3	12	USED	Update
☐	A	01-Jun-2008	A	3	12	USED	Update
☐	A	01-Jun-2007	A	3	0	NOT USED	Update
☐	A	01-Jun-2006	A	3	0	BEFORE	Update
☐	A	01-Jun-2005	A	3	0	BEFORE	Update

(a) Add Appraisals

1. To add an appraisal, click on the Add Appraisal Button.



2. The Add Appraisal Page will appear



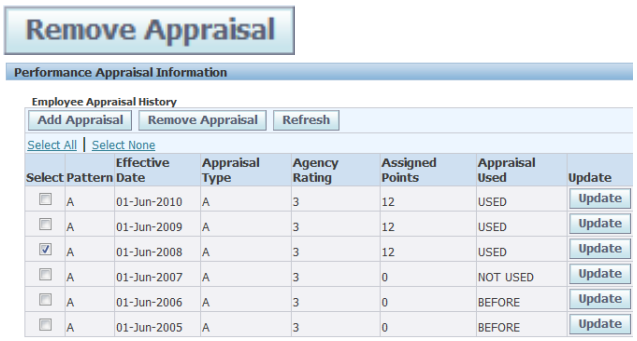
a. All data elements are required
b. Appraisal pattern and ratings must meet the following combinations:
   (1) Pattern A – Rating 1 or 3
   (2) Pattern B – Rating 1, 3 or 5
   (3) Pattern C – Rating 1, 3 or 4
   (4) Pattern D – Rating 1, 2 or 3
   (5) Pattern E – Rating 1, 3, 4 or 5
   (6) Pattern F – Rating 1, 2, 3 or 5
   (7) Pattern G – Rating 1, 2, 3 or 4
   (8) Pattern H – Rating 1, 2, 3, 4 or 5
c. Validation of appraisal pattern/ratings will only take place during Pre-Process Round 1. If errors are found
d. Appraisal calculations will take place once the Pre-Process Round 1 Button is executed, provided there are no errors in position/employee records and there is at least one position abolished.
e. Click the Save Button to save changes

f. Once the changes are made, the user is automatically directed back to the Edit Appraisal Page.

(b) Remove Appraisals

<u>Important Note 16: Remove Appraisal</u> – There is no confirmation message warning the user that the appraisal will be removed from the record

1. To remove an appraisal from an employee record, select the record by clicking in the Select Column next to the employee record and clicking the Remove Appraisal Button



Select	Pattern	Effective Date	Appraisal Type	Agency Rating	Assigned Points	Appraisal Used	Update
☐	A	01-Jun-2010	A	3	12	USED	Update
☐	A	01-Jun-2009	A	3	12	USED	Update
☑	A	01-Jun-2008	A	3	12	USED	Update
☐	A	01-Jun-2007	A	3	0	NOT USED	Update
☐	A	01-Jun-2006	A	3	0	BEFORE	Update
☐	A	01-Jun-2005	A	3	0	BEFORE	Update

(c) Refresh Appraisals

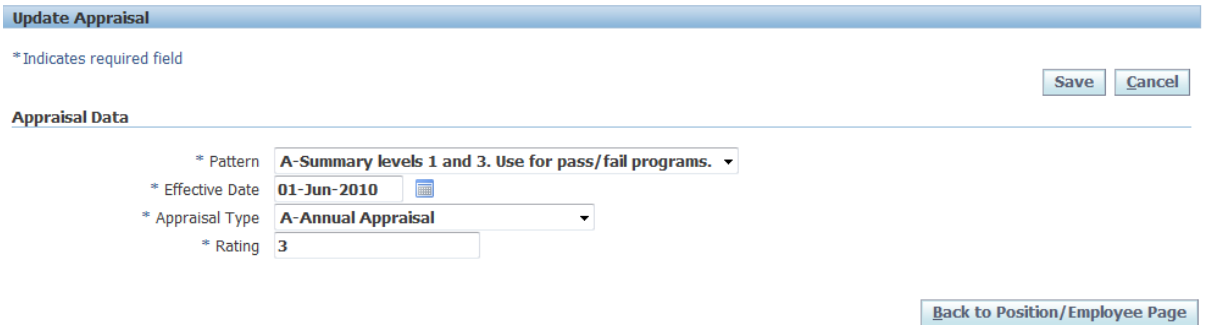
1. To refresh appraisals, click the Refresh Appraisal Button

2. Any changes made to the employee record in DCPDS will be reflected in the refresh
3. Any changes made to the employee record in the DCPDS RIF Tool that has not been made to the employee record in DCPDS will be lost.
4. Refreshing appraisals will result in the appraisal points and the average assigned points being removed from the employee record. The Pre-Process Round 1 process will recalculate appraisals.

(d) Update Appraisals

1. To update individual appraisals within the tool, click the Update Button associated with the appraisal to be updated

2. The user will be directed to the Update Appraisal Page



3. Make the appropriate changes and click the Save Button.

4. Once the changes have been saved, the user will be automatically directed back to the Edit Appraisal Page
5. If the user attempts to add an appraisal with the same effective date the following error message will be displayed:

Error
Duplicate Effective Date.

6. To return to the Appraisal Page without making any changes, click either the Cancel Button or the Back to Position/Employee Page Button

Cancel | Back to Position/Employee Page

f. Employee Record Error/Warning Area

Employee Record Errors

Reviewed

Warning
Warning: SCD-RIF is greater than SCD-LV, please review and correct if necessary.

(1) Reviewed Checkbox

(a) This checkbox will be used to indicate that the employee record has been reviewed and/or updated by the user.

(b) There are no business rules associated with this checkbox.

(c) If the error/warning is changed to no longer meet the warning/error condition, the record will be unchecked during Pre-Process Round 1.

(2) Error/Warning Messages

(a) Error: If Appointment Type = 2A and Tenure = 2 and Date Conversion Due is null or greater than 3 years from current date

Warning
Date Conversion Due is null or greater than 3 years from the current date.

(b) Error: If Appointment Type = 1A and Tenure = 2 and Date Probationary Period Ends is null or greater than 1 year from current date.

Warning
Date Probation Period Ends is null or greater than one year from the current date.

(c) Appointment Type Null: Validation Error

Warning
Appointment Type is blank and cannot be blank.

(d) Error: VP-RIF Value

1. VP-RIF is null

Warning
VP-RIF Value missing from employee record.

2. VP-RIF does not equal 1-6

Warning
VP-RIF Value is not 1, 2, 3, 4, 5, 6.

(e) Error: Appraisal Pattern and Agency Rating are incompatible

Warning
If Pattern = A then the Rating of Record must equal 1 or 3.

Warning
If Pattern = B then the Rating of Record must equal 1, 3 or 5.

Warning
If Pattern = C then the Rating of Record must equal 1, 3 or 4.

Warning
If Pattern = D then the Rating of Record must equal 1, 2 or 3.

Warning
If Pattern = E then the Rating of Record must equal 1, 3, 4, or 5.

Warning
If Pattern = F then the Rating of Record must equal 1, 2, 3, or 5.

Warning
If Pattern = G then the Rating of Record must equal 1, 2, 3, or 4.

Warning
If Pattern = H then the Rating of Record must equal 1, 2, 3, 4 or 5.

(f) Warning: SCD-RIF is greater than SCD-LV

Warning
SCD-RIF is greater than SCD-LV, please review and correct if necessary.

g. **<u>Tenure and Seniority Area</u> –** The Tenure and Seniority Area are auto-populated from other areas of the employee record. The Tenure and Subgroup are automatically changed when changes are made to the employee record. The Adjusted SCD is recalculated when the Pre-Process Round 1 Button is executed

(1) Tenure Group – uses the following combinations to change existing Tenure Group
   (a) Appointment Type 2A and Tenure 2 and Date Conversion Due is equal to or less than effective date of RIF – change tenure to 1.
   (b) Appointment Type 1A and Tenure 2 and Date Probationary Period Ends is equal to or less than effective date of RIF – change tenure to 1

(2) Subgroup – uses the value found in Veterans Preference RIF Value to determine the Subgroup
   (a) Subgroup AD – Veterans Preference RIF Value = 6
   (b) Subgroup A – Veterans Preference RIF Value = 2 – 5
   (c) Subgroup B – Veterans Preference RIF Value = 1

(3) Adjusted SCD – The Adjusted SCD is automatically calculated by subtracting the appraisal points from the year portion of the SCD-RIF.

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Section G – RIF Overview Page – RIF Process Tab

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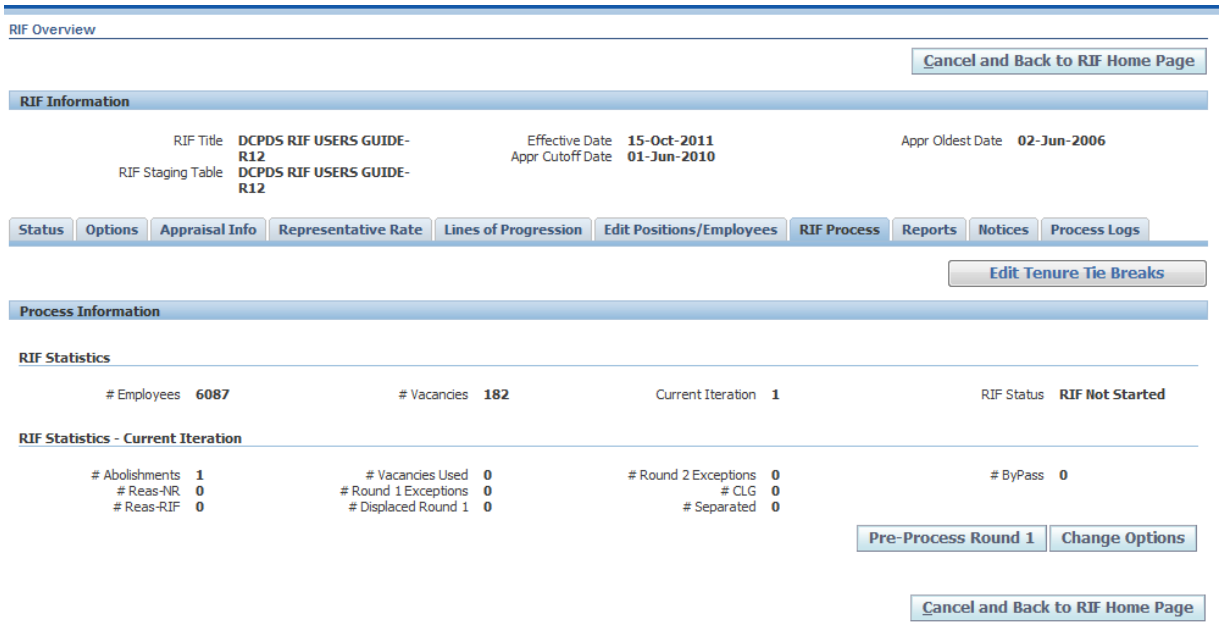
1. General Information – RIF Overview Page – RIF Process Tab



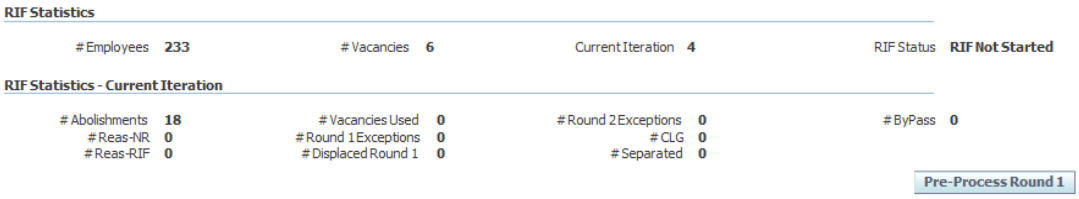
a. From this page, the user can do the following:

(1) Edit Tenure Tie Breaks

(2) Process the RIF – depending on where the user is in the process, different buttons will become available.

b. RIF Status – The following is a list of the RIF Status

(1) RIF Not Started



(a) User has not begun the RIF process or

(b) Errors still need to be resolved or no positions have been abolished or user selected No when asked "Do you wish to start processing Round 1?" after previously selecting the Pre-Process Round 1 Button or the user selected New Iteration – Step 1 Button/New Iteration Step 2 – Button.

(c) Buttons Available

1. Pre-Process Round 1 Button
2. Change Options Button

(2) Ready to Begin Processing Round 1

RIF Statistics

# Employees	233	# Vacancies	6	Current Iteration	4	RIF Status	**Ready to Begin Processing Round 1**

RIF Statistics - Current Iteration

# Abolishments	18	# Vacancies Used	0	# Round 2 Exceptions	0	# ByPass	0
# Reas-NR	0	# Round 1 Exceptions	0	# CLG	0		
# Reas-RIF	0	# Displaced Round 1	0	# Separated	0		

Process Round 1

(a) All errors have been resolved, at least one position has been abolished and the user selected Yes when asked "Do you wish to start processing Round 1?" after selecting the Pre-Process Round 1 Button

(b) Buttons Available – Process Round 1 Button

(3) Ready to Adjust Round 1

RIF Statistics

# Employees	233	# Vacancies	6	Current Iteration	4	RIF Status	**Ready to Adjust Round 1**

RIF Statistics - Current Iteration

# Abolishments	18	# Vacancies Used	3	# Round 2 Exceptions	0	# ByPass	0
# Reas-NR	11	# Round 1 Exceptions	0	# CLG	0		
# Reas-RIF	0	# Displaced Round 1	7	# Separated	15		

Round One Report | Adjust Round 1 | New Iteration - Step 1

(a) Round 1 is complete and the user is ready to begin adjusting Round 1 or has made changes in the Adjust Round 1 Page, but has not yet selected the Finish Adjust Round One Button

(b) Buttons Available

1. Round One Report
2. Adjust Round 1
3. New Iteration – Step 1

(4) Ready to Begin Processing Round 2

RIF Statistics

# Employees	233	# Vacancies	6	Current Iteration	4	RIF Status	**Ready to Begin Processing Round 2**

RIF Statistics - Current Iteration

# Abolishments	18	# Vacancies Used	3	# Round 2 Exceptions	0	# ByPass	0
# Reas-NR	11	# Round 1 Exceptions	1	# CLG	0		
# Reas-RIF	0	# Displaced Round 1	7	# Separated	15		

Pre-Process Round 2 | New Iteration - Step 1

(a) User has finished adjusting Round 1 by selecting the Finish Adjust Round One Button but not yet selected the Pre-Process Round 2 Button

(b) Buttons Available

1. Pre-Process Round 2
2. New Iteration – Step 1

(5) Processing Round 2

RIF Statistics

# Employees	233	# Vacancies	6	Current Iteration	4	RIF Status	**Processing Round 2**

RIF Statistics - Current Iteration

# Abolishments	18	# Vacancies Used	3	# Round 2 Exceptions	0	# ByPass	0
# Reas-NR	11	# Round 1 Exceptions	1	# CLG	0		
# Reas-RIF	0	# Displaced Round 1	7	# Separated	15		

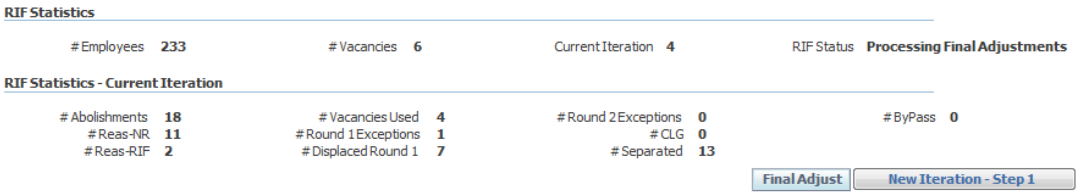
Process Round 2 | New Iteration - Step 1

(a) Pre-Process Round 2 is complete (all representative rates have been entered and at least one line of progression has been entered) and the user is ready to begin processing Round 2.

(b) Buttons Available

1. Process Round 2
2. New Iteration – Step 1

(6) Processing Final Adjustments

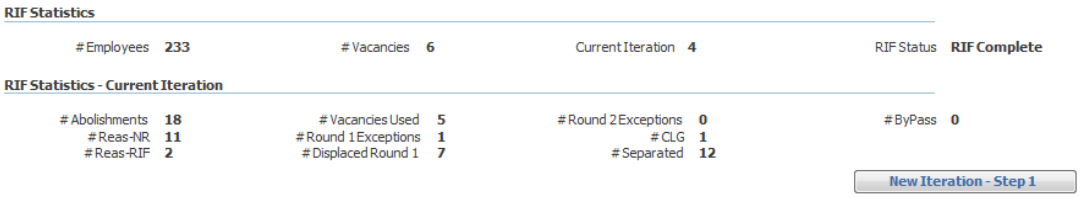


(a) Process Round 2 is complete (all impacted employees have either been placed or separated) and the user has not selected the Finish Final Adjustments Button

(b) Buttons Available

1. Final Adjust Button
2. New Iteration – Step 1

(7) RIF Complete



(a) Final Adjustments is complete

(b) Buttons Available – New Iteration – Step 1

c. **Minimally Acceptable Employees** – Employees with a current annual performance rating of minimally successful rating (Summary Level Rating = 2) is only allowed to retreat to other employees with a minimally successful rating or below during Round 2.

d. **Unacceptable Performance Rating** – Employees with a current annual performance rating of unacceptable (Summary Level Rating = 1) who is separated in Round 1, does not compete in Round 2 – when the employee is reached for placement/separation, the employee will be automatically separated from Round 2.

e. **Allow Intervening Displacement Actions** – If the Allow Intervening Displacement Actions Checkbox is selected on the RIF Options Page and there are both Tenure II and Tenure III employees within the competitive level, then

special processing will take place. During Round 1 processing, Tenure I employee will automatically displace the Tenure II employee and the Tenure II employee will displace the Tenure III. During Round 2 processing, if a Tenure I employee is being considered for placement, and there are Tenure II and Tenure III within a competitive level, only the lowest Tenure II employee will be displayed if the View the Lowest Tenure Option for each Competitive Level is checked on the RIF Options Page. If the Tenure I is placed in the Tenure II position, a message will be displayed notifying the user that there are Tenure III employees in the competitive level. When the Tenure II employee is reached for placement, a review of the Tenure III's position must be made to determine whether this position is considered an available position or whether the position offer would be in lieu of separation.

f. **View the Lowest Tenure Option for each Competitive Level** – If the View the Lowest Tenure Option for each Competitive Level Checkbox is selected, then only the lowest retention standing employee is visible during Round 2. Exception: If the Allow Intervening Displacement Actions Checkbox is selected, then for Tenure I employees, if there are Tenure II and Tenure III employees within a competitive level, only the Tenure II employee is visible. If the Tenure II employee is selected, then the Tenure II is automatically placed in the Tenure III position

2. Edit Tenure Tie Breaks

STEP 11 – Edit Tenure Tie Breaks

a. **General Information – Edit Tenure Tie Breaks**

(1) When the RIF is created, the DCPDS RIF Tool assigns a random number to all employees whose tenure/subgroup/adjusted SCD is tied. Employee's retention standing will be determined based on the random number when they have the same Tenure and Adjusted SCD.

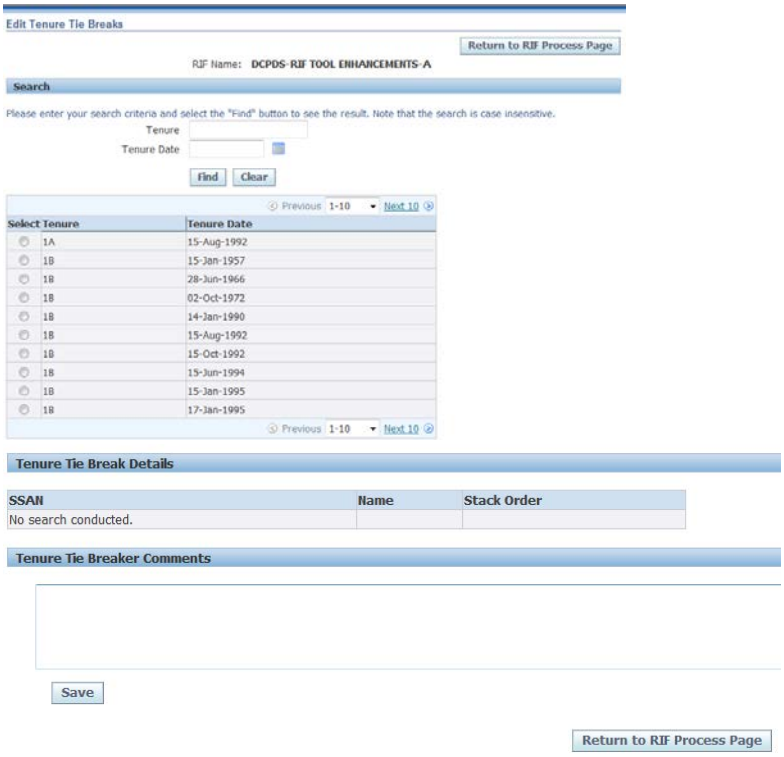
(2) Users can change the sort order based on individual component or RIF competitive area policies.

b. **Editing Tenure Tie Breaks**

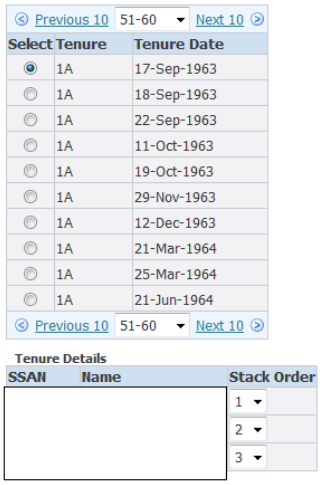
(1) Click the Edit Tenure Tie Breaks Button

(2) User will be directed to the Tenure Tie Break Page

(3) The user will have the capability to searching/sort by the Tenure or Tenure Date



(4) Click the Competitive Level Area to show the employees where the tenure is tied

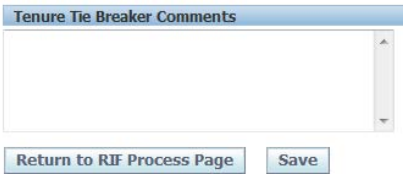


(5) Select the first employee (Employee1) and identify the stack order (2), the employees are automatically shuffled based on the selection.

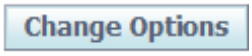
(6) Tenure Tie Break Comments Area

(a) It is recommended that if the tenure tie break stack order is changed that comments are provided to document what criteria was used to change the order

(b) Comments are auto-populated into the RIF Options Page



3. Change Options



***Important Note 17: Change Options* – (1) The Change Options Button is only available prior to running Iteration 1/Round 1. (2) Using the Change Options Button allows the user to change RIF data parameters. Depending on the changes made, there is the potential of adding or removing positions/employees from the database. (3) Removes the abolish status from all employees and removes any information entered in the Additional Employee Status.**

a. General Information – Change Options

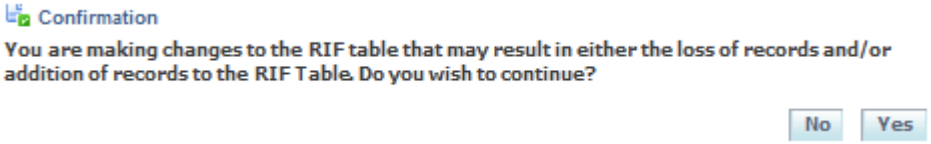
(1) The Change options Button allows the user to make changes to the RIF Data Parameters prior to beginning processing the RIF. This button will only be available prior to running Iteration 1/Round 1. Once a new iteration is started, the Change Options Button is no longer available.

(2) Warning: Using the Change Options Button allows the user to change RIF data parameters but will remove all positions from abolish status.

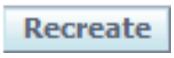
b. Change RIF Options

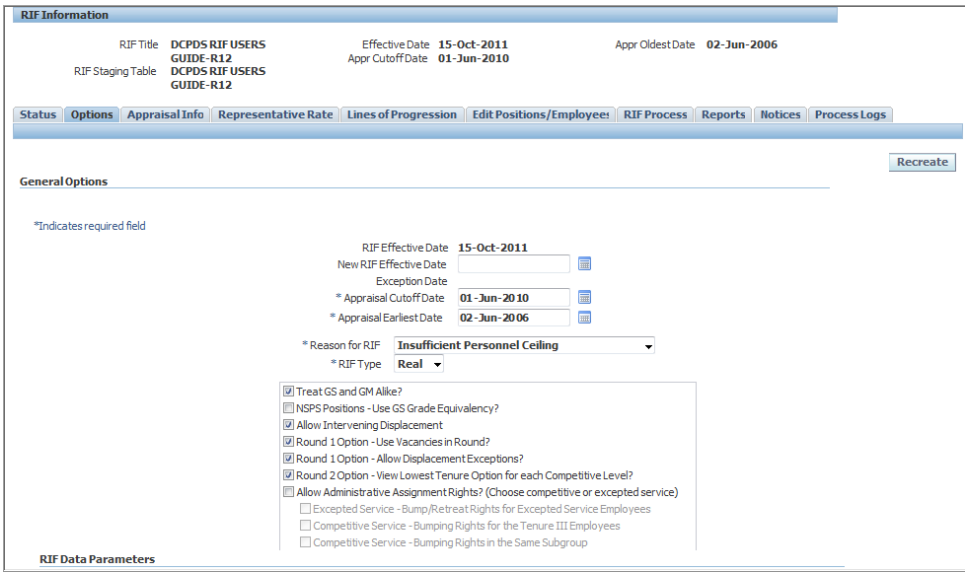
(1) Click the Change Options Button

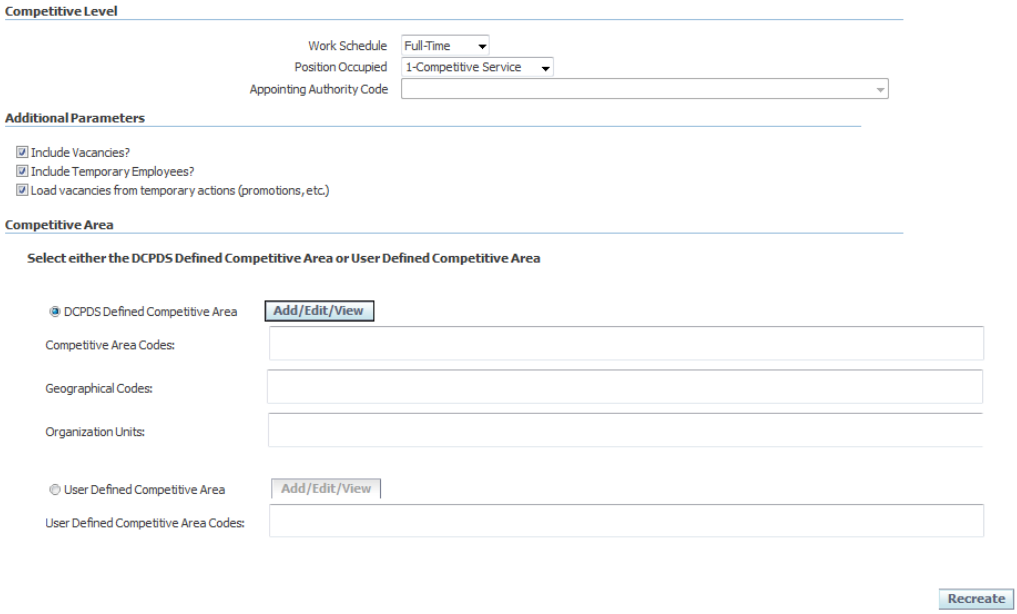
(2) The following confirmation message will be displayed. Click Yes to continue. Click No to return to the Process RIF Page



(3) The user will be directed to the RIF Options Tab, if they selected Yes. Make the appropriate changes and Click the Recreate Button.

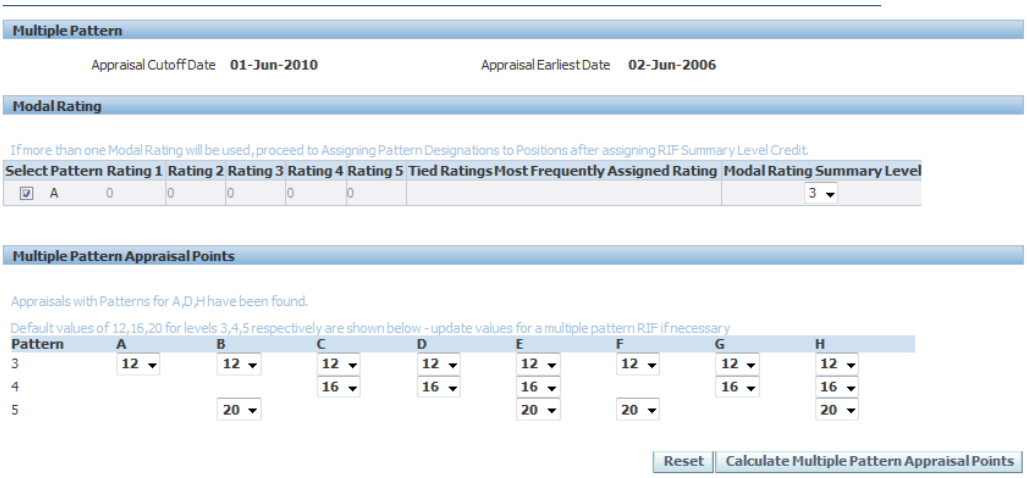






(4) The following confirmation message will be displayed. Click Yes to refresh appraisals from DCDPS. Otherwise click No.

(5) The user will be directed to the Appraisal Information Page. Make any necessary change (if needed) and click the Calculate Single/Multiple Pattern Appraisal Points Button.



4. Pre-Process Round 1

Pre-Process Round 1

STEP 12 – Pre-Process Round 1

a. General Information – Pre-Process Round 1 – Pre Process Round 1 validates position/employee records to ensure there are no errors and there is at least one position that has been abolished. Once all errors have been corrected and there is at least one position abolished, then appraisal calculations will take place.

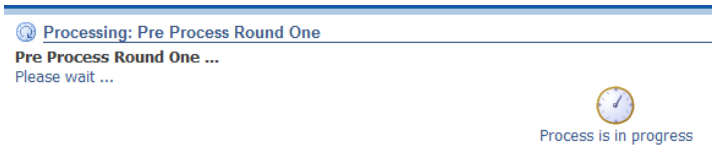
b. Pre-Process Round 1

(1) If the Pre-Process Round 1 Button is selected and errors are found or no positions have been marked as abolished, the user is directed to the Process Log Page ***(Section H.3.a.)*** and identifies the type of errors found.

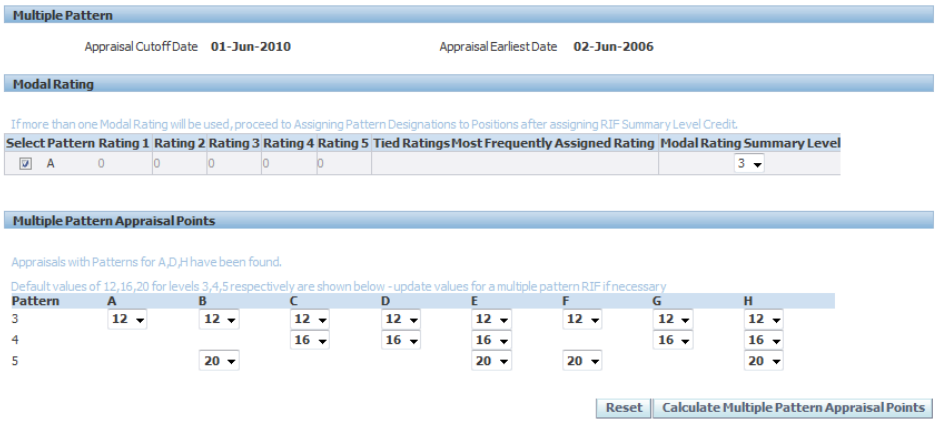
Log Type	Log Date	Status	Program Description	National Identifier	Cpcn	Message Name	Log Text
Validation Round 1	25-Apr-2011 14:35:24	Completed	Validate ARIF			Validate ARIF	Validate Round 1
Validation Round 1	25-Apr-2011 14:35:24	Error	Validate ARIF			EMPLOYEE_ERRORS_EXIS	There are employee errors that need to be addressed before processing Round 1 can begin
Validation Round 1	25-Apr-2011 14:35:24	Error	Validate ARIF			POSITION_ERRORS_EXIS	There are position errors that need to be addressed before processing Round 1 can begin
Validation Round 1	25-Apr-2011 14:35:22	Started	Validate ARIF			Validate ARIF	Validate Round 1

(2) If the Pre-Process Round 1 Button selected and there is at least one position abolished and no errors are found:

(a) A Progress Clock will be visible while the system checks for errors and abolishments.



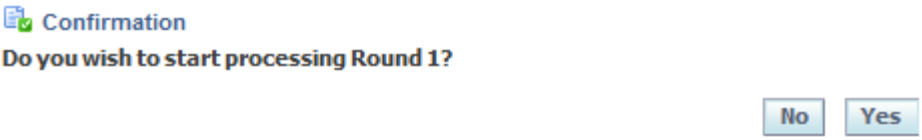
(b) User is directed to the Appraisal Information Page ***(Section C.2.a.)***. Click either the Calculate Single Pattern Appraisal Point Button or Calculate Multiple Pattern Appraisal Point Button.



(c) Upon clicking the Calculate _____Appraisal Points:

1. A Progress Clock will be visible while system performs the appraisal calculation

2. Once the appraisal calculations have been completed, the following confirmation message is displayed:

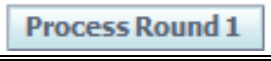


(d) Click Yes to start processing Round 1.

1. The user is directed to the Process RIF Page ***(Section G.5.)***
2. Process Round 1 Button and Change Options Buttons are available.

3. RIF Status reads Ready to Begin Processing Round 1

5. <u>Process Round 1</u>



STEP 13 – Process Round 1

a. General Information – Process Round 1

(1) The purpose of Round 1 is to determine which employees will compete in Round 2 competition. Round 1 will only take place for those competitive

levels that contain an employee's whose position has been abolished. Round 1 competition will take the highest ranking employee and place them in vacancies first, and then the lowest ranking employee.

(a) Exceptions:

1. Mandatory Exception Based on Services in the Armed Forces with an exception date past the effective date of the RIF – cannot be impacted as long as there are employees in the same Tenure/Subgroup within the competitive level – they float to the top of the Tenure/Subgroup even though they have a lower Adjusted SCD.
2. Intervening Displacement
   a. Allow Intervening Displacement? Checkbox is selected on the RIF Options Page: If a competitive level contains Tenure I, Tenure II and Tenure III employees, a Tenure I employees will displace Tenure II employees and the Tenure II will automatically displace the Tenure III employee.
   b. Allow Intervening Displacement? Checkbox is not selected on the RIF Options Page: The Tenure I displaces the Tenure III.

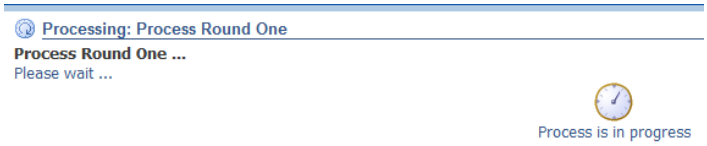
(2) Once all errors are corrected and at least one position has been abolished, the Process Round 1 Button and Change Options Buttons become available.

(3) The user will not be able to update/change any position/employee information after Process Round 1 Button is clicked until a new iteration has taken place.

b. Process Round 1 Button

(1) Click the Process Round 1 Button to begin processing Round 1.

(2) While Round 1 is processing a Progress Clock will be displayed



(3) Once Round 1 has been completed, the following buttons are available:

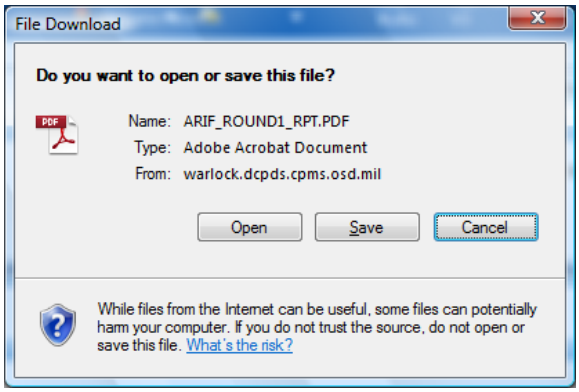
(4) RIF Status changes to Ready to Adjust Round 1

c. Round One Report

(1) The Round One Report shows all placement actions made during Round 1

(2) This report can be viewed when Round 1 is complete or by accessing the Round 1 Report in the Reports Area

(3) To view/save the report Click the Round One Report and Click Open or Save.



6. Adjust Round 1

STEP 14 – Adjust Round 1

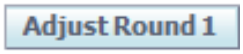
a. General Information – Adjust Round 1

(1) The purpose of Adjusting Round 1 is to allow the user to change placements made during Round 1.

(2) The Adjust Round 1 Button will become available immediately after processing Round 1 provided the Round 1 Option – Allow Displacement Exceptions? Checkbox was selected in the RIF Options.

(3) Component policy will dictate whether this option is allowed.

b. Adjust Round 1 Button



(1) The Adjust Round 1 Button directs the User to the Adjust Round 1 Page

(2) Adjust Round 1 Page displays only those competitive areas that were impacted during Round 1 competition

(3) From the Adjust Round 1 Page, the user can do the following:

(a) Make changes to placements made during Round 1

(b) Switch the placements of two employees between two vacancies

(c) Separate an employee from the competitive level

(d) View the employee history report

RIF Information

RIF Title **dcpds rif tool - r12-9x-we1mfc7c-3** Effective Date **15-Oct-2011** Appr Cutoff Date **01-Jun-2010** Appr Oldest Date **02-Jun-2006**

Competitive Levels Affected in Round One

Previous 1-10 of 14 Next 4

Select	Competitive Level Number	PP-SRS-GR-CLC	# Employees	# Vacancies	# Abolishments	#Vacancies Used	#Displaced Round 1
○	1	GS-0301-13-0154	1	0	1	0	0
○	2	GS-0303-06-0430	1	0	1	0	0
○	3	GS-0318-06-0242	2	0	1	0	1
○	4	GS-0318-07-0244	1	0	1	0	0
○	5	GS-0343-09-0548	2	0	1	0	0
○	6	GS-0343-12-0549	5	0	1	0	1
○	7	GS-0343-13-0549	13	0	2	0	2
◉	8	GS-0346-13-09XX	5	0	3	0	1
○	9	GS-0560-12-0035	3	0	1	0	1
○	10	GS-0560-13-0035	2	1	1	1	0

Previous 1-10 of 14 Next 4

c. **No changes available** – The following are screenshots show when there are no placement changes that are available

(1) Only one employee within the competitive level

New Placement | No Placement (Release from CL) | Switch Vacancy

Select	New Placement	Vacancy Switch	Tenure	Name	CPCN	Organization Name	Round 1 Action	Displaced By	Displaced To	Round 1 Placement	RIF History	Placement Exceptions
○			2A 05/26/1988		36561.454040	AF MATERIEL AF1MWE1MFC7C01	Abolished			Separated	RIF History	

Back to RIF Page | Finish Adjust Round One

(2) Lowest retention standing employee was abolished

New Placement | No Placement (Release from CL) | Switch Vacancy

Select	New Placement	Vacancy Switch	Tenure	Name	CPCN	Organization Name	Round 1 Action	Displaced By	Displaced To	Round 1 Placement	RIF History	Placement Exceptions
○	☐		1B 04/09/1980	Frances C AIF Robards	00226.418352	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
○			1B 05/01/1992	Bradley X AIF Korby	27205.410356	AF MATERIEL AF1MWE1MFC7C01	Abolished			Separated	RIF History	

Back to RIF Page | Finish Adjust Round One

d. **Change a placement from one vacancy to another**

New Placement | No Placement (Release from CL) | Switch Vacancy

Select	New Placement	Vacancy Switch	Tenure	Name	CPCN	Organization Name	Round 1 Action	Displaced By	Displaced To	Round 1 Placement	RIF History	Placement Exceptions
○	☐		1B 12/26/1968		29295.441527	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
◉			2B 11/16/1997		35776.437578	AF MATERIEL AF1MWE1MFC7C01	Abolished		Vacancy:35776.99999	Reassignment Non-RIF	RIF History	
○	☑				35776.99998	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
○		☐			35776.99999	AF MATERIEL AF1MWE1MFC7C01	Used Vacancy			Reassignment Non-RIF	RIF History	

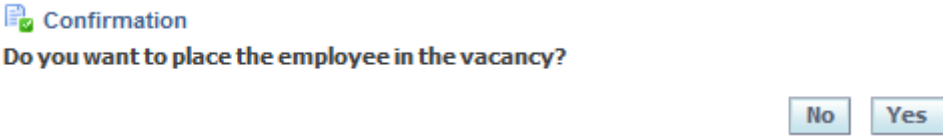
Back to RIF Page | Finish Adjust Round One

(1) Click the employee record to change placement

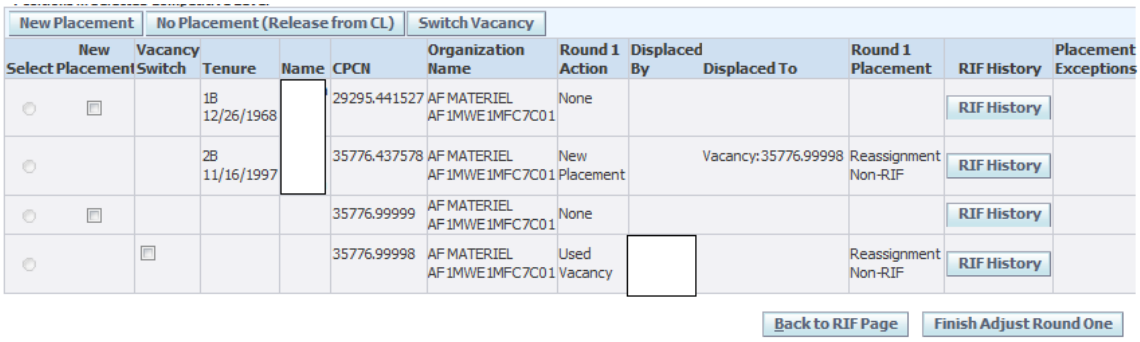
(2) Click the new position

(3) Click the New Placement Button

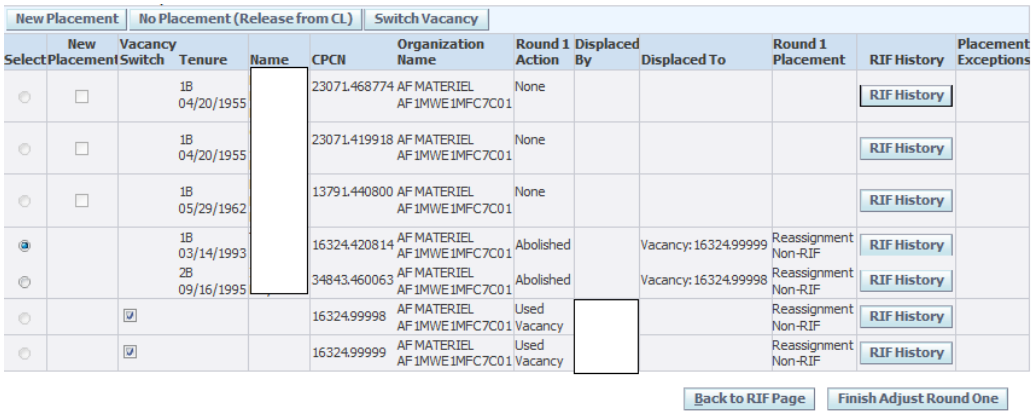
(4) The following Confirmation Message will be displayed. Click Yes to continue, No to return to the Adjust Round 1 Page



(5) Employee's placement changed from 35776.99999 to 35776.99998



e. Switch vacancies between two employees – Allows the user to switch placements of two employees between two vacancies.

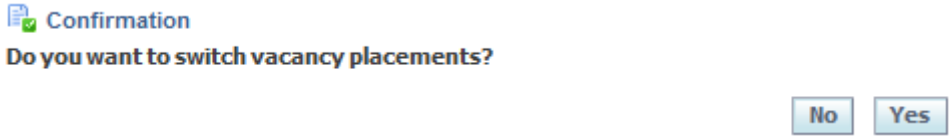


(1) Select one of the employees that will be participating in the swap.

(2) In the Vacancy Switch Column, click the two positions that will be swapped.

(3) Click the Switch Vacancy Button

(4) The following Confirmation Message will be displayed. Click Yes to continue, No to return to the Adjust Round 1 Page



New Placement | No Placement (Release from CL) | Switch Vacancy

Select	New Placement	Vacancy Switch	Tenure	Name	CPCN	Organization Name	Round 1 Action	Displaced By	Displaced To	Round 1 Placement	RIF History	Placement Exceptions
	☐		1B 04/20/1955		23071.468774	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
	☐		1B 04/20/1955		23071.419918	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
	☐		1B 05/29/1962		13791.440800	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
			1B 03/14/1993		16324.420814	AF MATERIEL AF1MWE1MFC7C01	Abolished		Vacancy: 16324.99998	Reassignment Non-RIF	RIF History	
			2B 09/16/1995		34843.460063	AF MATERIEL AF1MWE1MFC7C01	Abolished		Vacancy: 16324.99999	Reassignment Non-RIF	RIF History	
		☐			16324.99998	AF MATERIEL AF1MWE1MFC7C01	Used Vacancy			Reassignment Non-RIF	RIF History	
		☐			16324.99999	AF MATERIEL AF1MWE1MFC7C01	Used Vacancy			Reassignment Non-RIF	RIF History	

Back to RIF Page | Finish Adjust Round One

f. Change placement and by-pass a vacant or lower retention standing employee

New Placement | No Placement (Release from CL) | Switch Vacancy

Select	New Placement	Vacancy Switch	Tenure	Name	CPCN	Organization Name	Round 1 Action	Displaced By	Displaced To	Round 1 Placement	RIF History	Placement Exceptions
◉			1A 06/20/1971		34439.458098	AF MATERIEL AF1MWE1MFC7C01	Abolished			Reassignment Non-RIF	RIF History	
	☐		1B 01/09/1994		34439.458096	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
	☑		2B 08/24/1997		34439.458091	AF MATERIEL AF1MWE1MFC7C01	None				RIF History	
			2B 06/09/1998		34439.432737	AF MATERIEL AF1MWE1MFC7C01	Displaced			Separated	RIF History	

Back to RIF Page | Finish Adjust Round One

(1) Click the employee record to change placement

(2) Click the new position

(3) Click the New Placement Button

(4) The following Confirmation message will be displayed. Click Yes to continue. No to return to the Adjust Round 1 Page

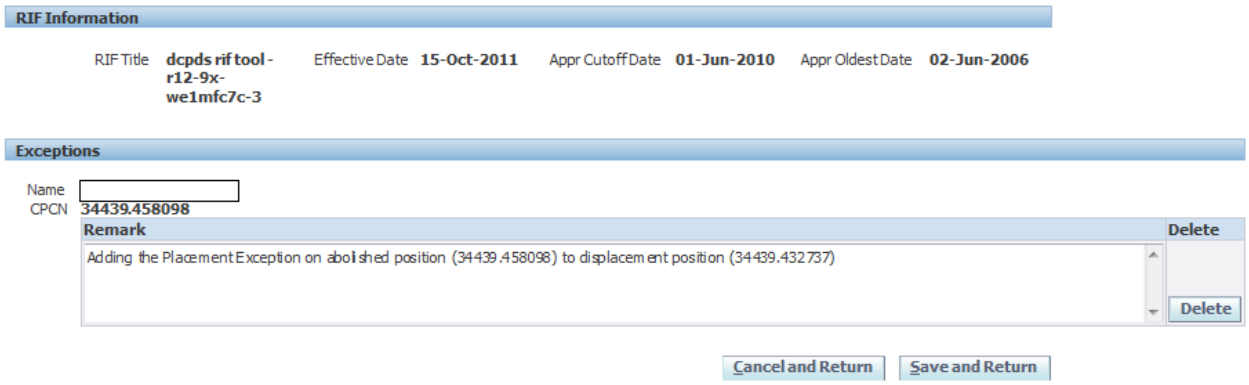
Confirmation

There are lower tenure employees in the Competitive Level than the employee you selected. You must enter a reason why the employee was not placed into the position for each lower tenure employee not used. Do you wish to continue?

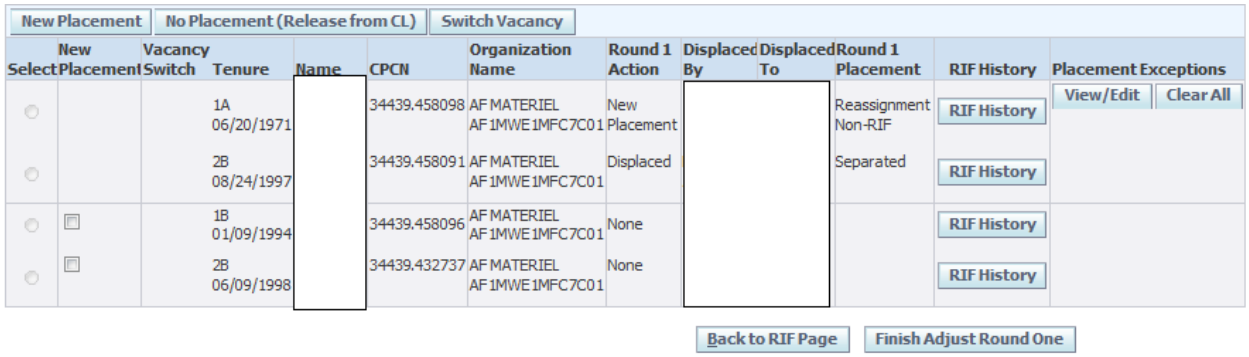
No | Yes

(5) Placement Exception Page – user will be directed to the Placement Exception Page. An exception remark box will be displayed for each position that is below retention standing of the retention standing of the new employee. The box will be auto-populated with the following remark for each position below the employee's current retention standing and the new position selected: Adding the Placement Exception on abolished position (Impacted Position) to displacement position (position being by-

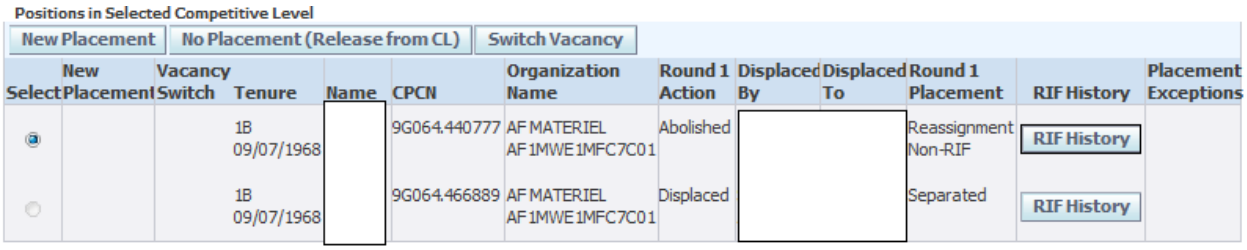
passed). The user can input addition remarks if necessary. Once all remarks have been input, click Save and Return.



(6) Impacted employee now shows being placed in the new position



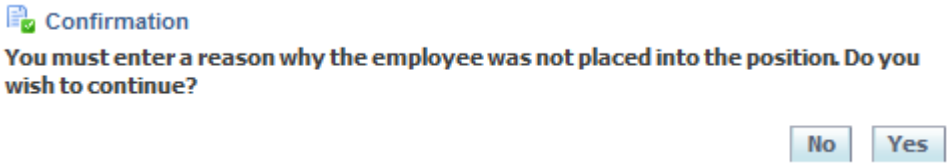
g. No Placement (Release from CL)



(1) Click the employee record to release from the CL

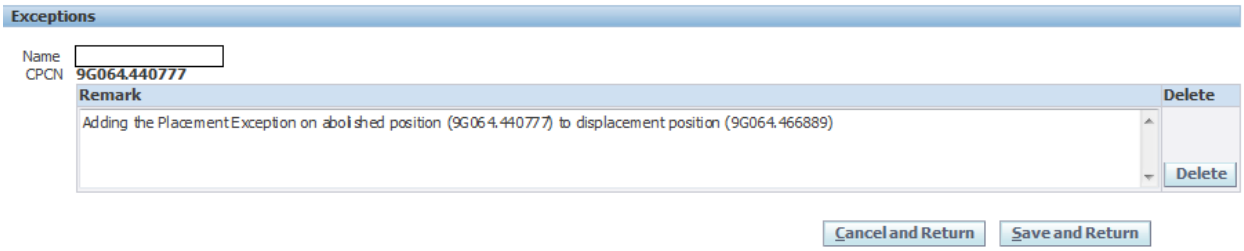
(2) Click the No Placement (Release from CL) Button

(3) Confirmation Message. Click Yes to continue. No to return to the Adjust Round 1 Page

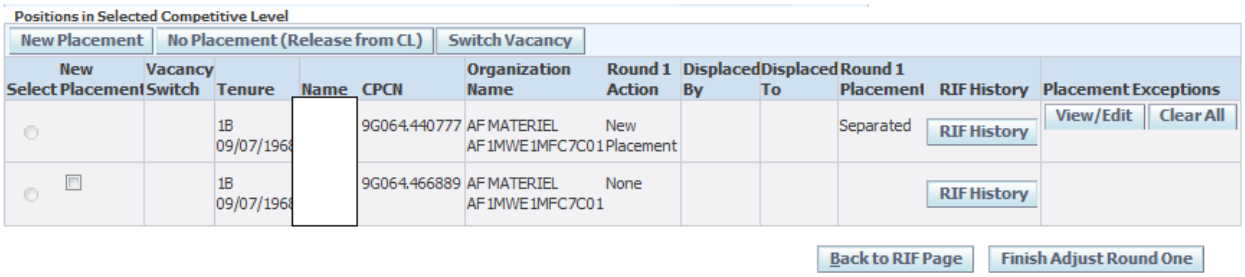


(4) Placement Exception Page – user will be directed to the Placement Exception Page. An exception remark box will be displayed for each position that is below retention standing of the retention standing of the selected employee. The box will be auto-populated with the following

remark for each position below the employee's retention standing: Adding the Placement Exception on abolished position (Impacted Position) to displacement position (position being by-passed). The user can input addition remarks if necessary. Once all remarks have been input, click Save and Return.

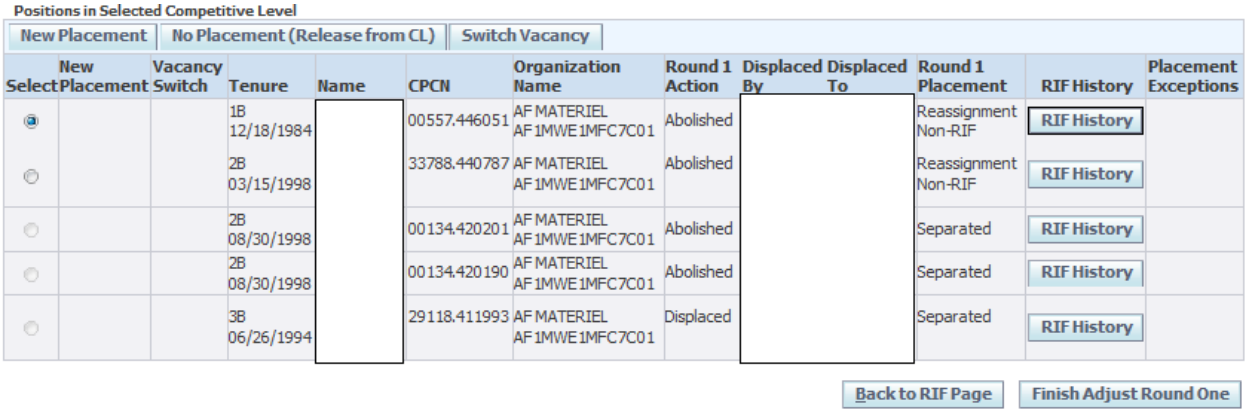


(5) The employee is now separated from the competitive level

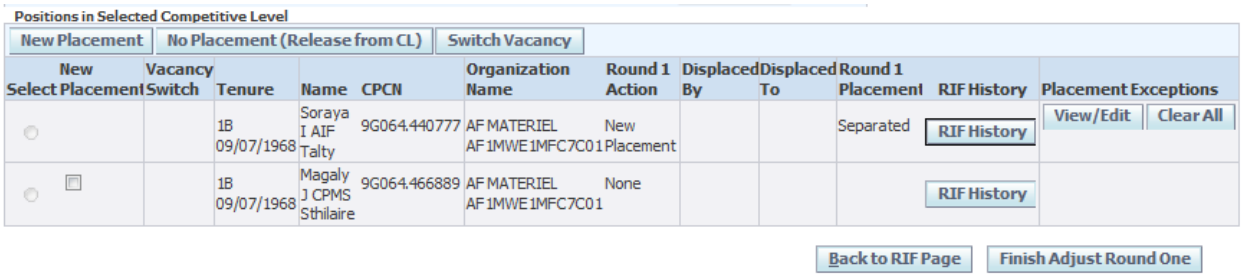


h. Intervening Displacement Actions

(1) If the Intervening Displacement Checkbox is selected from the RIF Options and there is a Tenure I, Tenure II and Tenure III employee within the same competitive level and the Tenure I position is abolished, then the Tenure I will automatically displace the Tenure II, the Tenure II will automatically displace the Tenure III and the Tenure III will be separated from Round 1.



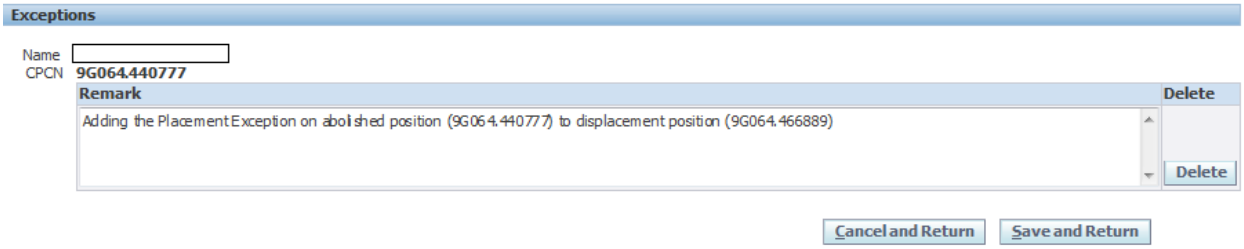
i. View/Edit/Clear All Placement Exceptions



(1) When a placement exception has been used, the View/Edit and Clear All Buttons will appear in the Placement Exceptions column

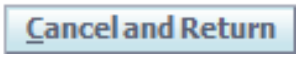
(2) To View/Edit placement exceptions, click the View/Edit Button to show the placement exceptions for the impacted employee

(a) Remarks Area



(b) Delete an Exception – To delete an exception, click the Delete Button next to the Remark Area. Note: There is no confirmation message that will display. Note: If there is only one exception, use the Clear All instead of the Delete Button. This will allow the user to reinstate the exception if necessary.

(c) Cancel and Return Button

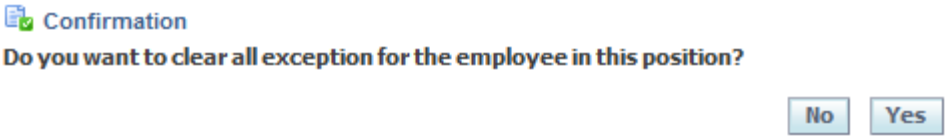


(d) Save and Return Button

(3) Clear All Button

(a) Clears all exceptions for the impacted individual

(b) The following confirmation message will be displayed



(c) Exceptions are now cleared

(4) RIF History Button – directs the user to the RIF History Report ***(Section H.1.)***

RIF History

j. Finish Adjust Round One

Finish Adjust Round One

(1) Once all placement changes have been made, select the Finish Adjust Round One Button

(2) The following Confirmation Message will be displayed: Click Yes to continue. Click No to return to the Adjust Round 1 Page

Confirmation

Do you want to finish adjust round 1?

No Yes

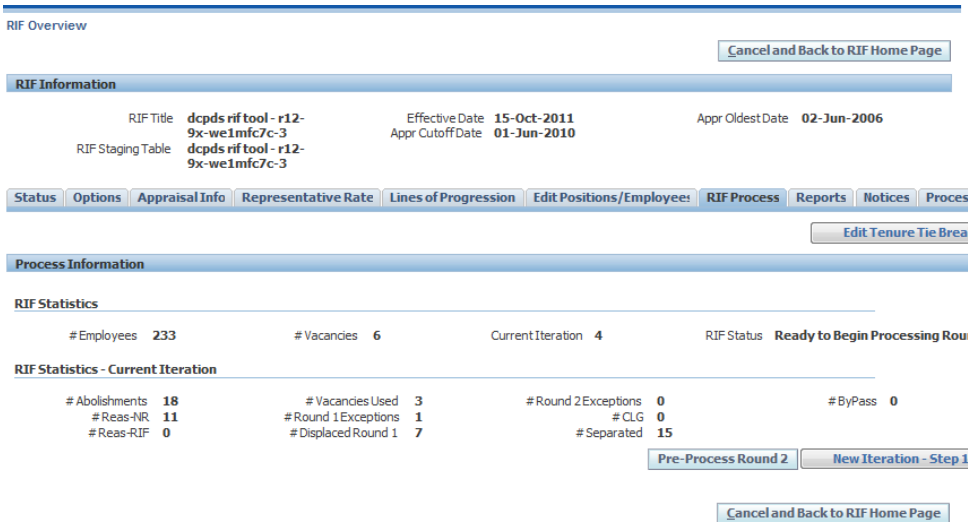
7. Pre-Process Round 2

STEP 15 – Pre-Process Round 2

a. General Information – Pre-Process Round 2

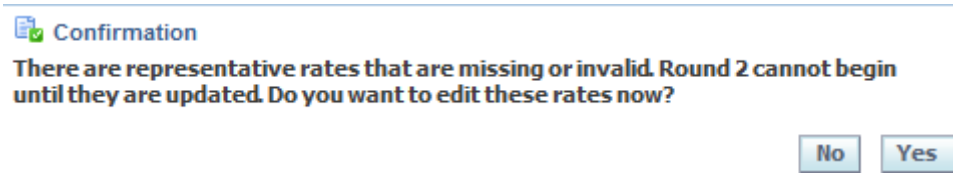
(1) The Pre-Process Round 2 Button will only be available when there are missing representative rates and/or lines of progression.

(2) The Pre-Process Round 2 Button looks first at missing representative rates and then at missing lines of progression. An entry is made into the Process Log when there are missing representative rates or lines of progression.



b. Missing Representative Rates:

(1) When selecting the Pre-Process Round 2 Button, if there are missing or invalid representative rates, the following Confirmation message will be displayed:



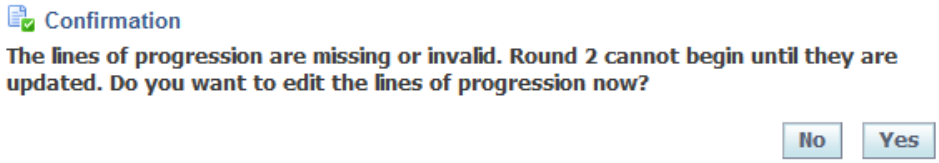
(a) Clicking Yes directs the user to the RIF Overview Page/Representative Rates Tab ***(Section E.1.a.)***.

(b) Clicking No will stop the process and return the user to the Process RIF Tab

(2) Once all Representatives Rates have been entered, return to the Process RIF Tab and begin process Round 2.

c. Missing Lines of Progression

(1) When selecting the Pre-Process Round 2 Button, if there is not at least one line of progression that has been entered, the following Confirmation message will be displayed:



(a) Clicking Yes directs the user to the RIF Overview Page/Lines of Progression Tab ***(Section E.2.a.)***.

(b) Clicking No will stop the process and return the user to the Process RIF Tab

(2) Once at least one line of progression has been entered, return to the Process RIF Tab and begin to process Round 2.

8. Process Round 2

STEP 16 – Process Round 2

RIF Information

RIF Title **dcpds rif tool - r12-9x-we1mfc7c-3** | Effective Date **15-Oct-2011** | Appr Oldest Date **02-Jun-2006**
RIF Staging Table **dcpds rif tool - r12-9x-we1mfc7c-3** | Appr Cutoff Date **01-Jun-2010**

Status | Options | Appraisal Info | Representative Rate | Lines of Progression | Edit Positions/Employees | RIF Process | Reports | Notices | Process Logs

Edit Tenure Tie Breaks

Process Information

RIF Statistics

Employees **233** | # Vacancies **6** | Current Iteration **4** | RIF Status **Processing Round 2**

RIF Statistics - Current Iteration

Abolishments **18** | # Vacancies Used **3** | # Round 2 Exceptions **0** | # ByPass **0**
Reas-NR **11** | # Round 1 Exceptions **1** | # CLG **0**
Reas-RIF **0** | # Displaced Round 1 **7** | # Separated **15**

Process Round 2 | New Iteration - Step 1

RIF Information

RIF Title **dcpds rif tool - r12-9x-we1mfc7c-3** | Effective Date **15-Oct-2011** | Appr Cutoff Date **01-Jun-2010** | Appr Oldest Date **02-Jun-2006**

RIF Statistics - Current Iteration

Employees **233** | # Vacancies **6** | Current SSAN **530008627**
Abolishments **18** | Current Iteration **4** | # Left to Process **14**

Selected Positions for RIF Action

Show All Details | Hide All Details

Details	Name	Employee ID	SSAN	Tenure	CPCN	PP-SRS-GR-CLC	Position Title	Organization Name	RIF History	RIF Action
Show		102067		1A 03/26/1978	35028.438962	GS-2003-14-0932	SUPPLY SYSTEMS ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History	RIF Action
Show		102050		1B 12/25/1975	9G111.431621	GS-0318-07-0244	SECRETARY (STENOGRAPHY/OA)	AF MATERIEL AF1MWE1MFC7C01	RIF History	
Show		102210		1B 09/07/1968	9G064.466889	GS-0318-06-0242	SECRETARY (OFFICE AUTOMATION)	AF MATERIEL AF1MWE1MFC7C01	RIF History	
Show		102072		1B 12/10/1976	21016.437789	GS-0303-06-0430	LOGISTICS MANAGEMENT STAFF ASSISTANT (OFFICE AUTOMATION)	AF MATERIEL AF1MWE1MFC7C01	RIF History	
Show		102011		1B 05/01/1992	27205.410356	GS-0343-09-0548	MANAGEMENT ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History	
Show		102166		2A 05/26/1988	36561.454040	GS-0301-13-0154	RESOURCE PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History	
Show		102027		2A 07/30/1992	36787.411782	GS-0343-13-0549	PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History	

a. General Information – Process Round 2

(1) The purpose of Round 2 is to place employees separated from Round 1/Adjust Round 1 or to place those employees impacted during Round 2 by a higher ranking employee. Positions available during Round 2 will be based the employee's retention standing, lines of progression and representative rates.

(2) Exceptions to the normal processing of Round 2 are as follows:

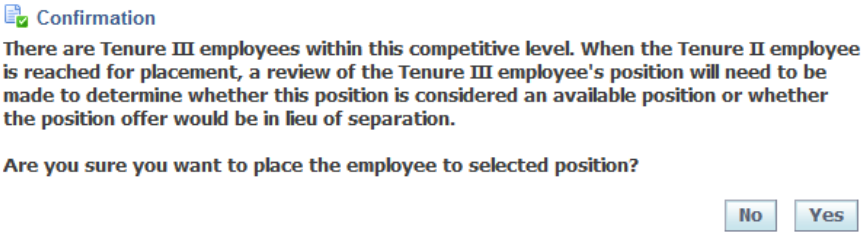
(a) Unacceptable Employees – Unacceptable employees separated from Round 1 and those impacted during Round 2 are automatically separated from Round 2.

(b) Tenure 3 Employees – Tenure 3 employees separated from Round 1 and those impacted during Round 2 are automatically separated if the Allow Administrative Assignment Rights?/Competitive Service – Bumping Rights for the Tenure III Employees Checkbox is not checked on the RIF Options Page.

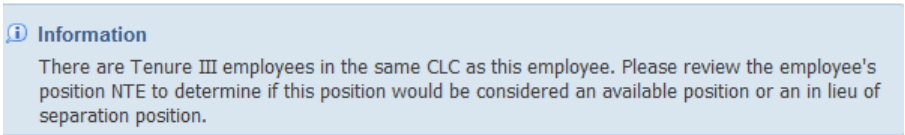
(c) Intervening Displacement

1. Allow Intervening Displacement? Checkbox Selected – If the Allow Intervening Displacement? Checkbox is selected, and the View Lowest Tenure Option for each Competitive Level? Is Checked on the RIF Options Page and a competitive level contains both Tenure II and Tenure III employees, a Tenure I employees will only see the Tenure II employees in the list of available positions.

   a. If the user selects a competitive level with both Tenure II and Tenure III employees and selects a Tenure II employee for displacement, the following confirmation will be displayed notifying the user that the CLC contains a Tenure III employee and further review will need to take place to determine whether the Tenure III position is considered an available position or an in lieu of separation for the Tenure II employee.



   b. When the Tenure II is reached for impact during Round 2, an information message will be displayed notifying the user that there is a Tenure III employee within the same CLC. Review the expiration of the Tenure III position to determine if the Tenure III position is considered an available position or an in lieu of separation offer. If the position is considered an in lieu of separation offer and there are no other positions that can be used as a available position, separate the employee and make the placement in Final Adjustments.

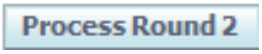


2. Allow Intervening Displacement? Checkbox is not selected on the RIF Options Page: The Tenure I displaces the Tenure III.

(d) Mandatory Exception Based on Services in the Armed Forces with an exception date past the effective date of the RIF.

1. Separated from Round 1 and competing in Round 2 can be reassigned or changed to lower grade but cannot be separated. The Separate Button in Round 2 will show as By-Pass.
2. Available for Impact in Round 2 – cannot be impacted as long as there are employees in the same Tenure/Subgroup within the competitive level – they float to the top of the Tenure/Subgroup even though they have a lower Adjusted SCD.

(3) Once all representative rates have been entered and at least one line of progression has been entered, the Process Round 2 Button will appear.



(4) User is directed to the Process Round 2 Page after clicking the Process Round 2 Button from the Process RIF Tab

(5) The first time the user enters the Round 2 Page or after a New Iteration, all employees separated from Round 1/Adjust Round 1 will be shown for placement in Round 2 in retention standing order.

(6) RIF History Button – directs the user to the RIF History Report ***(Section H.1.)***

(7) Use the RIF Action Button to begin Round 2 placement

(8) Shows all employee separated from Round 1/Adjust Round 1 in retention standing order (highest to lowest)

(9) The RIF Action Button will only be available for the highest retention standing employee. Once a RIF Action has taken place on the highest retention standing employee, that employee will be removed from the list and the RIF Action Button will move to the next highest retention standing employee

(10) Competitive Service RIF: Does not include term employees unless the Allow Administrative Assignment Rights button was selected

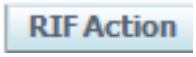
(11) Excepted Service RIF: Round 2 will not be available for excepted service RIFs, unless the Allow Administrative Assignment Rights Button for excepted service employees was selected

(12) RIF Statistics Area – shows current information

(a) Current SSAN – shows the SSAN of the current employee that a RIF placement decision needs to be made

(b) # Left to Process – changes as placement are made

b. RIF Action Button

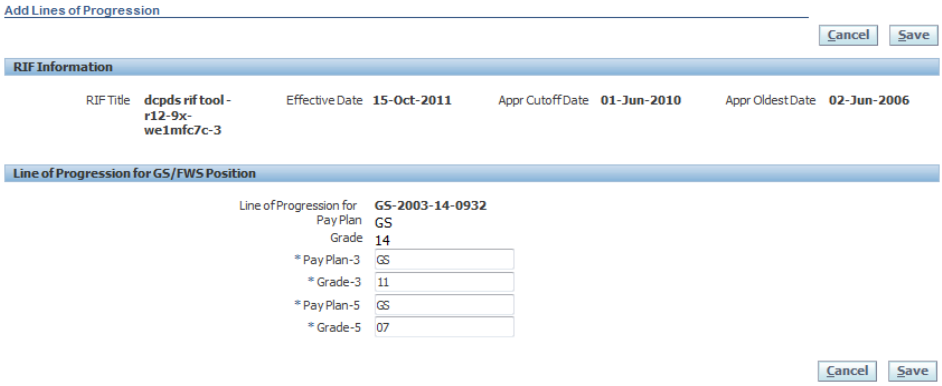


(1) General Information – RIF Action Button

(a) User will be directed to the Round 2 RIF Action Page

(b) All available positions within the employee's RIF assignment right will be displayed in the Available Positions Area beginning with positions at the employee's current grade.

(c) If no lines of progression have been entered for the impacted position, the user will be directed to the Add Lines of Progression Page.



1. Lines of Progression values will be auto-populated based on the pay plan and grade combination; however, the user may make changes as appropriate.

2. Save Button – Once all changes have been made click Save. User will be directed back to the Round 2 Page.

3. Cancel Button – Cancel Button will direct the user back to the Process Round Two Page. Until the Lines of Progression have been updated, the user will not be able to continue processing Round 2.

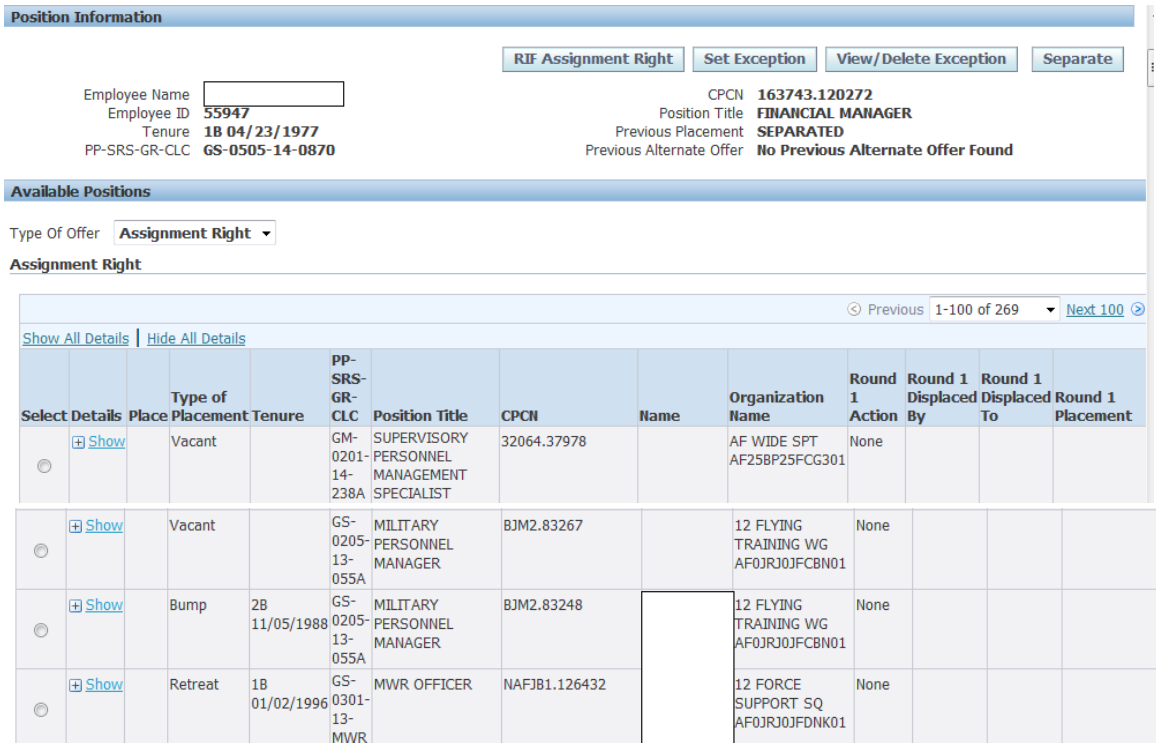
(d) All positions within the lines of progression/representative rates will be visible on the page. Highest to lowest representative rate and lowest to highest retention standing order. If the user selected View Lowest Tenured Employee within the Competitive Level, then only the lowest retention standing employee within each competitive level will be visible.

(e) Vacancies will be shown first in PP-SRS-GR-CLC order followed by encumbered positions in reverse retention standing order (lowest to highest).

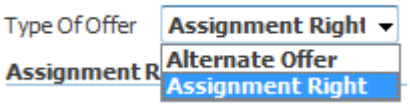
(f) Positions below the employee current grade will be grouped by representative rate with vacancies first and then encumbered positions.

(g) Type of Offer – there are two types of offers:

1. Assignment Right – default value
2. Alternate Offer – This option will only be available if the Use Alternate Offer? Checkbox has been selected in the RIF Options Page.



c. Assignment Right



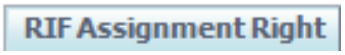
(1) Available Positions – Positions (vacant or encumbered) with the same or lower representative rate within the lines of progression will be visible under the Available Positions Area of the Round 2 Page.

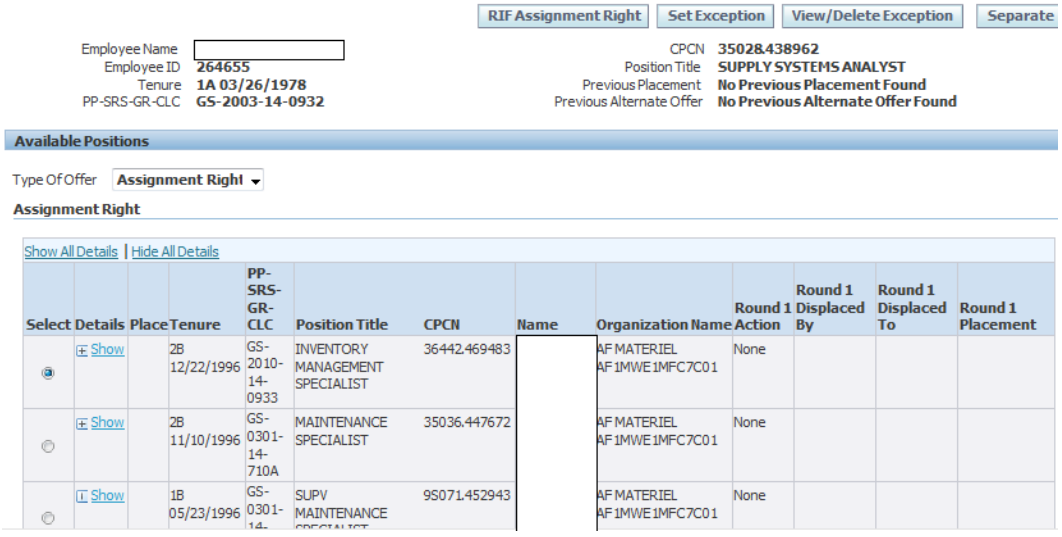
(2) Select the Type of Offer – Assignment Right/Alternate Offer.

(3) If the Use Alternate Office? Checkbox has not been selected in the RIF Options Page, then the Type of Offer will be grayed out and only an Assignment Right will be allowed.

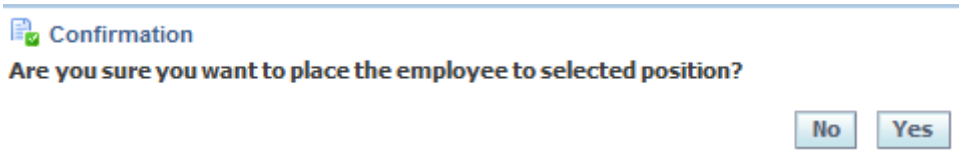
(4) A position must be selected as an Assignment Right before positions will be available for selection for an Alternate Offer

(5) Select the position by using the radio button next to the position to be used as an Assignment Right and click the RIF Assignment Right Button

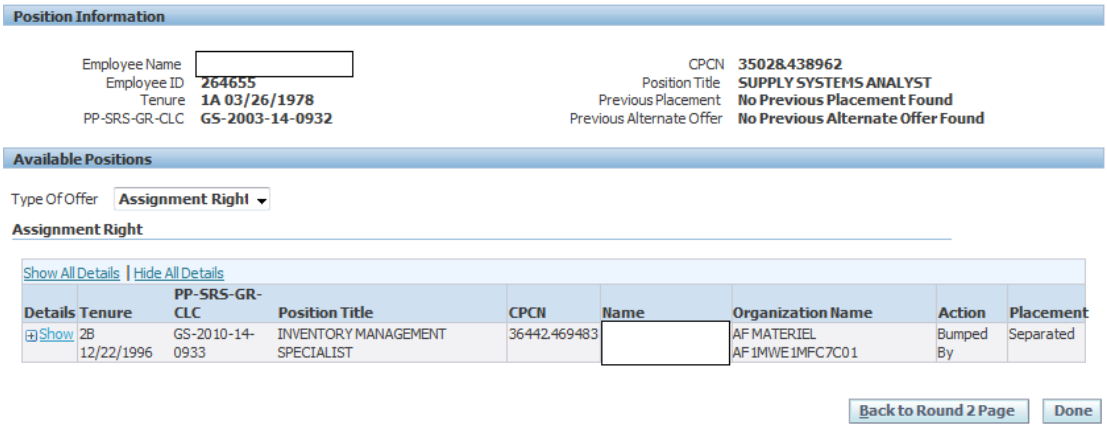




(5) The following Confirmation Message will be displayed. Click Yes to continue, Click No to return to the Round 2 Page.



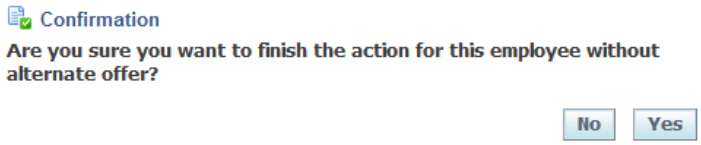
(6) A screen will appear that shows the position identified as the RIF Assignment Right.



(7) No Alternate Offer being made

(a) Use Alternate Offer? Checkbox is selected:

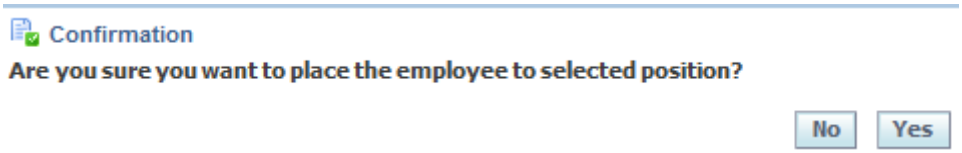
1. If no Alternate Offer is to be made and you are finished with the placement, click the Done Button.
2. Upon clicking Done, the following confirmation message will be displayed. Click Yes to continue. Click No to return to the previous page to make an Alternate Offer.



3. If the user clicked Yes, the user is directed back to the Process Round 2 Page and the highest retention standing employee is no longer visible and the next lower retention standing employee is now ready for placement.

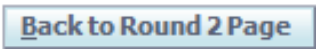
(b) Use Alternate Offer? Checkbox is not selected

1. The following Confirmation Notice will appear. Click Yes to continue, Click No to return to the Round 2 Page



2. If the user clicked Yes, the user is directed back to the Process Round 2 Page and the highest retention standing employee is no longer visible and the next lower retention standing employee is now ready for placement.

(8) If you are not ready to move onto the next employee, click the Back to Round 2 Page Button



(9) If you are going to offer the employee an Alternate Offer, select Alternate Offer from the Type of Offer window.

d. Alternate Offer

(1) General Information – Alternate Offer

(a) Alternate Offers can be used to provide additional position offers to employees.

<u>Important Note 18: Alternate Offer</u> – The ability to offer alternate offers during Round 2 will only be available if the User Alternate Offer? Checkbox has been selected on the RIF Options Page.

(b) The ability to offer alternate offers will only be available if the Use Alternate Offer? Checkbox has been selected on the RIF Options Page. If the Use Alternate Offer? Checkbox has not been selected, then the Alternate Offer selection in the Type of Offer will not be available.

(c) Positions identified as alternate offers (pending or accepted) will be available for RIF Assignment Offers during Round 2 Processing

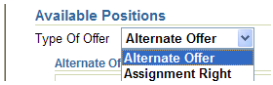
(d) Positions identified as alternate offers will not be available for placements as alternate offers for other employees

(e) If a position identified as an alternate offer (pending or accepted) is used as a RIF Assignment for another lower retention standing employee, the Alternate Offer will automatically be removed from the employee's record that was originally identified to receive the Alternate Offer.

(f) When a position identified as an alternate offer is marked as accepted and that position is not used as a RIF Assignment Right for another employee during Round 2 processing, then the position identified as a RIF Assignment Right is released to be used as RIF Assignment Rights for anyone with a lower retention standing. A mini Round 2 will begin at the next lowest retention standing that meets lines of progression/representative rates.

(2) Making an Alternate Offer (after a RIF Assignment has been made)

(a) If an Alternate Offer is to be made (and the Use Alternate Offer? Checkbox has been selected in the RIF Options Page), then select Alternate Offer from the Type of Offer drop down menu.



(b) A listing of available positions within the employee's assignment right will be displayed.

Alternate Offer

Employee Name
Employee ID **264655**
Tenure **1A 03/26/1978**
PP-SRS-GR-CLC **GS-2003-14-0932**

CPCN **35028.438962**
Position Title **SUPPLY SYSTEMS ANALYST**
Previous Placement **No Previous Placement Found**
Previous Alternate Offer **No Previous Alternate Offer Found**

Available Positions

Type Of Offer **Alternate Offer**

Alternate Offer

Show All Details | Hide All Details

Select	Details	Place	PP-SRS-GR-CLC	Position Title	CPCN	Organization Name
◉	Show		GS-0560-13-0035	BUDGET ANALYST	35776.99999	AF MATERIEL AF1MWE1MFC7C01
○	Show		GS-0343-12-0547	MANAGEMENT AND PROGRAM ANALYST	00539.523599	AF MATERIEL AF1MWE1MFC7C01
○	Show		GS-0343-11-0547	MANAGEMENT AND PROGRAM ANALYST	00539.427096	AF MATERIEL AF1MWE1MFC7C01

Back to Round 2 Page | Done

(c) Using the Radio Button, select the position to be used as an Alternate Offer and click the Alternate Offer Button.

Alternate Offer

(d) The following confirmation message will be displayed. Click Yes to continue. Click No to return to the Alternate Offer Page.

Confirmation

Are you sure you want to place the employee to selected position as an alternate offer?

No | Yes

(e) The user will be directed to the employee's RIF Assignment Right Page showing the position that was selected a RIF Assignment Right.

Available Positions

Type Of Offer **Assignment Right**

Assignment Right

Show All Details | Hide All Details

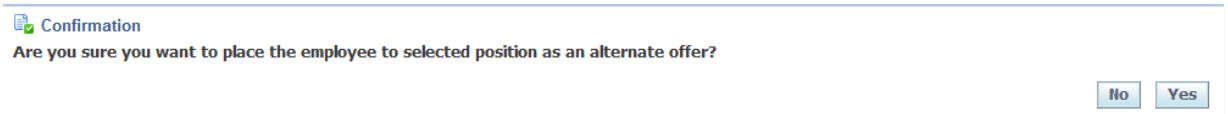
Details	Tenure	PP-SRS-GR-CLC	Position Title	CPCN	Name	Organization Name	Action	Placement
Show	2B 12/22/1996	GS-2010-14-0933	INVENTORY MANAGEMENT SPECIALIST	36442.469483		AF MATERIEL AF1MWE1MFC7C01	Bumped By	Separated

Back to Round 2 Page | Done

(f) To view the placement or mark the position as Accepted, click the Type of Offer drop down button and select Alternate Offer

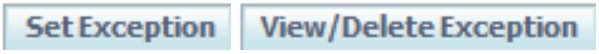
(f) If the employee has accepted the Alternate Offer, click the Accepted Offer Button, otherwise click Done.

(g) The position will be marked as Accepted and the user will be returned to the Process Round 2 Page and the following confirmation message will be displayed. Click Yes to confirm. Click No to cancel.



(h) The user is directed back to the Process Round 2 Page and the highest retention standing employee is no longer visible and the next lower retention standing employee is now ready for placement.

e. Set Exception or View/Delete Exception Button



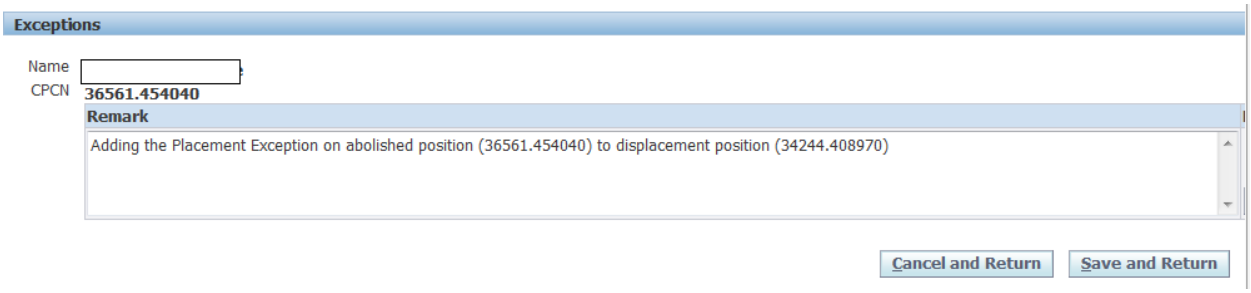
(1) When a position is not be used as a placement for an employee, an exception can be used

(2) Set Exception

(a) Using the Radio Button, select the position where the exception is to be used

◯	⊞ Show		2B 08/02/1998	GS-0301-13-0869	MAINTENANCE SPECIALIST	34244.408970		AF MATERIEL AF1MWE1MFC7C01	None			

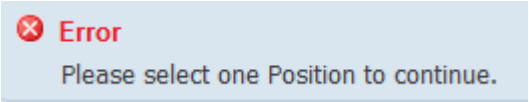
(b) The user will be directed to the Placement Exception Screen for the position selected.



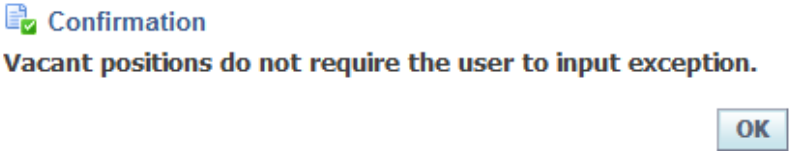
1. Remarks Area – The Remarks area will be auto-populated identifying both the abolished position and the impacted position.
2. Additional remarks may be added as needed
3. Click Save and Return when all comments have been added
4. Click Cancel and Return if you do not wish to set an exception

(3) Error/Warning/Confirmation Messages

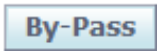
(a) If a position has not been selected as an exception, the following error message will be displayed.



(b) If a vacant position has been selected as an exception, the following confirmation message will be displayed.



f. By-Pass Button



(1) When an employee has been marked as Mandatory Exception Based Upon Service in the Armed Forces and the exception date is after the effective date of the RIF, they can be reassigned or change to lower grade, but cannot be separated.

(2) The By-Pass Button allows the user to move onto the next employee without placing the employee in a position or separating the employee.

Additional Employee Information

Exception Type	**Mandatory/Permissive/Temporary Exception**
Exception Reason	**Mandatory Exception Based Upon Service in the Armed Forces**
Exception End Date	**15-Mar-2012**
Exception Remarks	Returned from active duty on 15-Mar-2011 after 1 year of service - entitled to 1 year protection

(3) The By-Pass Button will appear in place of the Separate Button

Position Information

RIF Assignment Right | Set Exception | View/Delete Exception | By-Pass

Employee Name		CPCN	**9G111.431621**
Employee ID	**257096**	Position Title	**SECRETARY (STENOGRAPHY/OA)**
Tenure	**1B 12/25/1975**	Previous Placement	**No Previous Placement Found**
PP-SRS-GR-CLC	**GS-0318-07-0244**	Previous Alternate Offer	**No Previous Alternate Offer Found**

(4) Note: There is no confirmation message upon clicking the By-Pass Button.

g. Separate Button

Separate

(1) The Separate Button is used when there are no positions for which an employee qualifies.

(2) No Available Positions – If there no positions (vacant or encumbered) with the same or lower representative rates within the lines of progression the following screen will appear under the Available Positions Area of the Round 2 Page.

Assignment Right

Select	Details	Place	Tenure	PP-SRS-GR-CLC	Position Title	CPCN	Name	Organization Name	Round 1 Action	Round 1 Displaced By	Round 1 Displaced To	Round 1 Placement
		No Placement Options available for the employee.										

(3) Confirmation Message – Click Yes to separate the employee, click No to return to the Round 2 Page.

Confirmation

As you sure you want to separate the employee?

No | Yes

h. Round 2 Complete – When Round 2 is complete, the following confirmation message will be displayed. Click Yes to go to the Process Log Page, Click No to return to the RIF Page.

Confirmation

Round 2 complete: Do you want to view the Round 2 Process Log?

No | Yes

Simple Search

Please enter your search criteria and select the "Find" button to see the result. Note that the search is case insensitive.

Log Type

Status

Find Clear

Previous 1-10 Next 10

Log Type	Log Date	Status	Program Description	National Identifier	Cpcn	Message Name	Log Text
RIF Action - Round 2	02-May-2011 10:17:04	Informational	MINI_ROUND2			MINI_ROUND2_TRACKING_INFO	Completed Mini Round 2 Automated Process
RIF Action - Round 2	02-May-2011 10:17:04	Informational	MINI_ROUND2			MINI_ROUND2_INFO	No Accepted Alternate Offer Row found
RIF Action - Round 2	02-May-2011 10:17:04	Informational	ROUND2			MINI_ROUND2_TRACKING_INFO	Starting Mini Round 2 Automated Process
RIF Action - Round 2	02-May-2011 10:17:03	Informational	ROUND2_SEPARATE		00134.420190	ROUND2_TRACKING_INFO	Separate position (CPCN: 00134.420190 / SSAN: 391008932) in round 2.
RIF Action - Round 2	02-May-2011 10:16:51	Informational	ROUND2_SEPARATE		00134.420201	ROUND2_TRACKING_INFO	Separate position (CPCN: 00134.420201 / SSAN: 399007439) in round 2.
RIF Action - Round 2	02-May-2011 10:16:02		ARIF_LINES_OF_PROGRESSION			NO_WG_NOT_TO_EXCEED_RATE	Determined while loading lines of progression that there was no WG rate not to exceed GS-01 in the representative rates table
RIF Action - Round 2	02-May-2011 10:16:02		ARIF_LINES_OF_PROGRESSION			NO_WG01_RATE	Determined while loading lines of progression that there was no WG-01 rate in the representative rates table for this RIF
RIF Action - Round 2	02-May-2011 10:15:58	Informational	ROUND2_SEPARATE		34785.460115	ROUND2_TRACKING_INFO	Separate position (CPCN: 34785.460115 / SSAN: 194003656) in round 2.
RIF Action - Round 2	02-May-2011 10:15:45		ARIF_LINES_OF_PROGRESSION			NO_WG_NOT_TO_EXCEED_RATE	Determined while loading lines of progression that there was

9. Final Adjustments

STEP 17 – Final Adjustments

a. General Information – Final Adjustments

(1) The purpose of Final Adjustments is to place employees separated from Round 2 into vacant positions that are not considered a valid RIF Assignment. This can be to a position where a waiver of qualifications has been granted or to a position that is below the 3/5 line of progression limitation.

(2) Once all Round 2 placements, Final Adjustments will be available if necessary

(3) Final Adjustments allow placements into vacancies.

(4) Positions shown will be at or below current grade

(5) Can be lower than 3-grade or 5-grade limit

(6) Only positions that will be available for possible placements will be vacancies that were not used during Round 1 or Round 2

(7) Excepted Service and RIFs involving only Term employees do not compete in Round 2 unless the Allow Administrative Assignment Rights Checkbox is selected and therefore loading lines of progression is not required. In order for vacancies to be available for potential placements during Final Adjustments, lines of progression must be done before processing Round 1.

<u>Important Note 19:</u> Excepted Service and Term only RIFs, Lines of Progression and Final Adjustments – In order for vacancies to be available as potential placements during Round 2, Lines of Progression must be loaded prior to processing Round 1. Round 2 for Excepted Service and Term only RIFs is normally skipped and therefore, the user is not provided the ability to update the Lines of Progression prior to entering Final Adjustments. If lines of progression are not entered, then competing employees and vacancies will not be available during Final Adjustments.

Selected Positions for RIF Action

Select	Name	Tenure	PP-SRS-GR-CLC	CPCN	Position Title	Organization Name	RIF History
◉		3B 06/26/1994	GS-0346-13-09XX	29118.411993	LOGISTICS MANAGEMENT SPECIALIST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2A 05/26/1988	GS-0301-13-0154	36561.454040	RESOURCE PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		1B 12/10/1976	GS-0303-06-0430	21016.437789	LOGISTICS MANAGEMENT STAFF ASSISTANT (OFFICE AUTOMATION)	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		1B 09/07/1968	GS-0318-06-0242	9G064.466889	SECRETARY (OFFICE AUTOMATION)	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		1B 05/01/1992	GS-0343-09-0548	27205.410356	MANAGEMENT ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 05/01/1995	GS-0343-12-0549	29366.411244	PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 03/02/1997	GS-0343-13-0549	27121.447845	PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 08/30/1998	GS-0346-13-09XX	00134.420201	LOGISTICS MANAGEMENT SPECIALIST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 08/30/1998	GS-0346-13-09XX	00134.420190	LOGISTICS MANAGEMENT SPECIALIST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 02/01/1998	GS-0560-12-0035	35923.441689	BUDGET ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 08/24/1997	GS-1910-13-0521	34439.458091	QUALITY ASSURANCE SPECIALIST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 02/17/1998	GS-2003-13-0932	34785.460115	SUPPLY MANAGEMENT SPECIALIST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○		2B 12/22/1996	GS-2010-14-0933	36442.469483	INVENTORY MANAGEMENT SPECIALIST	AF MATERIEL AF1MWE1MFC7C01	RIF History

Final Adjustment Placement: Separated Remarks

Final Adjustment Placement Options

Select	CPCN	PP-SRS-GR-CLC	Position Title	Organization Name	RIF History
○	00539.523599	GS-0343-12-0547	MANAGEMENT AND PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History
○	00539.427096	GS-0343-11-0547	MANAGEMENT AND PROGRAM ANALYST	AF MATERIEL AF1MWE1MFC7C01	RIF History

Back to RIF Page | Place Employee in Selected Vacancy | Save Remark | Finish Final Adjustments

b. Processing Final Adjustments

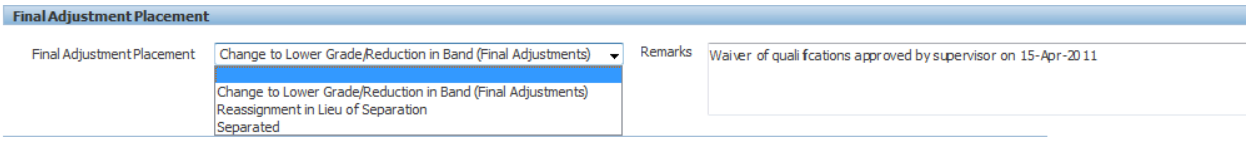
(1) To place an employee in a selected vacancy

(a) Using the radio button select the employee you wish to place.

(b) A list of vacant positions will show in the Final Adjustment Placement Options Area (if any)

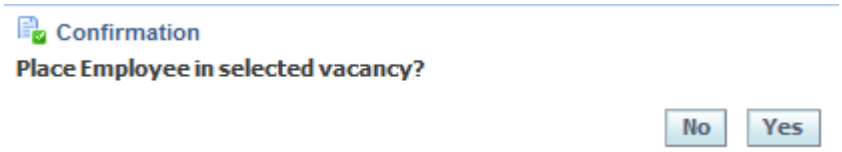
(c) Using the radio button, select the position you wish to place the employee into

(d) Select the type of placement from the Final Adjustment Placement Area and the remarks.



(e) Click the Place Employee in Selected Vacancy Button

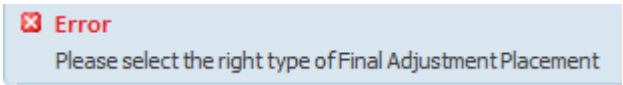
(f) The following message will be displayed



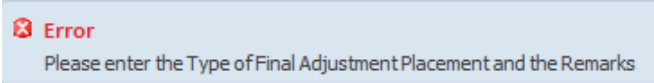
(g) The employee will disappear from the list of impacted employees as well as the position used.

(h) The following error messages will be displayed:

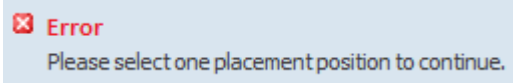
1. If either the Separated or null placement is selected



2. If the Type of Placement and Remarks Area is not updated

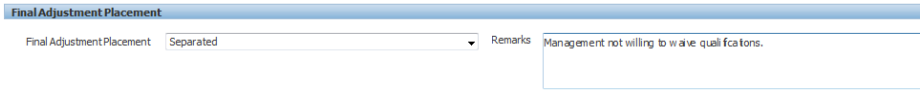


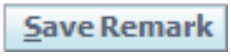
3. If a position has not been selected



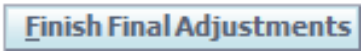
(i) If no positions are available at or below the employee's current grade the following will be displayed

(2) To record remarks against the employee without placing the employee in a vacant position, enter the remarks in the Remarks Area and click Save Remark Button

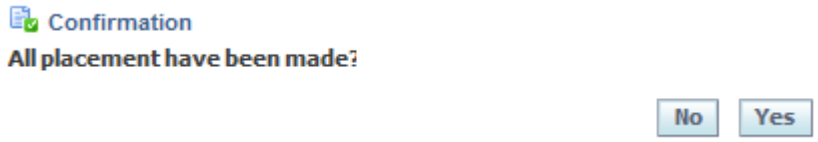




(3) Once all placements have been made in Final Adjustments, click the Finish Final Adjustments Button.



(a) The following confirmation message will be displayed. Click Yes to continue, click No to return to Final Adjustments.



(b) The user will be returned to the Process RIF Page.

(4) Back to RIF Button – if at any time during the processing of Final Adjustments, the user needs to return to the RIF Page, use the Back to RIF Page Button.

10. New Iteration

STEP 18 – New Iteration

a. General Information

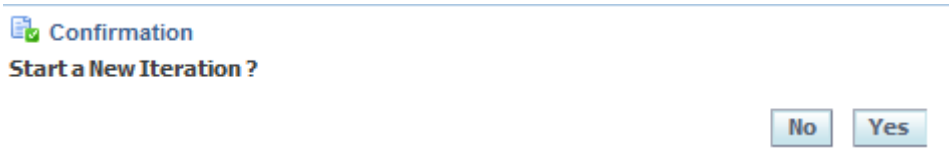
(1) If necessary, once Round 1 has been processed, the user can restart the RIF at any time using the New Iteration – Step 1 Button.

(2) Restarting the RIF is done is two steps – clicking the New Iteration – Step 1 Button and New Iteration – Step 2.

b. Starting a New Iteration

(1) Click the New Iteration – Step 1 Button from the Process RIF Tab

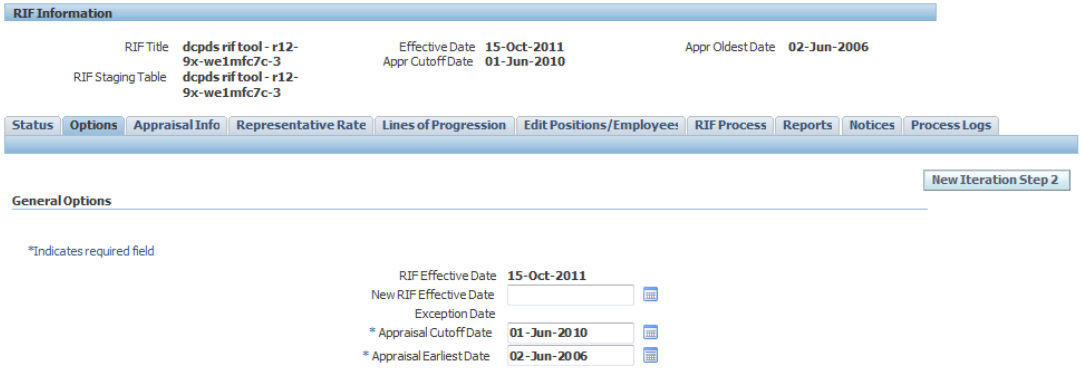
(2) The following confirmation will be displayed after clicking the New Iteration – Step 1 Button.



(a) Click Yes to start a new iteration. User will be directed to RIF Overview Page

(b) Click No cancel the new iteration. User will be returned to the previous page.

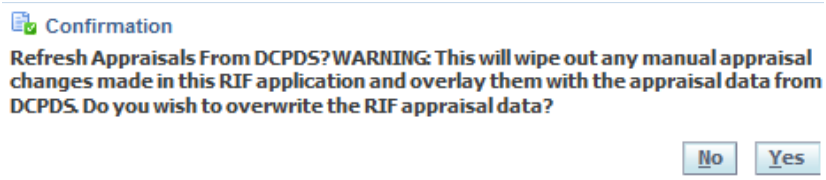
(3) RIF Overview Page/Options Tab – New Iteration Step 2 Button



(a) The New Iteration Step 2 Button is only available after the New Iteration Button is used

(b) Only the General Options will be available for changes. The RIF Data Parameters will not be available for change. If the RIF Data Parameters does not contain the correct RIF parameters, the user will be required to create a new RIF with the correct data parameters.

(c) Clicking New Iteration Step 2 Button – the following confirmation message will be displayed after clicking the New Iteration Step 2 Button:



1. Click No to retain any manual changes made to employee appraisals.

<u>Important Note 20: Retaining Manual Changes to Appraisals</u> – To retain any manual changes/corrections made to employee records, click NO. If you click YES, then all changes made to employee appraisal records will be refreshed from the employee record in DCPDS.

2. Click Yes to refresh all employee appraisals.

(4) After clicking YES or NO the appraisal calculations process is launched and the user is directed to the Appraisal Information Page. ***(Section C.2.a.)***

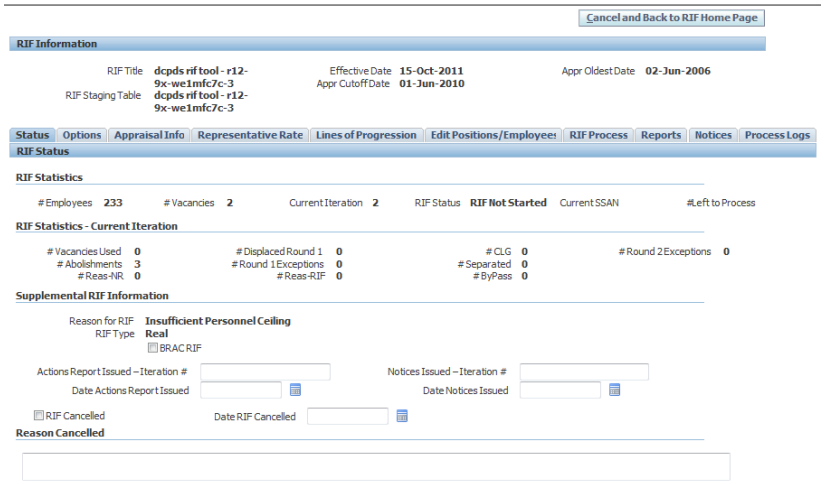
(5) After clicking the Calculate Button

(a) Appraisals are recalculated based on the values identified in the Appraisal Information Page and

(b) The user is directed to the RIF Overview Page/Status Tab ***(Section D.2.)***

1. The RIF Status changes to RIF Not Started
2. The Current Iteration Number changes by 1

3. Position/Employee records are now available for update.



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Section H – RIF Overview Page – RIF Reports Tab, RIF Notices Tab and Process Log Tab

Section	Description		Page #
1.	RIF Overview Page – RIF Reports Tab		150
	a.	General Information – RIF Overview Page – RIF Reports Tab	150
	b.	Selecting an Iteration	150
	c.	Generating a Report	151
	d.	Parameters Page	151
	e.	Request Summary List	155
2.	RIF Overview Page – RIF Notices Tab		156
	a.	General Information – RIF Overview Page – RIF Notices Tab	156
	b.	Selecting an Iteration	157
	c.	Generating a Notice within DCPDS	157
	d.	Generating a Notice using Mail Merge Functionality	161
3.	RIF Overview Page – Process Log Tab		163
	a.	General Information – RIF Overview Page – Process Log Tab	163
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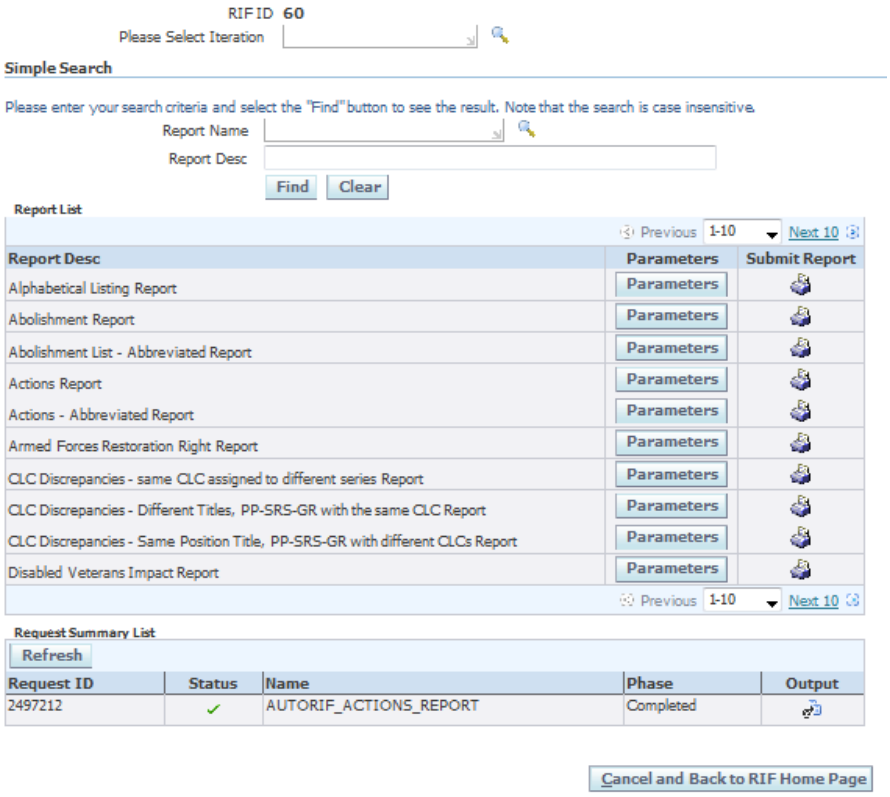
Steps	Description	Page #
19	Generate Reports	150
20	Generate Notices	156

1. RIF Overview Page – RIF Reports Tab

a. General Information – RIF Overview Page – RIF Reports Tab

STEP 19 – Generate Reports



(1) The user can run a variety of reports once the RIF Table has been created.

(2) ***Attachment 4*** contains a complete list of all reports available, the purpose of the report and the data elements the report can be filtered and sorted by.

(3) Some reports will only be available during specific phases of the RIF.

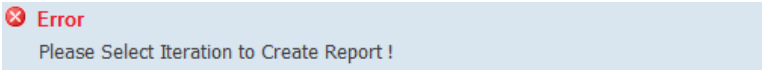
(4) Depending on the report, users will have the ability to further filter which records are seen in the report or change the order in which records appear on a report. Attachment 4 contains a complete list of reports and

(5) All reports can be saved as either a .rtf (Rich Text File) or .pdf (portable document format with the exception of the two Actions Reports and the three Retention Registers. These reports can only be generated as a .pdf. See ***Section H.1.e***. for information on the Request Summary List Area.

b. Selecting an Iteration

(1) Users must identify the iteration number for all reports prior to selecting the report name or selecting the parameters.

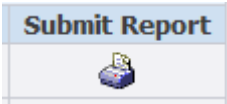
(2) If the user fails to input the iteration number in the Please Select Iteration Area, the following error message will be displayed:



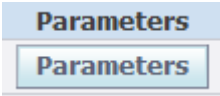
c. Generating a Report

(1) Searching for Reports – Use the Report Name, Report Description or the Next Button to locate the report need. A list of the Report Name and Report Description can be found at ***Attachment 4***.

(2) Submit Report – To generate a report without changing which records are seen or the order in which they are shown on the report, click the Submit Report Button



(3) Parameters – To change which records are seen or the order in which they are shown on the report, click the Parameters Button.

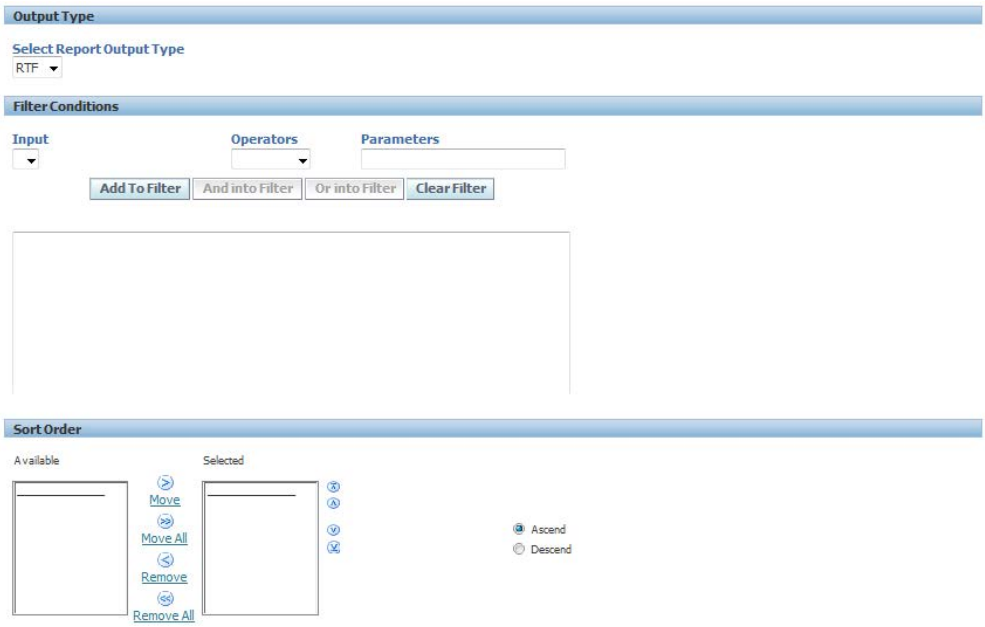


d. Parameters Page

(1) General Information – Parameters Page

(a) The Parameters Page contains three areas

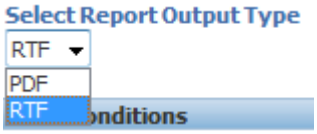
1. Output Type
2. Filter Conditions
3. Sort Order



(2) Output Type

(a) Users will have the capability of downloading reports in either an .RTF format or PDF format

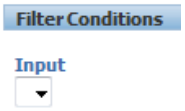
(b) Default – the default will be to download the report as an RTF.



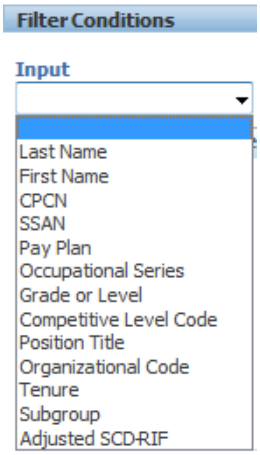
(3) Filter Conditions Area – Depending on the report, the user may be able to further define which records are seen in the report.

(a) Input Area

1. If the report cannot be further defined, the Input Area will be blank

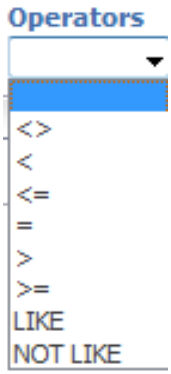


2. If the report can be further defined, the data elements that can be further defined will be listed in the Input Area



3. Select the data element needed

(b) Operators – Once the parameter has been selected, select the appropriate operator

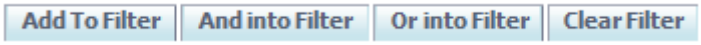


1. Not Equals <> – Select only those records where the value input in the Parameters Area does not match the value found in the RIF Table.
2. Less Than < – Selects only those records where the value input in the Parameters Area is less than the value found in the RIF Table.
3. Less Than or Equal To <= – Selects only those records where the value input in the Parameters Area is less than or equal to the value found in the RIF Table.
4. Equals = – Select those records where the value input in the Parameters Area matches exactly the value found in the RIF Tables (including case sensitivity)
5. Greater Than > – Selects only those records where the value input in the Parameters Area is greater than the value found in the RIF Table.
6. Greater Than or Equal To >= – Selects only those records where the value input in the Parameters Area is greater than or equal to the value found in the RIF Table.
7. Like LIKE – Selects only those records where the value in the Parameters Area that are like the value found in the RIF Table.
8. Not Like NOT LIKE – Selects only those records where the value in the Parameters Area that are not like the value found in the RIF Table.

(c) Parameters

1. Once the operator has been selected, input the value needed.
2. In most cases, the value input in the Parameters Area must match exactly as it is in the RIF Tables. This area is case sensitive.
3. When using Like and Not Like, the value must be followed by the % sign.

(d) Add to Filter/And into Filter/Or into Filter/Clear Filter



1. Add to Filter – Once the Input Area, the Operator Area and the Parameters Area have been completed, click the Add to Filter Button to add to the filter area
2. And into Filter – Allows the user to add more than one condition to the filter. Using the And into Filter both conditions must be met

3. Or into Filter – Allows the user to add more than one condition to the filter. Using the Or into Filter one or both of the conditions can be met.
4. Clear Filter – clears the filter from the filter area.

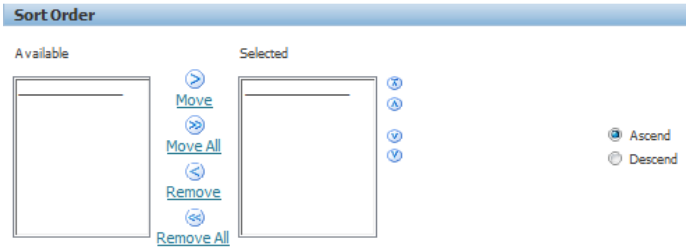
(3) Samples:

1. (Last Name) LIKE 'AIF%' AND (Pay Plan) = 'GS' AND (Grade or Level) is looking for anyone with a Last Name beginning with AIF and has a Pay Plan of GS and Grade of 12.
2. (Grade or Level) = '12' OR (Grade or Level) = '11' is looking for anyone with a Grade of 11 or 12.

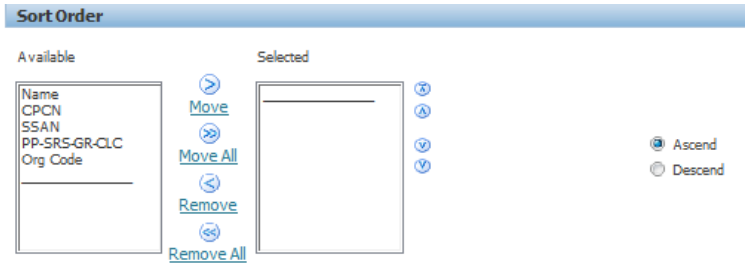
(4) Sort Order – Depending on the report, the user may be able to define how the records are seen in the report.

(a) Available Area

1. If the report cannot be sorted, the Available Area will be blank.



2. If the report can be sorted, the data elements that the report can be sorted on will be listed in the Available Area



(b) Selected Area

1. Select the data element and click the Move Button to move the selected data element into the Selected Area.
2. More than one data element can be used to sort records. If more than one data element is selected, the top data element will be the first sort, followed by the second data element listed.

(c) Ascend/Descend

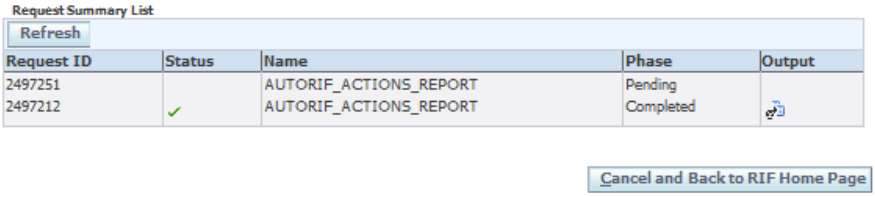
1. Ascend is the default for records sorting

2. To change to descending order, click the Descend Radio Button

(5) Back to Main Page Button – directs the user back to the Main RIF Page

(6) Submit Report Button – Once the parameters have been input and the select sort criteria has been selected, click the Submit Report Button to generate the report.

e. Request Summary List



(1) Due to the complexities of the two Actions Reports and the three Retention Register Reports, these reports will run as concurrent processes.

(2) Once the report is generated, the report will be shown in the Request Summary List Area and the Phase shows as Pending, Running or Complete.

(3) Once the report is available for view/printing, the phase will show as Completed.

(4) Click the Refresh Button periodically to check the status of the report.

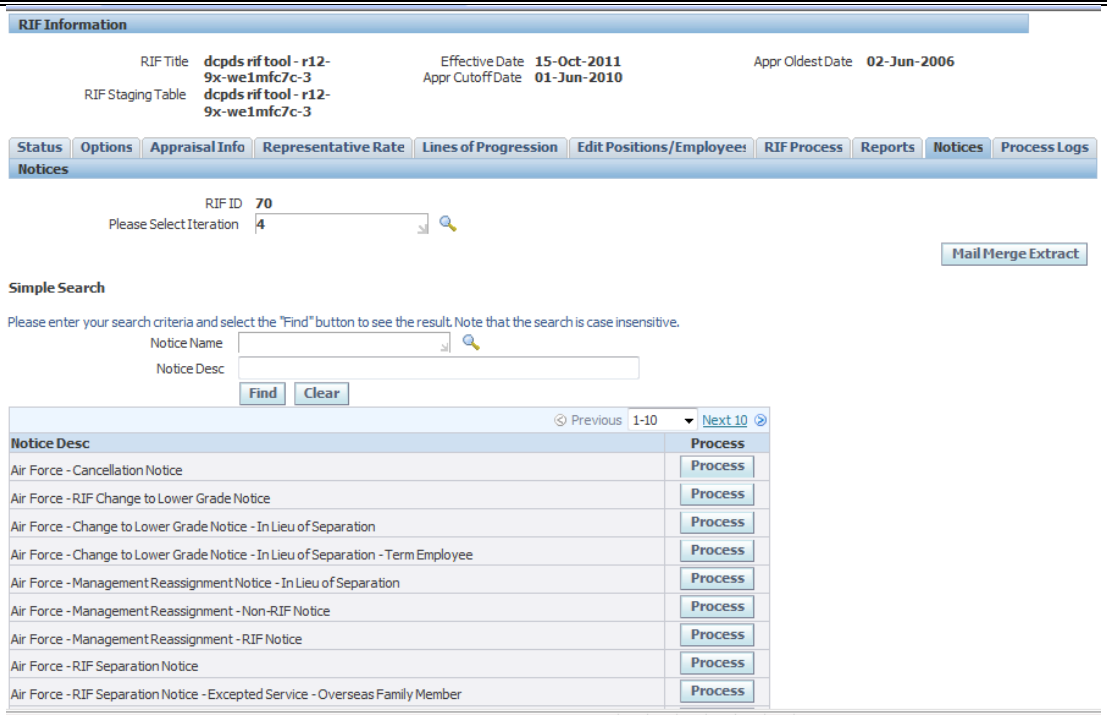
(5) These reports will only be available in a .PDF format. Click the Output Button to view the report.

(6) These reports will be available for up to two days after the report is generated.

2. RIF Overview Page – RIF Notices Tab

a. General Information – RIF Overview Page – RIF Notices Tab

STEP 20 – Generate Notices



(1) The user can run a variety of standard notices that are stored within the DCPDS RIF Tool once the RIF has been processed.

(2) The content of the notices cannot be changed within the DCPDS RIF Tool.

(3) Notices may be generated in one of two ways

- (a) Standard Notices – Air Force, Army and Navy have provided standard notices; however, these notices may be used by any user.
- (b) Mail Merge – Allows the user to download employee information for the purpose of generating user unique notices

(4) Availability of notices

- (a) Reassignment-Non-RIF Notices can be generated after Round 1 is completed.
- (b) In Lieu of Separation Notices will be available for those employees placed in Final Adjustments.
- (c) All other notices will be available after Round 2 is processed.
- (d) The type of action processed will dictate which employees will be available for each notice.
- (e) The Cancellation Notice will be available for all employees

(5) ***Attachment 5*** contains a complete list of all notices available, the purpose of the notice and any unique aspects of the notice.

(6) The user will have the ability to update information that is specific to the current Reduction in Force.

(7) Performance Ratings – The information populated into the Performance Ratings Area of the notices will depend on the whether the employee has valid appraisals or a modal rating was applied.

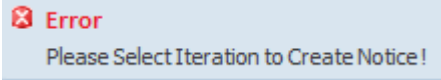
(a) **Modal Rating** – An employee with no valid appraisals will have been assigned a modal rating. The following paragraph will be placed in the Perf Rating 1 data field in place of the appraisal information: Since you do not have a Performance Rating of Record that could be used for computation of additional service credit for RIF Retention, a Modal Rating was used. This Modal Rating is based on the rating level assigned most frequently for actual rating of records for employees whose appraisal pattern is the same as the pattern that applies to your position of record. That pattern is (A) and the Modal Rating is (3).

(b) Rating of 5 on 31-OCT-2006

b. Selecting an Iteration

(1) Users must identify the iteration number for all notices prior to selecting the notice name.

(2) If the user fails to input the iteration number in the Please Select Iteration Area, the following error message will be displayed:



c. Generating a Notice within DCPDS

(1) General Information – Generating a Notice

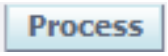
(a) Searching for Notices – Use the Notice Name, Notice Description or the Next Button to locate the notice needed. A list of the Notice Name and Notice Description can be found at ***Attachment 5***.

(b) Processing Notices – There are two ways to process notices. Each process will be discussed below.

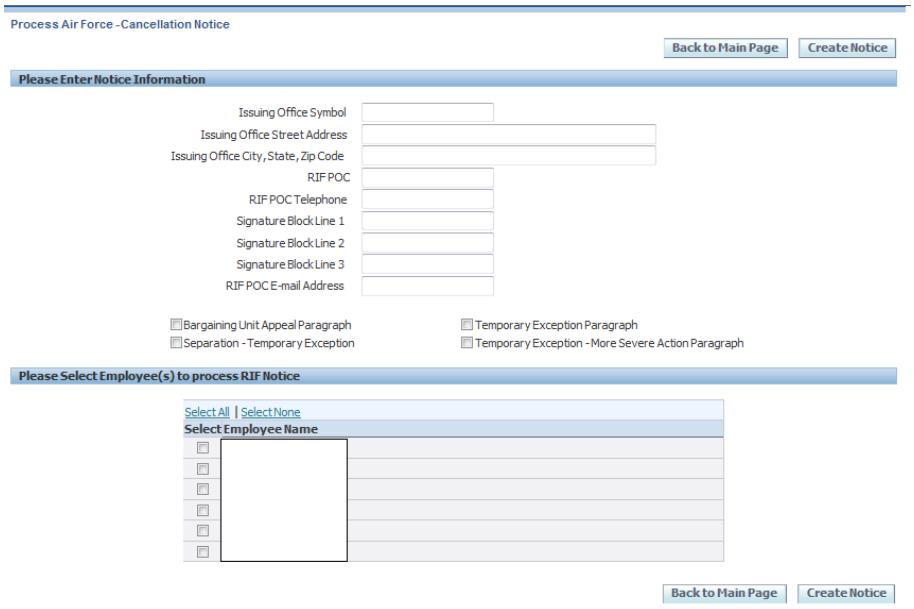
1. To generate a notice within the DCPDS RIF Tool, see Section 4 below.
2. To generate notices using the Mail Merge Process see Section 5 below.

(2) Generating a Notice within the DCPDS RIF Tool

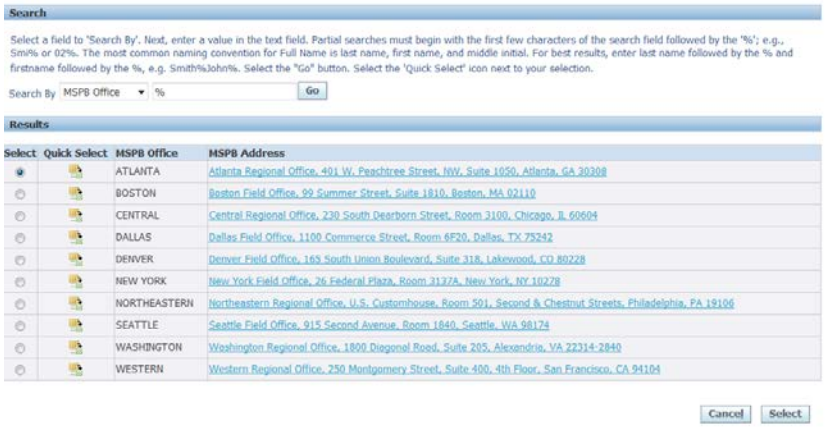
(a) To generate a notice within the DCPDS RIF Tool, click the Process Button associated with the notice.



(b) Process _____ Notice Page – each notice page contains two areas



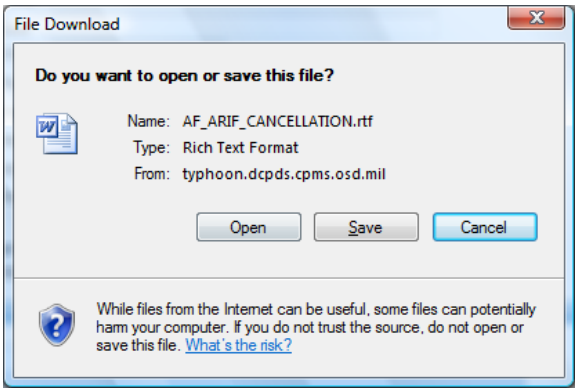
1. Please Enter Notice Information
   a. The notice information area will change based on the type of notice selected. ***Attachment 5*** discusses which fields are available for each notice and which notices the special paragraphs will be available.
   b. MSPB Office – Selected notices contain the MSPB Office. Use the Radio Button to select the MSPB Office, the MSPB Address will be auto-populated based on the MSPB Office selected; however the user can update the address if needed. Click the Select Button.



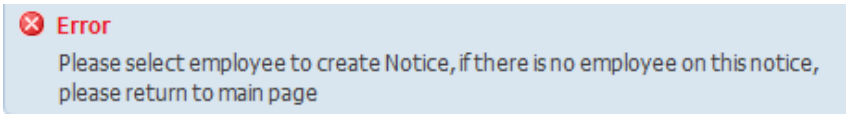
2. Please Select Employee(s) to process RIF Notice – Select the employees you need notices generated on.

3. Create Notice Button – Once all employees have been selected, Click the Create Notice Button

4. The user will be prompted to Open or Save the File. Click Open to view the notice.



5. The following error message will display if the user fails to select at least one employee when generating notices.



(3) Special Paragraphs

(a) General Information – There are 6 types of special paragraphs/pages that can be added to notices. See Attachment 5 for the paragraph # and the components that will be able to use the paragraphs

1. Bargaining Unit Paragraph
2. Separation – Temporary Exception Paragraph

3. Temporary Exception Paragraph
4. Temporary Exception More Severe Action Paragraph
5. Waiver of Qualifications Paragraph
6. Right of First Refusal Form

(b) Bargaining Unit Paragraph – replaces the Appeal Rights Paragraph in Change to Lower Grade and Separation Notices

(c) Separation – Temporary Exception Paragraph:
A Permissive Temporary Exception has been granted to the RIF retention order in accordance with 5 CFR 351.608(c), extending the date your personnel action will be effective to .

This exception has been granted to provide you with a 60 day minimum reduction in force notice as required by 5 CFR 351.801. You will continue in your present position until . Unfortunately, an offer of continued employment cannot be made to you at this time. However, be assured every effort will be made during this notice period to assist you in locating a position up to and including your present grade until the effective date of the reduction in force (RIF Effective Date). However, in accordance with 5 CFR 351.608(a)(2), you cannot be considered for other positions through reduction in force procedures between the effective date of the reduction in force (RIF Effective Date) and the permissive temporary exception period (New Date).

(d) Temporary Exception Paragraph:
A Permissive Temporary Exception has been granted to the RIF retention order in accordance with 5 CFR 351.608(c), extending the date your personnel action will be effective to (New Date). This exception has been granted to provide you with a 60 day minimum reduction in force notice as required by 5 CFR 351.801. However, in accordance with 5 CFR 351.608(a)(2), you will not be considered for other positions through the RIF process during the period (RIF Effective Date) and (New Date).

(e) Temporary Exception More Severe Action Paragraph
A Permissive Temporary Exception has been granted to the RIF retention order in accordance with 5 CFR 351.608(c), extending the date your personnel action will be effective to (New Date). This will meet the required minimum 60 day reduction in force notice when the agency gives the employee a new notice because the employee is reached for a more severe reduction in force action. However, in accordance with 6 CFR 351.608(a)(2), you

will not be considered for other positions during the period (RIF Effective Date) and (New Date).

(f) Waiver of Qualifications Paragraph – Available for Army notices only.

(g) Right of First Refusal Form – Available for Navy notices only.

(4) Back to Main Page returns the user to the RIF Notices Tab

d. Generating a Notice using the mail merge functionality

(1) General Information – Mail Merge Functionality

(a) The Mail Merge Process allows the user to "extract" a spreadsheet listing of employees within the database for the purpose of generating notices through a mail merge process using a word processing function or other user generated reports.

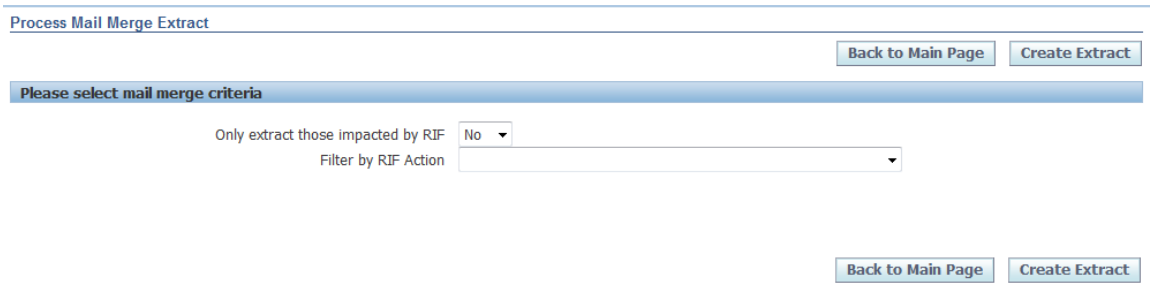
(b) The Mail Merge Process will only be available after Round 1/Round2 is complete.

(c) A listing of the data elements will be contained in the extract can be found in ***Attachment 5***.

(2) To generate a spreadsheet:

(a) Click the Mail Merge Extract.

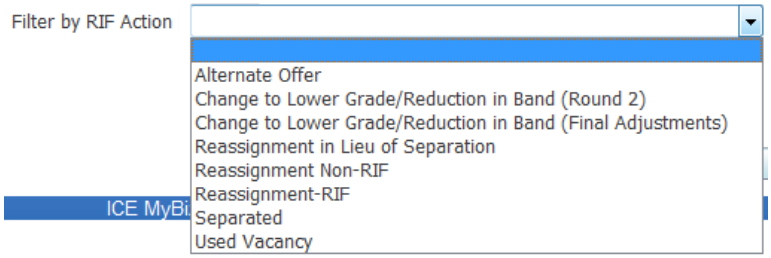
(b) The user will be directed to the Process Mail Merge Extract Page



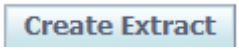
(c) To only extract those impacted by RIF.

1. To generate a listing of all employees within the database, select No from the "Only extract those impacted by RIF". This option is typically used to generate additional reports.
2. To generate a listing of employees for the purpose of generating notices, select Yes from the "Only extract those impacted by RIF".

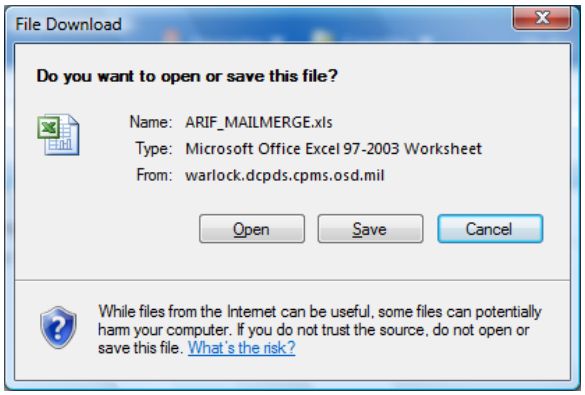
(d) To limit the employees based on the type of action processed, select the type of RIF action – leaving the field blank will pull all types of actions.



(e) Once all filters have been applied, click the Create Extract Button.



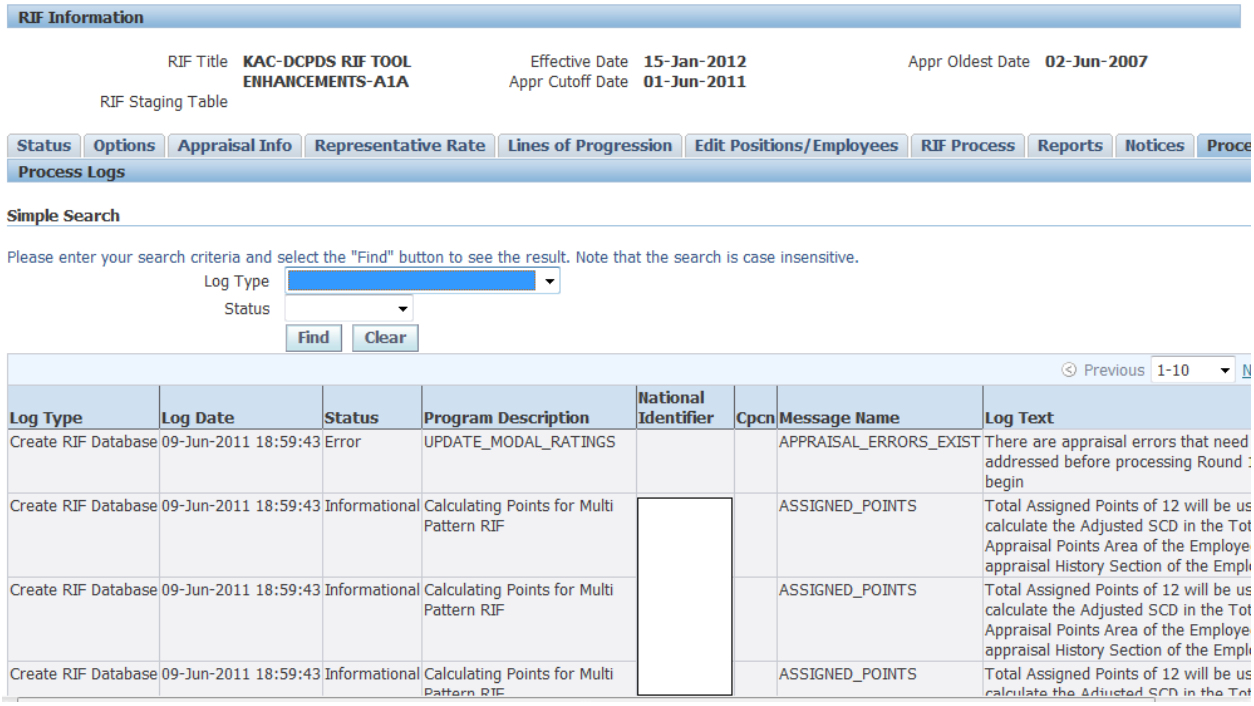
(f) The following screen will be displayed. Click Save and navigate to the directory where you want to store your file.



(g) You are now ready to generate your notices using a word processing function.

3. RIF Overview Page – Process Log Tab

a. General Information – RIF Overview Page – Process Log Tab



(1) The Process Log Page shows a variety of log entries that keep track of the status of the RIF, errors that have occurred when processing the RIF, mass updates that took place. A listing of the log types available are listed below.

(2) The user is directed to this page

- (a) When the Pre-Process Round 1 Button is selected and there are errors found in position/employee records or no positions have been abolished ***(Section G.4.b.)***
- (b) Clicking the View the Process Log Button from the Create a RIF Table Page ***(Section B.3.h.)***
- (c) Clicking the Yes Button of the View Round 2 Process Log confirmation message ***(Section G.8.h.)***

(3) From this page, the user can do the following:

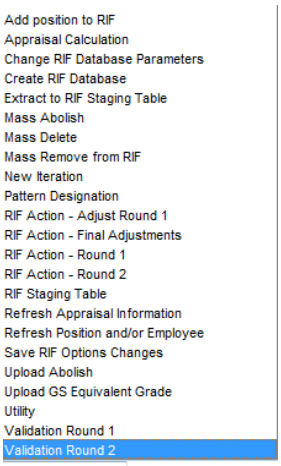
- (a) Sort Process Log Entries
- (b) View a variety of Process Logs

(4) Sort entries in the Process Log – To Sort entries in the Process Log, click on any one of the following columns

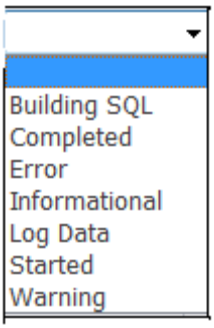
- (a) Log Type
- (b) Log Date
- (c) Status
- (d) Program Description

(e) National Identifier
(f) CPCN
(g) Message Name

(5) Log Type – The Process Log can be narrowed by selecting one of the following log types:



(6) Status – The Process Log can be narrowed by selecting one of the following statuses:



b. Process Log Entries – The following is a list of process logs and identifies when entries are made to the individual process logs.

Log Type	Remarks
Add position to RIF	
Appraisal Calculation	
Change RIF Database Parameters	
Create RIF Database	(1) Create RIF from Staging Table (2) Identifies employee errors (3) Identifies employees converted from VRA (4) Identifies tenure changes from 2 to 1 (5) Identifies positions treated as GS (GM/GL) (6) Identifies when obligated position not found

Log Type	Remarks
	(7) Identifies when obligated SSAN not found (8) Identifies when a position is created from a temporary promotion (9) Identifies employees moved to their permanent position (10) Assigning appraisal points or modal rating points
Extract to RIF Staging Table	
Mass Abolish	Identifies those positions that cannot be abolished when using the Mass Abolish Function (tenure = 0, exception, vacant, remove from RIF)
Mass Delete	
Mass Remove from RIF	Identifies those positions that are abolished and the user attempts to marks the position as Remove from RIF using the Mass Remove from RIF process
New Iteration	Identifies when a new iteration was started and when it was completed
Pattern Designation	
RIF Action – Adjust Round 1	Identifies when Adjust Round 1 was started and when it was completed
RIF Action – Final Adjustments	Identifies when Final Adjustment was started and when it was completed and if any placements were made
RIF Action – Round 1	Identifies when Round 1 was started and when it was completed and if any placements were made
RIF Action – Round 2	Identifies when Round 2 was started and when it was completed and if any placements were made
RIF Staging Table	
Refresh Appraisal Information	
Refresh Position and/or Employee	
Save RIF Options Changes	
Upload Abolish	Produces an entry for each CPCN contained in the abolish upload list and whether or not the position was marked as abolished
Upload GS Equivalent Grade	
Utility	
Validation Round 1	Identifies when Round 1 validation was started and when it was completed and identifies any errors found
Validation Round 2	Identifies when Round 1 validation was started and when it was completed and identifies when any errors are found

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Section I – RIF Administrator Responsibility

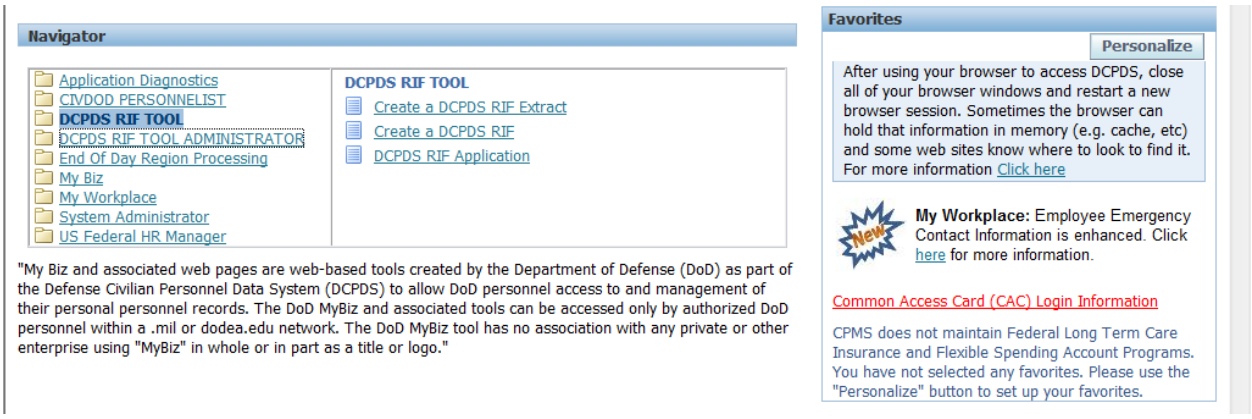
Section	Description	Page #
1.	General Information – RIF Administrator Responsibility	168
2.	Changing the Current Owner	169
3.	Reactivate an Archived RIF	170
4.	Generate Overall Reports	170

1. General Information – RIF Administrator Responsibility

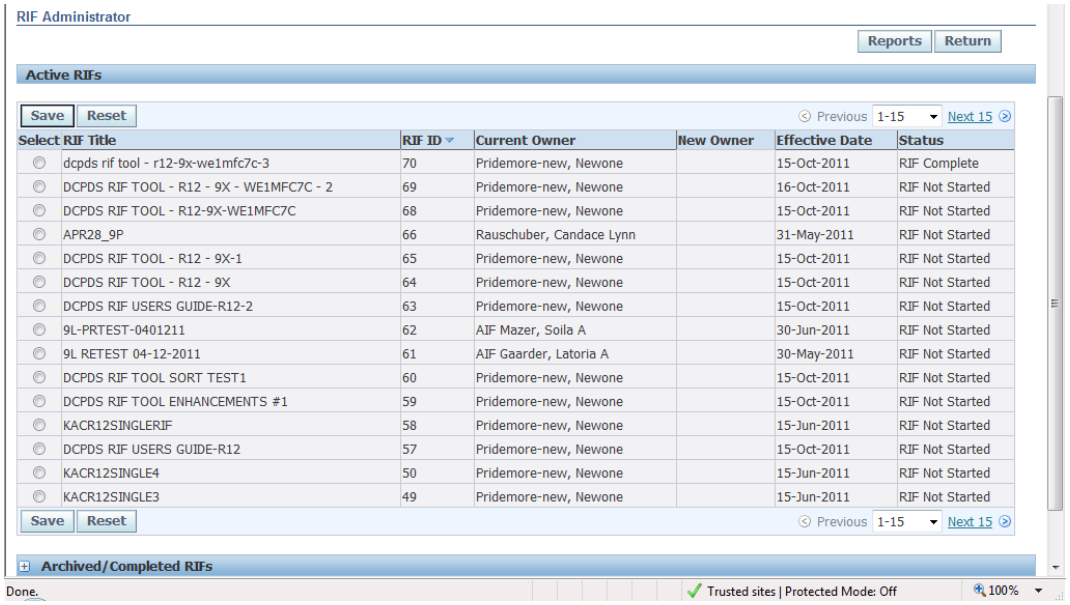
a. The DCPDS RIF Tool Administrator Responsibility is used to "move" RIFs from one user to another, retrieve RIFs that have been archived and generate overall reports within a Region.

b. Access to this responsibility will be assigned by your systems administrator.

c. All RIFs created within the Region will be visible.



d. The user is directed to the RIF Administrator Page when the DCPDS RIF Tool Administrator Link is selected from the Navigator Page.



Select	RIF Title	RIF ID	Current Owner	New Owner	Effective Date	Status
	dcpds rif tool - r12-9x-we1mfc7c-3	70	Pridemore-new, Newone		15-Oct-2011	RIF Complete
	DCPDS RIF TOOL - R12 - 9X - WE1MFC7C - 2	69	Pridemore-new, Newone		16-Oct-2011	RIF Not Started
	DCPDS RIF TOOL - R12-9X-WE1MFC7C	68	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	APR28_9P	66	Rauschuber, Candace Lynn		31-May-2011	RIF Not Started
	DCPDS RIF TOOL - R12 - 9X-1	65	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	DCPDS RIF TOOL - R12 - 9X	64	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	DCPDS RIF USERS GUIDE-R12-2	63	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	9L-PRTEST-0401211	62	AIF Mazer, Soila A		30-Jun-2011	RIF Not Started
	9L RETEST 04-12-2011	61	AIF Gaarder, Latoria A		30-May-2011	RIF Not Started
	DCPDS RIF TOOL SORT TEST1	60	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	DCPDS RIF TOOL ENHANCEMENTS #1	59	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	KACR12SINGLERIF	58	Pridemore-new, Newone		15-Jun-2011	RIF Not Started
	DCPDS RIF USERS GUIDE-R12	57	Pridemore-new, Newone		15-Oct-2011	RIF Not Started
	KACR12SINGLE4	50	Pridemore-new, Newone		15-Jun-2011	RIF Not Started
	KACR12SINGLE3	49	Pridemore-new, Newone		15-Jun-2011	RIF Not Started

e. From this page, the user can:

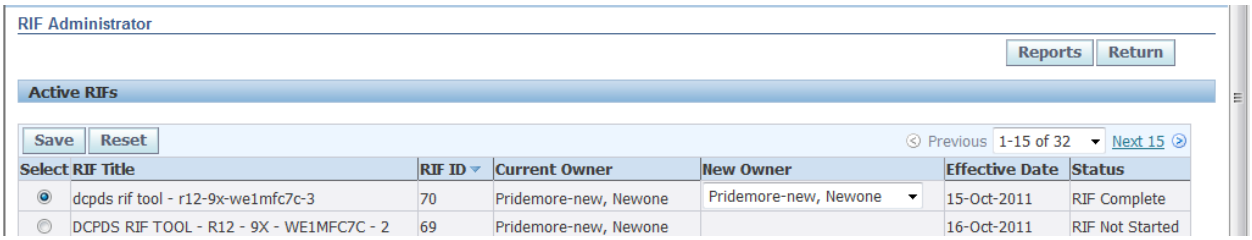
(1) change the current owner

(2) reactivate an archived RIF

(3) generate overall reports

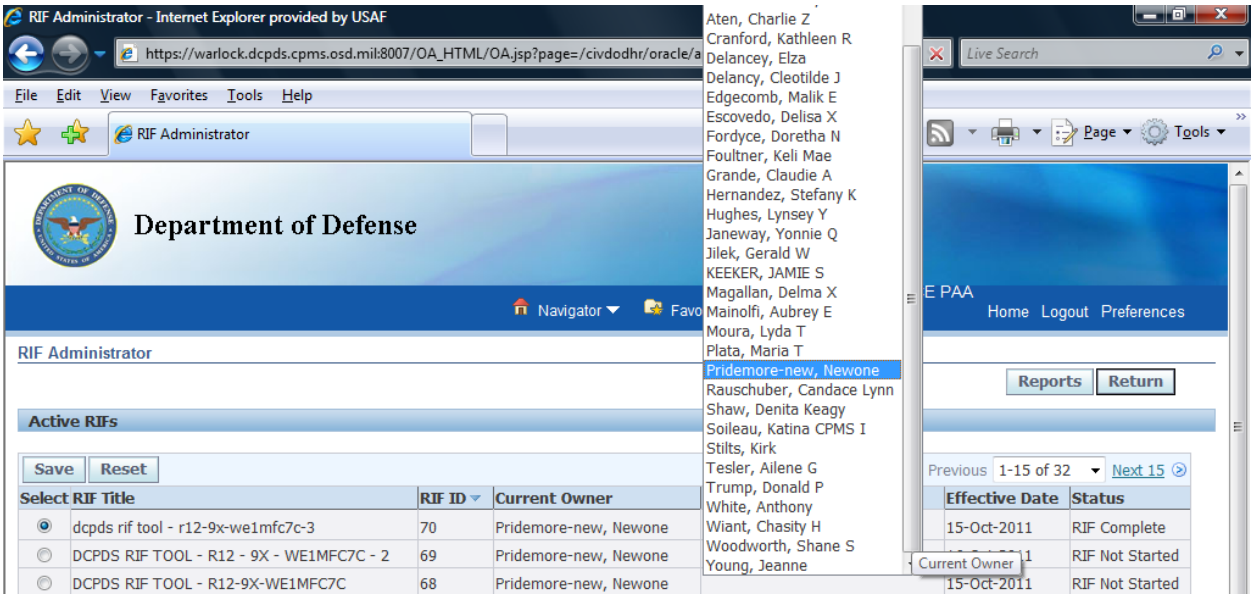
2. Changing the Current Owner

a. Select the RIF you wish to change owners by clicking the radio button associated with the RIF.

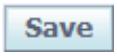


b. The New Owner column will open up

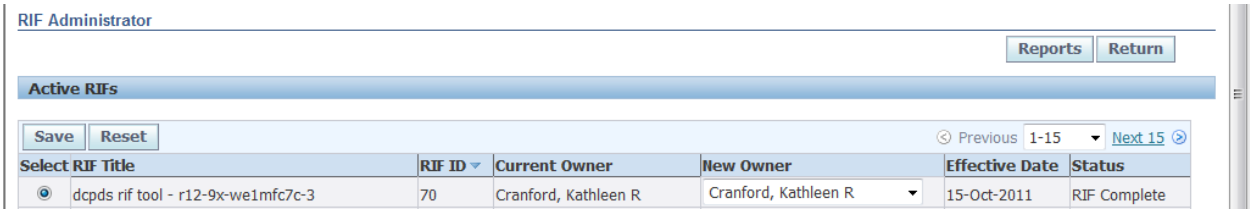
c. Using the drop-down button, select the new owner



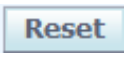
d. Click the Save Button



e. The New Owner Becomes the Current Owner



f. To cancel the action prior to saving, click the Reset Button

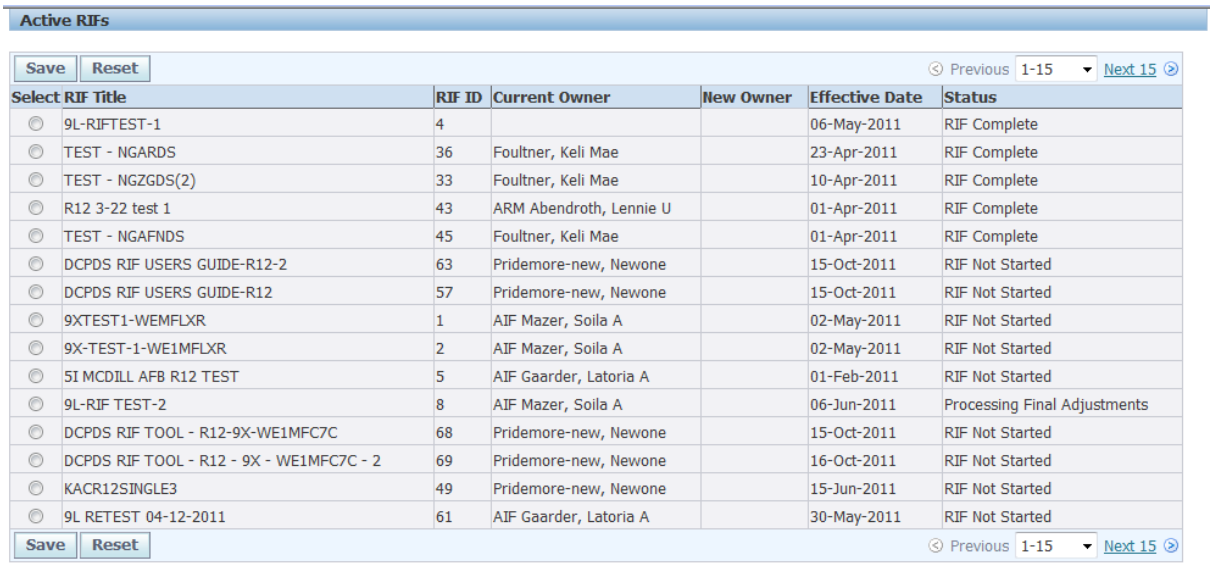


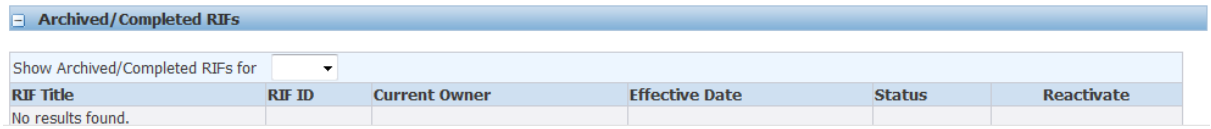
3. Reactivate an Archived RIF

a. To view archived RIFs, click the Plus sign on the Archived/Completed RIFs row.

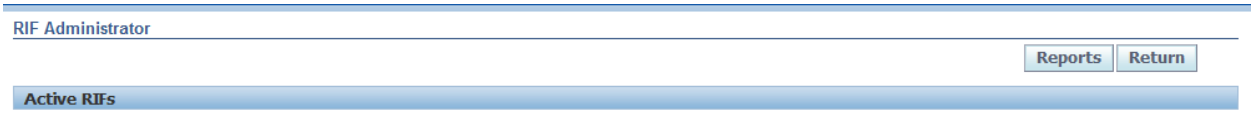
b. To reactivate an archived RIF, click the Reactivate Button associated with the RIF you wish to reactivate.

c. The RIF will be moved back into the Active RIF section and will be moved into the box of the owner that archived the RIF.

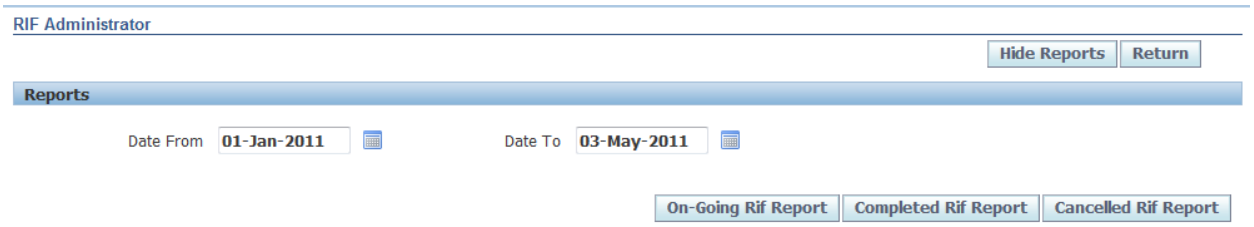




4. Generate Overall Reports



a. To generate reports for all RIFs within the region, click the Reports Button.



b. Date Parameters – The Completed RIF Report and the CanclReports are generated based on the RIF Effective Date.

c. Three Reports Available

(1) On-Going RIF Reports – shows all on-going RIFs based from the current date forward.

(2) Completed RIFs Report – using the effective date of the RIF, shows all RIFs between the dates input in the date parameter.

(3) Cancelled RIFs Report – using the effective date of the RIF, shows all RIFs between the dates input in the data parameter.

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Attachment 1
DCPDS RIF Extract/Staging Table Criteria and Business Rules

1. **DCPDS RIF Extract Table Criteria**

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
POSITION DATA ELEMENTS							
A	CPCN	Position	Work Structures/Position/ Description/ Position Details/Position Flexfields/			Y	(concatenate Position Description No. and Sequence Number)
B	Title	Position	Work Structures/Position/Description/ Position Details/Position Flexfields/			Y	
C	Pay Plan	Position	Work Structures/Position/Description/ Extra Information/US Valid Grade Info/			Y	Segment 1 of Valid Grade
D	Occupational Series	Position	Work Structures/Position/Description/ Position Details/			Y	Segment 1 of Job
E	Grade or Level	Position	Work Structures/Position/Description/ Extra Information/US Valid Grade Info/			Y	Segment 2 of Valid Grade
F	Position Type	Position	Work Structures/Position/Description/ Position Details/Position Flexfields/				See Business Rules Area
G	Position_ID	Position	hr_all_positions_f				See Business Rules Area
H	Competitive Level	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/			Y	

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
I	Position Occupied	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 2/	CLC		Y	See Business Rules Area
J	Work Schedule	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/	CLC		Y	
K	Bargaining Unit Status	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/				
L	Occupied Category Code (PATCOB)	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/				
M	Position Sensitivity	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/				
N	Pay Table ID	Position	Work Structures/Position/Description/ Extra Information/US Valid Grade Info/			Y	
O	Supervisory Status	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/				
P	Key Emergency Essential	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 2/				
Q	Drug Test	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 2/				

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
R	Mobilization Indicator	Position	Work Structures/Position/Description/ Position Details/Additional Position Details/				
S	Program Type (Acquisition)	Position	Work Structures/Position/Description/ Extra Information/Acquisition Program Information/				
T	Career Field	Position	Work Structures/Position/Description/ Extra Information/Career Program/				If Agency Code = “AF” then Career Field (AF) else if Agency Code = “AR” then Career Field (AR) else “ ”
U	Competitive Area	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/	CA		Y	See Business Rules Area
V	PAS Code	Position	Work Structures/Position/Description/ Position Details/Additional Position Details/	CA		Y	Air Force Positions only See Business Rules Area
W	Unit ID Code (UIC) (ARMY, NAVY)	Position	Work Structures/Position/Description/ Position Details/Additional Position Details/	CA		Y	Army/Navy Positions See Business Rules Area
X	Organization Structure ID	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/	CA		Y	
Y	Position’s Organization (POA)	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/			Y	
Z	Organization Name	Position					

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
AA	Organization_ID	Position	hr_all_organization_units table				
AB	Location_ID	Position	hr_all_positions_f				
AC	1st Line Organizational Narrative	Position	Clear Text of Position Organization				
AD	2nd Line Organizational Narrative	Position	Clear Text of Position Organization				
AE	3rd Line Organizational Narrative	Position	Clear Text of Position Organization				
AF	4th Line Organizational Narrative	Position	Clear Text of Position Organization				
AG	5th Line Organizational Narrative	Position	Clear Text of Position Organization				
AH	Office Symbol	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 1/			Y	
AI	Funct Acct and Shred (FAC)	Position	Work Structures/Position/Description/ Extra Information/Multiple Position Information/				
AJ	Program Element (PEC)	Position	Work Structures/Position/Description/ Extra Information/Multiple Position Information/				
AK	Location (Geographical Location Code)	Position	Work Structures/Position/Description/ Position Details/	CA		Y	See Business Rules Area
AL	Locality Pay Area Code		ghr_locality_pay_areas_f				
AM	Locality Pay Percentage		ghr_locality_pay_areas_f				

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
AN	Training Program ID	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Group 2/				
AO	Position NTE Date	Position	Work Structures/Position/Description/ Position Details/Additional Position Details/				
AP	Servicing Office ID (CCPO ID)	Position	Work Structures/Position/Description/ Position Details/Additional Position Details/	CA		Y	See Business Rules Area
AQ	Personnel System Indicator	Position	Work Structures/Position/Description/ Extra Information/US Federal Alternate HR System/				
AR	Obligated Employee SSAN	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Obligated/			Y	See Business Rules Area
AS	Obligated Type	Position	Work Structures/Position/Description/ Extra Information/US Federal Position Obligated/			Y	See Business Rules Area
EMPLOYEE DATA ELEMENTS							
AT	Last	Employee	People/Enter and Maintain/Name/			Y	
AU	First	Employee	People/Enter and Maintain/Name/			Y	
AV	Middle	Employee	People/Enter and Maintain/Name/			Y	
AW	Suffix	Employee	People/Enter and Maintain/Name/			Y	
AX	Social Security Number	Employee	People/Enter and Maintain/			Y	

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
AY	Employee ID	Employee	People/Enter and Maintain/				
AZ	Pers_ID	Employee	per_all_people_f				See Business Rules Area
BA	Assignment_ID	Employee	per_all_assignments_f				See Business Rules Area
BB	Step or Rate	Employee	People/Enter and Maintain/Assignment/ Extra Information/US Federal Assignment RPA				
BC	Basic Salary Rate	Employee	People/Enter and Maintain/Assignment/ Entries/Basic Salary Rate/				
BD	Adjusted Basic Pay	Employee	People/Enter and Maintain/Assignment/ Entries/Adjusted Basic Pay/				
BE	Locality Pay or SR Supplement	Employee	People/Enter and Maintain/Assignment/ Entries/Locality Pay or SR Supplement/				
BF	Total Pay	Employee	People/Enter and Maintain/Assignment/ Entries/Total Pay				
BG	Temp Appt NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/Assignment NTE Dates/				
BH	Limited Appt NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/Assignment NTE Dates/				
BI	Appointment Type	Employee	Extra Information/US Federal Person Group 1			Y	

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
BJ	Tenure	Employee	People/Enter and Maintain/Assignment/Extra Information/US Federal Assignment RPA		RS	Y	
BK	Date Conversion Career Begins	Employee	People/Enter and Maintain/Extra Information/US Federal Conversions/			Y	
BL	Date Conversion Career Due	Employee	People/Enter and Maintain/Extra Information/US Federal Conversions/		RS	Y	See Business Rules Area
BM	Date Prob/Trial Period Begins	Employee	People/Enter and Maintain/Extra Information/US Federal Probations/			Y	
BN	Date Prob/Trial Period Ends	Employee	People/Enter and Maintain/Extra Information/US Federal Probations/		RS	Y	See Business Rules Area
BO	Date VRA Conversion Due	Employee	People/Enter and Maintain/Extra Information/US Federal Conversions/		RS	Y	See Business Rules Area
BP	WGI Due	Employee	People/Enter and Maintain/Assignment/ Entries/Within Grade Increase/				
BQ	Vet Pref for RIF Value	Employee	People/Enter and Maintain/Extra Information/Other Person Information/		RS	Y	See Business Rules Area
BR	Veterans Preference	Employee	People/Enter and Maintain/Extra Information/US Federal Person RPA/				
BS	Current Appointment Auth (1)	Employee	People/Enter and Maintain/Extra Information/US Federal Person Group 1/	CLC		Y	See Business Rules Area
BT	Current Appointment Auth (2)	Employee					

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
BU	SCD RIF	Employee	People/Enter and Maintain/Extra Information/US Federal SCD Information/		RS	Y	See Business Rules Area
BV	SCD Leave	Employee	People/Enter and Maintain/Extra Information/US Federal SCD Information/				
BW	Annuitant Indicator	Employee	People/Enter and Maintain/ Assignment/Extra Information/US Federal Assignment RPA/				
BX	Birth Date	Employee	People/Enter and Maintain/				
BY	Sex	Employee	People/Enter and Maintain/				
BZ	Hispanic or Latino	Employee	People/Enter and Maintain/Extra Information/US Federal Ethnicity and Race Category/				
CA	American Indian/Alaskan Native	Employee	People/Enter and Maintain/Extra Information/US Federal Ethnicity and Race Category/				
CB	Asian	Employee	People/Enter and Maintain/Extra Information/US Federal Ethnicity and Race Category/				
CC	Black or African American	Employee	People/Enter and Maintain/Extra Information/US Federal Ethnicity and Race Category/				
CD	Native Hawaiian or Other Pacific islander	Employee	People/Enter and Maintain/Extra Information/US Federal Ethnicity and Race Category/				

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
CE	White	Employee	People/Enter and Maintain/Extra Information/US Federal Ethnicity and Race Category/				
CF	Handicap Code	Employee	People/Enter and Maintain/Extra Information/US Federal Person Group 1/				
CG	Personnel Sec Clearance	Employee	People/Enter and Maintain/Extra Information/US Federal Security/				
CH	Retirement Plan	Employee	People/Enter and Maintain/Assignment/ Entries/Retirement Plan/				
CI	Duty Status	Employee	People/Enter and Maintain/Assignment/ Extra Information/US Federal Assignment Non RPA/				
CJ	LWOP NTE Start Date	Employee	People/Enter and Maintain/Assignment/ Extra Information/US Federal Assignment NTE Dates/				
CK	LWOP NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/US Federal Assignment NTE Dates/				
CL	Education Level	Employee	People/Enter and Maintain/Special Info/Education/				
CM	Education Level Clear Text	Employee	People/Enter and Maintain/Special Info/Education/				
CN	Instructional Program (Academic Discipline Code)	Employee	People/Enter and Maintain/Special Info/Education/				

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
CO	Instructional Program Clear Text	Employee	People/Enter and Maintain/Special Info/Education/				
CP	Rating of Record Pattern (current year)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CQ	Appraisal Type (current year)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CR	Rating of Record (current year)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CS	Date Effective (current year)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CT	Rating of Record Pattern (2nd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CU	Appraisal Type (2nd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CV	Rating of Record (2nd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CW	Date Effective (2nd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CX	Rating of Record Pattern (3rd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CY	Appraisal Type (3rd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
CZ	Rating of Record (3rd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DA	Date Effective (3rd appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
DB	Rating of Record Pattern (4th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DC	Appraisal Type (4th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DD	Rating of Record (4th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DE	Date Effective (4th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DF	Rating of Record Pattern (5th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DG	Appraisal Type (5th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DH	Rating of Record (5th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DI	Date Effective (5th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DJ	Rating of Record Pattern (6th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DK	Appraisal Type (6th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DL	Rating of Record (6th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DM	Date Effective (6th appraisal)	Employee	People/Enter and Maintain/Special Info/US Fed Perf Appraisal/		RS		See Business Rules Area
DN	Obligated Position Number (Permanent CPCN)	Employee	People/Enter and Maintain/Extra Information/US Federal Person Group 2/			Y	See Business Rules Area

Column #	Field Name	Position/ Employee Record	DCPDS Location	COMP AREA/ CLC	RS	EDIT	Special Instructions
DO	Obligated Position Type	Employee	People/Enter and Maintain/Extra Information/US Federal Person Group 2/			Y	See Business Rules Area
DP	Temp Prom NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/Assignment NTE Dates/				
DQ	Temp Posn Chg NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/Assignment NTE Dates/				
DR	Temp Reasmt NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/Assignment NTE Dates/				
DS	Temp CLG NTE	Employee	People/Enter and Maintain/Assignment/ Extra Information/Assignment NTE Dates/				

2. Business Rules

(a) **Records Included/Excluded from the Extract**

(1) **Position Type** – Include positions only where Position Type (Column F) = APPR and TECH

(2) **SES Positions** – Exclude Pay Plan (Column C) = ES, EX, IE, IP, ST, SL (any others?) or Pay Plan = AD and Grade = 00

(3) **DCIPS Positions** – Exclude Personnel Systems Indicator (Column AO) = 02

(4) **Encumbered Records** – Include active encumbered records regardless of the Position Status (Work Structures/ Position/Status).

(5) **Vacant Positions** – Include vacant positions only if the Position Status is "Valid" and the record is not end-dated – except if Obligated Employee SSAN (Column AR) is not null and Obligated Type (Column AS) = "T" then include regardless of the Position Status.

(b) **Appraisal Records**

(1) Include only those appraisals where the Appraisal Type (People/Enter and Maintain/Special Info/US Fed Perf Appraisal/) does not equal E, F, I, P, R, S, X, Z (Columns CQ, CU, CY, DC, DG, DK, DO)

(2) Appraisal Information – the following columns are considered together – CP-CS, CT-CW, CX-DA, DB-DE, DF-DI, DJ-DM. If the Appraisal Type equals = E, F, I, P, R, S, X, Z then do not include Rating of Record Pattern, Rating of Record or Date Effective.

(e) **Comp Area/CLC Column**

(1) CA – used to restrict those records that will be contained in the RIF Extract Table – SOID is required, all other fields will be an "and" function

(2) CLC – used as an "and" function to the competitive area – allow the use of the Current Appointing Authority only if the Position Occupied = 2

(f) **RS Column** – fields identified as RS will be considered in the retention process.

(g) **Obligated Position/Employee Information**

(1) Extract Table will only populate those records with the Obligated SSAN (Column AR) only when the Obligated Type (Column AS) = "T"

(2) Extract Table will only populate those records with the Obligated Position Number (Column ED) when the Obligated Position Type = "T" (Column EE)

(3) Employees will be moved to their permanent position based on the information contained in the position record (Obligated SSAN and Obligated Type) and the employee record (Obligated CPCN and Obligated Position Type) during the RIF creation.

(4) Employees will be included in/excluded from the RIF process when it is determined that employees on temporary promotion/reassignment/change to lower grade/position change currently occupy positions in different competitive areas than their permanent position.

(h) **Position/Employee ID fields** – Pers_ID (Column AX), Assignment_ID (Column BA), Position_ID (Column G), Organization_ID (Column AA), Location_ID (Column AB) fields are used in the upload processing logic only and are not required to be visible in the automated program.

Attachment 2
Designation of Series by
One Grade/Two Grade Intervals

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0006	Correctional Institution Administration Series	TWO		
GS-0007	Correctional Officer Series	ONE		
GS-0011	Bond Sales Promotion Series	TWO		
GS-0017	Explosives Safety Specialist	TWO	YES	
GS-0018	Safety and Occupational Health Management Series	TWO		
GS-0019	Safety Technician Series	ONE		
GS-0020	Community Planning Series	TWO		
GS-0021	Community Planning Technician Series	ONE		
GS-0023	Outdoor Recreation Planning Series	TWO		
GS-0025	Park Ranger Series*	TWO		
GS-0028	Environmental Protection Specialist Series	TWO		
GS-0029	Environmental Protection Assistant Series	ONE		
GS-0030	Sports Specialist Series	TWO		
GS-0050	Funeral Directing Series	ONE		
GS-0060	Chaplain Series	TWO		
GS-0062	Clothing Design Series	TWO		
GS-0072	Fingerprint Identification Series*	TWO		
GS-0080	Security Administration Series	TWO		
GS-0081	Fire Protection and Prevention Series	ONE		
GS-0082	United States Marshal Series	TWO		
GS-0083	Police Series	ONE		
GS-0084	Nuclear Materials Courier Series	ONE		
GS-0085	Security Guard Series	ONE		
GS-0086	Security Clerical and Assistance Series	ONE		
GS-0090	Guide Series	ONE		
GS-0095	Foreign Law Specialist Series	TWO		
GS-0099	General Student Trainee Series	ONE		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0101	Social Science Series	TWO		
GS-0102	Social Science Aid and Technician Series	ONE		
GS-0105	Social Insurance Administration Series	TWO		
GS-0106	Unemployment Insurance Series	TWO		
GS-0107	Health Insurance Administration Series	ONE		
GS-0110	Economist Series	TWO		
GS-0119	Economics Assistant Series	ONE		
GS-0130	Foreign Affairs Series	TWO		
GS-0131	International Relations Series	TWO		
GS-0132	Intelligence Series	TWO		
GS-0134	Intelligence Aid and Clerk Series	ONE		
GS-0135	Foreign Agricultural Affairs Series	TWO		
GS-0136	International Cooperation Series	TWO		
GS-0140	Workforce Research and Analysis Series	TWO		
GS-0142	Workforce Development Series	TWO		
GS-0150	Geography Series	TWO		
GS-0160	Civil Rights Analysis Series	TWO		
GS-0170	History Series	TWO		
GS-0180	Psychology Series	TWO		
GS-0181	Psychology Aid and Technician Series	ONE		
GS-0184	Sociology Series	TWO		
GS-0185	Social Work Series	TWO		
GS-0186	Social Services Aid and Assistant Series	ONE		
GS-0187	Social Services Series	ONE		
GS-0188	Recreation Specialist Series	TWO		
GS-0189	Recreation Aid and Assistant Series	ONE		
GS-0190	General Anthropology Series	TWO		
GS-0193	Archeology Series	TWO		
GS-0199	Social Science Student Trainee Series	ONE		
GS-0201	Human Resources Management Series	TWO		
GS-0203	Human Resources Assistance Series	ONE		
GS-0241	Mediation Series	TWO		
GS-0243	Apprenticeship and Training Series	TWO		
GS-0244	Labor Management Relations Examining Series	TWO		
GS-0249	Wage and Hour Compliance Series	TWO		2/

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0260	Equal Employment Opportunity Series	TWO		
GS-0299	Human Resources Management Student Trainee Series	ONE		
GS-0301	Miscellaneous Administration and Program Series	TWO		
GS-0302	Messenger Series	ONE		
GS-0303	Miscellaneous Clerk and Assistant Series	ONE		
GS-0304	Information Receptionist Series	ONE		
GS-0305	Mail and File Series	ONE		
GS-0309	Correspondence Clerk Series	ONE		
GS-0312	Clerk-Stenographer and Reporter Series	ONE	YES	1/
GS-0313	Work Unit Supervising Series	ONE		
GS-0318	Secretary Series	ONE		
GS-0319	Closed Microphone Reporting Series	ONE		
GS-0322	Clerk-Typist Series	ONE		
GS-0326	Office Automation Clerical and Assistance Series	ONE		
GS-0332	Computer Operation Series	ONE		
GS-0335	Computer Clerk and Assistant Series	ONE		
GS-0340	Program Management Series	TWO		
GS-0341	Administrative Officer Series	TWO		
GS-0342	Support Services Administration Series	ONE		
GS-0343	Management and Program Analysis Series	TWO		
GS-0344	Management and Program Clerical and Assistance Series	ONE		
GS-0346	Logistics Management Series	TWO		
GS-0350	Equipment Operator Series	ONE		
GS-0351	Printing Clerical Series	ONE		2/
GS-0356	Data Transcriber Series	ONE		
GS-0357	Coding Series	ONE		
GS-0360	Equal Opportunity Compliance Series	TWO		
GS-0361	Equal Opportunity Assistance Series	ONE		
GS-0382	Telephone Operating Series	ONE		
GS-0390	Telecommunications Processing Series	ONE		
GS-0391	Telecommunications Series	TWO		
GS-0392	General Telecommunications Series	ONE		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0394	Communications Clerical Series	ONE		
GS-0399	Administration and Office Support Student Trainee Series	ONE		
GS-0401	General Natural Resources Management and Biological Sciences Series	TWO		
GS-0403	Microbiology Series	TWO		
GS-0404	Biological Science Technician Series	ONE		
GS-0405	Pharmacology Series	TWO		
GS-0406	Agricultural Extension Series	TWO		2/
GS-0408	Ecology Series	TWO		
GS-0410	Zoology Series	TWO		
GS-0413	Physiology Series	TWO		
GS-0414	Entomology Series	TWO		
GS-0415	Toxicology Series	TWO		
GS-0421	Plant Protection Technician Series	ONE		
GS-0430	Botany Series	TWO		
GS-0434	Plant Pathology Series	TWO		
GS-0435	Plant Physiology Series	TWO		
GS-0436	Plant Protection and Quarantine Series	TWO		2/
GS-0437	Horticulture Series	TWO		
GS-0440	Genetics Series	TWO		
GS-0454	Rangeland Management Series	TWO		
GS-0455	Range Technician Series	ONE		
GS-0457	Soil Conservation Series	TWO		
GS-0458	Soil Conservation Technician Series	ONE		
GS-0459	Irrigation System Operation Series	ONE		
GS-0460	Forestry Series	TWO		
GS-0462	Forestry Technician Series	ONE		
GS-0470	Soil Science Series	TWO		
GS-0471	Agronomy Series	TWO		
GS-0480	Fish and Wildlife Administration Series	TWO		
GS-0482	Fish Biology Series	TWO		
GS-0485	Wildlife Refuge Management Series	TWO		
GS-0486	Wildlife Biology Series	TWO		
GS-0487	Animal Science Series	TWO		
GS-0493	Home Economics Series	TWO		2/

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0499	Biological Science Student Trainee Series	ONE		
GS-0501	Financial Administration and Program Series	TWO		
GS-0503	Financial Clerical and Technician Series	ONE		
GS-0505	Financial Management Series	TWO		
GS-0510	Accounting Series	TWO		
GS-0511	Auditing Series	TWO		
GS-0512	Internal Revenue Agent Series	TWO		
GS-0525	Accounting Technician Series	ONE		
GS-0526	Tax Specialist Series	TWO		
GS-0530	Cash Processing Series	ONE		
GS-0540	Voucher Examining Series	ONE		
GS-0544	Civilian Pay Series	ONE		
GS-0545	Military Pay Series	ONE		
GS-0560	Budget Analysis Series	TWO		
GS-0561	Budget Clerical and Assistance Series	ONE		
GS-0592	Tax Examining Series	ONE		
GS-0593	Insurance Accounts Series	ONE		
GS-0599	Financial Management Student Trainee Series	ONE		
GS-0601	General Health Science Series	TWO		
GS-0602	Medical Officer Series	TWO		
GS-0603	Physician Assistant Series	TWO		
GS-0610	Nurse Series	TWO		
GS-0620	Practical Nurse Series	ONE		
GS-0621	Nursing Assistant Series	ONE		
GS-0622	Medical Supply Aide and Technician Series	ONE		
GS-0625	Autopsy Assistant Series	ONE		
GS-0630	Dietitian and Nutritionist Series	TWO		
GS-0631	Occupational Therapist Series	TWO		
GS-0633	Physical Therapist Series	TWO		
GS-0635	Kinesiotheraphy Series	TWO		
GS-0636	Rehabilitation Therapy Assistant Series	ONE		
GS-0637	Manual Arts Therapist Series	TWO		
GS-0638	Recreation/Creative Arts Therapist Series	TWO		
GS-0639	Educational Therapist Series	TWO		
GS-0640	Health Aid and Technician Series	ONE		
GS-0642	Nuclear Medicine Technician Series	ONE		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0644	Medical Technologist Series	TWO		
GS-0645	Medical Technician Series	ONE		
GS-0646	Pathology Technician Series	ONE		
GS-0647	Diagnostic Radiologic Technologist Series	ONE		
GS-0648	Therapeutic Radiologic Technologist Series	ONE		
GS-0649	Medical Instrument Technician Series	ONE		
GS-0650	Medical Technical Assistant Series	ONE		
GS-0651	Respiratory Therapist Series	ONE		
GS-0660	Pharmacist Series	TWO		
GS-0661	Pharmacy Technician Series	TWO		
GS-0662	Optometrist Series	ONE		
GS-0664	Restoration Technician Series	ONE	YES	1/
GS-0665	Speech Pathology and Audiology Series	TWO		
GS-0667	Orthotist and Prosthetist Series	TWO		
GS-0668	Podiatrist Series	TWO		
GS-0669	Medical Records Administration Series	TWO		
GS-0670	Health System Administration Series	TWO		
GS-0671	Health System Specialist Series	TWO		
GS-0672	Prosthetic Representative Series	ONE		
GS-0673	Hospital Housekeeping Management Series	TWO		
GS-0675	Medical Records Technician Series	ONE		
GS-0679	Medical Support Assistance Series	ONE		
GS-0680	Dental Officer Series	TWO		
GS-0681	Dental Assistant Series	ONE		
GS-0682	Dental Hygiene Series	ONE		
GS-0683	Dental Laboratory Aid and Technician Series	ONE		
GS-0685	Public Health Program Specialist Series	TWO		
GS-0688	Sanitarian Series	TWO		
GS-0690	Industrial Hygiene Series	TWO		
GS-0696	Consumer Safety Series	TWO		
GS-0698	Environmental Health Technician Series	ONE		
GS-0699	Medical and Health Student Trainee Series	ONE		
GS-0701	Veterinary Medical Science Series	TWO		
GS-0704	Animal Health Technician Series	ONE		
GS-0799	Veterinary Student Trainee Series	ONE		
GS-0801	General Engineering Series	TWO		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0802	Engineering Technical Series	ONE		
GS-0803	Safety Engineering Series	TWO		
GS-0804	Fire Protection Engineering Series	TWO		
GS-0806	Materials Engineering Series	TWO		
GS-0807	Landscape Architecture Series	TWO		
GS-0808	Architecture Series	TWO		
GS-0809	Construction Control Technical Series	ONE		
GS-0810	Civil Engineering Series	TWO		
GS-0817	Survey Technical Series	ONE		
GS-0818	Engineering Drafting Series	ONE		2/
GS-0819	Environmental Engineering Series	TWO		
GS-0828	Construction Analyst Series	TWO		
GS-0830	Mechanical Engineering Series	TWO		
GS-0840	Nuclear Engineering Series	TWO		
GS-0850	Electrical Engineering Series	TWO		
GS-0854	Computer Engineering Series	TWO		
GS-0855	Electronics Engineering Series	TWO		
GS-0856	Electronics Technical Series	ONE		
GS-0858	Bioengineering and Biomedical Engineering Series	TWO		
GS-0861	Aerospace Engineering Series	TWO		
GS-0871	Naval Architecture Series	TWO		
GS-0873	Marine Survey Technical Series	ONE		
GS-0880	Mining Engineering Series	TWO		
GS-0881	Petroleum Engineering Series	TWO		
GS-0890	Agricultural Engineering Series	TWO		
GS-0892	Ceramic Engineering Series	TWO	YES	1/
GS-0893	Chemical Engineering Series	TWO		
GS-0894	Welding Engineering Series	TWO	YES	1/
GS-0895	Industrial Engineering Technical Series	ONE		
GS-0896	Industrial Engineering Series	TWO		
GS-0899	Engineering and Architecture Student Trainee Series	ONE		
GS-0901	General Legal and Kindred Administration Series	TWO		
GS-0904	Law Clerk Series	TWO		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-0905	General Attorney Series	TWO		
GS-0920	Estate Tax Examining Series	TWO		2/
GS-0930	Hearings and Appeals Series	TWO		2/
GS-0935	Administrative Law Judge	TWO		
GS-0945	Clerk of Court Series	TWO		
GS-0950	Paralegal Specialist Series	TWO		
GS-0958	Employee Benefits Law	TWO		
GS-0962	Contact Representative Series*	TWO		
GS-0963	Legal Instruments Examining Series	ONE		
GS-0965	Land Law Examining Series	TWO		
GS-0967	Passport and Visa Examining Series	TWO		
GS-0986	Legal Assistance Series	ONE		
GS-0987	Tax Law Specialist Series	TWO		
GS-0991	Workers' Compensation Claims Examining Series	TWO		
GS-0993	Railroad Retirement Claims Examining Series	TWO		
GS-0996	Veterans Claims Examining Series	TWO		
GS-0998	Claims Assistance and Examining Series	ONE		
GS-0999	Legal Occupations Student Trainee Series	ONE		
GS-1001	General Arts and Information Series	TWO		
GS-1002	General Arts & Information Technician	ONE	YES	
GS-1008	Interior Design Series	TWO		
GS-1010	Exhibits Specialist Series	TWO		
GS-1015	Museum Curator Series	TWO		
GS-1016	Museum Specialist and Technician Series*	TWO		
GS-1020	Illustrating Series	TWO		
GS-1021	Office Drafting Series	ONE		
GS-1035	Public Affairs Series	TWO		
GS-1040	Language Specialist Series	TWO		
GS-1046	Language Clerical Series	ONE		
GS-1051	Music Specialist Series	TWO		
GS-1054	Theater Specialist Series	TWO		
GS-1056	Art Specialist Series	TWO		
GS-1060	Photography Series	ONE		
GS-1071	Audiovisual Production Series	TWO		
GS-1082	Writing and Editing Series	TWO		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-1083	Technical Writing and Editing Series	TWO		
GS-1084	Visual Information Series	TWO		
GS-1087	Editorial Assistance Series	ONE		
GS-1099	Information and Arts Student Trainee Series	ONE		
GS-1101	General Business and Industry Series	TWO		
GS-1102	Contracting Series	TWO		
GS-1103	Industrial Property Management Series	TWO		
GS-1104	Property Disposal Series	TWO		
GS-1105	Purchasing Series	ONE		
GS-1106	Procurement Clerical and Technician Series	ONE		
GS-1107	Property Disposal Clerical and Technician Series	ONE		
GS-1108	General Business Technician	TWO	YES	
GS-1130	Public Utilities Specialist Series	TWO		
GS-1140	Trade Specialist Series	TWO		
GS-1144	Commissary Management Series*	TWO		
GS-1145	Agricultural Program Specialist Series	TWO		
GS-1146	Agricultural Marketing Series	TWO		
GS-1147	Agricultural Market Reporting Series	TWO		
GS-1150	Industrial Specialist Series	TWO		
GS-1152	Production Control Series	ONE		
GS-1160	Financial Analysis Series	TWO		
GS-1163	Insurance Examining Series	TWO		
GS-1165	Loan Specialist Series	TWO		
GS-1169	Internal Revenue Officer Series	TWO		
GS-1170	Realty Series	TWO		
GS-1171	Appraising Series	TWO		
GS-1173	Housing Management Series	TWO		
GS-1176	Building Management Series	TWO		
GS-1199	Business and Industry Student Trainee Series	ONE		
GS-1202	Patent Technician Series	ONE		
GS-1210	Copyright Series	TWO		
GS-1220	Patent Administration Series	TWO		
GS-1221	Patent Adviser Series	TWO		
GS-1222	Patent Attorney Series	TWO		
GS-1223	Patent Classifying Series	TWO		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-1224	Patent Examining Series	TWO		
GS-1226	Design Patent Examining Series	TWO		
GS-1299	Copyright and Patent Student Trainee Series	ONE		
GS-1301	General Physical Science Series	TWO		
GS-1306	Health Physics Series	TWO		
GS-1310	Physics Series	TWO		
GS-1311	Physical Science Technician Series	ONE		
GS-1313	Geophysics Series	TWO		
GS-1315	Hydrology Series	TWO		
GS-1316	Hydrologic Technician Series	ONE		
GS-1320	Chemistry Series	TWO		
GS-1321	Metallurgy Series	TWO		
GS-1330	Astronomy and Space Science Series	TWO		
GS-1340	Meteorology Series	TWO		
GS-1341	Meteorological Technician Series	ONE		
GS-1350	Geology Series	TWO		
GS-1360	Oceanography Series	TWO		
GS-1361	Navigational Information Series	TWO		
GS-1370	Cartography Series	TWO		
GS-1371	Cartographic Technician Series	ONE		
GS-1372	Geodesy Series	TWO		
GS-1373	Land Surveying Series	TWO		
GS-1374	Geodetic Technician Series	ONE		
GS-1380	Forest Products Technology Series	TWO		
GS-1382	Food Technology Series	TWO		
GS-1384	Textile Technology Series	TWO		
GS-1386	Photographic Technology Series	TWO		
GS-1397	Document Analysis Series	TWO		
GS-1399	Physical Science Student Trainee Series	ONE		
GS-1410	Librarian Series	TWO		
GS-1411	Library Technician Series	ONE		
GS-1412	Technical Information Services Series	TWO		
GS-1420	Archivist Series	TWO		
GS-1421	Archives Technician Series*	TWO		
GS-1499	Library and Archives Student Trainee Series	ONE		
GS-1501	General Mathematics and Statistics Series	TWO		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-1510	Actuarial Science Series	TWO		
GS-1515	Operations Research Series	TWO		
GS-1520	Mathematics Series	TWO		
GS-1521	Mathematics Technician Series	ONE		
GS-1529	Mathematical Statistics Series	TWO		
GS-1530	Statistics Series	TWO		
GS-1531	Statistical Assistant Series	ONE		
GS-1540	Cryptography Series	TWO		
GS-1541	Cryptanalysis Series	ONE		
GS-1550	Computer Science Series	TWO		
GS-1599	Mathematics and Statistics Student Trainee Series	ONE		
GS-1601	Equipment, Facilities and Services Series	TWO		
GS-1603	Equipment, Facilities and Services Assistance Series	ONE		
GS-1630	Cemetery Administration Series	TWO		
GS-1640	Facility Operations Series	TWO		
GS-1654	Printing Services Series	TWO		
GS-1658	Laundry Operations Series	TWO		
GS-1667	Food Services Series	ONE		
GS-1670	Equipment Services Series	TWO		
GS-1699	Equipment Facilities, and Services Student Trainee Series	ONE		
GS-1701	General Education and Training Series	TWO		
GS-1702	Education and Training Technician Series*	TWO		
GS-1703	Education Specialist	TWO	YES	
GS-1710	Education and Vocational Training Series	TWO		
GS-1712	Training Instruction Series	TWO		
GS-1715	Vocational Rehabilitation Series	TWO		
GS-1720	Education Program Series	TWO		
GS-1725	Public Health Educator Series	TWO		
GS-1730	Education Research Series	TWO		
GS-1740	Education Services Series	TWO		
GS-1750	Instructional Systems Series	TWO		
GS-1799	Education Student Trainee Series	ONE		
GS-1801	General Inspection, Investigation,	TWO		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
	Enforcement and Compliance Series			
GS-1802	Compliance Inspection and Support Series	ONE		
GS-1805	Investigative Analysis Series	TWO		
GS-1810	General Investigation Series	TWO		
GS-1811	Criminal Investigation Series	TWO		
GS-1812	Game Law Enforcement Series	TWO	YES	1/
GS-1815	Air Safety Investigating Series	TWO		
GS-1816	Immigration Inspection Series	TWO		2/
GS-1822	Mine Safety and Health Inspection Series	ONE		
GS-1825	Aviation Safety Series	ONE		
GS-1831	Securities Compliance Examining Series	TWO		2/
GS-1849	Wage and Hour Investigation Series	TWO		
GS-1850	Agricultural Warehouse Inspection Series	TWO		
GS-1854	Alcohol, Tobacco and Firearms Inspection Series	TWO		2/
GS-1860	Equal Opportunity Investigation Series	TWO		
GS-1862	Consumer Safety Inspection Series	ONE		
GS-1863	Food Inspection Series	ONE		
GS-1864	Public Health Quarantine Inspection Series	TWO		2/
GS-1881	Customs and Border Protection Interdiction Series	TWO		
GS-1884	Customs Patrol Officer Series	TWO		2/
GS-1889	Import Compliance Series	TWO		
GS-1890	Customs Inspection Series	TWO	YES	1/
GS-1894	Customs Entry and Liquidating Series	TWO		
GS-1895	Customs and Border Protection Series	TWO		
GS-1896	Border Patrol Enforcement Series	TWO		
GS-1897	Customs Aid Series	ONE	YES	1/
GS-1899	Investigation Student Trainee Series	ONE		
GS-1910	Quality Assurance Series	TWO		
GS-1980	Agricultural Commodity Grading Series	TWO		
GS-1981	Agricultural Commodity Aid Series	ONE		
GS-1999	Quality Inspection Student Trainee Series	ONE		
GS-2001	General Supply Series	TWO		
GS-2003	Supply Program Management Series	TWO		
GS-2005	Supply Clerical and Technician Series	ONE		

SERIES	SERIES DEFINITION	NORMAL ONE GRADE/ TWO GRADE INTERVAL	NSPS UNIQUE SERIES	NOTES
GS-2010	Inventory Management Series	TWO		
GS-2030	Distribution Facilities and Storage Management Series	TWO		
GS-2032	Packaging Series	ONE		
GS-2050	Supply Cataloging Series	TWO	YES	1/
GS-2091	Sales Store Clerical Series	ONE		
GS-2099	Supply Student Trainee Series	ONE		
GS-2101	Transportation Specialist Series	TWO		
GS-2102	Transportation Clerk and Assistant Series	ONE		
GS-2110	Transportation Industry Analysis Series	TWO		
GS-2121	Railroad Safety Series	TWO		
GS-2123	Motor Carrier Safety Series	TWO		
GS-2125	Highway Safety Series	TWO		
GS-2130	Traffic Management Series	TWO		
GS-2131	Freight Rate Series	ONE		
GS-2135	Transportation Loss and Damage Claims Examining Series	ONE		
GS-2144	Cargo Scheduling Series	ONE		
GS-2150	Transportation Operations Series	TWO		
GS-2151	Dispatching Series	ONE		
GS-2152	Air Traffic Control Series	TWO		
GS-2154	Air Traffic Assistance Series	ONE		
GS-2161	Marine Cargo Series	TWO		
GS-2181	Aircraft Operation Series	TWO		
GS-2183	Air Navigation Series	TWO		
GS-2185	Aircrew Technician Series	ONE		
GS-2199	Transportation Student Trainee Series	ONE		
GS-2210	Information Technology Management Series	TWO		
GS-2203	Computer Operator	ONE	YES	
GG-2204	Computer Technician	ONE	YES	
GS-2299	Information Technology Student Trainee	ONE		

*Series includes both one and two grade interval work – default to the two grade interval

1/ These series were cancelled by OPM but will still be used by NSPS

2/ These series have been cancelled by OPM; however, there may still be employees occupying these series

Attachment 3
RIF Processing Action, Placement Codes and Cleartext

Action Codes	
AA	Accepted Alternate Offer – used to document a placement pending acceptance by the employee
AB	Abolished – when the employee is marked as abolished
BB	Bumped By – when an employee is bumped from their position by another employee – Round 2
BI	Bumped Into – when an employee is placed through bump rights into another position (vacant or encumbered) – Round 2
DB	Displaced By – when an employee is displaced in Round 1 by another employee
DI	Displaced Into – when an employee displaces another employee in Round 1
DS	Displaced
NO	None – when an employee who is impacted in Round 1 or Round 2 whose position has not been abolished or when an employee is impacted in one iteration but not in another
NP	New Placement – a change was made to Round 1 placement
PA	Alternate Offer – Accepted Offer – used to document a placement when an employee has accepted an alternate offer – Round 2
PB	By-Passed – used to document when an employee with a mandatory exception based on armed forces service is by-passed during Round 2
RB	Retreated By – when an employee is retreated from their position by another employee – Round 2
RI	Retreated Into- when an employee is placed through retreat rights into another position (vacant or encumbered) – Round 2
UV	Used Vacancy – vacant position used in Round 1/Adjust Round 1/Round 2

Placement Codes	
AO	Accepted Offer – Used to document when an employee has accepted an alternate offer during Round 2
CG	Change to Lower Grade/Reduction in Band – when an employee is placed in a position at a lower representative rate
CL	Change to Lower Grade in Lieu of RIF Separation – used to document when an employee is placed in a lower graded position in lieu of RIF Separation – Final Adjustments
RL	Reassignment in Lieu of RIF Separation – used to document when an employee is placed at the same representative rate in lieu of RIF separation – Final Adjustments
RN	Reassignment Non-RIF – when an employee is place in another position in Round 1
RR	Reassignment-RIF – when an employee is placed in a position at the same representative rate – Round 2
SE	Separated – when no position is found to place the employee in Round 1 or Round 2
UV	Used Vacancy – vacant position used in Round 1/Adjust Round 1/Round 2

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Attachment 4
DCPDS RIF Tool Reports

Below is a list of reports that are available within the DCPDS RIF Tool. A description of each report is listed below.

Report #	Report Name	Report Description
1.	ARIF_ABCLISTING	Alphabetical Listing Report
2.	ARIF_ABOLISH	Abolishment Report
3.	ARIF_ABOLISH_ABBR	Abolishment List – Abbreviated Report
4.	ARIF_ACTIONS	Actions Report
5.	ARIF_ACTIONS_ABBR	Actions – Abbreviated Report
6.	ARIF_AFRESTORATION	Armed Forces Restoration Right Report
7.	ARIF_CLC_SAME_TITLE	CLC Discrepancies – same CLC assigned to different series Report
8.	ARIF_CLC_DIFF_TITLE	CLC Discrepancies – Different Position Titles, PP-SRS-GR with the same CLC Report
9.	ARIF_CLC_DIFF_SERIES	CLC Discrepancies – Same Position Title, PP-SRS-GR with different CLCs Report
10.	ARIF_DISVETS	Disabled Veterans Impact Report
11.	ARIF_DUTYSTATUS	Duty Status Report
12.	ARIF_EEOSTATS	EEO Statistics for Actions – ERI Report
13.	ARIF_EEOSTATS_COMPLVL	EEO Statistics for Actions by PP-Series-GR-CL – ERI Report
14.	ARIF_EEOSTATS_WKFORCE	EEO Statistics for Workforce Report
15.	ARIF_ERR_WARNINGS	Error/Warning Messages for Positions/Employees Report
16.	ARIF_FINAL_REMOVAL	Final Written of Removal Decision Under 5CFR432 or 5CFR752 Report
17.	ARIF_GAINLOSS	Gains – Losses – Movement Report
18.	ARIF_HANDICAP	Handicap Impact Report
19.	ARIF_HISTORY	RIF History Report
20.	ARIF_LEFTVACANCIES	Leftover Vacancies Report
21.	ARIF_LINESOFPROGRESSION	Lines of Progression Report
22.	ARIF_LOWAPPREMPS	Minimally Satisfactory/Unacceptable Employees Report
23.	ARIF_MODALRATING	Modal Rating Report

Report #	Report Name	Report Description
24	ARIF_MPTEXCEPTIONS	Mandatory/Permissive/Temporary Exception Report
25.	ARIF_PLACEEXCEPT	Placement Exceptions Report
26.	ARIF_REMOVEDRIF	Removed from RIF Report
27.	ARIF_REPRATES	Representative Rate Report
28.	ARIF_RETREG	Retention Register – Basic Report
29.	ARIF_RETREGNOPA	Retention Register – Standard – No Privacy Act Report
30.	ARIF_RETREGSTANDARD	Retention Register – Standard Report
31.	ARIF_RIPOPTS	RIF Options Report
32.	ARIF_RIFSUMMARY	RIF Summary Report
33.	ARIF_ROUND1_RPT	RIF Action – Round 1
34.		RIF Action – Round 2
35.	ARIF_SRS_GRD_INTERVAL	Designation of Series by One Grade/Two Grade Interval Report
36.	ARIF_TENURE	Tenure Report
37.	ARIF_TENURE0	Tenure 0 Employees Report
38.	ARIF_TIEBREAK	Tenure Tie Break Report
39.	ARIF_VACANCIES	Vacancies Report
40.	ARIF_WORKSHEET	Worksheet Report

1. **Alphabetical Listing Report**
   a. **Report Name** – ARIF_ABCLISTING
   b. **Purpose of Report** – Lists all employees within the RIF database except the following employees:
      (1) Tenure 0
      (2) Remove from RIF
   c. **Availability of Report** – This report is available at any time during the RIF process.
   d. **Filter Conditions** – the following data elements will be available to filter the report:
      (1) Last Name
      (2) First Name
      (3) CPCN
      (4) SSAN
      (5) Pay Plan
      (6) Occupational Series
      (7) Grade or Level
      (8) Competitive Level Code
      (9) Position Title
      (10) Organizational Code
      (11) Tenure
      (12) Subgroup
      (13) Adjusted SCD-RIF
   e. **Sort Order**
      (1) The sort order default is alphabetically by Name.
      (2) There are no data elements available to sort this report
   f. **Sample Report**

DCPDS·RIF
ALPHABETICAL·REPORT
(dcpds·rif·tool·-·r12-9x-we1mfc7c-3)·–·Iteration·#4
Personal·Data·–·Privacy·Act·1974

Name **SSAN** **Tenure, Subgroup, Adjusted SCD**	**CPCN** **PP-SRS-GR-CLC** **Position Title**	**Organizational Code**
[redacted]	35338.438954	
[redacted]	GS-0301-14-0869	
I B, 06-JUN-1973	MAINTENANCE SPECIALIST	9X1MFC7CA4PB
[redacted]	35776.437578	
[redacted]	GS-0560-13-0035	
II B, 16-NOV-1997	BUDGET ANALYST	9X1MFC7CFMPW
[redacted]	27636.448007	
[redacted]	GS-0301-12-0869	
I B, 20-FEB-1978	MAINTENANCE SPECIALIST	9X1MFC7CA4DC
[redacted]	15524.456137	
[redacted]	GS-0301-13-0869	
II B, 26-JUN-1996	MAINTENANCE SPECIALIST	9X1MFC7CA4DA

2. Abolishment Report

a. **Report Name** – ARIF_ABOLISH

b. **Purpose of Report** – Lists all positions that have been abolished – positions have been marked with a code of AB.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report:

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title
(10) Organization

e. **Sort Order**

(1) The sort order default is alphabetically by Name.
(2) The following data elements will be available to sort the report.
(a) Name – default
(b) CPCN
(c) SSAN
(d) PP-SRS-GR-CLC
(e) Org Code

f. **Sample Report**

DCPDS RIF
ABOLISHMENT REPORT
(dcpds rif tool - r12-9x-we1mfc7c-3) – Iteration #4
Personal Data – Privacy Act 1974

Name SSAN Position Title	CPCN PP-SRS-GR-CLC	Organization
[redacted]	35776.437578	9X1MFC7CFMPW
[redacted]	GS-0560-13-0035	AF MATERIEL CM A4
		MTC COMMAND: 1M
BUDGET ANALYST		FIN INTEG&FRCS MGMT ORG-STR: FMPW
		WRIGHT PATTERSON AFB OH 45433-5001
		AUTH PAS: WE1MFC7C
[redacted]	34439.458098	9X1MFC7CA4VQ
[redacted]	GS-1910-13-0521	AF MATERIEL CM A4
		MTC COMMAND: 1M
QUALITY ASSURANCE SPECIALIST		QUALITY & STANDARD ORG-STR: A4VQ
		WRIGHT PATTERSON AFB OH 45433-5001
		AUTH PAS: WE1MFC7C

3. Abolishment List – Abbreviated Report

a. **Report Name** – ARIF_ABOLISH_ABBR

b. **Purpose of Report** – This report uses the same criteria as the Abolishment Report except the report shows only the Org Code and PAS/UIC and not the full organizational information – positions have been marked with a code of AB.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report:

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title
(10) Organization (UIC/PAS)

e. **Sort Order**

(1) The sort order default is alphabetically by Name
(2) The following data elements will be available to sort the report.
  (a) Name
  (b) CPCN
  (c) SSAN
  (d) PP-SRS-GR-CLC
  (e) Org Code

f. **Sample Report**

DCPDS RIF
ABOLISHMENT ABBREVIATED REPORT
(dcpds rif tool - r12-9x-we1mfc7c-3) – Iteration #4
Personal Data – Privacy Act 1974

Name **SSAN** **Position Title**	**CPCN** **PP-SRS-GR-CLC**	**Organization** **UIC/PAS**
[redacted]	35776.437578	9X1MFC7CFMPW
[redacted]	GS-0560-13-0035	WE1MFC7C
BUDGET ANALYST		
[redacted]	34439.458098	9X1MFC7CA4VQ
[redacted]	GS-1910-13-0521	WE1MFC7C
QUALITY ASSURANCE SPECIALIST		
[redacted]	9G111.431621	9X1MFC7CA4
[redacted]	GS-0318-07-0244	WE1MFC7C
SECRETARY (STENOGRAPHY/OA)		
[redacted]	27130.461331	9X1MFC7CA4FC
[redacted]	GS-0343-13-0549	WE1MFC7C
PROGRAM ANALYST		

4. Actions Report

a. **Report Name** – ARIF_ACTIONS

b. **Purpose of Report** – Lists employees that have been impacted by the RIF process and shows all actions that took place during the RIF process.

c. **Availability of Report** – This report will only be available after Round 1 is processed and is only available at a .PDF using a concurrent process.

d. **Filter Conditions** – The following data elements will be available to filter the report:

(1) Employee Name
(2) CPCN
(3) SSAN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Competitive Level Code
(8) Position Title
(9) Org Code
(10) Tenure
(11) Subgroup
(12) Adjusted SCD-RIF

e. **Sort Order**

(1) The sort order default is by PP-SRS-GR-CLC.
(2) The following data elements will be available to sort the report.
(a) Name
(b) Org Code and Name
(c) Type of Placement and Name
(d) PP-SRS-GR-CLC and Name

f. **Sample Report**

DCPDS RIF
ACTIONS REPORT
dcpds rif tool - r12-9x-we1mfc7c-3 - ITERATION # 4
Personal Data - Privacy Act of 1974

NAME						
SSAN	CPCN		POSTION TITLE			
TENURE	PP-SRS-GR-CLC		ORGANIZATION			
	36561.454040		RESOURCE PROGRAM ANALYST			
	GS-0301-13-0154		AF MATERIEL CM A4 MTC COMMAND: 1M RESOURCES ORG-STR: A4PR			
2A 26-MAY-1988			WRIGHT PATTERSON AFB OH 45433-5001 AUTH PAS: WE1MFC7C			
	1st Action	Name, CPCN, PP-SRS-GR-CLC		2nd Action	Placement	Name, CPCN, PP-SRS-GR-CLC
RIF Action	Code	– Organization information		Code	Code	– Organization information
Abolish	AB					
Round 1 Action	AB		Round 1 Placement			
Round2 Action	AB		Round 2 Placement			
Final Adjustment Placement		VACANT - 00539.523599 - GS-0343-12-0547 - A4FC	Final Placement		CL	VACANT - 00539.523599 - GS-0343-12-0547 - A4FC

5. Actions – Abbreviated Report

a. **Report Name** – ARIF_ACTIONS_ABBR

b. **Purpose of Report** – Lists employees that have been impacted by the RIF process. This report shows only the codes used during the process and only the final placement.

c. **Availability of Report** – This report will only be available after Round 1 is processed and is only available at a .PDF using a concurrent process.

d. **Filter Conditions** – The following data elements will be available to filter the report:

(1) Employee Name
(2) CPCN
(3) SSAN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Competitive Level Code
(8) Position Title
(9) Org Code
(10) Tenure
(11) Subgroup
(12) Adjust SCD-RIF

e. **Sort Order** –

(1) The sort order default is by ????
(2) The following data elements will be available to sort the report.
(a) Name – default
(b) Org Code and Name
(c) PP-SRS-GR-CLC and Name

f. **Sample Report**

DCPDS RIF
ACTIONS REPORT –ABBREVIATED
dcpds rif tool - r12-9x-we1mfc7c-3 - ITERATION # 4
Personal Data – Privacy Act of 1974

	Pre-RIF Position		RIF Action Codes			After-RIF Position	
NAME	CPCN		Abolish		Rnd 1 Placement	EMPLOYEE	CPCN
SSAN	PP-SRS-GRA-CLC		Rnd 1 1st Action	Rnd 1 2nd Action	Rnd 2 Placement	PP-SRS-GR-CLC	Org Code
TENURE	Position Title	Org Code	Rnd 2 1st Action	Rnd 2 2nd Action	Final Adjustment	Position Title	
1B 01-MAY-1992	27205.410356 GS-0343-09-0548 MANAGEMENT ANALYST	9X1MFC7CA4PR	AB AB AB		SE SE SE		
3B 26-JUN-1994	29118.411993 GS-0346-13-09XX LOGISTICS MANAGEMENT SPECIALIST	9X1MFC7CA4NE	NO DB		SE SE		
2B 01-MAY-1995	29366.411244 GS-0343-12-0549 PROGRAM ANALYST	9X1MFC7CA4NP	NO DB DB		SE SE SE		
2A 30-JUL-1992	36787.411782 GS-0343-13-0549 PROGRAM ANALYST	9X1MFC7CA4NE	NO DB BI		SE RR RR	VACANT GS-0560-13-0035 BUDGET ANALYST	35776.99999 9X1MFC7CFMPW
1B 14-MAR-1993	16324.420814 GS-2130-13-0377 TRAFFIC MANAGEMENT SPECIALIST	9X1MFC7CA4RM	AB DI		RN RN	VACANT GS-2130-13-0377 TRAFFIC MANAGEMENT SPECIALIST	16324.99998 9X1MFC7CA4RM

6. Armed Forces Restoration Right Report

a. **Report Name** – ARIF_AFRESTORATION

b. **Purpose of Report** – Lists all positions that have been selected as Armed Forces Restoration Right.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title
(10) Organizational Code
(11) Tenure
(12) Subgroup
(13) Adjusted SCD-RIF

e. **Sort Order**

(1) The sort order default is alphabetically by Name.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
ARMED FORCES RESTORATION RIGHT REPORT
(dcpds rif tool - r12-9x-we1mfc7c-3) – Iteration #4
Personal Data – Privacy Act 1974

Name SSAN Tenure, Subgroup, Adjusted SCD	CPCN PP-SRS-GR-CLC Position Title	Organizational Code
	00729.457094	
	GS-0346-15-L08A	
I B, 18-JUL-1963	SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST	9X1MFC7CA4U
Total Employees	1	

7. CLC Discrepancies – same CLC assigned to different series Report

a. **Report Name** – ARIF_CLC_SAME_TITLE

b. **Purpose of Report** – Lists all positions have a different position title and PP-SRS-GR but have the CLC

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Name
(2) CPCN
(3) SSAN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Position Title
(8) Organizational Code

e. **Sort Order**

(1) The default sort order for this report is alphabetically/numerically by (1) Position Title and PP-SRS-GR (2) CLC.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
CLC DISCREPANCY REPORT
Same CLC Assigned to Different Series
dcpds rif tool - r12-9x-we1mfc7c-3 - ITERATION # 4
Personal Data – Privacy Act of 1974

Competitive Level Code - 0377		
PP-SRS-GR	CPCN Position Title Org Code	Name SSAN
GS-0346-13	24668.471121 LOGISTICS MANAGEMENT SPECIALIST 9X1MFC7CA4US	
GS-0346-13	24668.430179 LOGISTICS MANAGEMENT SPECIALIST 9X1MFC7CA4US	
GS-2130-13	16324.99998 TRAFFIC MANAGEMENT SPECIALIST 9X1MFC7CA4RM	VACANT
GS-2130-13	13791.440800 TRAFFIC MANAGEMENT SPECIALIST 9X1MFC7CA4RX	
GS-2130-13	16324.99999 TRAFFIC MANAGEMENT SPECIALIST 9X1MFC7CA4RM	VACANT

8. CLC Discrepancies – Different Position Titles, PP-SRS-GR with the same CLC Report

a. **Report Name** – ARIF_CLC_DIFF_TITLE

b. **Purpose of Report** – Lists all positions that have the same CLC but the series is different – grouped by CLC.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Name
(2) CPCN
(3) SSAN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Position Title
(8) Organizational Code

e. **Sort Order**

(1) The default sort order for this report is alphabetically/numerically by (1) CLC and (2) PP-SRS-GR.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
CLC DISCREPANCY REPORT
Different Position Titles, PP-SRS-GR with same CLC
dcpds rif tool - r12-9x-we1mfc7c-3 - ITERATION # 4
Personal Data – Privacy Act of 1974

Competitive Level Code - 0000		
PP-SRS-GR	CPCN Position Title Org Code	Name SSAN
GS-0301-15	30241.459676 SUPERVISORY DEPOT OPS PROGRAM MANAGER 9X1MFC7CA4D	
GS-0301-14	28881.446072 SUPERVISORY SUSTAINMENT PROGRAM ANALYST 9X1MFC7CA4F	
GS-0301-15	28880.461020 SUPERVISORY SUSTAINMENT PROGRAM MANAGER 9X1MFC7CA4F	

9. CLC Discrepancies – Same Position Title, PP-SRS-GR with different CLCs Report

a. **Report Name** – ARIF_CLC_DIFF_SERIES

b. **Purpose of Report** – Lists all positions that have the same Position Title and PP-SRS-GR but have different CLC – group by CLC.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Name
(2) CPCN
(3) SSAN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Position Title
(8) Organizational Code

e. **Sort Order**

(1) The default sort order for this report is alphabetically/numerically by (1) CLC and (2) PP-SRS-GR.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
CLC DISCREPANCY REPORT
Same Position Title, PP-SRS-GR with Different CLCs
dcpds rif tool - r12-9x-we1mfc7c-3 - ITERATION # 4
Personal Data – Privacy Act of 1974

LOGISTICS MANAGEMENT SPECIALIST, GS-0346-13		
CLC	CPCN Org Code	Name SSAN
0	00890.454125 9X1MFC7CA4NL	
0	35081.452522 9X1MFC7CA4FC	
0	00890.452835 9X1MFC7CA4NL	
0	00890.452867 9X1MFC7CA4NL	
0377	24668.471121 9X1MFC7CA4US	
0377	24668.430179 9X1MFC7CA4US	

10. Disabled Veterans Impact Report

a. **Report Name** – ARIF_DISVETS

b. **Purpose of Report** – Lists all employees where VP-RIF = 6 and are impacted in the RIF process.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report:

(1) Last Name
(2) First Name
(3) CPCN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Competitive Level Code
(8) Position Title
(9) Veterans Appointment Preference
(10) Handicap Code
(11) RIF Action Taken

e. **Sort Order**

(1) The default sort order for this report is alphabetically by Name.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF
DISABLED·VETERANS·IMPACT·REPORT
(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#11
Personal·Data·–·Privacy·Act·1974

Name SSAN Tenure	CPCN Position·Title· PP-SRS-GR-CLC	VP-RIF Handicap·Code RIF·Action
[redacted] I	00176.362420 MAINTENANCE·WORKER WG-4749-07-0003	6 05 DI
[redacted] I	C2290.363394 PHYSICAL·SCIENTIST GS-1301-12-0000	6 44 BI
[redacted] II	294820.372350 CONSTRUCTION·CONTROL· REPRESENTATIVE GS-0809-11-0000	6 05 DB
[redacted] I	209106.403778 MAINTENANCE·MECHANIC WG-4749-09-0D0H	6 05 DI
Total·Employees	4	

11. Duty Status Report

a. **Report Name** – ARIF_DUTYSTATUS

b. **Purpose of Report** – Lists all employees that have a Duty Status Code Other than 00

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title
(9) Organizational Code
(11) Duty Status

e. **Sort Order**

(1) The default sort order for this report is alphabetically by Name.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF
DUTY·STATUS·REPORT
(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#11
Personal·Data·–·Privacy·Act·1974

Name SSAN Tenure	CPCN Position·Title· PP-SRS-GR-CLC	 Duty·Status·Code Duty·Status·Clear··Text
[redacted] I	209106.366586 MAINTENANCE·MECHANIC· WG-4749-09-0D0H	 25 LWOP·and·Drawing·Injury·Compensation·From·OWCP
[redacted] I	312243.382261 SUPPLY·TECH· GS-2005-07-0000	 30 LWOP·Over·30·Days·(Except·When·Drawing·Injury·Comp)
[redacted] I	209106.403778 MAINTENANCE·MECHANIC· WG-4749-09-0D0H	 25 LWOP·and·Drawing·Injury·Compensation·From·OWCP
[redacted] I	312243.401425 SUPPLY·TECH· GS-2005-07-0000	 30 LWOP·Over·30·Days·(Except·When·Drawing·Injury·Comp)
Total·Employees	4	

12. EEO Statistics for Actions – ERI Report

a. **Report Name** – ARIF_EEOSTATS

b. **Purpose of Report** – Count of those employees impacted in the RIF employees by (1) Gender (2) Race or National Origin and (3) type of action

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – There are no filter conditions available for this report.

e. **Sort Order**

(1) The default sort order is alphabetical/numerical by (1) Gender and (2) Race or National Indicator.

(2) There are no data elements available to sort this report

e. **Sample Report**

DCPDS·RIF
EEO·STATISTICS·FOR·ACTIONS·REPORT
DCPDS·USERS·GUIDE-1·-·ITERATION·#·2

Race·or·National Indicator	Reas-NR	Change·to Lower·Grade	Reassignment-RIF	Separate	Total
Female					
Male					
000001	0	0	1	0	1
Total	0	0	1	0	1
Both·Male·&·Female					
000001	0	0	1	0	1
Total	0	0	1	0	1

Legend	The·Race·or·National·Indicator·is·a·combination·field.··Please·see·the·OPM's Statistical·Policy·Directive·15:··Race·and·Ethnic·Standards·for·Federal·Statistics and·Administrative·Report·Table·for·reference

12/2/2010 → → → Page·1

13. EEO Statistics for Actions by PP-Series-GR-CL – ERI Report

a. **Report Name** – ARIF_EEOSTATS_COMPLVL

b. **Purpose of Report** – Count of those employees impacted in the RIF employees by (1) Gender (2) Race or National Origin (3) Gender and (4) type of action

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – There are no filter conditions available for this report.

e. **Sort Order**

(1) The default sort order is alphabetically/numerically order by PP-SRS-GR-CLC and then by Race or National Indicator.

(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF
EEO·STATISTICS·FOR·ACTIONS·REPORT·BY·PP-SRS-GR-CLC
DCPDS·USERS·GUIDE-1·-·ITERATION·#·1

Race or National Indicator	PP-SRS-GR-CLC	Female						Male					Grand Total
		Reas-NR	CLG	Reas-RIF	Sep	Total		Reas-NR	CLG	Reas-RIF	Sep	Total	
000001	GS-1601-15-ZZA4	0	0	0	0	0		0	0	1	0	1	1
	Total	0	0	0	0	0		0	0	1	0	1	1
Grand Total		0	0	0	0	0		0	0	1	0	1	1

Legend	The Race or National Indicator is a combination field. Please see the OPM's Statistical Policy Directive 15: Race and Ethnic Standards for Federal Statistics and Administrative Report Table for reference

12/2/2010 → → → Page 1

14. EEO Statistics for Workforce Report

a. **Report Name** – ARIF_EEOSTATS_WKFORCE

b **Purpose of Report** – Count of employees by (1) Race or National Origin (2) Gender for the RIF database

c **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – There are no filter conditions available for this report.

e. **Sort Order**

(1) The default sort order is numerically by Race or National Indicator.

(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF

EEO·STATISTICS·FOR·WORKFORCE·REPORT

(DCPDS·USERS·GUIDE-1)·–·Iteration·#2

Race·or·National·Indicator	Female	Male	Total
010000	9	17	26
010010	1	0	1
000011	0	1	1
000001	657	1352	2009
000100	170	278	448
100001	0	2	2
000010	2	1	3
001000	31	50	81
111111	0	1	1
111111	0	1	1
100000	298	560	858
110000	0	1	1
Total	1168	2263	3431

Legend	**The·Race·or·National·Indicator·is·a·combination·field.··Please·see·the·OPM's·Statistical·Policy·Directive·15:··Race·and·Ethnic·Standards·for·Federal·Statistics·and·Administrative·Report·Table·for·reference**

15. Error/Warning Messages for Positions/Employees Report

a. **Report Name** – ARIF_ERR_WARNINGS

b. **Purpose of Report** – List of employees with error or warning messages

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) SSAN
(4) CPCN
(5) Pay Plan
(6) Occupational Series
(7) Position Title
(8) Position Error/Warning Message
(9) Employee Error/Warning Message

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) The following data elements will be available to sort the report:
(a) Name
(b) CPCN

f. **Sample Report**

DCPDS RIF
ERROR/WARNING MESSAGES REPORT
(KAC-DCPDS RIF TOOL ENHANCEMENTS-A12) –
Iteration #1
Personal Data – Privacy Act 1974

Name SSAN Tenure	CPCN Position Title PP-SRS-GR-CLC	Error/Warning Messages
[redacted] I	11i-23787SV.54073 Secretary (Stenography) GS-0318-06-Y234	If Pattern = A then the Rating of Record must equal 1 or 3.
[redacted] I	AFCMISR.81361 81361AFCMISR Office Automation Assistant GS-0326-05-K28A	Warning: SCD-RIF is greater than SCD-LV, please review and correct if necessary.
[redacted] I	AFCMISR.81361 81361AFCMISR Office Automation Assistant GS-0326-05-K28A	If Pattern = C then the Rating of Record must equal 1, 3 or 4.

16. Final Written of Removal Decision Under 5CFR432 or 5CFR752 Report

a. **Report Name** – ARIF_FINAL_REMOVAL

b. **Purpose of Report** – List of employees with an Exception Type (Additional Employee Information Area of the Employee Tab) of Final Written Decision of Removal Under 5CFR432 or Final Written Decision of Removal Under 5CFR752 has been selected

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Position Title
(8) Organizational Code

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF
FINAL·WRITTEN·OF·REMOVAL·DECISION·UNDER
5CFR432·OR·5CFR752
(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#11
Personal·Data·–·Privacy·Act·1974

Name SSAN Tenure	CPCN Position·Title PP-SRS-GR-CLC	Final·Written·of·Removal·Decision·Under·5CFR432·or·5CFR752
	00081.369264 ARCHITECT	5CFR432
IB	GS-0808-11-0268	
Total·Employees	1	

17. Gains – Losses – Movement Report

a. **Report Name** – ARIF_GAINLOSS

b. **Purpose of Report** – Lists all employees that have been impacted in the RIF, showing their current position and projected position or separation.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) From CPCN
(4) From Pay Plan
(5) From Occupational Series
(6) From Grade or Level
(7) From Competitive Level
(8) From Position Title
(9) From Organizational Data
(10) To CPCN
(11) To Pay Plan
(12) To Occupational Series
(13) To Grade or Level
(14) To Competitive Level
(15) To Position Title
(16) To Organizational Data

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) The following data elements will be available to sort the report:
(a) Name
(b) CPCN

f. **Sample Report**

DCPDS RIF
GAINS-LOSSES-MOVEMENT REPORT
(dcpds rif tool - r12-9x-we1mfc7c-3) – Iteration #4
Personal Data – Privacy Act 1974

Name	SSAN
FROM CPCN **Position Title, PP-SRS-GR-CL C** **Organization Code**	**TO CPCN** **Position Title, PP-SRS-GR-CL C** **Organization Code**
[redacted]	[redacted]
35776.437578	35776.99998
BUDGET ANALYST GS-0560-13-0035	BUDGET ANALYST GS-0560-13-0035
9X1MFC7CFMPW	9X1MFC7CFMPW
[redacted]	[redacted]
34439.458098	34439.458091
QUALITY ASSURANCE SPECIALIST GS-1910-13-0521	QUALITY ASSURANCE SPECIALIST GS-1910-13-0521
9X1MFC7CA4VQ	9X1MFC7CA4VQ
[redacted]	[redacted]
9G111.431621	
SECRETARY (STENOGRAPHY/OA) GS-0318-07-0244	---
9X1MFC7CA4	

18. Handicap Impact Report

a. **Report Name** – ARIF_HANDICAP

b. **Purpose of Report** – Lists all employees that are impacted in the RIF process with a Handicap Code of other than 05

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Competitive Level Code
(8) Position Title
(9) SSAN
(10) Handicap Code
(11) RIF Action

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
HANDICAPPED IMPACT REPORT
(dcpds rif tool - r12-9x-we1mfc7c-3) – Iteration #4
Personal Data – Privacy Act 1974

Name SSAN Tenure	CPCN Position Title PP-SRS-GR-CLC	Handicap Code RIF Action
	27121.447845	
	PROGRAM ANALYST	15
IIB	GS-0343-13-0549	DB
Total Impacted	1	

19. RIF History Report

a. **Report Name** – ARIF_HISTORY

b. **Purpose of Report** – Shows RIF employee history

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Name
(2) CPCN
(3) SSAN
(4) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Tenure
(10) Subgroup
(11) Adjusted SCD-RIF
(12) Position Title
(13) Organization

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
RIF HISTORY REPORT
dcpds rif tool - r12-9x-we1mfc7c-3 - ITERATION # 4
Personal Data – Privacy Act of 1974

NAME:					
SSAN:				**CPCN**	35776.437578
Tenure:	2B 16-NOV-1997			**PP-SRS-GR-CLC**	GS-0560-13-0035
Appraisal Information:	A 3 01-JUN-2010		12	**Position Title**	BUDGET ANALYST
				Organization Code	9X1MFC7CFMPW

Iteration # 2						
	1st			2nd	Place-	
	Action	Name, CPCN, PP-SRS-GR-CLC		Action	ment	Name, CPCN, PP-SRS-GR-CLC
RIF Action	Code	Organization Information		Code	Code	Organization Information
Abolish	AB					
Round 1 Action	DI	VACANT - 35776.99999 - GS-0560-13-0035 - FMPW	Round 1 Placement		RN	VACANT - 35776.99998 - GS-0560-13-0035 - FMPW
Round 2 Action			Round 2 Placement			
Final Adjustment Placement			Final Placement		RN	VACANT - 35776.99998 - GS-0560-13-0035 - FMPW

Iteration # 3						
	1st			2nd	Place-	
	Action	Name, CPCN, PP-SRS-GR-CLC		Action	ment	Name, CPCN, PP-SRS-GR-CLC
RIF Action	Code	Organization Information		Code	Code	Organization Information
Abolish	AB					
Round 1 Action	DI	VACANT - 35776.99999 - GS-0560-13-0035 - FMPW	Round 1 Placement		RN	VACANT - 35776.99998 - GS-0560-13-0035 - FMPW
Round 2 Action			Round 2 Placement			
Final Adjustment Placement			Final Placement		RN	VACANT - 35776.99998 - GS-0560-13-0035 - FMPW
Iteration # 4						
	1st			2nd	Place-	
	Action	Name, CPCN, PP-SRS-GR-CLC		Action	ment	Name, CPCN, PP-SRS-GR-CLC
RIF Action	Code	Organization Information		Code	Code	Organization Information
Abolish	AB					
Round 1 Action	DI	VACANT - 35776.99999 - GS-0560-13-0035 - FMPW	Round 1 Placement	NP	RN	VACANT - 35776.99998 - GS-0560-13-0035 - FMPW
Round 2 Action			Round 2 Placement			
Final Adjustment Placement			Final Placement		RN	VACANT - 35776.99998 - GS-0560-13-0035 - FMPW

20. Leftover Vacancies Report

a. **Report Name** – ARIF_LEFTVACANCIES

b. **Purpose of Report** – Lists all positions that were not used in the RIF Process.

c. Availability of Report – This report is available after processing Round 1 and/or Round 2 ????

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) CPCN

(2) Pay Plan

(3) Occupational Series

(4) Grade or Level

(5) Competitive Level Code

(6) Position Title

(7) Organizational Data

e. **Sort Order**

(1) The default sort order is alphabetically/numerically by CPCN

(2) The following data elements will be available to sort the report:

(a) CPCN

(b) PP-SRS-GR-CLC

(c) Org Code

f. **Sample Report**

DCPDS·RIF
LEFTOVER·VACANCY·REPORT
(RIF·DEMO·TABLE·1)·–·Iteration·#5
Personal·Data·–·Privacy·Act·1974

CPCN PP-SRS-GR-CLC Position·Title	Organization
51X23.431981 GS-0950-09-U84A PARALEGAL· SPECIALIST	9P0JFCBNJA
51X23.565390 GS-0950-09-U84A PARALEGAL· SPECIALIST	9P0JFCBNJA
51X56.452770 WG-4102-07-49KD PAINTER·WORKER	9P0JFCBNMXMA
51X56.573352 WG-4102-07-49KD PAINTER·WORKER	9P0JFCBNMXMA
90X01.421992 WG-6652-10-64PD AIRCRAFT·ORDNANCE· SYSTEMS·MECHANIC	9P0JFCBNMXICE
90X01.574756 WG-6652-10-64PD AIRCRAFT·ORDNANCE· SYSTEMS·MECHANIC	9P0JFCBNMXICE

Report #21 – Lines of Progression Report

a. **Report Name** – ARIF_LINESOFPROGRESSION

b. **Purpose of Report** – Lists all lines of progression that have been entered for the RIF.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – There are no filter conditions for this report.

e. **Sort Order** – This report is automatically sorted alphabetically/numerically by PP-SRS-GR

(1) The default sort order is alphabetically by PP-SRS-GR

(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF¶
LINES·OF·PROGRESSION·REPORT¶
(RIF·DEMO·TABLE·1)·–·Iteration·#5¶
Personal·Data·–·Privacy·Act·1974¶

¶

PP¤	SRS¤	GR¤	PP3¤	Grade3¤	PP5¤	Grade5¤
¤	¤	¤	¤	¤	¤	¤
GS¤	0318¤	06¤	GS¤	03¤	GS¤	01¤
GS¤	0343¤	12¤	GS¤	07¤	GS¤	04¤
GS¤	1152¤	06¤	GS¤	03¤	GS¤	01¤
WG¤	2604¤	11¤	WG¤	08¤	WG¤	06¤
WG¤	8602¤	11¤	WG¤	08¤	WG¤	06¤
WG¤	8852¤	11¤	WG¤	08¤	WG¤	06¤
¤	¤	¤	¤	¤	¤	¤
Total¤	6¤	¤	¤	¤	¤	¤

¶

22. Minimally Satisfactory/Unacceptable Employees Report

a. **Report Name** – ARIF_LOWAPPREMPS

b. **Purpose of Report** – Lists all positions that have been abolished

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title
(10) Organizational Code
(11) Current Summary Rating Level

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF¶
MINIMALLY·SATISFACTORY/UNACCEPTABLE·
EMPLOYEES·REPORT·¶
(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#11·¶
Personal·Data·–·Privacy·Act·1974¶

Name¶ SSAN¶ Tenure¤	CPCN¶ Position·Title·¶ PP-SRS-GR-CLC¤	Current·Summary· Rating·Level¤
[redacted] I·B¤	99B68.393250¤ LAKE·PROJECT·ASSISTANT·(OA)·¤ GS-0303-06-006¤	2¤ ¤ ¤
[redacted] I·B¤	289370.380779¤ ADMINISTRATIVE·SUPPORT·ASSISTANT·(OA)·¤ GS-0303-05-000A¤	2¤ ¤ ¤
[redacted] I·A¤	209559.388453¤ MAINTENANCE·MECHANIC·¤ WG-4749-10-0D0H¤	2¤ ¤ ¤
[redacted] I·AD¤	209106.366586¤ MAINTENANCE·MECHANIC·¤ WG-4749-09-0D0H¤	2¤ ¤ ¤
[redacted] I·A¤	00092.367230¤ MAINTENANCE·MECHANIC·¤ WG-4749-09-0003¤	2¤ ¤ ¤
[redacted] I·B¤	222083.402351¤ CONSTRUCTION·MANAGEMENT·ASSISTANT·(OA)·¤ GS-0303-06-000A¤	2¤ ¤ ¤
[redacted]	209111.405068¤ MAINTENANCE·MECHANIC·¤	2¤ ¤

23. Modal Rating Report

a. **Report Name –** ARIF_MODALRATING

b. **Purpose of Report –** Shows only those employees where a modal rating was applied

c. **Availability of Report –** This report is available at any time during the RIF process.

d. **Filter Conditions –** the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) SSAN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Competitive Level Code
(8) Org Code
(9) Tenure
(10) Subgroup
(11) Adjusted SCD-RIF
(12) Modal Pattern
(13) Modal Rating

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) The following data elements will be available to sort the report:
(a) Name
(b) SSAN
(c) Modal Pattern, Name

f. **Sample Report**

DCPDS·RIF
MODAL·RATING·REPORT
(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#11
Personal·Data·–·Privacy·Act·1974

Name SSAN Tenure	CPCN Position·Title PP-SRS-GR-CLC	Modal·Pattern	Modal·Rating
[redacted] I	00164.380428 MAINTENANCE·WORKER WG-4749-07-0006	A	3
[redacted] 0	01698.380749 WELDER WG-3703-10-0000	A	3
[redacted] I	322037.386691 BIOLOGIST GS-0810-12-0000	A	3
[redacted] II	258591.386152 CIVIL·ENGINEER GS-0810-12-0000	A	3
[redacted] III	00176.357779 MAINTENANCE·WORKER WG-4749-07-0000	A	3
[redacted] I	158330.395692 REGULATORY·ASSISTANT·(OA) GS-0303-05-0000	A	3
[redacted] II	01089.372491 MOTOR·VEHICLE·OPERATOR WG-5703-08-0000	A	3

24. Mandatory/Permissive/Temporary Exception Report

a. **Report Name –** ARIF_MPTEXCEPTIONS

b. **Purpose of Report –** Lists all employees where a Mandatory/Permissive/Temporary Exception has been utilized

c. **Availability of Report –** This report is available at any time during the RIF process.

d. **Filter Conditions –** the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Position Title
(9) Organizational Code
(10) Mandatory/Permissive/Temporary Exception
(11) Exception End Date
(12) Exception Remarks

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) The following data elements will be available to sort the report:
(a) Name
(b) Type of Exception and Name
(c) Exception End Date and Name

f. **Sample Report**

DCPDS RIF
MANDATORY/PERMISSIVE/TEMPORARY
EXCEPTION REPORT
(KAC-DCPDS RIF TTT-GJ-20110606) – Iteration #11

Personal Data – Privacy Act 1974

Name SSAN Tenure	CPCN Position Title PP-SRS-GR-CLC	Mandatory/Permissive/ Temporary Exception Exception End Date Exception Remarks
I B	00082.362836 ARCHITECT GS-0808-12-0317	MEBAF - Mandatory Exception Based Upon Service in the Armed Forces 15-MAR-2012 Employee returned from service in the Army on 15-Mar-2011 after serving 2 years - employee entitled to 1 year protection.
I B	195780.366987 PURCHASING AGENT GS-1105-07-0000	MEBAF - Mandatory Exception Based Upon Service in the Armed Forces 09-SEP-2011 Employee returned from service in the Army on 9-Sep-2010 after serving 1 year - employee is entitled to 1 year protection
II B	311548.381573 SECRETARY GS-0318-05-0000	MEBAF - Mandatory Exception Based Upon Service in the Armed Forces 15-MAR-2012 Employee returned from service in the Army on 15-Mar-2011 after serving 2 years ? employee is entitled to 1 year protection.
Total	3	

25. Placement Exceptions Report

a. **Report Name** – ARIF_PLACEEXCEPT

b. **Purpose of Report** – Lists all positions that a placement exception was used

c. **Availability of Report** – This report is available at any time during the RIF process????.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
PLACEMENT EXCEPTION REPORT
(KAC-DCPDS RIF TTT-GJ-20110606) – Iteration #11
Personal Data – Privacy Act 1974

Name SSAN Tenure	CPCN Position Title PP-SRS-GR-CLC	Placement Exception Remarks
[redacted] IB	202077.377764 CONSTRUCTION SUPPORT CLERK (OA) GS-0303-05-000A	Adding the Placement Exception on abolished position (202077.377764) to displacement position (202077.380855)
[redacted] IB	202077.377764 CONSTRUCTION SUPPORT CLERK (OA) GS-0303-05-000A	Adding the Placement Exception on abolished position (202077.377764) to displacement position (RIF03.523798)
[redacted] IB	222083.396250 CONSTRUCTION MANAGEMENT ASSISTANT (OA) GS-0303-06-0000	Adding the Placement Exception on abolished position (222083.396250) to displacement position (99B67.384731)
[redacted] IB	222083.396250 CONSTRUCTION MANAGEMENT ASSISTANT (OA) GS-0303-06-0000	Adding the Placement Exception on abolished position (222083.396250) to displacement position (99B68.368394)

26. Removed from RIF Report

a. **Report Name** – ARIF_REMOVEDRIF

b. **Purpose of Report** – Lists all positions that have been identified as removed from RIF

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) Pay Plan
(5) Occupational Series
(6) Grade or Level
(7) Competitive Level Code
(8) Position Title
(9) Tenure
(10) Subgroup
(11) Org Code
(12) Removed from RIF Comments

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) The following data elements will be available to sort the report:
(a) Name and CPCN
(b) CPCN

f. **Sample Report**

DCPDS·RIF
REMOVED·FROM·RIF
·(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#11
Personal·Data·–·Privacy·Act·1974

Name SSAN Tenure	CPCN Position·Title· PP-SRS-GR-CLC	 Removed·From·RIF· Remarks
IB	01957.376913 CONSTRUCTION· REPRESENTATIVE· GS-0809-11-0000	VERA/VSIP effective·9/30/2011
IB	179489.363802 CONSTRUCTION· CONTROL· REPRESENTATIVE· GS-0809-11-0000	VERA/VSIP effective·9/30/2011
IB	179489.402277 CONSTRUCTION· CONTROL· REPRESENTATIVE· GS-0809-11-0000	VERA/VSIP effective·9/30/2011
Total	3	

27. Representative Rate Report

a. **Report Name** – ARIF_REPRATES

b. **Purpose of Report** – Lists all representative rates that have been added to the representative rate table.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Pay Table

(2) Pay Plan

(3) Grade

(4) Hourly Rate

e. **Sort Order**

(1) The default sort order is alphabetically by Name

(2) The following data elements will be available to sort the report:

(a) Pay table, PP-GR

(b) PP-GR

(c) Rate

f. **Sample Report**

DCPDS·RIF
REPRESENTATIVE·RATES·REPORT
(RIF·DEMO·TABLE·1)·–·Iteration·#5
Personal·Data·–·Privacy·Act·1974

Pay·Table	Pay·Plan	Grade	Hourly·Rate
0000	GS	01	$10.71
0000	GS	02	$11.88
0000	GS	03	$13.14
0000	GS	04	$14.75
0000	GS	05	$16.5
0000	GS	06	$18.4
0000	GS	07	$20.45
0000	GS	08	$22.64
0000	GS	09	$25.01
0000	GS	10	$27.54
0000	GS	11	$30.26
0000	GS	12	$36.27
0000	GS	13	$43.13
0000	GS	14	$50.96
0000	GS	15	$59.95
W135	WD	01	$19
W135	WD	02	$20.15
W135	WD	03	$21.31
W135	WD	04	$22.54
W135	WD	05	$23.85
W135	WD	06	$25.07
W135	WD	07	$26.43
W135	WD	08	$27.68
W135	WD	09	$28.57
W135	WD	10	$29.57
W135	WD	11	$30.95
W135	WG	01	$10.42
W135	WG	02	$11.57
W135	WG	03	$12.74
W135	WG	04	$13.9
W135	WG	05	$15.05
W135	WG	06	$16.2
W135	WG	07	$17.45
W135	WG	08	$18.71
W135	WS	08	$25.07
W135	WS	09	$26.43
W135	WS	10	$27.68
W135	WS	11	$28.57
W135	WS	12	$29.57
W135	WS	13	$30.95
W135	WS	14	$32.44
W135	WS	15	$34.36
W135	WS	16	$36.64
W135	WS	17	$39.19
W135	WS	18	$42.02
W135	WS	19	$43.29
Total	420		

28 Retention Register – Basic Report

a. **Report Name** – ARIF_RETREG

b. Purpose of Report – Retention Register with no privacy act information, no placement actions and no appraisal information.

c. **Availability of Report** – This report is available at any time during the RIF process and is only available at a .PDF using a concurrent process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Tenure

(2) SCD-RIF

(3) Adjusted SCD

(4) Name

(5) Position Title

e. **Sort Order**

(1) The default sort order is alphabetically/numerically by PP-SRS-GR-CLC and then by retention standing.

(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF
RETENTION REGISTER – BASIC REPORT
KAC-SINGLE PATTERN RIF - ITERATION # 1
Personal Data – Privacy Act of 1974

Competitive Level Tenure	Adjusted SCD	SCD-RIF	Name	CPCN	Position Title	Organization Code
WG-5725-11-0000						
IA						
	29-JUL-03	29-JUL-03		213597.368297	CRANE OPERATOR	GJCEW2SM01H1 R0HCB
WG-5703-08-0000						
IIA						
	13-APR-85	13-APR-05		01089.372491	MOTOR VEHICLE OPERATOR	GJCEW2SM01H1 R0HCB
WG-4749-11-006						
IA						
	06-JUN-88	06-JUN-04		00265.403507	MAINTENANCE MECHANIC	GJCEW2SM01H1 R0MC4
	06-JUN-88	06-JUN-04		00265.366054	MAINTENANCE MECHANIC	GJCEW2SM01H1 R0MC4
WG-4749-10-0D0H						
IA						
	06-AUG-67	06-AUG-81		209559.388453	MAINTENANCE MECHANIC	GJCEW2SM01H1 R0LG0
	24-SEP-73	24-SEP-73		209576.368660	MAINTENANCE MECHANIC	GJCEW2SM01H1 R0KB0
IB						
	12-JAN-81	12-JAN-81		255634.376138	MAINTENANCE MECHANIC (DIVER)	GJCEW2SM01H1 R0LJ0
	09-APR-06	09-APR-06		209572.365232	MAINTENANCE MECHANIC	GJCEW2SM01H1 R0LB0
WG-4749-10-0A40						
IA						
	28-JUL-01	28-JUL-01	ARM Desir, Damion N	209460.385808	MAINTENANCE	

Personal Data – Privacy Act of 1974

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29. Retention Register – Standard – No Privacy Act Report

a. **Report Name** – ARIF_RETREGNOPA

b. **Purpose of Report** – Retention Register includes privacy act information with placement actions and no appraisal information.

c. **Availability of Report** – This report is available at any time during the RIF process and is only available at a .PDF using a concurrent process.

d. **Filter Conditions** – the following data elements will be available to filter the report:

(1) Name
(2) CPCN
(3) Position Title
(4) Organization
(5) Tenure
(6) Subgroup
(7) SCD-RIF
(8) Adjusted SCD

e. **Sort Order**

(1) The default sort order is alphabetically/numerically by PP-SRS-GR-CLC and then by reverse retention standing.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF

RETENTION REGISTER – STANDARD REPORT (No Privacy Act)
KAC-SINGLE PATTERN RIF - ITERATION # 1

Competitive Level Tenure	Adjusted SCD Organization RIF Action	SCD-RIF	Name	CPCN	Position Title
Competitive Level: GS-0322-03-008					
IB					
	09-JUN-70 US ARMY ENGINEER DISTRICT, HUNTINGTON ENG & CONST DIV, CONST MGMT&FLD SPT BR CONTRACT MGMT SEC H1L1530 HUNTINGTON, WV 25701-2070 CELRH-EC-CM	09-JUN-86		00405.382695	CLERK-TYPIST

RIF Action	1st Action Code	Name, CPCN, PP-SRS-GR-CLC – Organization Information		2nd Action Code	Placement Code	Name, CPCN, PP-SRS-GR-CLC – Organization Information
Abolish	AB	None				
Round 1 Action	AB		Round 1 Placement			
Round 2 Action			Round 2 Placement			
Final Adjustment			Final Placement		SE	
Placement						

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30. Retention Register – Standard Report

a. **Report Name** – ARIF_RETREGSTANDARD

b. **Purpose of Report** – Retention Register includes privacy act information with placement actions and appraisal information.

c. **Availability of Report** – This report is available at any time during the RIF process and is only available at a .PDF using a concurrent process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Subgroup
(2) Tenure
(3) SCD-RIF
(4) Adjusted SCD
(5) Name
(6) SSAN
(7) CPCN
(8) Position Title
(9) Organization

e. **Sort Order**

(1) The default sort order is alphabetically/numerically by PP-SRS-GR-CLC and then by reverse retention standing.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS RIF

RETENTION REGISTER – STANDARD REPORT
KAC-SINGLE PATTERN RIF - ITERATION # 1
Personal Data – Privacy Act of 1974

Competitive Level Tenure	Adjusted SCD CPCN Organization RIF Action	SCD-RIF Position Title	Name	SSAN	Appraisal Information		Points
Competitive Level: GS-0322-03-008							
IB							
	09-JUN-70	09-JUN-86			H 4 14-DEC-2009	H 4 20-DEC-2006	16
	00405.382695	CLERK-TYPIST		Z	H 4 12-DEC-2008	H 5 15-DEC-2005	
	US ARMY ENGINEER DISTRICT, HUNTINGTON ENG & CONST DIV, CONST MGMT&FLD SPT BR CONTRACT MGMT SEC H1L1530				H 4 14-DEC-2007	H 4 15-NOV-2005	
	HUNTINGTON, WV 25701-2070 CELRH-EC-CM						

RIF Action	1st Action Code	Name, CPCN, PP-SRS-GR-CLC – Organization Information		2nd Action Code	Placement Code	Name, CPCN, PP-SRS-GR-CLC – Organization Information
Abolish	AB	None				
Round 1 Action	AB		Round 1 Placement			
Round 2 Action			Round 2 Placement			
Final Adjustment Placement			Final Placement		SE	

Personal Data – Privacy Act of 1974

21 June 2011 Page 2

31. RIF Options Report

a. **Report Name** – ARIF_RIFOPTS

b. **Purpose of Report** – Shows all RIF Options used

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – There are no filter conditions for this report.

e. **Sort Order** – There are no sort order conditions available for this report.

f. **Sample Report**

DCPDS RIF
RIF OPTIONS REPORT
(KAC SCREEN SHOT) – Iteration #8
Personal Data – Privacy Act of 1974

KAC SCREEN SHOT

General RIF OPTIONS	
Effective Date	15-JAN-2011
New Effective Date	
Appr Cutoff Date	01-JUN-2010
Appr Earliest Date	02-JUN-2006
Treat GS and GM Alike	Yes
NSPS Positions – US GS Grade Equivalency	No
Load vacancies from temporary actions	Yes
Use Vacancies in Round 1	Yes
Allow Displacement Exceptions – Round 1	Yes
View Lowest Tenure Option – Round 2	Yes
Bumping Rights in Same Subgroup – Comp Svc	No
Bumping Rights for Tenure III – Comp Svc	No
Bump/Treat Rights for Excepted Service	No
RIF Staging Table	KAC SCREEN SHOT
RIF Database Parameters	
Record Type	
Work Schedule	Full-Time
Position Occupied	1
Appointing Authority	
Upload Temporary Employees	Yes
Upload Vacancies	Yes
Competitive Area	
DCPDS Defined Competitive Area	Yes
Competitive Area Code	
Geographical Code	
Organization Unit	
User Defined Competitive Area	No
User Defined Competitive Area Comments	

32. RIF Summary Report

a. **Report Name** – ARIF_RIFSUMMARY

b. **Purpose of Report** – Lists all positions/employees within the RIF database and the type of action taken

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Name
(2) Pay Plan
(3) Occupational Series
(4) Grade or Level
(5) Competitive Level Code
(6) Tenure
(7) Subgroup
(8) Adjusted SCD-RIF
(9) Final Placement

e. **Sort Order**

(1) The default sort order is alphabetically/numerically by PP-SRS-GR-CLC and then by retention standing.
(2) There are no data elements available to sort this report

f. **Sample Report**

DCPDS·RIF
RIF·SUMMARY·REPORT
(KAC-SINGLE·PATTERN·RIF)·–·Iteration·#·1
Personal·Data·–·Privacy·Act·of·1974

PP-SERS-GR-CL / Tenure	Name	Action	R1 Placement / R2 Placement / Final Placement	To CPCN / To PP-SERS-GR-CL / To Name
WG-4749-11-006			Separated	
IA 06-JUN-1988		Abolished		
WG-4749-11-006			Separated	
IA 06-JUN-1988		Abolished		
GS-0322-03-008			Separated	
IB 09-JUN-1970		Abolished		

33. RIF Action – Round 1

a. **Report Name** – ARIF_ROUND1_RPT

b. **Purpose of Report** – Lists all employees impacted during Round 1 processing.

c. **Availability of Report** – After Round 1 is run.

d. **Filter Conditions** – There are no filter conditions available for this report.

e. **Sort Order** – There are no data elements available to sort the report.

f. **Sample Report**

DCPDS·RIF¶
Action·Round·One·Process·Log¶
KAC-SINGLE·PATTERN·RIF·–·ITERATION·#·1¶

¶
Iteration·1·-·ROUND1¶
·>>>>>START/CONTINUATION·ROUND·ONE·:·June·····,·Tuesday···21,·2011·@·08:06:48·AM··¶
·Starting·the·placement·process·for·Round·1··¶
·Processing·Competitive·Level:·GS-0322-03-008·¶
····Trying·to·find·placement·for:·[redacted]·1B·09-JUN-1970··¶
·····No·Placement·Found··¶
·Processing·Competitive·Level:·WG-4749-11-006··¶
····Trying·to·find·placement·for:·[redacted],·1A·06-JUN-1988··¶
·····No·Placement·Found··¶
····Trying·to·find·placement·for:·[redacted],·1A·06-JUN-1988·¶
·····No·Placement·Found··¶
>>>>>ROUND·ONE·COMPLETED·AT·08:06:48·AM··¶
¶

34. RIF Action – Round 2

a. **Report Name** –

b. **Purpose of Report** – Lists all employees impacted during Round 2 processing.

c. **Availability of Report** – After Round 2 is run.

d. **Filter Conditions** – There are no filter conditions available for this report.

e. **Sort Order** – There are no data elements available to sort the report.

f. **Sample Report**

35. Designation of Series by One Grade/Two Grade Interval Report

a. **Report Name** – ARIF_SRS_GRD_INTERVAL

b. **Purpose of Report** – Lists the GS occupational series whether the series is a one or two grade interval. The data contained in this report is not updateable.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – There are no filter conditions available.

e. **Sort Order** – There is no sort capability for this report. The default sort order for this report is numerically by occupational series.

f. **Sample Report**

DCPDS·RIF
DESIGNATION·OF·SERIES·BY
ONE·GRADE/TWO·GRADE·INTERVAL·TABLE
(KAC-DCPDS·RIF·TTT-GJ-20110606)·–·Iteration·#2
Personal·Data·–·Privacy·Act·1974

Series	Series Definition	One Grade/Two Grade Interval
GS-0006	Correctional Institution Administration Series	Two
GS-0007	Correctional Officer Series	One
GS-0011	Bond Sales Promotion Series	Two
GS-0017	Explosives Safety Specialist	Two
GS-0018	Safety and Occupational Health Management Series	Two
GS-0019	Safety Technician Series	One
GS-0020	Community Planning Series	Two
GS-0021	Community Planning Technician Series	One
GS-0023	Outdoor Recreation Planning Series	Two
GS-0025	Park Ranger Series *	Two
GS-0028	Environmental Protection Specialist Series	Two
GS-0029	Environmental Protection Assistant Series	One
GS-0030	Sports Specialist Series	Two
GS-0050	Funeral Directing Series	One
GS-0060	Chaplain Series	Two
GS-0062	Clothing Design Series	Two
GS-0072	Fingerprint Identification Series *	Two
GS-0080	Security Administration Series	Two
GS-0081	Fire Protection and Prevention Series	One
GS-0082	United States Marshal Series	Two
GS-0083	Police Series	One
GS-0084	Nuclear Materials Courier Series	One
GS-0085	Security Guard Series	One
GS-0086	Security Clerical and Assistance Series	One
GS-0090	Guide Series	One

36. Tenure Report

a. **Report Name** – ARIF_TENURE

b. **Purpose of Report** – List of employees in retention standing order

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report:

(1) CPCN
(2) SSAN
(3) Pay Plan
(4) Occupational Series
(5) Grade or Level
(6) Competitive Level Code
(7) Tenure
(8) Subgroup
(9) Adjusted SCD-RIF
(10) Position Title
(11) Organization
(12) Last Name
(13) First Name

e. **Sort Order**

(1) The default sort order is alphabetically/numerically by Tenure/Subgroup in retention standing.
(2) There are no data elements available to sort this report

f. Sample Report

DCPDS·RIF¶
TENURE·REPORT·¶
KAC-SINGLE·PATTERN·RIF·-·ITERATION·#·1¶
Personal·Data·–·Privacy·Act·1974¶

Tenure¶ ------Title¶ ------Organization	Name¶	SSAN¶	CPCN¶	Ratings	Points
****Competitive·Level: GS-0802-07-0000					
IAD,·14-OCT-1991			177014.375549		16
·····ENGINEERING·TECHNICIAN·(CIVIL)¶				H·4·09-DEC-2009¶	¶
·····GJCEW2SM01H1L1110¶				¶	¶
·····US·ARMY·ENGINEER·DISTRICT,·HUNTINGTON¶				¶	¶
·····ENG·&·CONST·DIV,·DESIGN·BRANCH¶				¶	¶
·····CIVIL·DESIGN·SECTION·-----·H1L1110¶				¶	¶
·····HUNTINGTON,·WV·-25701-2070¶				¶	
·····CELRH-EC-DC					
****Competitive·Level: WG-4749-09-0D0H					
IAD,·17-SEP-1992			209106.366586		12
·····MAINTENANCE·MECHANIC¶				H·2·06-JUL-2010¶	¶
·····GJCEW2SM01H1R0LG0¶				H·3·24-FEB-2009¶	¶
·····US·ARMY·ENGINEER·DISTRICT,·HUNTINGTON¶				¶	¶
·····OPER·&·READ·DIV,·BIG·SANDY·AREA·OFFICE¶				¶	¶
·····GRAYSON·LAKE·-----·H1R0LG0¶				¶	¶
·····HUNTINGTON,·WV·-25701-2070¶				¶	
·····CELRH-OR-GRL					
****Competitive·Level: WG-4749-09-0D0H					
IAD,·17-SEP-1998			209106.403778		6
·····MAINTENANCE·MECHANIC¶				H·1·28-FEB-2011¶	¶
·····GJCEW2SM01H1R0LG0¶				H·2·06-JUL-2010¶	¶
·····US·ARMY·ENGINEER·DISTRICT,·HUNTINGTON¶				H·3·24-FEB-2009¶	¶
·····OPER·&·READ·DIV,·BIG·SANDY·AREA·OFFICE¶				¶	¶
·····GRAYSON·LAKE·-----·H1R0LG0¶				¶	¶
·····HUNTINGTON,·WV·-25701-2070¶				¶	
·····CELRH-OR-GRL					

37. Tenure 0 Employees Report

a. **Report Name** – ARIF_TENURE0

b. **Purpose of Report** – Lists all employees with a Tenure = 0

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Last Name
(2) First Name
(3) CPCN
(4) SSAN
(5) Pay Plan
(6) Occupational Series
(7) Grade or Level
(8) Competitive Level Code
(9) Position Title
(10) Organizational Code
(11) Employee NTE Date
(12) Position NTE Date

e. **Sort Order**

(1) The default sort order is alphabetically by Name
(2) The following data elements will be available to sort the report:
(a) Name
(b) Employee NTE Date

f. **Sample Report**

DCPDS·RIF¶
TENURE·0·EMPLOYEE·REPORT·¶
(KAC-SINGLE·PATTERN·RIF)·–·Iteration·#1¶
Personal·Data·–·Privacy·Act·1974¶

Name¶ SSAN¶ Employee·NTE¤	CPCN¶ Position·Title,·PP-SRS-GR-CLC¶ Position·NTE¤	Organizational· Code¤
05-JUL-2011·¤	01698.380749¤ WELDER·WG-3703-10-0000¤ ¤	GJCEW2SM01H1R0HCB¤ ¤
05-JUL-2011·¤	01698.400627¤ WELDER·WG-3703-10-0000¤ ¤	GJCEW2SM01H1R0HCB¤ ¤
07-JUN-2012·¤	RIF13.523851¤ MAINTENANCE·WORKER· WG-4749-08-0000¤ ¤	GJCEW2SM01H1R0MB2¤ ¤
30-MAY-2012·¤	RIF13.523850¤ MAINTENANCE·WORKER· WG-4749-08-0000¤ ¤	GJCEW2SM01H1R0MB2¤ ¤

38. Tenure Tie Break Report

a. **Report Name** – ARIF_TIEBREAK

b. **Purpose of Report** – Lists all employees with the same Tenure/Adjusted SCD-RIF.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Tenure
(2) Subgroup
(3) Adjusted SCD-RIF
(4) SSAN
(5) Last Name
(6) First Name

e. **Sort Order**

(1) The default sort order is alphabetically by Tenure/Adjusted SCD-RIF
(2) There is no sort order available for this report.

f. **Sample Report**

DCPDS·RIF
TENURE·TIE·BREAK·REPORT
(KAC-SINGLE·PATTERN·RIF)·–·Iteration·#1
Personal·Data·–·Privacy·Act·1974

Tenure		SSAN	Name
1A	31-MAR-1981		

39. Vacancies Report

a. **Report Name** – ARIF_VACANCIES

b. **Purpose of Report** – Lists all vacancies within the RIF database.

c. **Availability of Report** – This report is available at any time during the RIF process.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) CPCN
(2) Position Title
(3) Pay Plan
(4) Occupational Series
(5) Grade or Level
(6) Competitive Level Code
(7) Organization

e. **Sort Order**

(1) The default sort order is alphabetically by CPCN
(2) The following data elements will be available to sort the report:
(a) CPCN
(b) Position Title
(c) Org Code
(d) PP-SRS-GR-CLC

f. Sample Report

DCPDS·RIF¶
VACANCY·REPORT·¶
(RIF·DEMO·TABLE·1)·–·Iteration·#5¶
Personal·Data·–·Privacy·Act·1974¶

CPCN¶ PP-SRS-GR-CLC¶ Position·Title¤	**Organization¤**
15X66.99999¤ GS-0343-12-K71A¤ MANAGEMENT·ANALYST¤	9P0JFCBNMXQ¤ ¤
51X23.431981¤ GS-0950-09-U84A¤ PARALEGAL·SPECIALIST¤	9P0JFCBNJA¤ ¤
51X23.565390¤ GS-0950-09-U84A¤ PARALEGAL·SPECIALIST¤	9P0JFCBNJA¤ ¤
51X56.452770¤ WG-4102-07-49KD¤ PAINTER·WORKER¤	9P0JFCBNMXMA¤ ¤
51X56.573352¤ WG-4102-07-49KD¤ PAINTER·WORKER¤	9P0JFCBNMXMA¤ ¤
9W218.443267¤ WG-3806-10-96JA¤ SHEET·METAL·MECHANIC·(AIRCRAFT)¤	9P0JFCBNMXMO¤ ¤
Total·Positions¤	22¤

40. Worksheet Report

a. **Report Name** – ARIF_WORKSHEET

b. **Purpose of Report** – Lists of all employees impacted in the RIF process and shows all actions taken during each iteration.

c. **Availability of Report** – This report is available at the end of Round 2.

d. **Filter Conditions** – the following data elements will be available to filter the report

(1) Name

(2) SSAN

e. **Sort Order**

(1) The default sort order is alphabetically by Name

(2) The following data elements will be available to sort the report:

(a) Name

f. **Sample Report**

DCPDS·RIF
Work·Sheets·(Single)·Report
RIF·DEMO·TABLE·1·–·Iteration·#·1
Personal·Data·–·Privacy·Act·of·1974

There must be a round 2 as data for this report comes from round 2.

DCPDS·RIF
Work·Sheets·(Single)·Report
KAC-SINGLE·PATTERN·RIF·–·Iteration·#·1
Personal·Data·–·Privacy·Act·of·1974

NAME: SSN: CPCN: 00265.366054

Position: WG-4749-11-006
Org Code: GJCEW2SM01H1R0MC4
Tenure: IA-06-JUN-1988
Title: MAINTENANCE MECHANIC

Organization Data
US ARMY ENGINEER DISTRICT, HUNTINGTON
OPER & READ DIV, MUSKINGUM AREA OFFICE
UPPER TUSCARAWAS PROJ OFC, ATWOOD LAKE
DOVER DAM H1R0MC4
HUNTINGTON, WV 25701-2070

Action: Abolished
Placement: SE
Remarks:

Applicable Ratings Credit
4 07-JUL-2010 16

CPCN	PP-SERS-GR-CLC	Title	Name	Placed	Type
01769.388698	WG-3414-11-0000	MACHINIST		No	
209012.363048	WG-4749-08-0000	MAINTENANCE WORKER		No	Retreat
RIF11.523846	GS-0802-09-0000	ENGINEERING TECHNICIAN (CIVIL)		No	
01350.356914	GS-1170-09-005	REALTY SPECIALIST		No	
122161.393839	GS-1531-09-034	STATISTICAL ASSISTANT		No	
217491.371994	GS-0025-09-0000	PARK RANGER		No	
99G34.385214	GS-0802-09-002	ENGINEERING TECHNICIAN (CIVIL)		No	
01FB6.366832	GS-0802-09-004	ENGINEERING TECHNICIAN (ARCHITECTURE)		No	
116511.386950	GS-0343-09-0000	PROGRAM ANALYST		No	
200911.381666	GS-0342-09-0000	PROGRAM ANALYST		No	
209460.523920	WG-4749-10-0A0H	MAINTENANCE MECHANIC		No	
209572.365232	WG-4749-10-0D0H	MAINTENANCE MECHANIC		No	
209576.385638	WG-4749-10-0000	MAINTENANCE MECHANIC		No	
01698.384689	WG-3703-10-0000	WELDER		No	
209460.373048	WG-4749-10-0A40	MAINTENANCE MECHANIC		No	
02020.384542	WG-2805-10-005	ELECTRICIAN		No	
209110.377204	WG-4749-09-0D0H	MAINTENANCE MECHANIC		No	
209110.377024	WG-4749-09-0000	MAINTENANCE MECHANIC		No	
209111.389285	WG-4749-09-0C47	MAINTENANCE MECHANIC		No	Retreat
97E56.382793	GS-0802-08-004	ENGINEERING TECHNICIAN (CIVIL)		No	
01089.372491	WG-5703-08-0000	MOTOR VEHICLE OPERATOR		No	
209012.384146	WG-4749-08-0A40	MAINTENANCE WORKER		No	
209012.402485	WG-4749-08-1A40	MAINTENANCE WORKER		No	Retreat
213597.368297	WG-5725-11-0000	CRANE OPERATOR		No	Retreat

Attachment 5
DCPDS RIF Tool Notices

1. List of notices that are available within the DCPDS RIF Tool.

Notice #	Report Name	Report Description
AIR FORCE NOTICES		
1.	AF_ARIF_CANCELLATION	Air Force – Cancellation Notice
2.	AF_ARIF_CTLG	Air Force – RIF Change to Lower Grade Notice
3.	AF_ARIF_CTLG_LSEP	Air Force – Change to Lower Grade Notice – In Lieu of Separation
4.	AF_ARIF_CTLG_LSEP_TERM	Air Force – Change to Lower Grade Notice – In Lieu of Separation – Term Employee
5.	AF_ARIF_RN_LSEP	Air Force – Management Reassignment Notice – In Lieu of Separation
6.	AF_ARIF_RN_NR	Air Force – Management Reassignment – NonRIF Notice
7.	AF_ARIF_RN_RIF	Air Force – Management Reassignment – RIF Notice
8.	AF_ARIF_SEP	Air Force – RIF Separation Notice
9.	AF_ARIF_SEP_OVERSEAS	Air Force – RIF Separation Notice – Excepted Service – Overseas Family Member
10.	AF_ARIF_SEP_TERM	Air Force – RIF Separation Notice – Term Employee
ARMY NOTICES		
11.	AR_ARIF_CANCELLATION	Army – Cancellation Notice
12.	AR_ARIF_CTLG	Army – RIF Change to Lower Grade Notice
13.	AR_ARIF_CTLG_LSEP	Army – Change to Lower Grade Notice – In Lieu of Separation
14.	AR_ARIF_CTLG_LSEP_TERM	Army – Change to Lower Grade Notice – In Lieu of Separation – Term Employee
15.	AR_ARIF_RN_BO	Army – Management Reassignment Notice – RIF Notice – Better Offer
16.	AR_ARIF_RN_LSEP	Army – Management Reassignment Notice – In Lieu of Separation
17.	AR_ARIF_RN_NR	Army – Management Reassignment – NonRIF Notice

Notice #	Report Name	Report Description
18.	AR_ARIF_RN_RIF	Army – Management Reassignment – RIF Notice
19.	AR_ARIF_SEP	Army – RIF Separation Notice
20.	AR_ARIF_SEP_OVERSEAS	Army – RIF Separation Notice – Excepted Service – Overseas Family Member
21.	AR_ARIF_SEP_TERM	Army – RIF Separation Notice – Term Employee
NAVY NOTICES		
22.	NV_ARIF_CANCELLATION	Navy – Cancellation Notice
23.	NV_ARIF_CERT_EXP_SEP	Navy – Certificate of Expected Separation
24.	NV_ARIF_CTLG	Navy – RIF Change to Lower Grade Notice
25.	NV_ARIF_CTLG_BO	Navy – RIF Change to Lower Grade Notice – Better Offer
26.	NV_ARIF_CTLG_LSEP	Navy – Change to Lower Grade Notice – In Lieu of Separation
27.	NV_ARIF_RN_BO	Navy – Management Reassignment Notice – RIF Notice – Better Offer
28.	NV_ARIF_RN_LSEP	Navy – Management Reassignment Notice – In Lieu of Separation
29.	NV_ARIF_RN_RIF	Navy – Management Reassignment – RIF Notice
30.	NV_ARIF_SEP_NO_SEV	Navy – RIF Separation Notice without Severance Pay
31.	NV_ARIF_SEP_SEV	Navy – RIF Separation Notice with Severance Pay
SPECIAL PARAGRAPHS		
1.	Bargaining Unit Appeal Paragraph	All component letters
2.	Temporary Exception Paragraph	All component letters
3.	Temporary Exception– More Severe Action Paragraph	All component letters
4.	Separation – Temporary Exception	All component letters
5.	Right of First Refusal Form	Navy only letters

2. Fillable Notice Data Fields/Special Paragraphs

AIF FORCE NOTICES										
Fillable Notice Data Fields	**Cancellation**	**CLG**	**CLG – ILOS**	**CLG – ILOS – Term**	**Reass – ILOS**	**Reass – NR**	**Reass – RIF**	**Separation**	**Sep – Exc Svc – Overseas Family Mbr**	**Separation – Term**
Issuing Office Symbol	X	X	X	X	X	X	X	X	X	X
Issuing Office Street Address	X	X	X	X	X	X	X	X	X	X
Issuing Office City, State, Zip Code	X	X	X	X	X	X	X	X	X	X
RIF Location						X				
RIF POC	X	X	X	X	X	X	X	X	X	X
RIF POC Telephone	X	X	X	X	X	X	X	X	X	X
Reason for RIF		X	X	X	X		X	X	X	X
Description of Competitive Area		X	X	X	X		X	X	X	X
Benefits and Entitlement POC		X	X	X	X		X	X	X	X
Benefits and Entitlement Address		X	X	X	X		X	X	X	X
Benefits and Entitlement Phone Number		X	X	X	X		X	X	X	X
MSPB Office		X	X	X				X	X	X
MSPB Address		X	X	X				X	X	X
Signature Block Line 1	X	X	X	X	X	X	X	X	X	X
Signature Block Line 2	X	X	X	X	X	X	X	X	X	X
Signature Block Line 3	X	X	X	X	X	X	X	X	X	X
RIF POC E-mail Address	X	X	X	X	X	X	X	X	X	X
SPECIAL PARAGRAPHS										
Bargaining Unit Appeal		Para 4	Para 4	Para 4				Para 5	Para 4	Para 4
Separation – Temporary Exception		Para 3	Para 3	Para 3				Para 3	Para 3	Para 3
Temporary Exception Paragraph		Para 3	Para 3	Para 3				Para 3	Para 3	Para 3
Temporary Exception – More Severe Action Paragraph		Para 3	Para 3	Para 3				Para 3	Para 3	Para 3

ARMY NOTICES											
Fillable Notice Data Fields	**Cancellation**	**CLG**	**CLG – ILOS**	**CLG – ILOS – Term**	**Reass – BO**	**Reass – ILOS**	**Reass – NR**	**Reass – RIF**	**Separation**	**Separation – Exc Svc – Family Mbr**	**Separation – Term**
Issuing Office Symbol	X	X	X	X	X	X	X	X	X	X	X
Issuing Office Street Address	X	X	X	X	X	X	X	X	X	X	X
Issuing Office City, State, Zip Code	X	X	X	X	X	X	X	X	X	X	X
RIF Location							X				
RIF POC	X	X	X	X	X	X	X	X	X	X	X
RIF POC Telephone	X	X	X	X	X	X	X	X	X	X	X
Reason for RIF		X	X	X	X	X		X	X	X	X
Description of Competitive Area		X	X	X	X	X		X	X	X	X
Benefits and Entitlement POC		X	X	X	X	X		X	X	X	X
Benefits and Entitlement Address		X	X	X	X	X		X	X	X	X
Benefits and Entitlement Phone Number		X	X	X	X	X		X	X	X	X
MSPB Office		X	X	X					X	X	X
MSPB Address		X	X	X					X	X	X
Signature Block Line 1	X	X	X	X	X	X	X	X	X	X	X
Signature Block Line 2	X	X	X	X	X	X	X	X	X	X	X
Signature Block Line 3	X	X	X	X	X	X	X	X	X	X	X
RIF POC E-mail Address	X	X	X	X	X	X	X	X	X	X	X
SPECIAL PARAGRAPHS											
Bargaining Unit Appeal		Para 4	Para 4	Para 4					Para 5	Para 4	Para 4
Separation – Temporary Exception		Para 3	Para 3	Para 3					Para 3	Para 3	Para 3
Temporary Exception Paragraph		Para 3	Para 3	Para 3					Para 3	Para 3	Para 3
Temporary Exception – More Severe Action Paragraph		Para 3	Para 3	Para 3					Para 3	Para 3	Para 3

NAVY NOTICES										
Fillable Notice Data Fields	**Cancellation**	**Certificate of Expected Separation**	**CLG**	**CLG – BO**	**CLG – ILOS**	**Reass – BO**	**Reass – ILOS**	**Reass – RIF**	**Separation – w/o Severance Pay**	**Separation – w/Severance pay**
Issuing Office Symbol	X	X	X	X	X	X	X	X	X	X
Issuing Office Street Address	X	X	X	X	X	X	X	X	X	X
Issuing Office City, State, Zip Code	X	X	X	X	X	X	X	X	X	X
RIF Location										
RIF POC	X	X	X	X	X	X	X	X	X	X
RIF POC Telephone	X	X	X	X	X	X	X	X	X	X
Reason for RIF			X		X	X	X	X	X	X
Description of Competitive Area			X	X	X	X	X	X	X	X
Benefits and Entitlement POC			X	X	X	X	X	X	X	X
Benefits and Entitlement Address			X	X	X	X	X	X	X	X
Benefits and Entitlement Phone Number			X	X	X	X	X	X	X	X
MSPB Office			X	X	X				X	X
MSPB Address			X	X	X				X	X
Signature Block Line 1	X	X	X	X	X	X	X	X	X	X
Signature Block Line 2	X	X	X	X	X	X	X	X	X	X
Signature Block Line 3	X	X	X	X	X	X	X	X	X	X
RIF POC E-mail Address	X	X	X	X	X	X	X	X	X	X
SPECIAL PARAGRAPHS										
Right of First Refusal Form										
Bargaining Unit Appeal			Para 7	Para 7	Para 7				Para10	Para10
Separation – Temporary Exception									Para11	Para11
Temporary Exception Paragraph			Para 8	Para 8	Para 8					
Temporary Exception – More Severe Action Paragraph			Para 8	Para 8	Para 8					

3. List of data elements contained in the Mail Merge Extract

Data Element	Remarks
Employee Name	
From Org Line 1	
From Org Line 2	
From Org Line 3	
From Org Line 4	
From Org Line 5	
To Title	
To PP-SERS-GR-CL	
To CPCN	
To Org Line 1	
To Org Line 2	
To Org Line 3	
To Org Line 4	
To Org Line 5	
RIF Effective Date	
From Title	
From PP-SERS-GR	
From CPCN	
From Comp Level	
From Comp Area	
Adjusted SCD-RIF	
Position Occupied	
Position Occupied Descr	
Tenure Group	
Sub-Group	
Perf Rating 1	See Section
Perf Rating 2	
Perf Rating 3	
Exception Date	
RIF Action	
RIF Action Description	

GLOSSARY OF CHANGES

Date of Change	Version	Section	Remarks
2011/07/16	1.0		Initial
2011/11/13	1.1	Overall	Adjusted sections referenced through the guide as a result of additional new sections
		Overall	Adjusted page numbers as a result of new sections
		A.1.	Renamed section to Purpose and History
		A.1.a.	Added new section – Purpose and renumbered section a. & b. to (1) and (2) respectively
		A.1.b.	Added new section – History
		B.3.a.(3)	Added two new sections – (c) Delete an Extract and (k) Delete a Staging Table and renumbered sections (c)-(i) to (d)-(j) respectively
		B.3.f.	Added new section – Delete an Extract and renumbered f.-j. to g.-k. respectively
		B.3.k.	Added new section (9) Delete Button
		E.2.	Added Important Note 7 on Excepted Service and Term Only RIFs, Lines of Progression and Final Adjustments and renumbered all other important notes
		F.1.b.	Renamed Section to Search/filter Records
		F.1.b.(5)	Updated section to show new filter
		F.1.b.(5)(b)	Added new section – With Error and renumbered sections (b)-(d) to (c)-(e) respectively
		F.1.b.(5)(c)	Removed “error” from description
		F.1.d.	Added new section – Action Column and renumber sections d.-k. to e.-l. respectively
		F.1.f.(2)(c)	Added a new section – Abolish All
		F.3.b.(3)	Renamed section to Editing Retention Factors
		F.3.b.(3)(a)	Added new section – Tenure and Seniority Area Changes
		F.3.b.(3)(b)	Added new section – Tenure Tie Break Group Changes
		F.3.f.(2)(d)	Added screenshot to show error message when VP-RIF does not equal 1-6
		G.2.a.(1)	Clarified Tenure Tie Break information
		G.9.	Added Important Note 7 on Excepted Service and Term Only RIFs, Lines of Progression and Final

Date of Change	Version	Section	Remarks
			Adjustments and renumbered all other important notes
		Atch 4	Corrected the purpose of Report #23 – Modal Rating Report
		Atch 4	Added new report – Report #34 – RIF Action – Round 2 Report and renumbered 34-39 to 35-40 respectively
		Index	Added new entries and adjusted page numbers

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Module 4

Chapter 14

Data Flow Processes Between DCPDS and USA Staffing

Chapter Overview

Introduction

This chapter is written for personnelists familiar with USA Staffing. It explains the three processes where information flows between DCPDS and USA Staffing.

1. **Transmit DCPDS RPA Data File -** Position data transmits from DCPDS to the Request Processing area in USA Staffing
2. **Transmit USA Staffing Selection File -** An action initiated in USA Staffing triggers the flow of selection and recruitment data from USA Staffing to DCPDS.
3. **Transmit Cancellation of Applicant Selection -** An action initiated in USA Staffing transmits declination/offer cancelled data to DCPDS.

Note: Troubleshooting tips are provided in the **Troubleshooting Guide for DCPDS and USA Staffing Interface**. For additional information about USA Staffing, refer to **USA Staffing Help (**available within USA Staffing).

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Transmit DCPDS RPA Data File

Purpose

This section explains the transmission of the RPA data file from DCPDS to USA Staffing and the population of predetermined fields in USA Staffing with position information from DCPDS.

DCPDS Data Transmitted to USA Staffing

DCPDS transmits data to the Request Processing page in USA Staffing. Specific DCPDS data auto-populates in the USA Staffing Vacancy area for newly created vacancies as indicated in the following table; these values do not auto-populate when using existing vacancies.

DCPDS Data Fields (Information will flow as clear text unless indicated otherwise)	**USA Staffing Value Names (Read Only)**	**USA Staffing Auto-populated Fields**
1. Processing Region	PROCESSING REGION	n/a
2. RPA Request Number	RPA REQUEST NUMBER	Tracking Number
3. Servicing Office ID	SERVICING OFFICE ID	n/a
4. Date of Request (RPA Part A, Request Date)	DATE OF REQUEST	Date of Validation of Hiring Need
5. Servicing Agency - *code*	SERVICING AGENCY	n/a
6. POS Agency Sub-element - *code*	AGENCY SUBELEMENT	n/a
7. Position Type - *code*	POSITION TYPE	n/a
8. Geographic Duty Location – *code and cleartext*	GEO CODE DUTY LOCATION	n/a
	GEOGRAPHIC DUTY LOCATION	n/a
9. Date Position Classified	DATE POSITION CLASSIFIED	Position Description Review Date
10. Date Position Audit	DATE POSITION AUDIT	n/a
11. Position Title	POSITION TITLE	Position Title
12. Agency Group - *code*	AGENCY GROUP	n/a

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Transmit DCPDS RPA Data File, continued

DCPDS Data Transmitted to USA Staffing (continued)

DCPDS Data Fields/ Location (Information will flow as clear text unless indicated otherwise)	**USA Staffing Value Names (Read Only)**	**USA Staffing Auto-populated Fields**
13. Part Time Hours – Biweekly	PART TIME HOURS BIWEEKLY	n/a
14. Pay Basis	PAY BASIS	Salary Rate
15. Pay Plan	PAY PLAN	Pay Plan
16. Occupational Code	OCCUPATIONAL CODE	n/a
17. Grade/Pay Band	GRADE PAYBAND	n/a
18. Target Grade Level	TARGET GRADE LEVEL	n/a
19. Work Schedule	WORK SCHEDULE	n/a
20. Mobility Agreement	MOBILITY AGREEMENT	n/a
21. Air Reserve Technician (ART) ID	AIR RESERVE TECHNICIAN ART ID	n/a
22. Drug Test Designated	DRUG TEST DESIGNATED	n/a
23. Financial Statement Required	FINANCIAL STATEMENT REQUIRED	n/a
24. Gun Ammo Access ID	GUN AMMO ACCESS	n/a
25. Key/Emergency Essential	KEY EMERGENCY ESSENTIAL	n/a
26. LEO Position Indicator	LEO POSITION INDICATOR	n/a
27. Position Sensitivity	POSITION SENSITIVITY	n/a
28. Supervisory Status	SUPERVISORY STATUS	n/a
29. Position Description String	POSITION DESCRIPTION STRING	n/a
30. Position Occupied/Status	POSITION OCCUPIED	n/a

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Transmit DCPDS RPA Data File, continued

DCPDS Data Transmitted to USA Staffing (continued)

DCPDS Data Fields/ Location (Information will flow as clear text unless indicated otherwise)	**USA Staffing Value Names (Read Only)**	**USA Staffing Auto-populated Fields**
31. Position NTE Date	POSITION NTE DATE	n/a
32. Obligated Position	OBLIGATED POSITION	n/a
33. Name (Selecting Official) – based on the Level 1 Supervisor identified for the "To" position	NAME SELECTING OFFICIAL	n/a
34. Email (Selecting Official) based on the Level 1 Supervisor identified for the "To" position	EMAIL SELECTING OFFICIAL	n/a
35. Phone (Selecting Official) based on the Level 1 Supervisor identified for the "To" position	PHONE SELECTING OFFICIAL	n/a
36. USA Staffing Office	USA STAFFING OFFICE	n/a

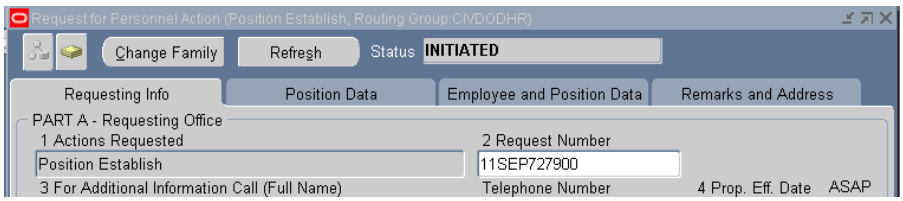
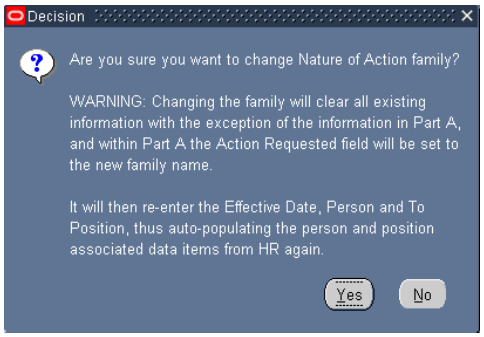
Transmit DCPDS RPA Data File, Continued

Creation of Tracking Number

When data is transmitted to USA Staffing from DCPDS, the **RPA Number** flows to USA Staffing and becomes the **Tracking Number**.

Transmitting Data to USA Staffing

The following steps describe how to transmit data to USA Staffing.

Step	Action
1	Access your *Civilian Inbox* from the Navigation List in DCPDS.
2	In the Notifications Summary window, highlight the appropriate RPA.
3	Select <Respond>. The RPA opens.
4	Review the RPA and position data to ensure that all required data has been recorded.
5	If family is Recruit/Fill, go to step 9. If family is not Recruit/Fill, select <Change Family>. 
6	Select <Yes>. 

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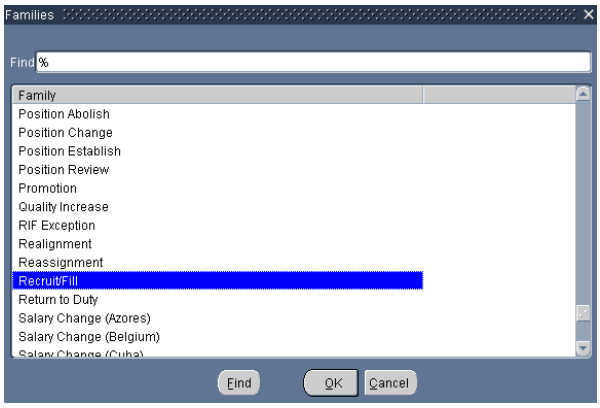
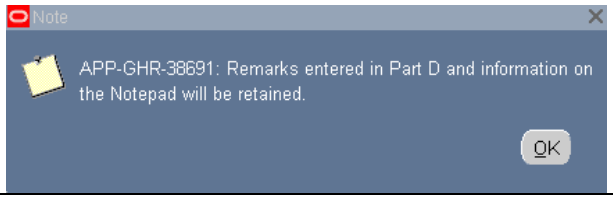
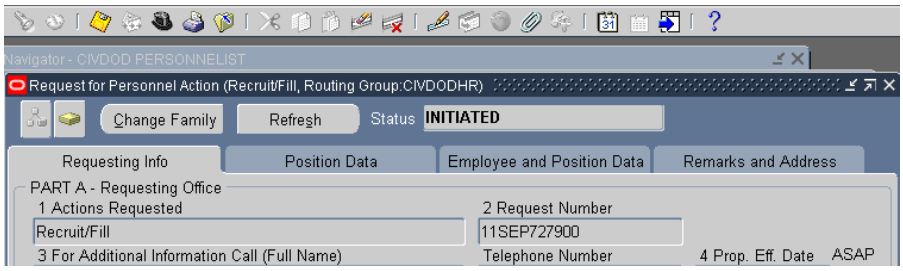
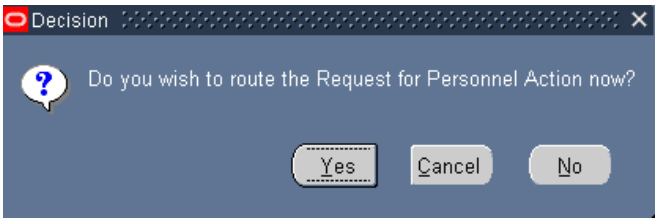
Transmit DCPDS RPA Data File, Continued

Transmitting Data to USA Staffing (continued)

Step	Action
7	Scroll down, highlight Recruit/Fill and select <OK>. 
8	Select <OK> 
9	Select the yellow disk to save. 
10	Select <Yes>. 

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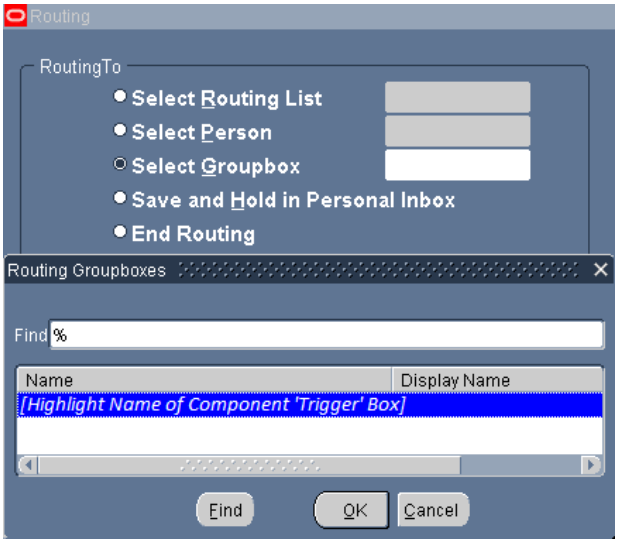
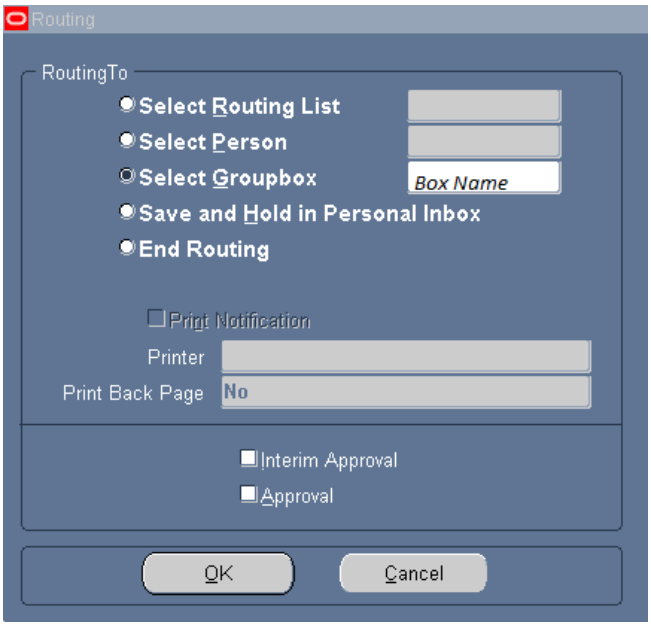
Transmit DCPDS RPA Data File, Continued

Transmitting Data to USA Staffing (continued)

Step	Action
11	Select the appropriate routing option (i.e., 'Select Groupbox'), highlight the appropriate routing destination, and select <OK>, 
12	Select <OK>. 

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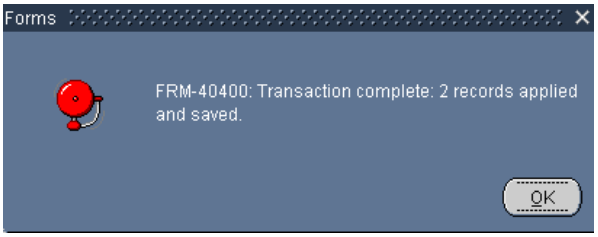
Transmit DCPDS RPA Data File, Continued

Transmitting Data to USA Staffing (continued)

Step	Action
13	Select <OK>. 
14	This creates the USA Staffing file using the RPA number as the tracking number.

Transmit USA Staffing Selection File

Purpose

This section explains how USA Staffing transmits a selection file to DCPDS. It further explains the creation of an applicant build and the population of predetermined fields in DCPDS with selection data from USA Staffing. This data sharing capability is intended to eliminate duplicate entries and facilitate the creation of applicant records in DCPDS whenever possible.

USA Staffing Selection Data Transmitted to DCPDS

The following table identifies selection data that flows from the USA Staffing applicant record to build an applicant record in DCPDS, when an applicant record with an identical social security number (SSN) does not already exist; if an applicant record with an identical SSN already exists, the information identified in the following table does not populate DCPDS. If the person-related data is not available or is incorrect in USA Staffing, the personnelist must manually update the information in DCPDS as appropriate.

USA Staffing Field Label	**DCPDS Data Fields** (Information flows as clear text unless indicated otherwise)
1. Effective Date	**Effective date will not populate if a name is already identified in part B of RPA**
2. SSN	**Social Security Number in applicant build**
3. First Name	**First name (all caps) in applicant build**
4. Middle Initial	**Middle initial (all caps) in applicant build**
5. Last Name	**Last name (all caps) in applicant build**
6. Date of birth	**Birth date in applicant build**
7. Gender	**Gender in applicant build**
8. Address Line 1	**Address line 1 in personal address information**
9. Address Line 2	**Address line 2 in personal address information**
10. Address Line 3	**Address line 3 in personal address information**
11. City	**City in personal address information**
12. State	**State in personal address information**
13. Zip code	**Zip code in personal address information**
14. Country code	**Country code in personal address information**
15. Selection phone number	**Telephone 1 in personal address information**
16. Processing region	**Processing Region – used behind the scenes**
17. RPA number	**RPA Number – used behind the scenes**
18. Servicing office ID	**Servicing Office ID – used behind the scenes**

Transmit USA Staffing Selection File, Continued

Event Codes Generated Based on USA Staffing Data

The following table identifies DCPDS event codes generated when selection data is transmitted from USA Staffing.

USA Staffing Field Label	Event Code	Event Code Description
1. Effective Date	**E13500**	Selectee's Entrance on Duty Date
2. Vacancy ID (VIN)	**EV1000**	Vacancy ID (VIN)
3. Announcement Opening Date	**E06001**	Job Announcement Opens
4. Announcement Closing Date	**E06002**	Job Announcement Closes
5. Announcement Number	**E06000**	Job Announcement Number
6. Selection Certificate Name	**E08501**	Certificate Name
7. Selection Certificate Issue Date	**E08500**	Date Certificate Issued
8. Tentative Offer	**E10000**	Selection Reviewed and Tentative Offer Extended
9. Date Selection Made *(from Selection Manager)*	**E09000**	Selection Date
10. Official Offer	**E12000**	Official Offer
11. Job Analysis/ Assessment Confirmation Date	**E04500**	Job Assessment Confirmation Date
12. Certificate Owner	**E08502**	Referral Certificate Issued By
13. Selection Certificate Return Date	**E08510**	Date Certificate Returned
14. Selection Audit Date	**E08515**	Date Selection Audited

Transmit USA Staffing Selection File, Continued

Creating an Applicant Record in DCPDS

The following steps describe the process for creating an applicant record in DCPDS.

Step	Action
1	In **DCPDS**, change RPA family from Recruit/Fill to **appropriate RPA family.** Skip down to step 4 if an Interagency Transfer Request does not need to be processed; otherwise, go to step 2. **Note:** Applicant and employee information is not attached to the RPA if the RPA family is Recruit/Fill.
2	Process an **Interagency Transfer Request** if an Interagency Transfer Request is required. Refer to DCPDS User's Guide Module 4, Chapter 11 for additional information.
3	Put the selectee's name on the RPA after the Interagency Transfer Request is complete.
4	In **USA Staffing**, open the certificate **Audit** page for the appropriate Vacancy Identification Number (VIN).
5	Ensure **RPA tracking number** is tied to the selectee and **save.** **Note:** The manager may assign the tracking number to the selectee using Selection Manager.
6	Complete the certificate audit and put a check in the **"Complete"** box. **Note:** Marking the "Complete" box on the USA Staffing Audit page triggers the transmission of data to DCPDS.
7	In **DCPDS**, ensure the applicant record includes correct and complete information in the fields for name, gender, date of birth, etc., before processing the RPA. **Note:** DCPDS creates applicant records for selected applicants who do not have existing applicant or employee records in DCPDS. DCPDS only places the created applicant record on the RPA if part B of the RPA does not already have a name identified.

Transmit USA Staffing Selection File, Continued

Transmitting Updated USA Staffing Data

The following steps describe how to transmit updated USA Staffing selection data to DCPDS. Use these steps if USA Staffing data has been transmitted to DCPDS at least once.

Step	Action
1	In **USA Staffing**, open the certificate **Audit** page for the appropriate Vacancy Identification Number (VIN).
2	Deselect the **Complete** box and **save**
3	Update the appropriate fields on the **Audit** page (e.g., official offer, effective date) and **save**.
4	Put a check in the **"Complete"** box.
5	In **DCPDS**, updated data will be viewable as described in the **USA Staffing Data Transmitted to DCPDS** section of this module. **Note:** DCPDS automatically end dates duplicate event codes transmitted via the interface.

Transmit Cancellation of Applicant Selection

Purpose

This section explains how USA Staffing transmits an offer cancelled/declination file To DCPDS.

Transmitting Offer Cancelled Data to DCPDS

The following steps describe how to transmit offer cancelled data from USA Staffing to DCPDS.

Step	Action
1	In **DCPDS**, manually remove the name of the selectee who declined from the RPA **Note:** The interface will not remove or override a name that exists on the RPA.
2	In **USA Staffing**, open the certificate **Audit** page for the appropriate VIN**.**
3	Deselect the **Complete** box and **save**
4	Select the **blank** option from the **Tracking Number** drop down menu for the selectee who declined and **Save**. **Note:** Selecting save initiates the trigger to transmit declination data to DCPDS. USA Staffing will not transmit declination data to DCPDS if you do not select save before proceeding to the next step.
5	If you need to transmit a new selection, refer to the **Transmit USA Staffing Selection File** section of this module for additional information.

Offer Cancelled Data Transmitted to DCPDS

The following table identifies offer cancelled/declination data that flow from USA Staffing to DCPDS.

USA Staffing Field	DCPDS Data Field
1. Date selectee declined/ offer cancelled	**Event code E09001**
2. Processing region	**Processing Region – used behind the scenes**
3. RPA number	**RPA Number – used behind the scenes**
4. Servicing office ID	**Servicing Office ID – used behind the scenes**

Module 5

Workforce Relations Using the DCPDS

Module Overview

Purpose

The purpose of this module is to familiarize you with using the DCPDS to administer Workforce Relations.

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See also

- Module 1, Fundamentals of the DCPDS
- Module 3, Processing Requests for Personnel Actions Using the DCPDS
- Module 6, Administering Pay, Benefits, and Entitlements Using the DCPDS

Module 5

Chapter 1

Performance Plans

Introduction

Employees must have an approved, written, or otherwise recorded performance plan based on work assignments and responsibilities. The plan must cover the official appraisal period.

If your activity uses COREDOC for position descriptions and the series is in the COREDOC library of position descriptions, DCPDS will allow you to generate a performance plan for an employee.

COREDOC is programmed to reconfigure the duties selected into objectives for use in the **Performance Management Plan** window. It will format the duty statements (objectives) to emulate your Component's current performance management plan. The window is essentially the same for each Component; however, the output will be different depending on your Component. Air Force does not use this part of COREDOC.

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Module 5

Chapter 2

Performance Appraisal Information

Chapter Overview

Introduction

The Department of Defense (DoD) Appraisal System is an integral part of performance management within the DoD. The DoD Performance Appraisal System allows Components to establish their own performance appraisal program, but requires that they conform to statute and regulation which fall within the flexibilities of the system. DCPDS allows the performance appraisal data to be captured and recorded in the system.

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Before You Begin

Demonstration Projects have their own unique Appraisal SITs, with the exception of two Demos. ONR Demo (4) and the SPAWAR-1105 Demo (6) use the *US Fed Perf Appraisal*.

The Demo Appraisal SITs are:

- Appr – Air Force Lab Demo
- Appr - Army Lab Demo
- Appr – DOD Acquisition Demo
- Appr – Naval Research Lab Demo
- Appr – NAWC Lab Demo
- Appr – Space Nav Warfare Demo
- Appr – Warfare Center Demo

The Demonstration Projects Appraisal SITs have the same fields as the **US Fed Perf Appraisal** SIT, with the exception of one additional item which is *Performance Rating Points*. Each demonstration project has unique values for updating the appraisal fields. Upon update of the Demo appraisal SITs, the system performs a crosswalk conversion of data in order to update the ***US Fed Perf Appraisal*** SIT.

Entering Performance Appraisal Information

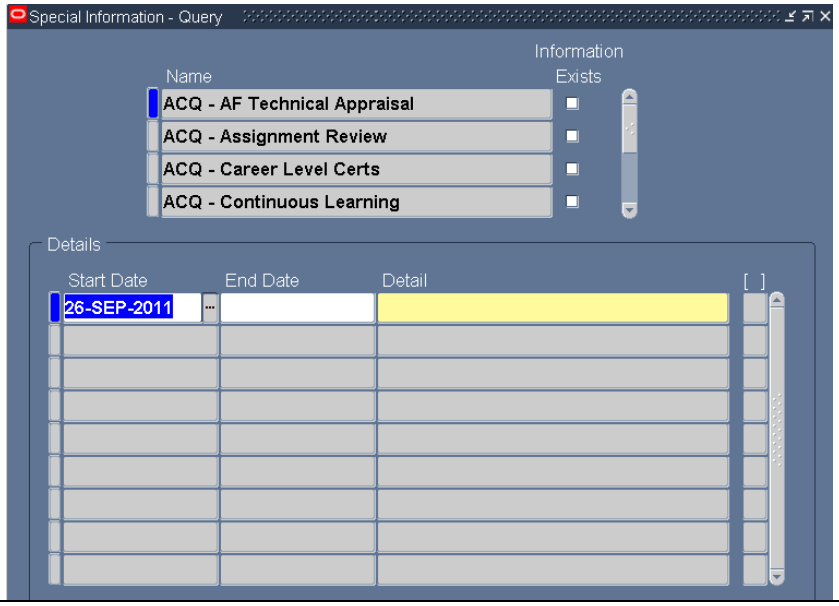
Quick Guide

The following is a quick guide to the steps for Entering Performance Appraisal Data:

- **Navigation Path** > *People* > Enter *and Maintain* > and select **Open**.
- In the **Find Person** window, locate the employee's name by typing the last name of the employee and select the **Find** button.
- Select the employee's name from the list of values then select the **OK** button

  Or
- Input the first few letters of the employee's last name, followed by "%," then select **Find** button, select the employee's name, and select **OK** button.
- Select **Special Info** button on the **People** window.
- Continue following the steps on Entering Performance Appraisal Data.

Entering Performance Appraisal Data

Step	Action
1	The **Special Information** window opens. Scroll to ***US Fed Perf Appraisal*** in the ***Name*** data field or use the query technique (F11, place checkmark in Information Exists, then Ctrl F11). Place your cursor in the blank ***Detail*** data field and select. 

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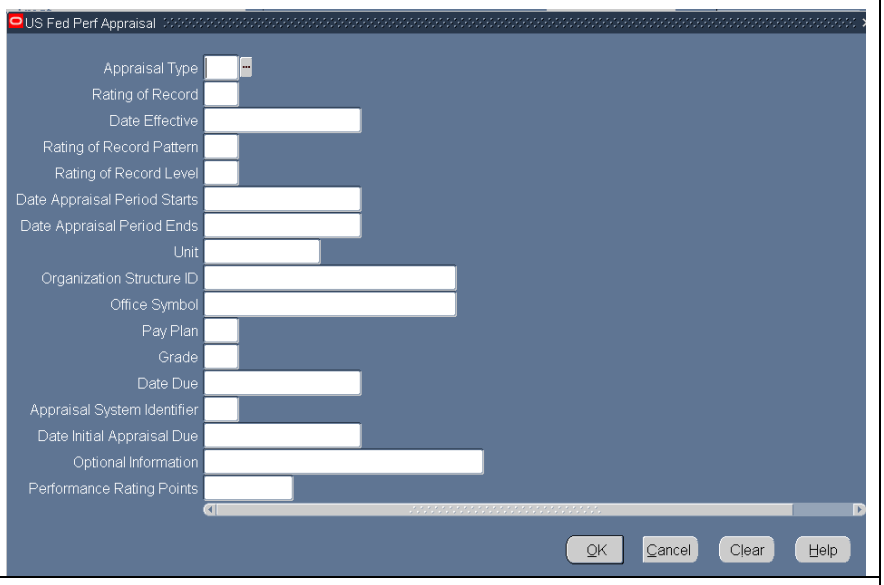
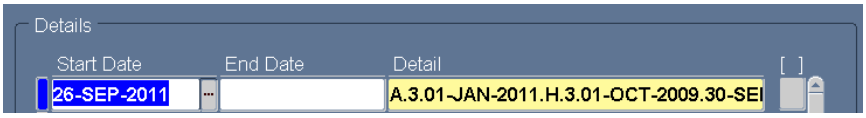
Entering Performance Appraisal Information, Continued

Entering Performance Appraisal Data (continued)

Step	Action
2	The **US Fed Perf Appraisal** window opens. Complete the data fields below by using the LOV's in the window or by typing in the data. 
3	Complete the data fields then select the **<OK>** button.
4	The **Special Information** window opens with the information populated in the ***Detail*** data field. 
5	Select ***Save*** icon on the Toolbar and exit the windows

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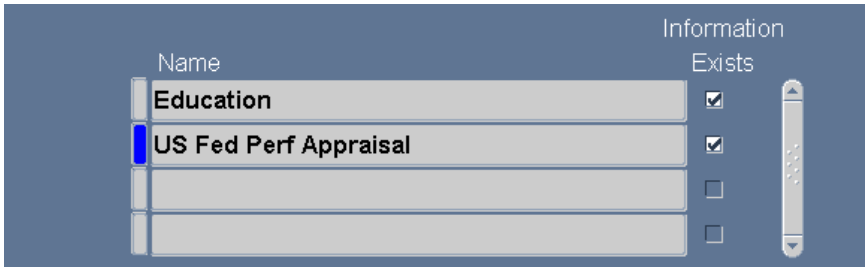
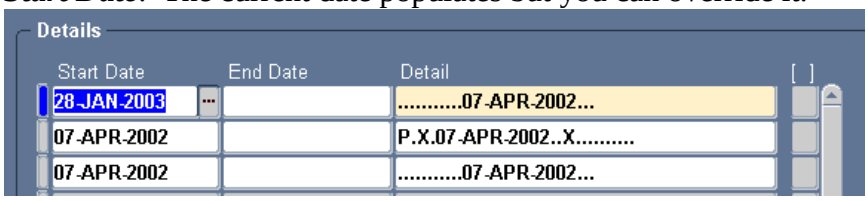
Adding a Performance Appraisal

Adding a Performance Appraisal

You can add an instance to existing appraisal data.

Step	Action
1	Select the **Special Information** button to open the window, place the cursor in the ***Name*** data field and press **F11** key to clear the field.
2	Place a check mark in the ***Information Exists*** checkbox and press both the **CTRL +F11 key**.
3	Any ***Special Information Type*** (SIT) that has information will display. Use the scroll bar to Select the ***US Fed Perf Appraisal***. Place your cursor in the blank ***Detail*** data field and select. 
4	The past appraisal data opens in the **Details** Region with the most current data at the bottom. Select in the first blank data field under ***Start Date***. The current date populates but you can override it. 
5	Select in the ***Detail*** data field to display **US Fed Perf Appraisal** window, complete it, and select the **OK** button.
6	Select ***Save*** icon on the Toolbar and exit the windows. **Note:** When you reopen the **Special Information** window, the entries will be reordered with the most current one at the top.

Entering Non Appropriated Fund Appraisal Data

Quick Guide

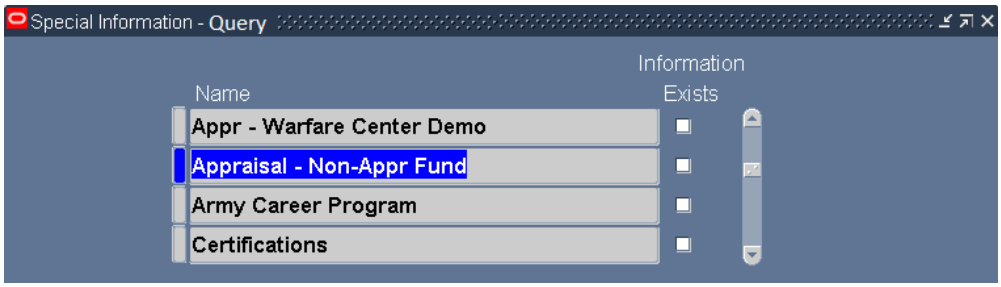
The following is a quick guide to the steps to Entering Performance Appraisal Data:

- **Navigation Path** > *People* > *Enter and Maintain* and select **Open** button.
- On the **Find Person** window, locate the employee by typing the last name of the employee and select the **Find** button.
- Select the employee's name from the list of values and select the **OK** button

  Or
- Input the first few letters of the employee's last name, followed by "%," select the **Find** button, select the employee's name, and select the **OK** button
- Select the **Special Info** button on the **People** window.
- Continue following the steps on Entering NAF Appraisal Data.

Entering NAF Appraisal Data

Scroll to ***Appraisal – Non-Appr Fund*** in the ***Name*** data field.



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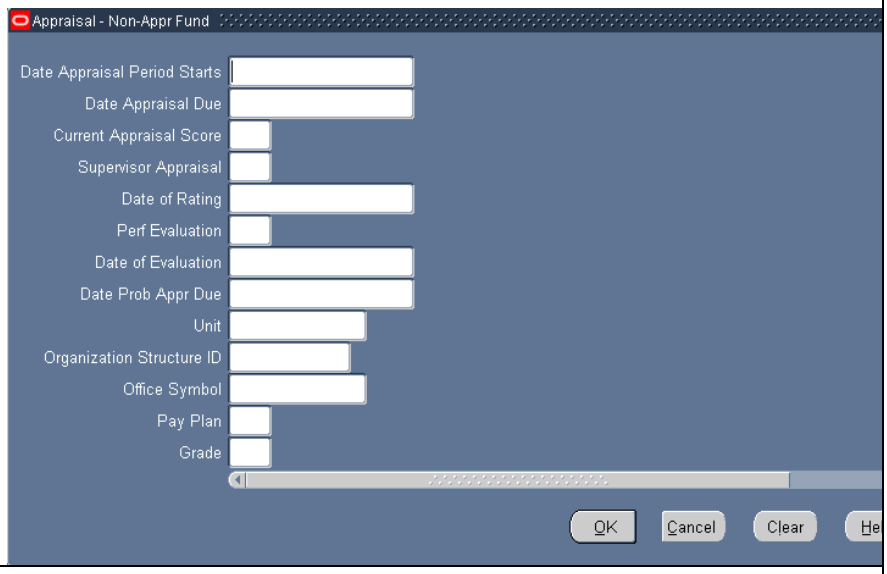
Entering Non Appropriated Fund Appraisal Data, Continued

Entering NAF Appraisal Data (Continued)

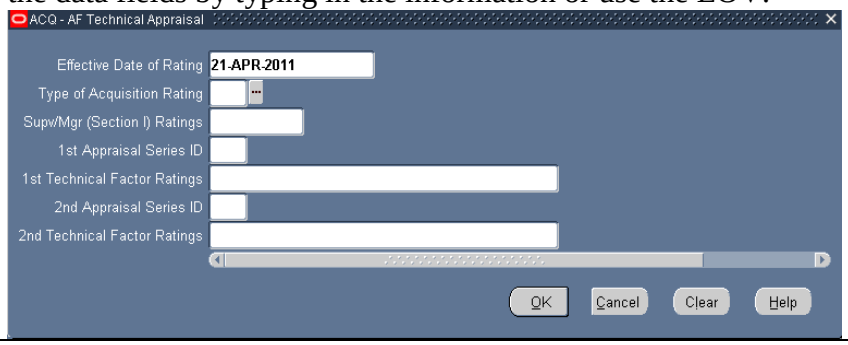
Step	Action
1	The **Appraisal – Non Appr Fund** window opens. Complete the data fields by typing in the information or use the LOV. 
2	Select **OK** button.
3	Select **Save icon** on the Toolbar and exit the windows.

Entering Air Force Technical Appraisal Data

Purpose

This procedure provides the steps to complete the Air Force Technical Appraisal (TA) for eligible registrants. It is used in conjunction with the annual performance appraisal to form part of the Whole Person Score. Employees who are currently in permanent GS/GM-15 positions do **not** receive a TA.

Entering AF Technical Appraisal

Step	Action
1	Follow the Quick Guide in the Entering Performance Appraisal Information Section to navigate to the **Special Information** window. With your cursor in the ***Name*** data field, scroll to the **ACQ – AF Technical Appraisal**. Place your cursor in the blank ***Detail*** data field and select.
2	The **ACQ – AF Technical Appraisal** window opens. Complete the data fields by typing in the information or use the LOV. 
3	Select **OK** button.
4	Select the ***Save*** icon and exit the windows.

Processing Mass Appraisals

Purpose

This section provides information on how to process mass appraisals that allow for efficient processing of a group of similar appraisals.

Before You Begin

- Mass appraisals can be used when you want to update multiple records at one time.
- When you process mass appraisals, the People Record in HR is updated. An RPA is not produced as it is with other mass actions.
- You can export the data from the **Preview** window to an Excel spreadsheet.

Who Does It

The capability to create and execute a mass appraisal is available only in the CIVDOD Personnelist and US Federal HR Manager responsibilities.

Processing a Mass Appraisal

Step	Action
1	**Navigation Path >** *Mass Actions > Mass Appraisals > Final Mass Appraisals and select* **Open** button. **Notes:** • The **Preview Mass Appraisal** window is available as a "rough draft" window. It is exactly like the **Final Mass Appraisal** window, but the **Execute** task flow button is not available. You can create the Mass Appraisal by selecting either menu item. Mass Appraisals can only be processed in the **Final Mass Appraisal** window.

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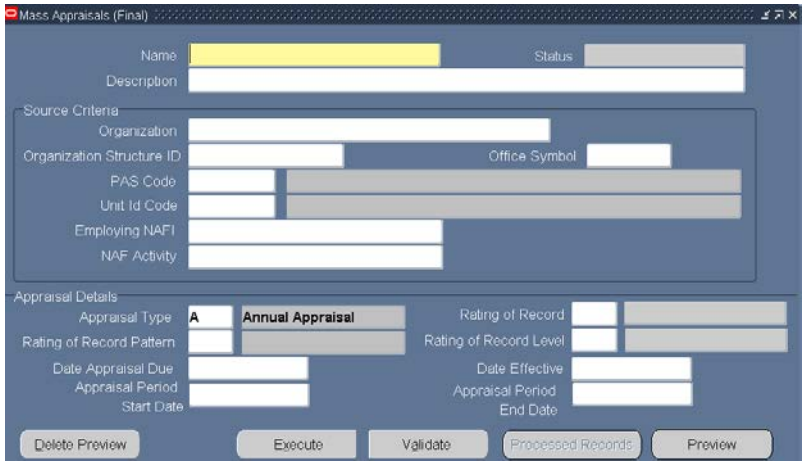
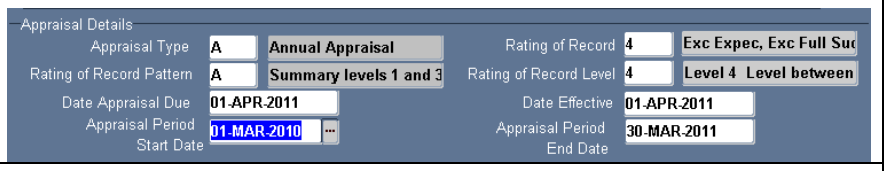
Processing Mass Appraisals, Continued

Processing a Mass Appraisal (Continued)

Step	Action
2	The **Final Mass Appraisal** window opens with three taskflow buttons. With your cursor in the ***Name*** data field, type in a unique name for the appraisal action you are creating.  **Note:** The ***Status*** data field is system-generated to show how far your award file has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.
3	The ***Description*** data field allows user to enter free text to describe your action and has a limit of 100 characters. Complete the remaining data fields by using the LOV or typing in the data.
4	Select the LOV icon to select the organization
5	Use the LOV's to select the appropriate information to enter in all required data fields in the Appraisal Details region. 
6	Select ***Save*** icon on the Toolbar. **Note:** Completing this window also completes the ***Source Criteria*** and ***Appraisal Details*** Regions. Specific appraisal data such as ***Target Rating of Record, Target Factor (AF)***, etc. are input using the **Preview** task flow button.

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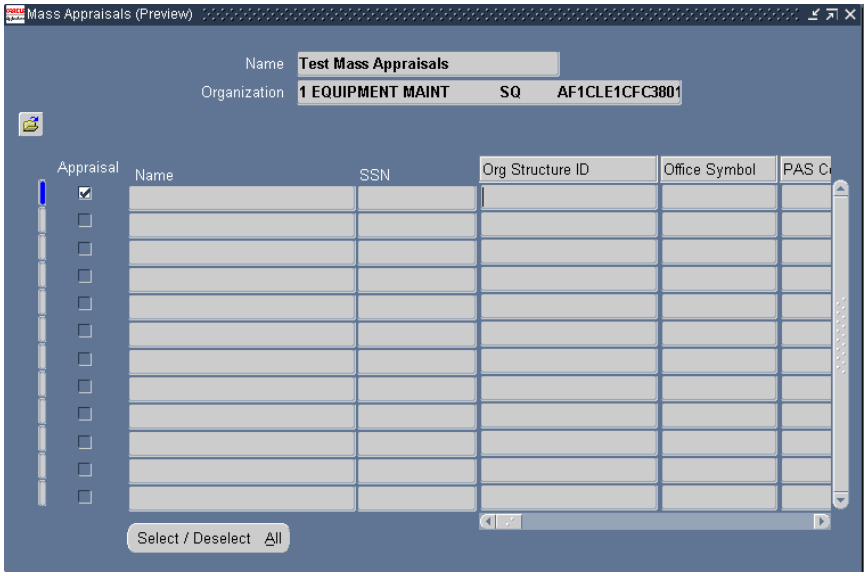
Processing Mass Appraisals, Continued

Previewing Your Action

By selecting **Preview** button on the **Final Mass Appraisals** window You open the window where names for a mass appraisal can be viewed and selected or deselected, and where individual ratings are displayed.

Step	Action
7	On the **Final Mass Appraisals** window, select **Preview** button. The **Mass Appraisals (Preview)** window opens with data elements populated from the previous window.  **Note:** The check mark in the **Appraisal** checkbox indicates the name on the line is included in the mass appraisal action. Deselect the name if it is not to be included. If a large number of names appear on the window, but only a few are to be included, select **Select/Deselect All** button to remove the checkmark from the checkboxes. Then, select the few names to be included by individually selecting in the checkbox next to the names.
8	Select ***Save*** icon on the Toolbar and exit the window to return to the **Final Mass Appraisals** window.

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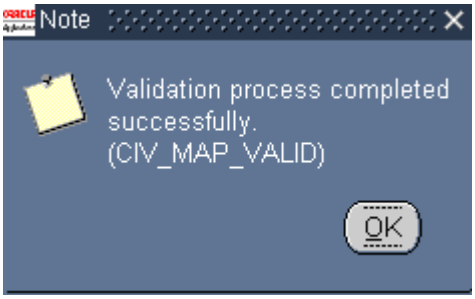
Processing Mass Appraisals, Continued

Validating the Mass Appraisal

Selecting **Validate** button on the **Final Mass Appraisals** window opens a Message Box. Select **Validate** after Preview has been completed to ensure there are no rejects before Executing the action.

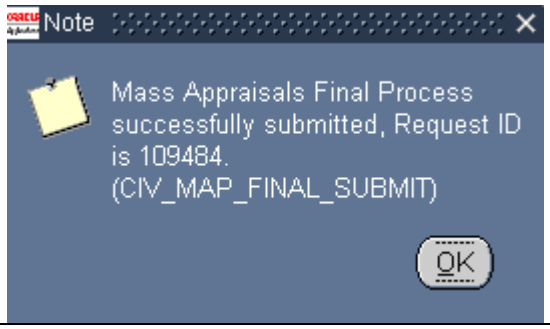
Step	Action
9	Select **Validate** button on the **Final Mass Appraisals** window a Message Box will display the following "Validation process completed successfully." Select **OK** button.  **OR** An Error Message Box can appear which indicates the required items that have not been entered. **Note:** Air Force requires the ***Target Factor*** column to be completed; otherwise, an error will occur.
	To view the errors navigate to ***Processes and Report, View Requests***. The Find **Requests** window opens. Select the **Find** button to view your entire request.
	Select the **View Output** button to view error details.
	To correct the actions on the **Mass Appraisals (Preview)** window, save your action, and return to the **Final Mass Appraisals** window.

Continued on next page

Processing Mass Appraisals, Continued

Executing the Mass Appraisal

Selecting **Execute** button on the **Final Mass Appraisals** window processes your action by submitting it to update the database.

Step	Action
10	Select **Execute** button on the **Final Mass Appraisals** window a Message Box will display informing "Mass Appraisals Final Process successfully submitted." 
11	Select **OK** button. To return to the **Final Mass Appraisals** window. **Note:** Once your have "Executed" or "Processed" the action, the taskflow buttons (**Execute**, **Validate**, and **Preview**) are grayed out.

Processing Mass Appraisals Upload/Update Processes

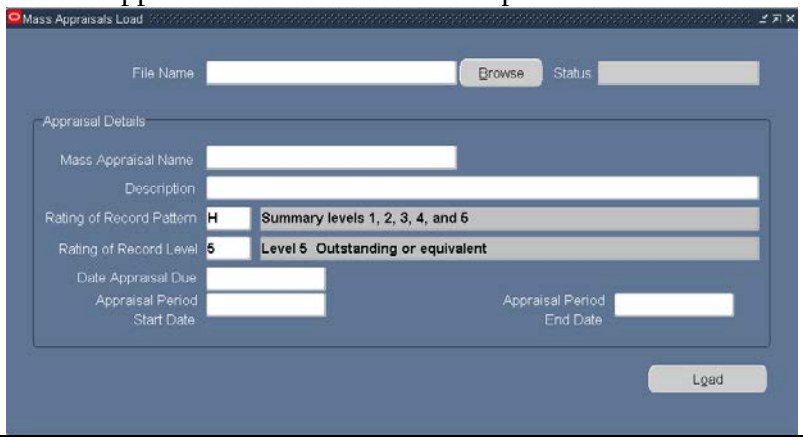
Purpose

This section outlines the steps to be taken to update appraisal information for Acquisition Workforce Demonstration Project employees.

Who Does It

The capability to process mass appraisal is available to the CIVDOD Personnelist and US Federal HR Manager

Processing a Mass Appraisal

Step	Action
	Note: Copy the file containing the appraisal transactions your hard drive noting the subdirectory you are placing it in. The appraisal file must be in the exact format as specified in **Figure 1** of this document. Insure there are no blank lines at the bottom of the file before loading the file
1	**Navigation Path >** *Mass Actions > Mass Appraisals> Load Mass Appraisals and select* **Open** button.
2	The Mass Appraisals Load window will open 
3	Under "File Name" you will need to type in the complete path to the file you copied to your hard drive (e.g., c:\Appr_bk.txt). The name of the file must be in the standard DOS format; therefore, please be sure that it does not exceed 8 characters. It is best to put the file in either the root directory or the Temp directory. If the path to the file is too long it may not be found.
4	Provide an appropriate name for the "Mass Appraisal Name". Make a note of the name you type in – you will use it later in the process.

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Processing Mass Appraisals Upload/Update Processes,
Continued

Processing a Mass Appraisal (continued)

Step	Action
5	Provide a description of the process in the "Description" field.
6	The system provides a default value for the "Rating of Record Pattern" and the "Rating of Record Level". Changes can be made as needed. *(For the Rating of Record Pattern, use A for Pass/Fail, H for 5 level rating system, etc.)* If the Rating of Record Level is left blank on this screen, the preview screen will auto-populate this field with same value that is provided in the ASCII file for Rating of Record except for the following demonstration project records which will be populated as follows: a. If the Demo Location Code = 2 (SPAWAR) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will also be blank. Rating of Record Level is not applicable to these two Demonstration Projects. b. If the Demo Location Code = 4 (NRL) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Rating of Record = G then populate Rating of Record Level with 3 2) If Rating of Record = N then populate Rating of Record Level with 1 c. If the Demo Location Code = A (Air Force Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Rating of Record = A then populate Rating of Record Level with 5 2) If Rating of Record = D then populate Rating of Record Level with 4 3) If Rating of Record = G then populate Rating of Record Level with 3 4) If Rating of Record = K then populate Rati Record Level with 2

Continued on next page

Processing Mass Appraisals Upload/Update Processes, Continued

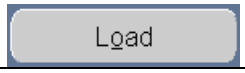
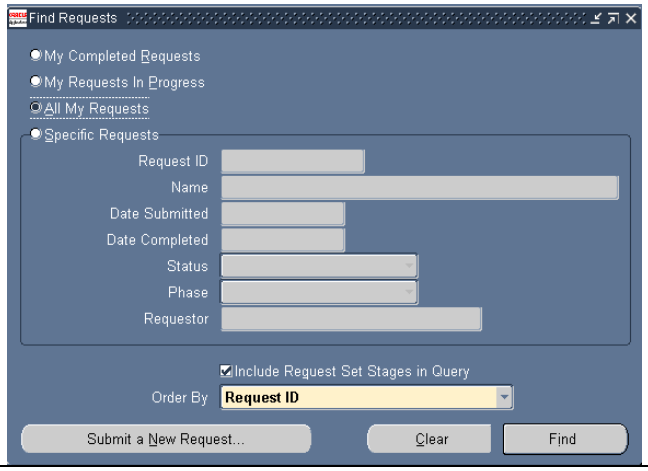
Processing a Mass Appraisal (continued)

Step	Action
6 (cont)	d. If the Demo Location Code = Q (DoD Acq Demo) and the Rating of Record is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Owning Agency = AF, NV, DD and Rating of Record = A then populate Rating of Record Level with 5 2) If Owning Agency = AF, NV, DD and Rating of Record = D then populate Rating of Record Level with 4 3) If Owning Agency = AF, NV, DD and Rating of Record = G then populate Rating of Record Level with 3 4) If Owning Agency = AF, NV, DD and Rating of Record = N then populate Rating of Record Level with 1 5) If Owning Agency = AR and Rating of Record = E then populate Rating of Record Level with 5 6) If Owning Agency = AR and Rating of Record = H then populate Rating of Record Level with 4 7) If Owning Agency = AR and Rating of Record = L then populate Rating of Record Level with 3 8) If Owning Agency = AR and Rating of Record = U then populate Rating of Record Level with 1 e. If the Demo Location Code = R (Army Lab Demo) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will be populated as follows: 1) If Rating of Record = E then populate Rating Record Level with 5 2) If Rating of Record = H then populate Rating Record Level with 4 3) If Rating of Record = L then populate Rating Record Level with 3 4) If Rating of Record = U then populate Rating Record Level with 1 f. If the Demo Location Code = 7 (NAWC Lab Demo) use H for Rating of Record Pattern.

Continued on next page

Processing Mass Appraisals Upload/Update Processes,
Continued

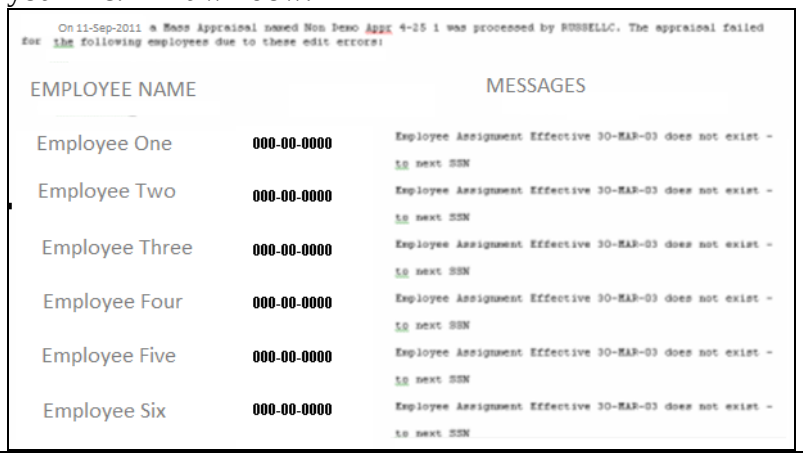
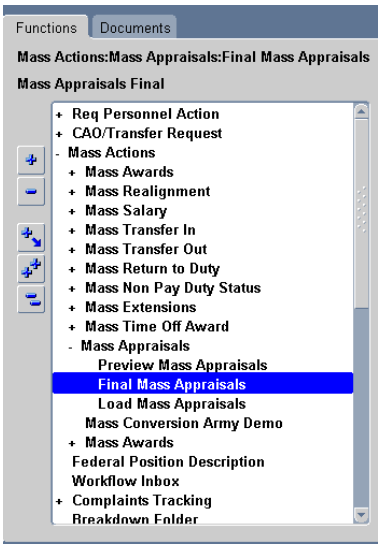
Processing a Mass Appraisal (continued)

Step	Action
7	Type in the "Date Appraisal Due" and the "Appraisal Period End Date". *When the appraisal is processed, the Performance Salary on the Salary Award DDF under Extra Information on People/Enter and Maintain is generated based business rules for your component.*
8	Save the record by selecting on the Save Icon on the top line menu.
9	Select the "Load" button in the lower right corner of the screen. 
10	Once the load process has completed, you will receive a pop-up message providing you with the Request ID number and the number of records that processed.
11	Navigate to Processes and Reports ∏ View Requests <**Open**> to check the status of the load process.
12	The Find Request window opens select the <**Find**> button to query your request. 
13	Select the **Refresh Data** button to help bring the Phase to Completed. *(Depending on how many organizations you have in your file this may take a little time. When your original job ID says "completed", all requests are completed.)*

Continued on next page

Processing Mass Appraisals Upload/Update Processes,
Continued

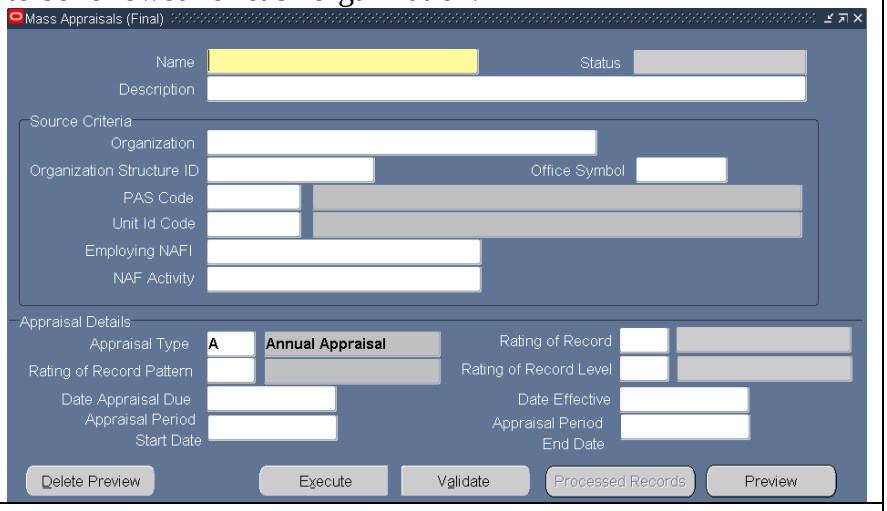
Processing a Mass Appraisal (continued)

Step	Action
14	Select **<View Output>** button to review the reports generated. You will receive a report listing any records that could not be loaded (i.e., the employee did not have an assignment as of the effective date of the appraisal) as well as a report indicating successful loading of records for each Organization included in your file. Exit window.  On 11-Sep-2011 a Mass Appraisal named Non Demo Appr 4-25 1 was processed by RUSSELLC. The appraisal failed for the following employees due to these edit errors: EMPLOYEE NAME / MESSAGES Employee One 000-00-0000 Employee Assignment Effective 30-MAR-03 does not exist - to next SSN Employee Two 000-00-0000 Employee Assignment Effective 30-MAR-03 does not exist - to next SSN Employee Three 000-00-0000 Employee Assignment Effective 30-MAR-03 does not exist - to next SSN Employee Four 000-00-0000 Employee Assignment Effective 30-MAR-03 does not exist - to next SSN Employee Five 000-00-0000 Employee Assignment Effective 30-MAR-03 does not exist - to next SSN Employee Six 000-00-0000 Employee Assignment Effective 30-MAR-03 does not exist - to next SSN
15	From the Navigation window select *Final Mass Appraisals* **<Open>**  **Note:** Insure that the "Phase" reflects "Completed" for your "Start Automatic Mass Appraisal Load Process" entry before proceeding with these steps.

Continued on next page

Processing Mass Appraisals Upload/Update Processes,
Continued

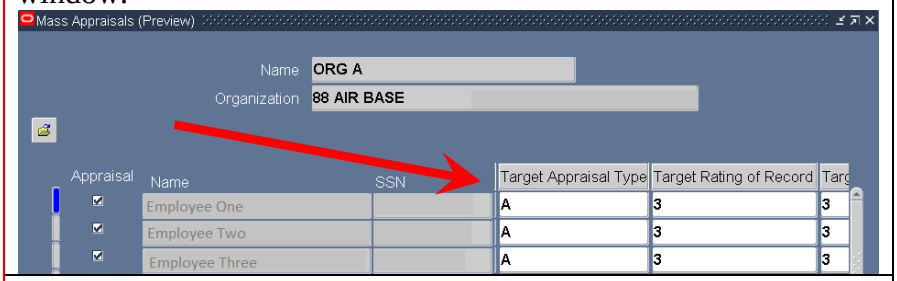
Processing a Mass Appraisal (continued)

Step	Action
16	The Mass Appraisals Final window will open. Select **F11** key then type in the name of the load you provided in step 5 followed by the wildcard character (%) then select both **F11**and **CTRL** keys to execute the query. If upload file contains employees from different organizations, the system appends a number after the name you provided in step 5 for each of the various organizations (i.e., "Test Appraisal Update (Org 1)", "Test Appraisal Update (Org 2)", etc.). By adding the % sign after the name, you are assured of finding all organizations that require appraisal processing as a result of your upload. The following step will need to be followed for each organization. 
17	Select **Preview** button to make sure the right records are selected and they have the correct data in them. To quickly identify all records selected for update, select **F11** key to place activate query mode, select the "X" under the Appraisal column to deselect it and then re-select it to select it again. Then select both **F11**and **CTRL** keys to execute query. The list will only have employees who were included in the load process.

Continued on the Next Page

Processing Mass Appraisals Upload/Update Processes,
Continued

Processing a Mass Appraisal (continued)

Step	Action
18	When you complete the form for the Load Mass Appraisals, you provided a default value for Rating of Record Level. This value will need to be changed for employees whose Target Rating of Record Level does not match the default value. To quickly identify and update these records, navigate to the Preview screen and use the **F11** query function to identify the records based on their value in the Target Rating of Record column. Update the Target Rating of Record Level value on the first employee and use your arrow down button to navigate to the next record. Copy the value from the first employee and continue using the arrow down button and pasting the new value until all records have been updated. Save your changes. Once all changes are made, exit window. 
	Select the Validate button. If there are errors, navigate to View Requests and review the error report that is generated and make any necessary corrections. Once corrected or if there are no errors, select the Execute button. You will receive a message providing the Request ID.

Change Rating of Record Pattern and/or Rating of Record Level if required. Preview other data fields as well to insure data was correct in your file; i.e., Date Effective, etc.

Continued on next page

Processing Mass Appraisals Upload/Update Processes,
Continued

Processing a Mass Appraisal (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>19</td><td>After the process has completed successfully, examine the employee's records to verify they were updated with the right information. You will need to look in the "Appr – DOD Acquisition Demo" SIT and in the "US Gov Perf Appraisal" SIT to verify the updates. The demo appraisal SITs are:
<table>
<tr><th>Demonstration Project</th><th>Special Information Type</th></tr>
<tr><td>Air Force Lab Demo</td><td>Appr – Air Force Lab Demo</td></tr>
<tr><td>Army Lab Demo</td><td>Appr – Army Lab Demo</td></tr>
<tr><td>DoD Acquisition</td><td>Appr – DoD Acquisition Demo</td></tr>
<tr><td>NRL</td><td>Appr – Naval Research Lab Demo</td></tr>
<tr><td>SPAWAR</td><td>Appr – Space Nav Warfare Demo</td></tr>
<tr><td>Warfare</td><td>Appr – Warfare Center Demo</td></tr>
</table>

In addition to checking the appraisal SITs, for SPAWAR also verify the Exception to Midpoint. Demo located in the Navy Unique Information DDF (People → Enter and Maintain →Extra Information→ Navy Unique Information) updated correctly.</td></tr>
</table>

Continued on next page

Processing Mass Appraisals Upload/Update Processes,
Continued

Processing a Mass Appraisal (continued)

Sample Appraisal File Layouts

The ASCII file format:

Maximum Field Length	Value
11	SSN (Format 000-00-0000)
	Comma Delimiter
11	APPR_DATE_EFFECTIVE (Format: DD-MMM-YYYY)
	Comma Delimiter
1	RATING_OF_RECORD
	Comma Delimiter
1	APPRAISAL_TYPE
	Comma Delimiter
1	BONUS_INDICATOR (Navy Unique Data)
	Comma Delimiter
1	BONUS_REASON (Navy Unique Data)
	Comma Delimiter
1	FACTOR1 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR2 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR3 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR4 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR5 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR6 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR7 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR8 (Air Force Unique Data)
	Comma Delimiter
1	FACTOR9 (Air Force Unique Data)
	Comma Delimiter
1	DEMO_LOCATION_CODE
	Comma Delimiter
1	Exception to Midpoint
	Comma Delimiter
11	DT Appr Period Start (Format: DD-MMM-YYYY)

Note: *Insure there are no blank lines at the bottom of the file before loading the file for Air Force*: FACTOR1 through FACTOR 9 are concatenated (combined) into one field when updated to DCPDS. The Comma Delimiters between these factors are not mandatory; these factors will load correctly with or without the commas between FACTOR1 thru FACTOR9. *Insure all nine factors are input as required.*

Continued on next page

Processing Mass Appraisals Upload/Update Processes,
Continued

Processing a Mass Appraisal (continued)

	Sample Appraisal File Layouts (Non Demonstration Project)
	Air Force 000-00-0000,01-JUN-2011,4,A,,,9,9,9,9,9,9,9,9,9 OR 000-00-0000,01-JUN-2011,4,A,,,999999999 **Air Force – GS-15 (Performance Factors excluded):** 000-00-0000,01-JUN-2011,3,A **All Other Components:** 000-00-0000,01-JUN-2011,3,A
	Sample Appraisal File Layouts (Demonstration Project)
	DoD Acq Demo (Air Force): 000-00-0000,01-JUN-2011,D,L,,,9,9,9,9,9,9,9,9,9,Q OR 000-00-0000,01-JUN-2011,D,L,,,999999999,Q **DoD Acq Demo (Non-Air Force):** 000-00-0000,01-JUN-2011,D,L,,,,,,,,,,,Q **Navy – NAWC:** 000-00-0000,01-JUN-2011,A,A,J,1,,,,,,,,,,7 **Navy – SPARWAR:** 000-00-0000,01-JUN-2011,D,A,,,,,,,,,,,2,N **Navy – Warfare:** 000-00-0000,01-JUN-2011,3,A,,,,,,,,,,,3 **Navy – NRL :** 000-00-0000,01-JUN-2011,G,A,,,,,,,,,,,4 **Air Force Lab Demo:** 000-00-0000,01-JUN-2011,D,A,,,9,9,9,9,9,9,9,9,9,A OR 000-00-0000,01-JUN-2011,D,A,,,999999999,A **Army Lab Demo:** 000-00-0000,01-JUN-2011,H,L,,,,,,,,,,,R

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Module 5

Chapter 3

Awards

Chapter Overview

Introduction

The awards program for civilian employees is highly decentralized within DoD; e.g., each Component establishes and administers recognition systems. The purpose of this chapter is to provide steps for entering, correcting, and deleting information on Awards. It also includes processing mass awards.

- Monetary awards require a Request for Personnel Action (RPA) which automatically updates the employee's award history.
- Non-monetary awards, i.e., suggestion awards and recognition awards do not require an RPA and are entered into the employee's record using the People Window.

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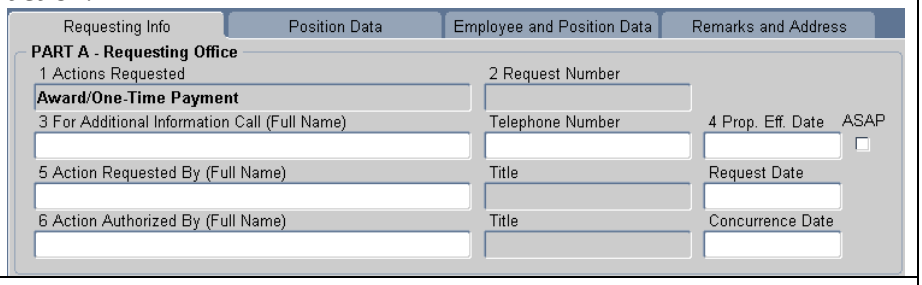
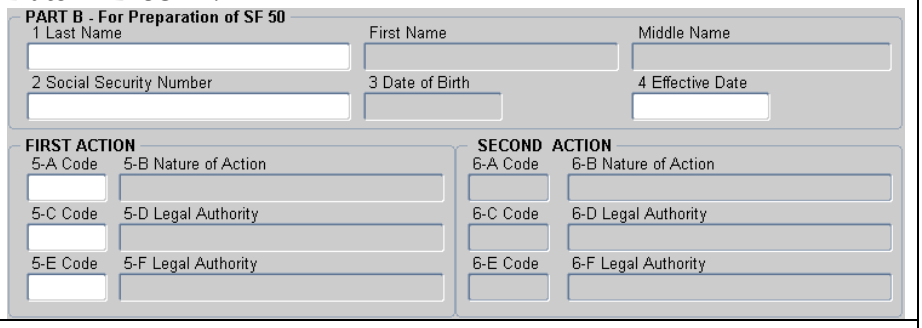
Processing a Monetary Award

Purpose

This procedure provides the steps to process an RPA for a monetary award.

Using the RPA

Step	Action
1	**Navigation Path** > *Request for Personnel Action* > *Award/One-Time Payment* and select **Open** button.
2	The **Requesting Info** tab of the RPA opens with **Part A, Block 1, *Actions Requested*** data field populated. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions. **Note:** ***Request Number*** data field populates when you save the action. 
3	Complete Part B by typing the employee's last name and press [**Enter**] to automatically populate the data field or if there is more than one employee with the same last name select from the LOV. The remaining employee data fields populate. Enter the ***Effective Date*** in **Block 4**. 
4	Place the cursor in the ***5-A Code*** data field, use the LOV to select the **First Nature of Actions** or type in the correct code. If there is a LAC associated with the NOAC, place cursor in the ***5-B*** of the RPA to select the LAC from LOV or type in the correct code.

Continued on next page

Processing a Monetary Award, Continued

Using the RPA (continued)

Step	Action
5	**Legal Authority Codes** are **not** required for an award effective on or after 01-OCT-2000. For actions effective before 01-OCT-2000, place your cursor in ***5-C Code*** data field; use the LOV to display the **First Legal Authority Codes 1** window or type in the correct code. Data fields' ***5-C Code*** and ***5-D Legal Authority*** populate.
6	Select Position Data tab (2nd tab on RPA). ***Award*** and ***Unit of Measurement*** **(UoM)** data fields are open for entry.
7	If the award has a known dollar amount, type in the amount in the ***Award*** data field. **Note:** The field size for ***Award*** data field is five characters. If an award is for $2,000.00, enter as 02000; for $100.00, enter 00100. On or after 01-OCT-2000, if the NOA is a **Time Off Award**, an "H" (Hours) will automatically be populated in the **Unit of Measure (UoM)** data field. If the NOA is monetary related, a "M" (Money) will automatically be populated in the **UoM**. Actions processed before 01-Oct-2000 will require the user to input a value in the **UoM**.
8	Select **Employee and Position Data** tab. No action is required. The data fields are populated. Select **Remarks** tab.
9	Place the cursor in **Part F – Remarks for SF 50**, select LOV icon to review list of remarks. Select **OK** button, then **select** the ***Save*** icon. A Message Box appears asking if you wish save and the RPA. Select **No** button you need to complete the **US Gov Award and Bonus Information** prior to updating HR.
10	Select **Extra Information** button on the RPA. If appraisal information is not in the record, select ***US Gov Performance Appraisal,*** update Appraisal information and **Save.** **Notes:** • Current appraisal information **is required** in the employee's record for performance-based awards. • You can also select ***Award Salary*** on the **Extra PA Request Information** window to verify the award salary (the employee's basic salary excluding locality pay). ***Award Salary*** is necessary if a percentage is given because the calculation will be based off the award salary for percentage.

Continued on next page

Processing a Monetary Award, Continued

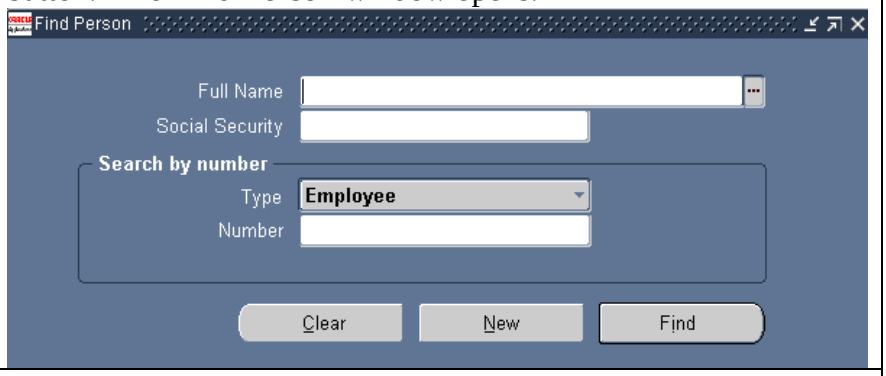
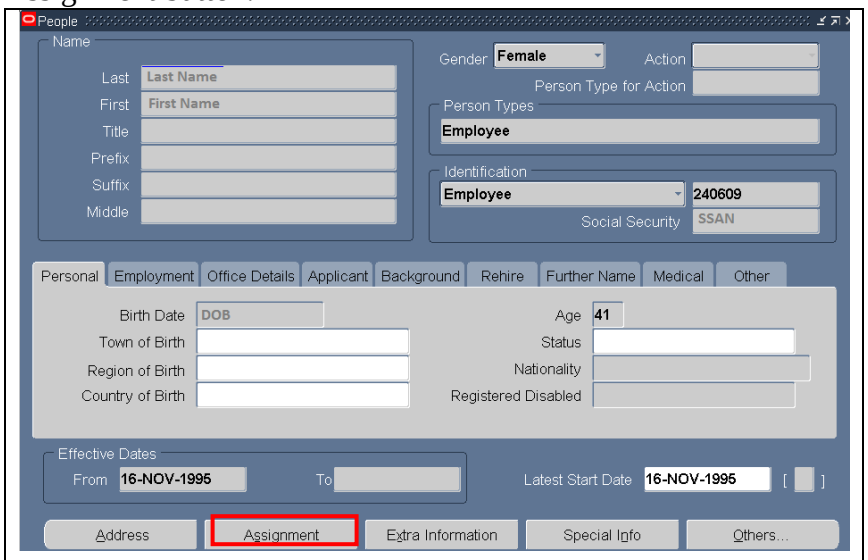
Using the RPA (continued)

Step	Action
11	On the **Extra PA Request Information** window, Select the ***US Gov Award and Bonus Information***. Then Select in the ***Details*** data field to display Extra PA Request Information. Enter needed information and select **OK** button.
12	Select **Save** icon on any page. A **Forms** box opens with the **RPA Request Number.** Select the **OK** button to continue**.**
13	A Message Box appears asking if you wish to route the request. Select the **Yes** button.
14	The Routing window opens. Select ***Update HR.*** and a printer ID in the ***Printer*** data field, if applicable Select the ***Approval*** box then select **OK** button. **Note:** Follow your Component guidelines in routing the RPA for approval, updating the HR database, and printing the Notification of Personnel Action (NPA).

Entering a Non-Monetary Award

Purpose This procedure explains how to enter a non-monetary award.

Accessing the Assignment Window

Step	Action
1	**Navigation Path** > *People* > *Enter and Maintain and select* **Open** button. The **Find Person** window opens. 
2	Type the last name of the employee whose record you wish to update and select the **Find** button. A list of names will appear in the LOV window select the employee whose record you wish to update and select **OK** button.
3	The **People** window populates with the employee's data. Select Assignment button. 

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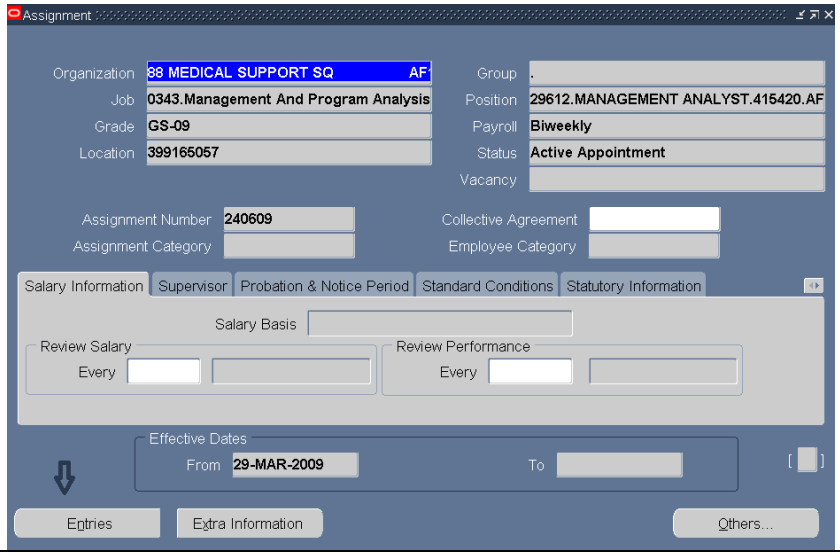
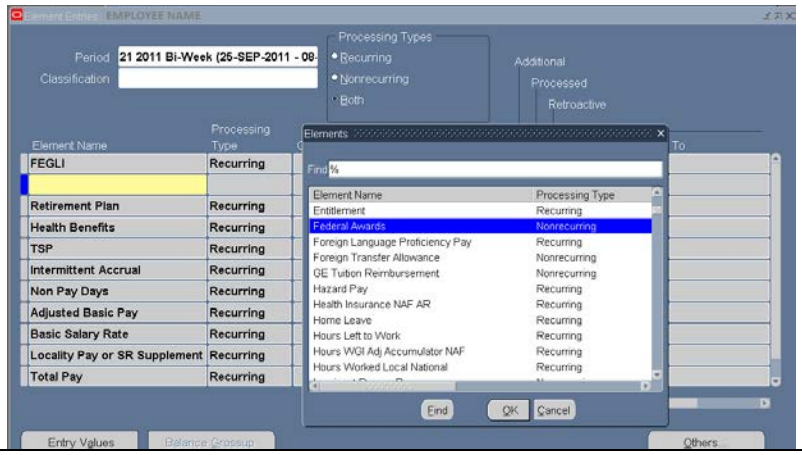
Entering a Non-Monetary Award, Continued

Accessing Assignment window (continued)

Step	Action
4	The **Assignment** window opens with many of the data fields populated and/or grayed out. Select **Entries** button. 
5	The **Element Entries** window opens with the employee name on the Title Bar. Your cursor will be on the first data field in the ***Element Name*** column. Select the **Green Cross** Icon on the toolbar or **File/New Record** on the main menu bar to create a blank data field.
6	Select the LOV icon. The Elements windows open select ***Federal Awards*** then Select the **OK** button. 

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Entering a Non-Monetary Award, Continued

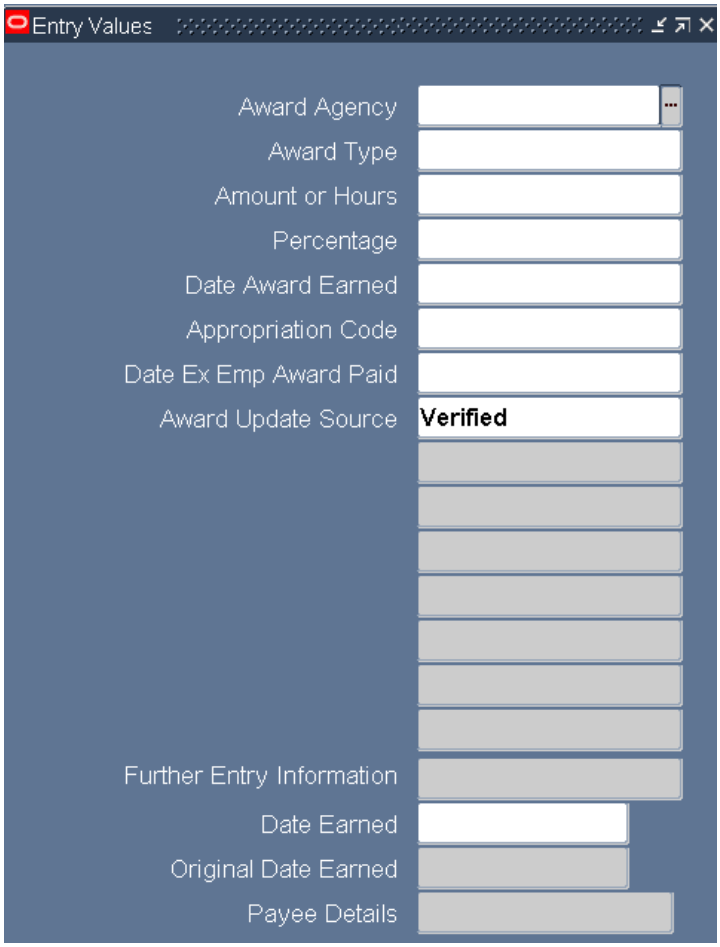
Accessing Assignment window (continued)

Step	Action
7	The Elements window opens with the Federal Awards added to the Element Name Column with Processing Type as Nonrecurring.

Continued on next page

Entering a Non-Monetary Award, Continued

Accessing the Assignment Window (continued)

Step	Action
8	Select **Entry Values** button and when window opens, enter the appropriate award data in the white data fields or use the LOV and make selection from list of values. Exit the window.  **Notes:** • The ***Date Award Earned*** is completed only if the award you are entering is outside the **current pay period**. • The ***Date Earned*** field is embedded in the Oracle product and is not necessary to complete the action.
9	Select ***Save*** icon to save entries made to this area and exit windows.

Correcting Award Data

Purpose

This procedure provides the steps to correct award data.

- If the award is not within the current pay period, date track to the date needed on the **Element Entries** window and follow the steps. See Module 1, Chap 4, Dated Information and Date Tracking.
- If an RPA was used to create the award, you must do a C**orrection-Cancellation** RPA to correct or delete it. See Module 4, Chapter 7, Cancellations and Corrections.

Accessing the Assignment Window

Step	Action
1	**Navigation Path** > *People* > **Enter *and Maintain*** and select **Open** button. The **Find Person** window opens.
2	Enter the employee's name then Select the **Find** button.
3	Select the **Assignment** button in the **People** window.
4	Select the **Entries** button to display the Element window.
5	In the **Element Entries** window, select the first blank data field or Select the **Green Cross** icon on the toolbar and type in ***Federal Awards***. Then Select the **Entry Values** button.
6	The **Entry Values** window opens. Select in the data field(s) that needs correcting. Use the LOV to select the correct information. Close the window and return to the **Element Entries** window. **Note:** Only non-recurring awards that fall in the **current pay period** display in the ***Element Name*** data field. If it is outside the **current pay period**, date track to the date needed and make the correction.
7	Select ***Save*** icon and exit the windows.

Deleting Award Data

Purpose

This procedure explains the process for deleting award data.

Before You Begin

- If the award is not within the **current pay period**, date track to the date needed on the **Element Entries** window and follow the steps in this procedure.
- If an RPA was used to create the award (usually a monetary award), then you must do a Correction-Cancellation RPA to delete it.

Accessing the Assignment Window

Step	Action
1	**Navigation Path** > *People* > *Enter and Maintain and select* **Open** button.
2	Enter the employee's name then Select the **Find** button.
3	Select the **Assignment** button in the **People** window.

Deleting the award

Step	Action
4	Select the **Entries** button to display the Element window.
5	Select the Award ***Element Name*** that you want to delete.
6	In the ***Element Name*** data field, Select **Edit** from the Main Menu then Select Delete to delete the data field or Select the **Red X** on the Toolbar.
7	Select the ***Save*** icon and exit the windows. **Note**: If you discover you deleted the Award ***Element Name*** data field by mistake, and you have not yet Selected **Save**; close the Element Entries window ***WITHOUT*** saving. Select **File** > **Close Form**. Select the **No** button when the dialog window asks if you want to save your data.

Processing a Mass Award

Purpose

This section provides information on how to process a mass award for efficient processing of a group of similar award actions.

- A manager or supervisor may create and preview the action, and then notify the personnelist by phone or email with the file "name" created for the mass award.
- A personnelist will then execute the mass award.

Before You Begin

- A Mass Award is a collection of individual awards processed en masse to save DCPDS users time, effort, and keystrokes. The personnel actions required to document each award can be processed with an individual RPA when the following conditions are same:
    - Effective date
    - Nature of action.
- You cannot change individual award amounts; i.e., percentage or salary amount, once you have "executed" the action.
- If actions process without error, NPAs (SF 52s) are generated for the selected records as future actions in the Routing History Table. If an error occurs with one of these selected records, the process routes the NPA to the group box assigned to the record's registered Personnel Office Identifier (POI). If the POI is not registered, then the process routes to the system's default group box – GHRWFADMIN.
- Legal Authority Codes/Remarks are not required for Mass Awards effective on or after October 1, 2000.

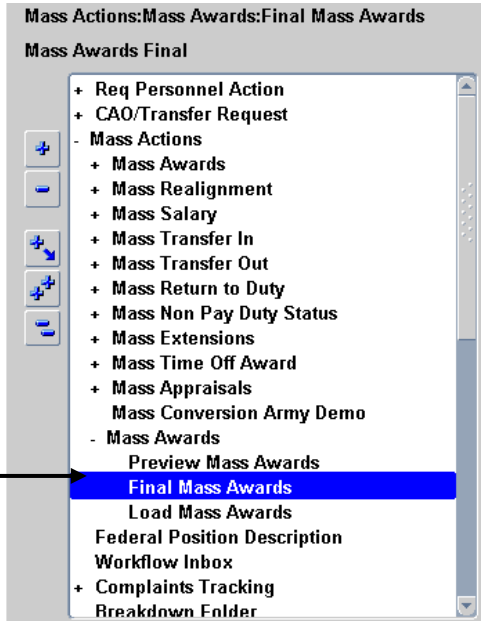
Who Does It

The capability to **execute** a mass award is only available in the CIVDOD Personnelist responsibility.

Processing a Mass Award, Continued

Creating a Mass Award File

Managers, supervisors, or personnelists may create a Custom Mass Award File. If a manager or supervisor creates the file, they need to notify the appropriate personnelist to "execute" it.

Step	Action
1	**Navigation Path** > *Mass Actions* > *Mass Awards* > *Final Mass Awards* and select **Open**.  **Notes:** • The **Mass Awards (Preview)** window is available as a "rough draft" window. It is exactly like the **Mass Awards (Final)** window, but without the **Execute** Task flow button. You can create the Mass Award by selecting either menu item, but you can only process it in the **Final Mass Awards** window. • Components may want to use both forms, but limit the number of personnel who can run the final process for security reasons.

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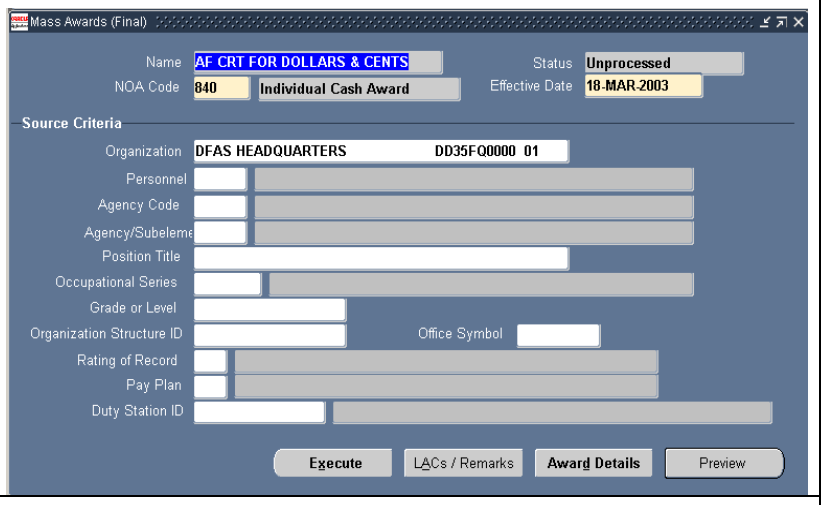
Processing a Mass Award, Continued

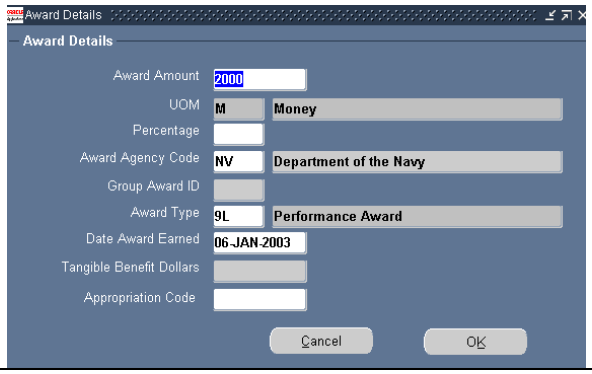
Creating a Mass Award File (continued)

Step	Action
2	The Custom **Mass Awards (Final)** window opens with four task flow buttons. Each time the user utilizes one to navigate to another form, the system automatically saves the current entries. 
3	Place the cursor in the ***Name*** data field, type in a unique file name for the award you are creating. Ex: 2001 GS Performance Awards for Civil Engineering. **Note**: This unique file name is used for executing the process. If a manager creates the Mass Award, this file name must be provided to the personnelist to extract and then execute the mass award
4	Place the cursor in the ***NOA Code*** data field, Select the LOV icon to select the code or type it in. (OPM no longer requires LACs/Remarks for Mass Awards).
5	Select the LOV icon or type in a date in the ***Effective Date*** data field. **Notes:** • ***Name***, ***NOA***, and ***Effective Date*** are required fields which auto populates ***UoM***, ***Award Type*** and *Date of Award Earned* on the **Award Details** DDF. • The ***Status*** data field is system-generated to show how far your award has progressed: e.g., Unprocessed, Submitted, etc. No action is required.

Continued on next page

Processing a Mass Award, Continued

Creating a Mass Award File (continued)

Step	Action
6	In the **Source Region**, Select the LOV icon to choose either the ***Organization,*** or ***Personnel Office ID***. ***Agency Code*** and ***Agency / Sub element Code*** data fields are optional. However, there is an increase in system performance when you select an organization as one of the parameters. **Note:** You can use wildcards to populate some data fields; e.g., (FP%) - to extract organization codes that begin with FP; (G%) - to get all pay plans beginning with a G, etc.
7	Select the LOV icon or type in the information in the data fields.
8	In the **Mass Awards** window, Select the **Award Details** button. The window opens with several of the data fields populated from the previous window. 
9	Place the cursor in the ***Award Amount*** data field, type in the amount. ***OR*** Select the ***Award Percentage*** data field and type in a percentage. For example, one and a half percent would be entered as 1.5 (no percent sign). **Note:** The ***Award Percentage*** data field only applies to Performance Awards.
10	Place the cursor in the ***Award Agency Code*** data field, type in the information or Select the LOV and Select the agency granting the award; e.g., AR for Army.
11	***Group Award Id is required if award is effective before Oct1, 2000*** **-** no longer required by OPM if the award is effective on or after Oct 1, 2000.

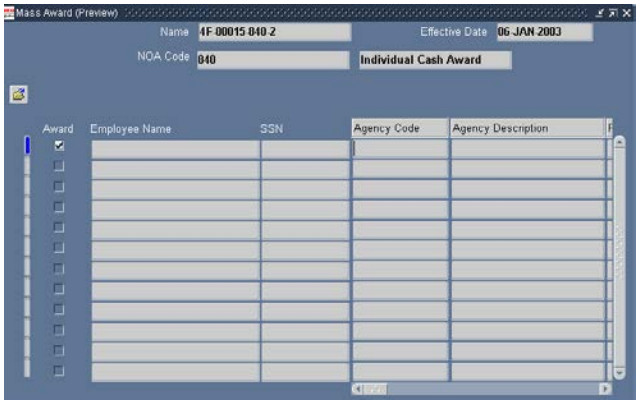
Continued on next page

Processing a Mass Award, Continued

Previewing a Mass Award File

You may preview a file created on the **Mass Awards (Preview)** window and names can be viewed, selected, or deselected.

Note: Once you task flow to the Preview, all previously entered data cannot be modified (except for ***Award Amount*** which must be changed individually.) If other modifications of the data are necessary, a new Mass Award file must be created.

Step	Action
12	***Award Type*** populates for Time Off Awards, all others must be entered using the LOV or typed in.
13	***Date Award Earned*** populates with the current date or you can input another date.
14	Type in dollar amount in ***Tangible Benefit Dollars*** data field, if required.
15	Select **OK** to return to the **Mass Awards (Final)** window
16	On the **Mass Awards (Final)** window, Select the **Preview** button. The window opens with data elements populated from the previous windows. ***Name*** and ***SSN*** are included in the columns a second time so they will appear on the downloaded product, in the event you export the awards preview folder to a spreadsheet.  **Note:** The "X" in the **Award** checkbox indicates the name to be included in the mass award action. • Deselect the "X" if the name is <u>not</u> to be included. • If a large number of names appear on the window, but only a few are to be included, Select **Select/Deselect All** to remove the "X" from the checkboxes. Then, select the few names to be included by individually selecting "X" in the checkbox next to the names.
17	Select the ***Save*** icon on the Toolbar and exit the window.

Continued on next page

Processing a Mass Award, Continued

Changing a Mass Award File

You have one option to change the file before it is "executed." You can only change the ***Target Award Amount*** to a dollar amount from a percentage.

Step	Action
18	The personnelist will open the **Mass Award (Final)** window and Select the **Preview** button.
19	The **Mass Awards (Preview)** window opens. To change the dollar amount, place your cursor in the ***Target Award Amount*** data field and substitute the desired dollar amount for the ***Percentage of Award Salary Amount***. **Note:** The system deletes the information in the ***Target Award Percentage*** data field when the dollar amount is input. • When all modifications of the **Preview** Folder are complete, the user must save the changes and exit the **Preview** Folder. • The **Preview** Folder can be changed and saved as many times as necessary by the user.

Entering Legal Authority Codes and Remarks

Legal Authority Code(s) and **Remarks** saved on this window will apply globally to the mass award. **Legal Authority Codes** and **Remarks** are no longer required for actions effective **on** or **after Oct 1, 2000.**

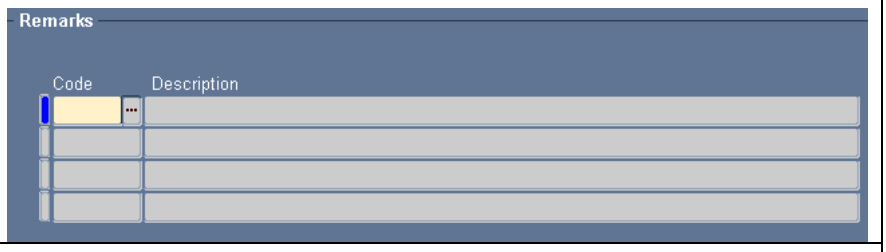
Step	Action
20	If actions prior to Oct 1, 2000, Select the **LACs/Remarks** buttons. Place the cursor in the **Legal Authority *Code 1*** data field, Select the LOV. **Notes:** • At least one LAC is required, if award is effective before Oct 1, 2000; but remarks are optional. • The ***Required*** Checkboxes are not used because there are no standard remarks required to be on all Mass Awards.

Continued on next page

Processing a Mass Award, Continued

Executing a Mass Award File

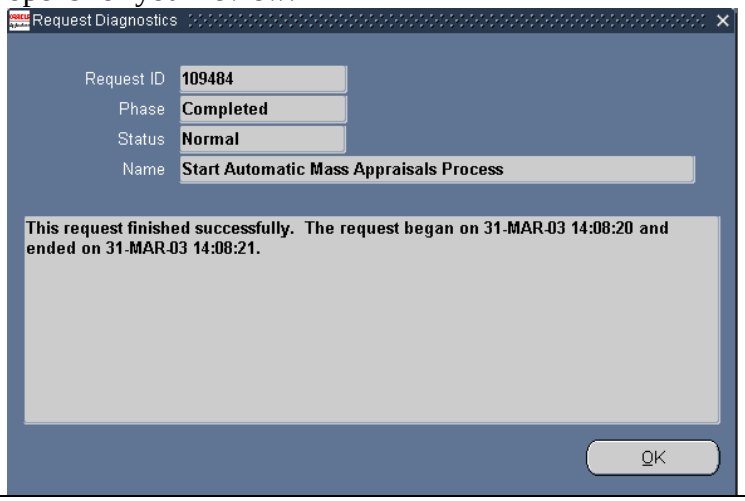
This procedure shows the steps to process or "execute" a mass award file to update the database.

Step	Action
21	Place the cursor in the ***Remarks Region Code*** data field, Select the LOV icon. The **Remarks** window populates with ZZZ and the **PA Remarks Insertion Values** window opens. Type in your remark and Select the **OK** button. 
22	Select ***Save*** icon and exit the window.
23	Select the **Execute** button. A Message Box opens and says: "Mass Awards Final Process successfully submitted.
24	Select the **OK** button • If the actions process without an error, RPAs are created for the selected records as future actions in the Routing History Table. • If an error occurs with one of these selected records, the process routes the RPA to the group box assigned to the record's registered POI. o If the POI is not registered, then the process routes to the system's default group box – GHRWFADMIN. **Notes:** • Once you have "Executed" or "Processed" the action, The **Preview** button is grayed out on the **Mass Awards** window. • Individual award actions that **do not** successfully pass the business rules will create an RPA for the Award, and flow to the designated utility group box for failed automatic actions, normally "WGI Personnel."

Processing a Mass Award, Continued

Viewing the Status of a Mass Award File

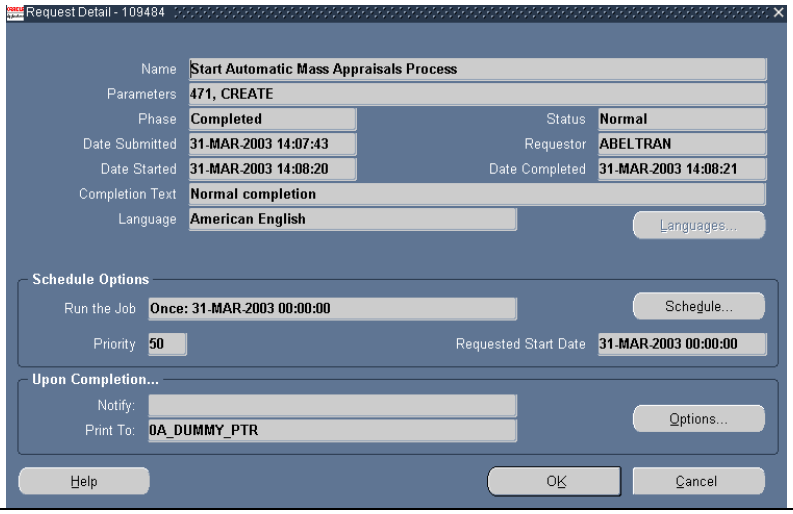
To view the status of the executed mass award file, use the Request ID in the message generated in the final step of processing. For example: "189415" in the previous step. Follow these steps for viewing your requires:

Step	Action
1	**Navigation Path** > *Processes and Reports* > *View Request* and select **Open.** The Find Request window opens, Select the **Find** button • The **Requests** window opens a listing of **Request Ids** with columns entitled **Phase**, **Status**, **Program Name** and **Parameters**. The most recent request will be at the top of the list. Find the **Request ID** that was assigned in the previous note of successful completion. In this example, it is "189415" which shows the **Phase** as Completed, and the **Status** as Normal. If the Status Column indicates "Pending" or "Running," Select the **Refresh** button until the status column reads: "Completed."
2	Select the **View Log** button to display a log of how a request ran.
3	Select the **View Output** button to view the output of a successfully completed request on screen.
4	Select the **Diagnostics** button**.** The **Request Diagnostics** window opens for your review. 

Continued on next page

Processing a Mass Award, Continued

Viewing the Status of a Mass Award File (continued)

Step	Action
5	Select the **View Details** button for more detailed information on the file**.** The **Concurrent Requests** window opens: 
6	Contact your System Administrator for assistance in reviewing the **Request Log** or the **Concurrent Manager Request Summary** to locate and correct specific errors.

Continued on next page

Processing a Mass Award, Continued

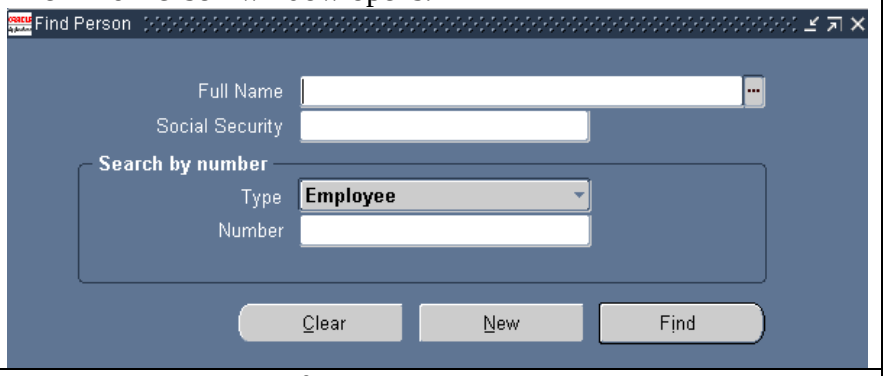
Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system opens a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's group box or system's default group box.

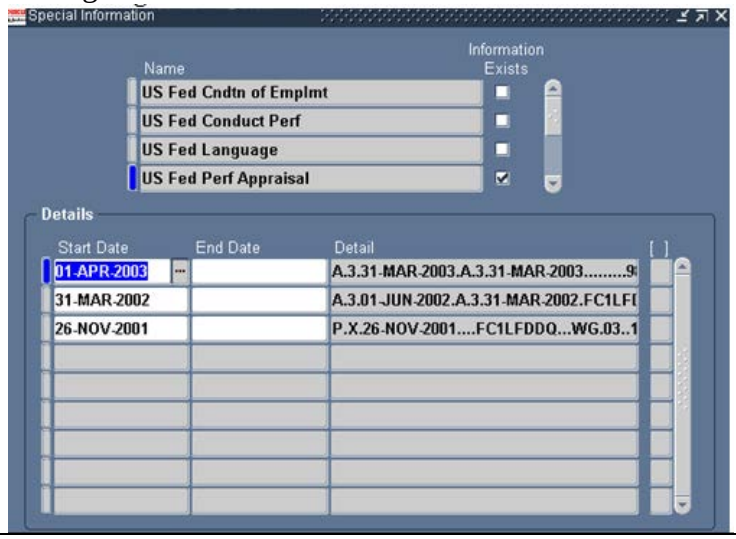
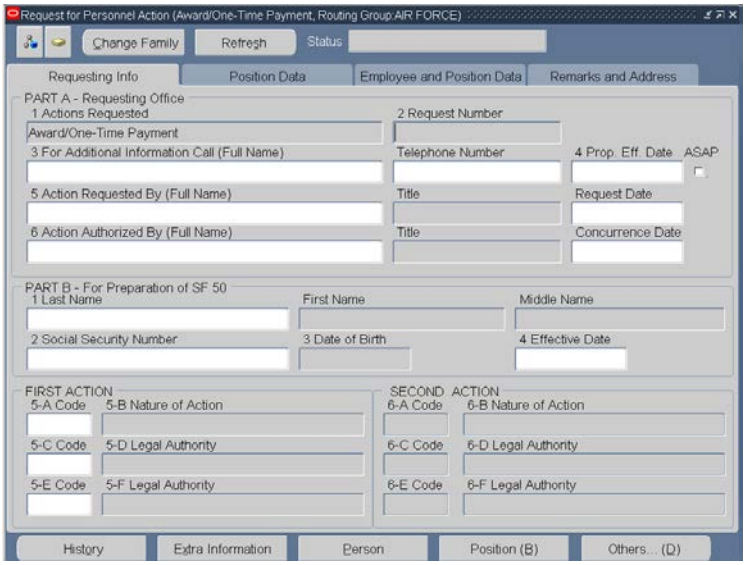
Step	Action
1	**Navigation Path** > *Federal Maintenance Forms* > ***Process*** Log and select **Open.**
2	The **Process Log Errors** window opens with the request number as the last part of the ***Program Name*** data field. The **Log Text** Region opens the reason for the error(s). Use the scroll bars to read the remaining information.
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process "Futures," which reprocesses all actions noted as future in the Routing History Table to update the database. The **Process Log** referenced above will also contain the details on all records successfully completed and processed with errors.

Processing Awards for Ex-Employees

Step	Action
1	**Navigation Path** > *People* > *Enter and Maintain and select* **Open**. The **Find Person** window opens. 
2	Type the last name of the employee whose record you wish to update and Select the **Find** button. A list of names will appear in the LOV window select the employee whose record you wish to update and Select the **OK** button.
3	Select the **Special Info** button in the **People** window.

Continued on next page

Processing Awards for Ex-Employees, Continued

Step	Action
4	Verification of Current Appraisal – If the award being processed is based on performance, the appraisal has to be current in the ex-employees record. Otherwise, you will encounter CPDF edit. Please verify prior to initiating RPA for Award. Exit form to return to the Navigator window 
5	Navigate to *Req for Personnel Action* ∏ *Award One/Time Payment* to Create RPA for an Award  Enter the Effective Date of separation or a prior date. Then, enter the ex-employee's social security number – the remaining data such as name will auto populate.

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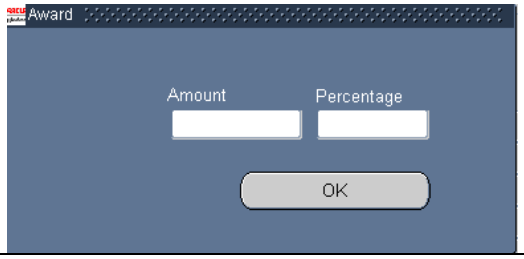
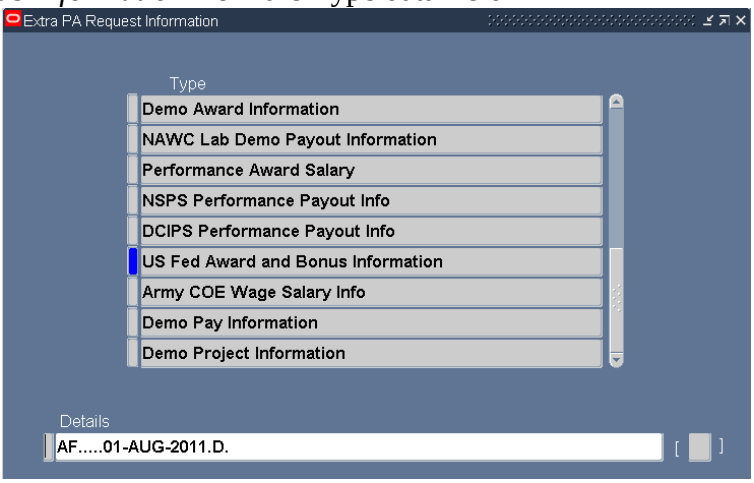
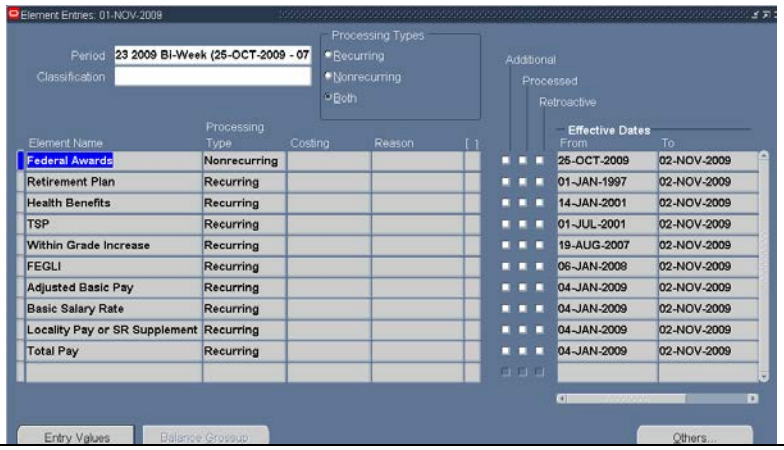
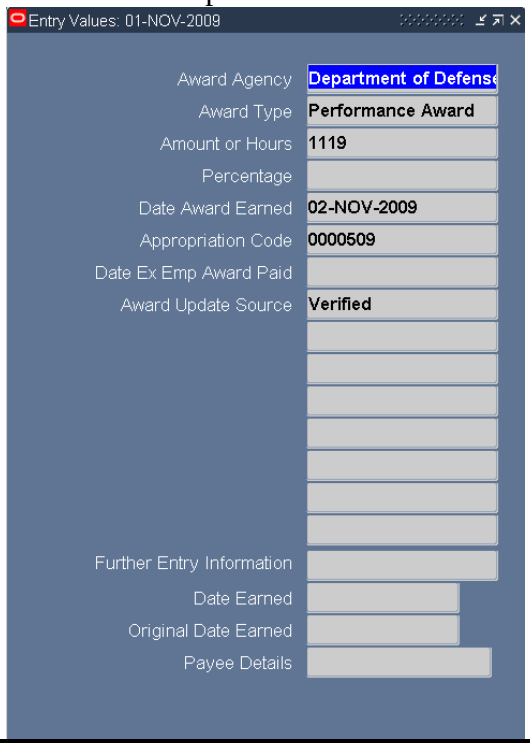
Processing Awards for Ex-Employees, Continued

Step	Action
6	Navigate to Page 2 (Position Data) and Enter the Award Amount then Select the **OK** button 
7	Select the Extra Information button, Select *US Fed Award and Bonus Information* from the Type data field  Select in the *Details* data field to open field
8	Enter Award Type (9L for this example), Date Award Earned (the 02-May-2003 auto populated date is driven by the effective date entered on Page 1 of RPA – manual change to this date can be made -- for example: if the award is based on performance and the end date of appraisal period is 31 Mar 03, then manually enter 31 Mar 03 in this date area) Date Ex Emp Award Paid: Enter the pay period in which the award will be paid – in this example: 18 May 03 date will be entered. This is the date that will also print on the NPA. Save work, close screen to return to navigator window.

Continued on next page

Processing Awards for Ex-Employees, Continued

Step	Action
9	**Navigation Path** > *People* > *Enter and Maintain* and select **Open** button**.** The find Person window opens Enter the employees name and Select the **Find** button
10	The People window opens Select the Alter Effective date icon and Date track to the date of employee Separation.
11	Select the <**Assignment**> button
12	Select the <**Entries**> button, select *Federal Awards* in the Element Name data field 
13	Select the <**Entry Values**> button to Verify Award Type, Amount or hours and the Date Ex Emp Award Paid 

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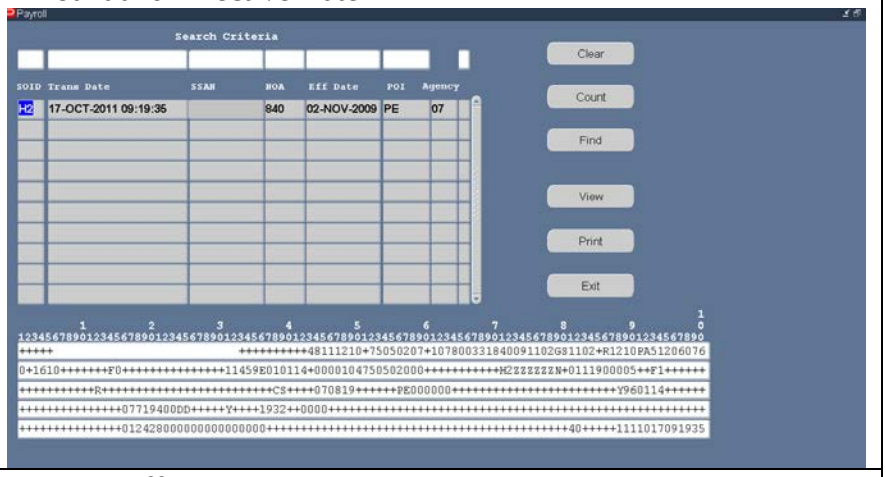
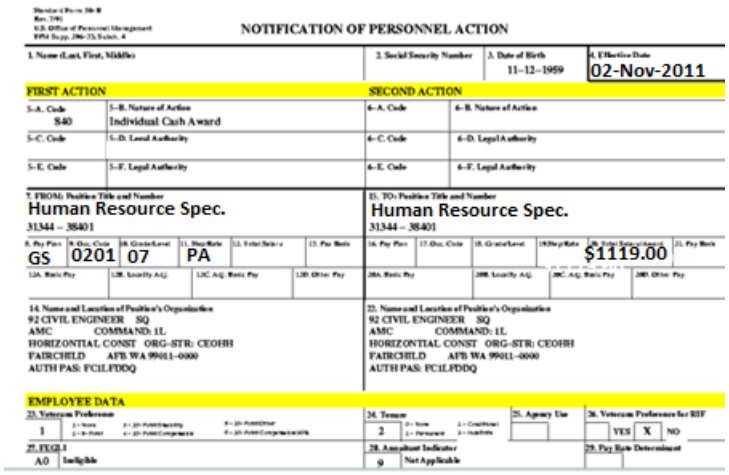
Processing Awards for Ex-Employees, Continued

Step	Action
14	Exit all windows and return to the navigator window and select *Pay* 500
15	The Payroll window opens, Type the *Social Security* number in the Filter by data field, Then Select the **Find** button. Check for Award Amount and Effective Date 
16	Both the Effective Date and the Award Amount are correct 

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Module 5

Chapter 4

Adverse Actions and Reprimands

Chapter Overview

Introduction

The purpose of this chapter is to provide the process to document adverse actions.

Chapter Contents

Topic	Page
Preparing a RPA for Adverse Actions	2
Documenting Adverse Actions	6
Documenting Reprimands	9

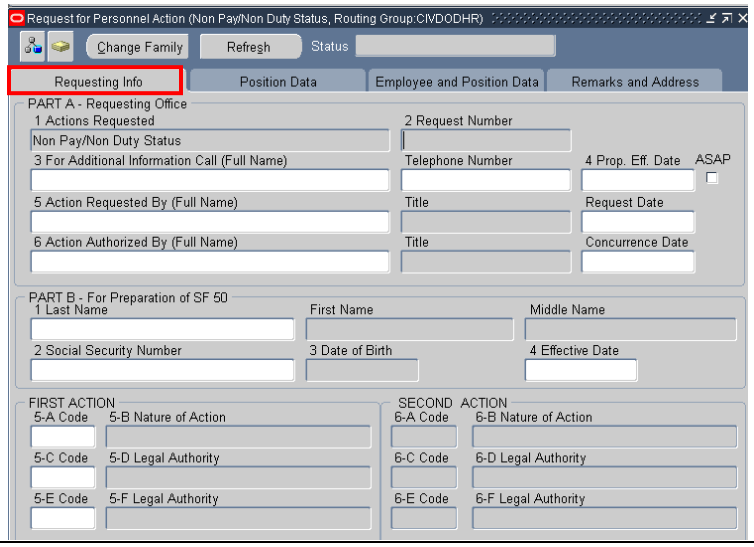
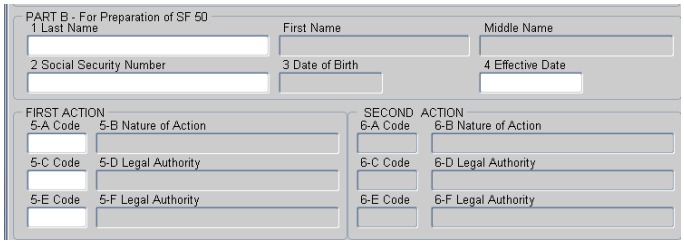
Preparing a RPA for Adverse Actions

Purpose

The following information provides you with the steps in preparing a RPA for an Adverse Action.

Accessing the Request for Personnel Action

Navigation Path > *Req Personnel Action* > **Non** *Pay/Duty Status*. *The Non Pay/Non Duty Status* Adverse Action is used for illustration purposes.

Step	Action
1	The Requesting Info tab of the RPA provides Part A – Requesting Office and Part B – For Preparation of SF 50 for user input. Instructions for completing the RPA are in Module 3, Processing Personnel Actions Using DCPDS, Chapter 1, Processing a Request for Personnel Action. 
2	Complete Part B by typing the employee's last name and press [**Enter**] to automatically populate the data field or if there is more than one employee with the same last name select from the LOV. The remaining employee data fields populate. **Note:** The HR Office completes the Effective Date data field. 

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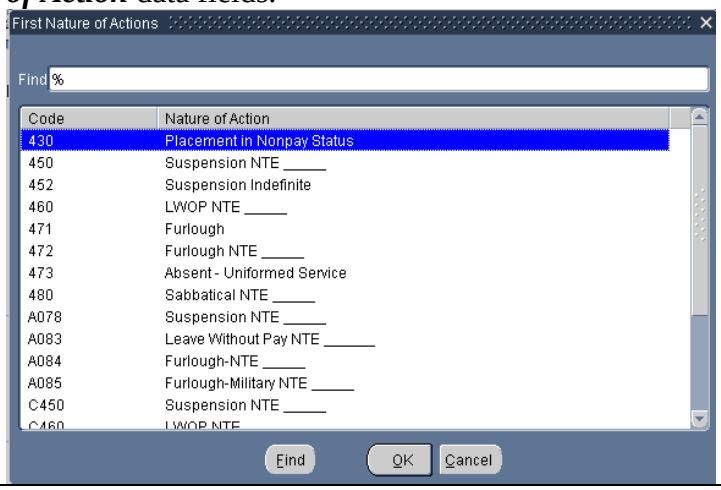
Preparing a RPA for Adverse Actions, Continued

Accessing the Request for Personnel Action (continued)

Step	Action
3	Type in the Nature of Action Code (NOAC) *Or* Select the LOV to display a listing of NOACs in the **First Nature of Actions** window. Select the correct code and Select the **OK** button to populate the ***5-A Code*** and ***Nature of Action*** data fields. 
4	Type in the ***Legal Authority Code*** that you need for an Adverse Action. *Or* Select the LOV icon to display the appropriate authority code. Select the appropriate code and select the **OK** button to populate the data fields. **Note**: The authority codes in the LOV reflect those that are applicable to the family of the NOA selected in the ***Nature of Action*** data field. [**Tab**] to the next data field and continue this process until you have completed all the ***Legal Authority Code*** data fields that are needed to be complete.
5	Select **Position Data** tab at the top of the **RPA** window.

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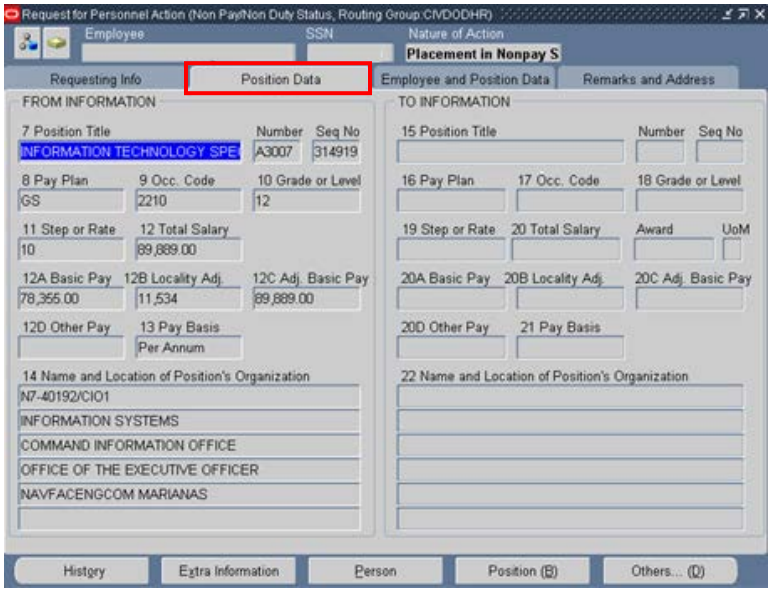
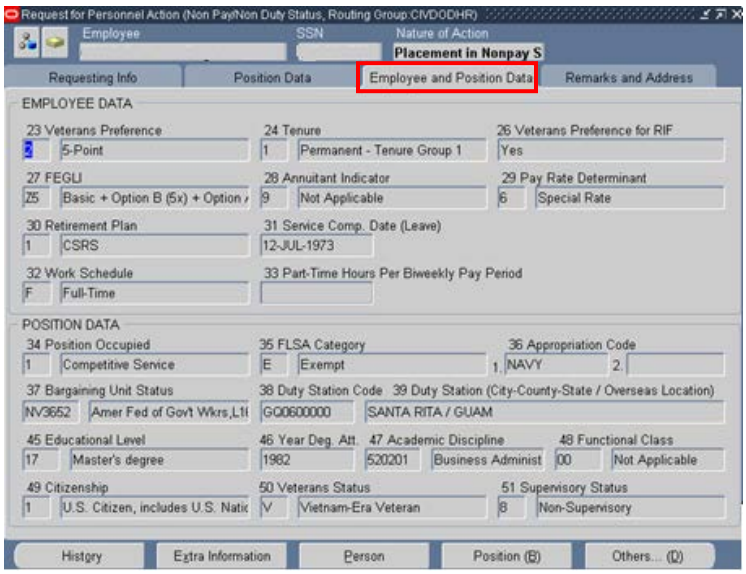
Preparing a RPA for Adverse Actions, Continued

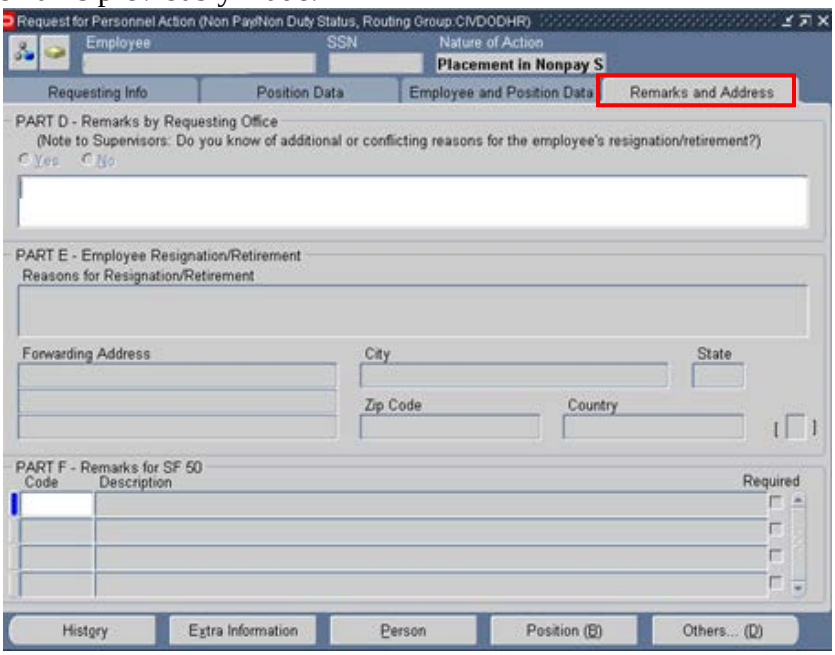
Accessing the Request for Personnel Action (continued)

Step	Action
6	The **Position Data** window is automatically populated with the correct information for the Adverse Action.  Select **Employee and Position Data** tab at the top of the RPA window.
7	The **Employee and Position Data** window is automatically populated with the correct information for the Adverse Action.  Select **Remarks and Address tab** at the top of the **RPA**.

Continued on next page

Preparing a RPA for Adverse Actions, Continued

Accessing the Request for Personnel Action (continued)

Step	Action
8	The **Remarks and Address** window is automatically populated with the correct information for the Adverse Action if there were remarks previously made.  **Note**: You can use the LOV for a listing of additional remarks to select for *Part F – Remarks for SF 50*.
9	Select ***Save*** icon. A Decision window appears asking if you wish to route the request, Select the **Yes** button.
10	The **Routing** window opens. Select **Update HR** then Select the **OK** button. Your adverse action is now processed and a part of the employee record. Any of the options on the **Routing** window can also be selected. Selection will be based on Component business rules.

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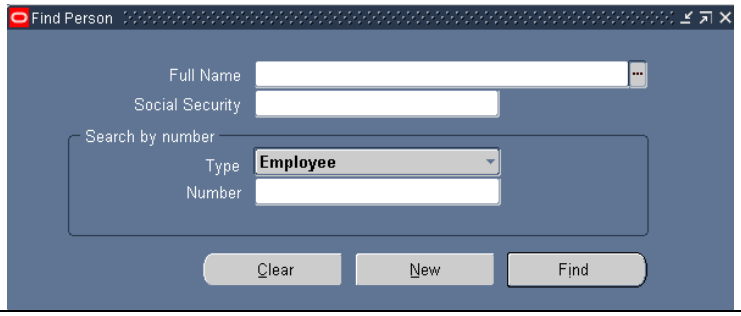
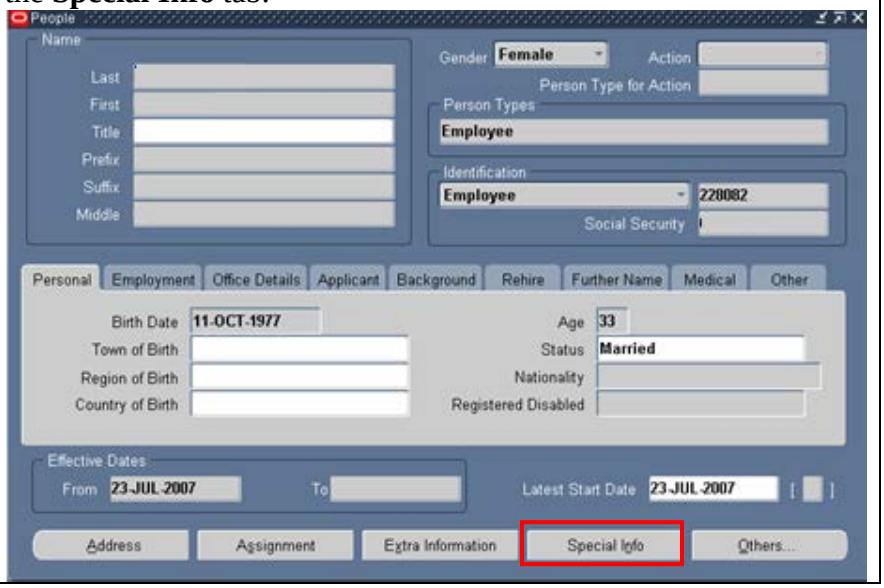
Documenting Adverse Actions

Entering Adverse Action Data

Use the following steps to input adverse action data into an employee's personnel record in DCPDS.

Step	Action
1	**Navigation Path** > *People* > *Enter and Maintain and select* **Open**. The **Find Person** window opens. Type in the employee's name and Select the **Find** button. 
2	The **People** window populates with the employee's data. Select the **Special Info** tab. 

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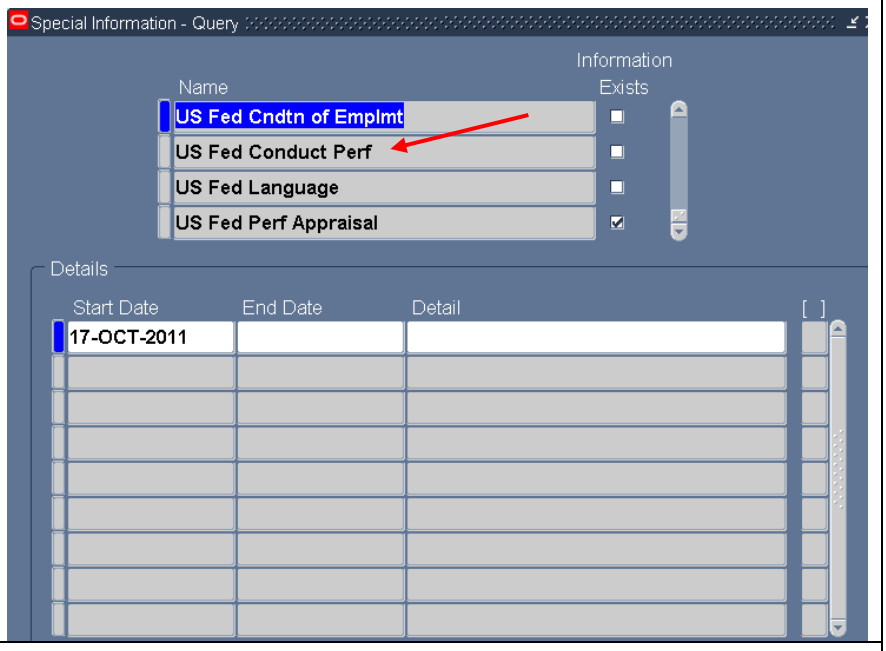
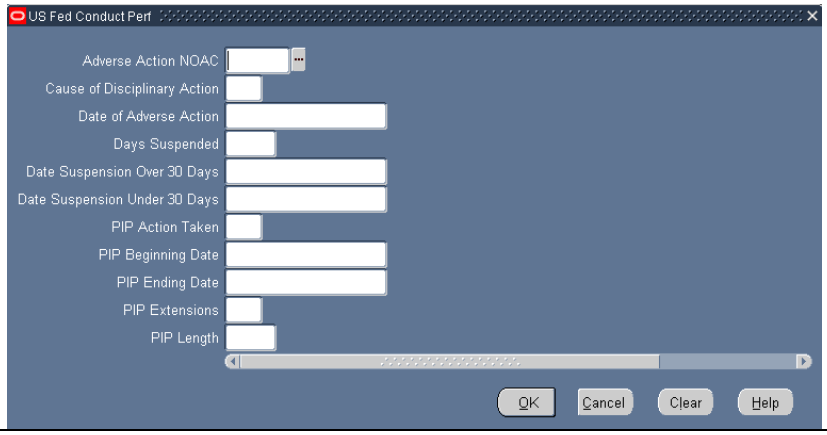
Documenting Adverse Actions, Continued

Entering Adverse Action Data (continued)

Step	Action
3	Use the left scroll bar to locate **US Fed Conduct Perf**. Select in the ***Details*** data field to display window. 
4	The **US Fed Conduct Perf** window opens. Complete each data field with the required information using the LOV in the window or type in the information. 

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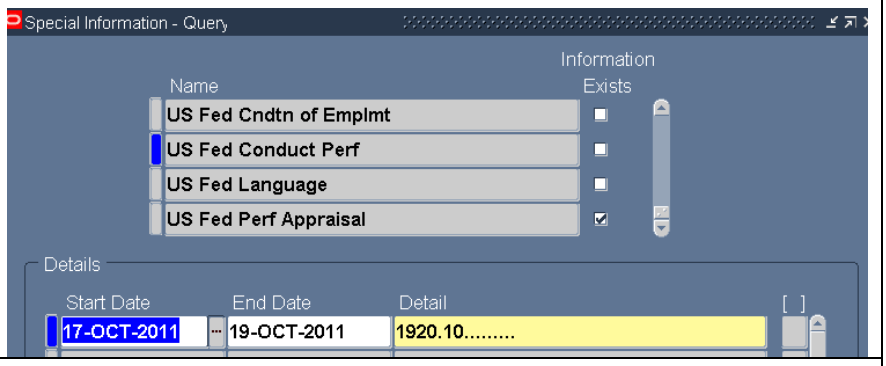
Documenting Adverse Actions, Continued

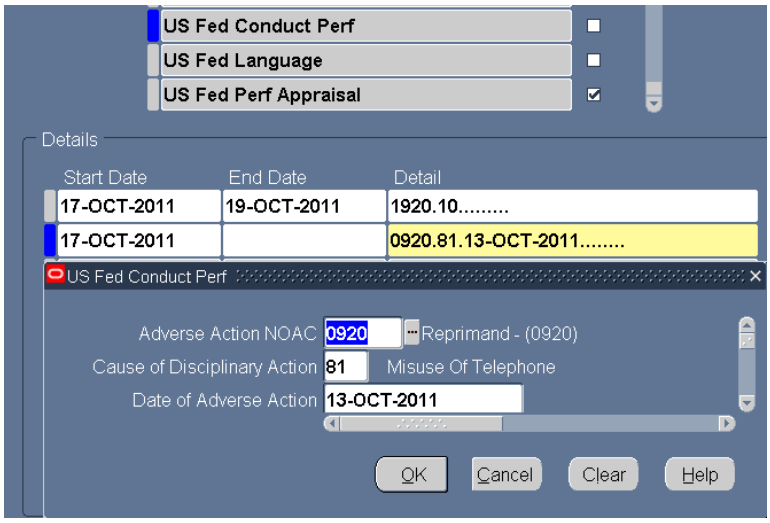
Entering Adverse Action Data (continued)

Step	Action
5	After you complete the data fields in the **US Fed Conduct Perf** window, Select the **OK** button. The data populates the ***Details*** data field. 
6	Select the ***Save*** icon and close the window.

Continued on next page

Documenting Reprimands

Entering a Reprimand

Step	Action
1	Follow steps 1 – 4 used in Documenting Adverse Actions section to document a Reprimand. **Note:** Only the first three fields on the **US Fed Conduct Perf** window are required. A reprimand is not an Adverse Action.
2	In the ***Adverse Action NOAC*** data field, Select the LOV icon to select the appropriate code. (Example: 0920 - Reprimand). For the ***Cause of Disciplinary Action*** data field, type in the appropriate action or select from the LOV. (Example: 81 - Misuse of Telephone). For the Date of Adverse Action field, input the effective date of the Reprimand. Select the **OK** button to return to the **Special Information** window.
3	In the **Special Information** window, the ***Start Date*** automatically generates. Change the start date to match the effective date of the Reprimand, if required. Insert the end date for the end of the Reprimand timeframe.  **Notes:** If you update the Reprimand through **Special Info** for historical purposes, no RPA is needed and no SF50 is sent to Payroll. If it is a current action and not for historical purposes, you must do an RPA action to alert Payroll (Pay 500).
4	Select the ***Save*** icon and close the window.

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Module 6

Administering Pay, Benefits, and Entitlements Using the DCPDS

Module Overview

Purpose

This module explains how to enter, maintain and retrieve information on employee pay, benefits, and entitlements.

- Pay includes basic salary rate, locality rate, adjusted basic pay, and total pay. It does not include payroll management, which is included in **Module 8, Payroll Management Using the DCPDS.**
- Benefits and entitlements include Thrift Savings Plan (TSP), Federal Employees Government Life Insurance (FEGLI), Health Benefits, and Awards.

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Module Overview, Continued

See Also

Module 1, Fundamentals of the DCPDS

- Chapter 3, Navigating the DCPDS
- Chapter 5, Updating and Viewing Employee Records
- Chapter 6, Retrieving Records
- Chapter 7, Folders
- Chapter 8, Reports

Module 3, Processing Requests for Personnel Actions Using the DCPDS

Module 8, Payroll Management Using the DCPDS

Term

Element – Categories of pay, benefits, and entitlements data are called "elements"; e.g., basic pay, locality pay, FEGLI, retirement plan.

Module 6

Chapter 1

Viewing Pay, Benefits, and Entitlements Data

Chapter Overview

Introduction

This chapter shows you how to view Pay, Benefits, and Entitlements (PB&E) data referred to as **Elements** in DCPDS.

- To view current Elements, use the **People** window.
- To view Element history information, use the **Assignments Folder** window that contains information on applicants, employees, and ex-employees in the database.

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Who Does It?

- Personnelist
- Manager/Supervisor
- Employee

Viewing Current PB&E Data by Employee

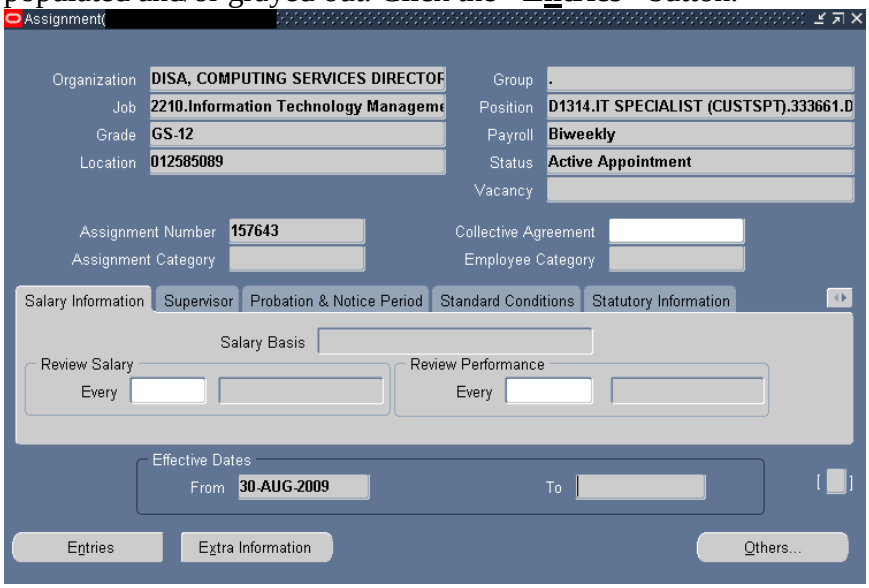
Purpose

This procedure guides you through the steps to view an Employee's current elements.

Accessing the People Window

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**.
2	The **Find Person** window opens Query for the employee by typing in the last name (or SSN) and clicking the **<Find>**button.
3	The **People** window opens the employee data as described in the Chapter Overview. Click the **<Assignment>** button.

Viewing Current Elements

Step	Action
1	The **Assignment** window opens with many of the data fields populated and/or grayed out. Click the **<Entries>** button. 

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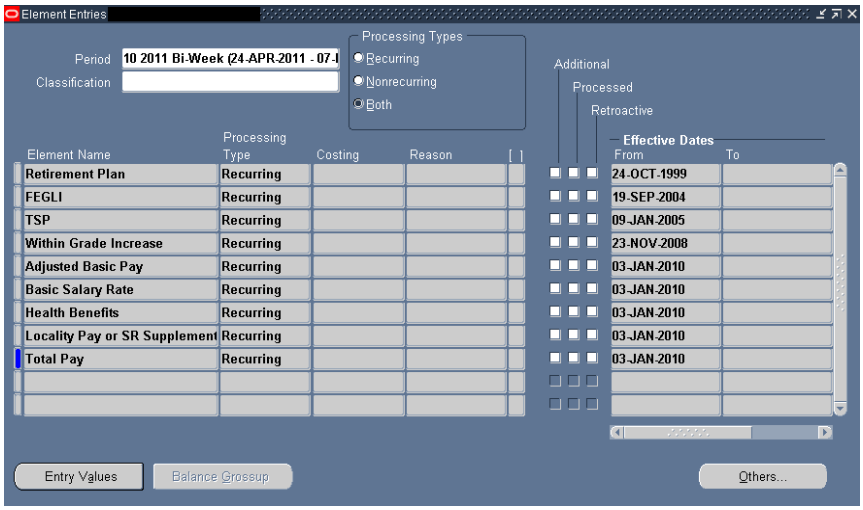
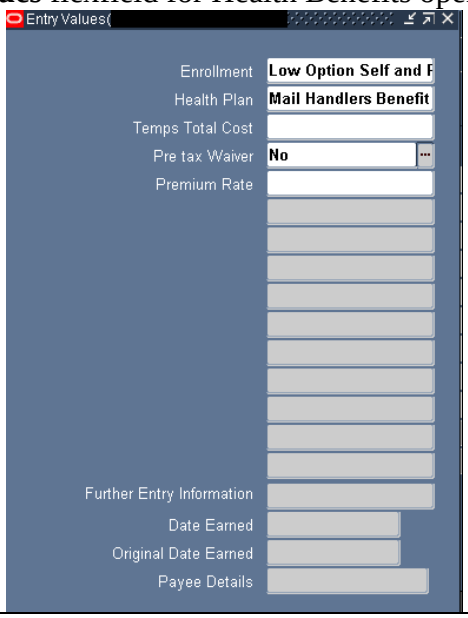
Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
2	The **Element Entries** window opens. Select the ***Element Name*** you want to view; e.g., Health Benefits. Click the **<Entry Values>** button.  **Note:** The **<Others>** Taskflow button is not used by DoD.
3	The **Entry Values** flexfield for Health Benefits opens. 

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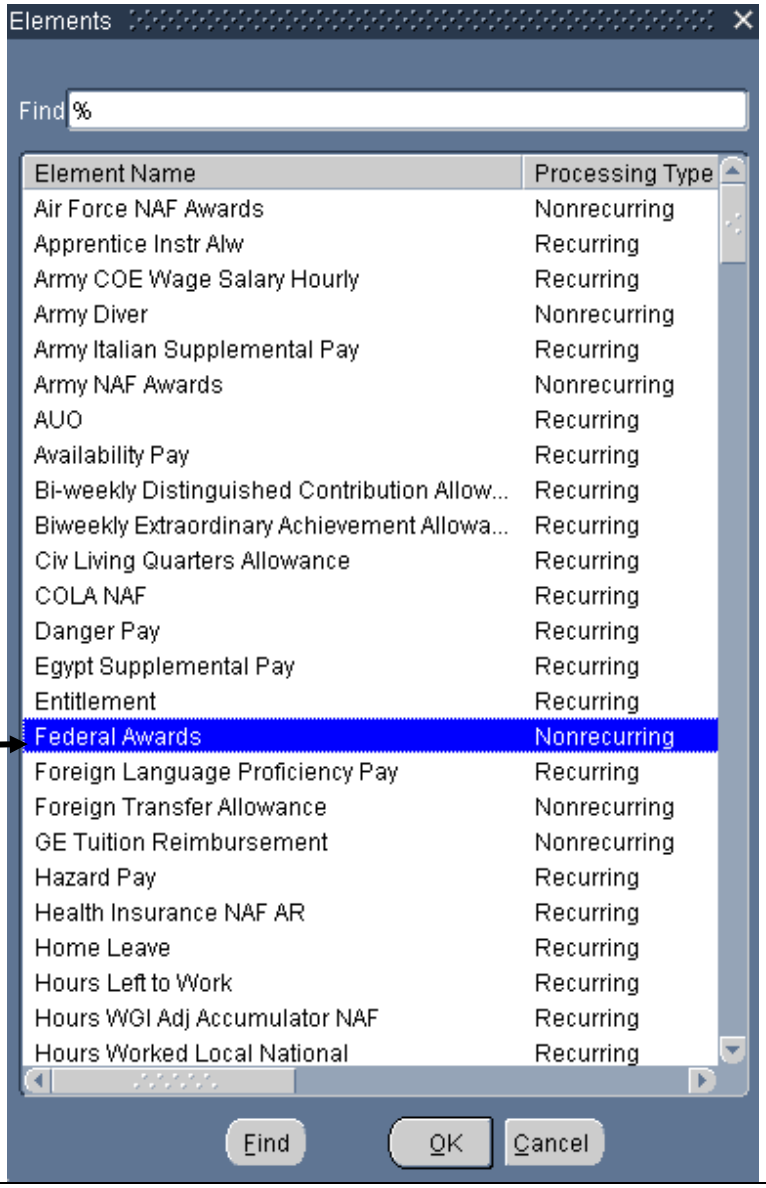
Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
4	If the **Element Name** you need does not appear, place your cursor in a blank data field of the **Element Entries** window and click the LOV icon (). The **Elements** Flexfield opens select the element. Select the **<OK>** button 

Continued on next page

Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
5	The selected **Element** now appears in the **Element Entries** window:
6	Click the <**Entry Values**> button to view the elements data fields
7	When completed the viewing, exit the windows.

Element Name	Processing Type	Costing	Reason	[ ]
Total Pay	Recurring			
Federal Awards	Nonrecurring			
Basic Salary Rate	Recurring			
Adjusted Basic Pay	Recurring			
Locality Pay	Recurring			
TSP	Recurring			
Health Benefits	Recurring			
FEGLI	Recurring			
Retirement Plan	Recurring			
Non Pay Hours	Recurring			
Non Pay Days	Recurring			

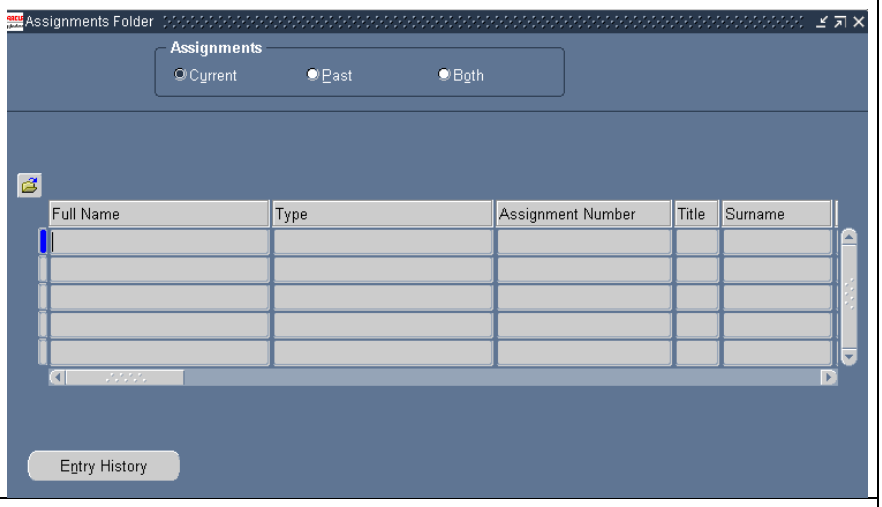
Entry Values | Balance Grossup

Viewing PB&E History

Purpose

This procedure shows you how to view the PB&E history information in the employee's record using the **Assignments Folder** window.

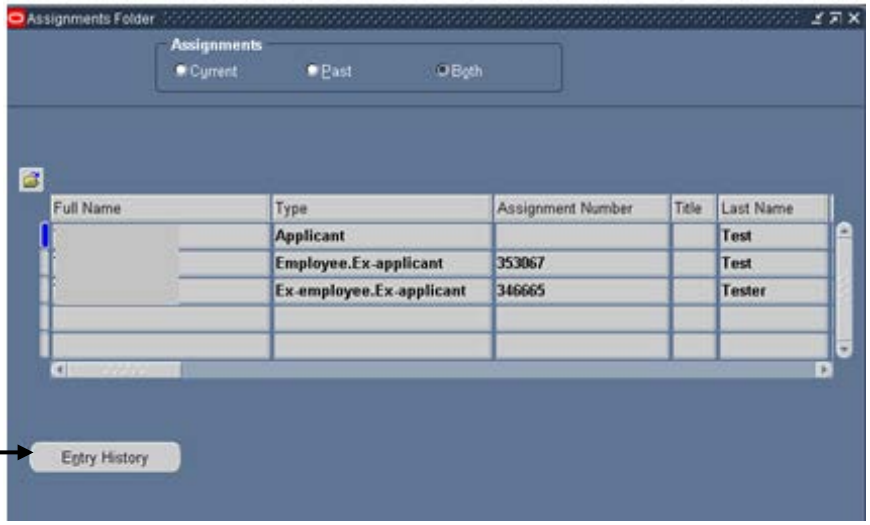
Accessing the Assignments Folder Window

Step	Action
1	**Navigation Path** → *View* → *Histories* → *Entries* → **<Open>**. The **Assignments Folder** window opens. The window contains three buttons (***Current***, ***Past***, and ***Both***) in the ***Assignments*** Region, Employee data fields, and an <**Entry History**> Taskflow Button. 
2	Click the ***Both*** button in the **Assignments** Region to access current and past history information.

Continued on next page

Viewing PB&E History, Continued

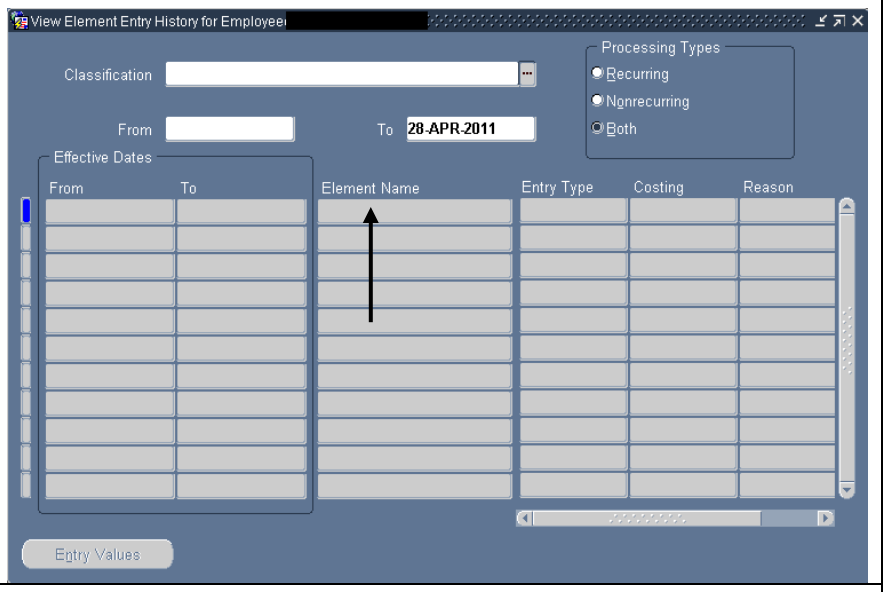
Accessing the Assignments Folder Window (continued)

Step	Action
3	With your cursor in the ***Full Name*** data field, query using **F11/CTRL +F11** to view a list of all employees with current and past element history information. **Note:** If you want to look at one employee's record, press F11, enter %, part of the employee's last name, %, and press CTRL +F11. The folder will populate with applicants, employees, and ex-employees beginning with the last name. Scroll through the list of names. Place the *Current Record Indicator* on the line of the desired name. The columns in view are: ***Full Name***, ***Type, Assignment Number, Title,*** and ***Last Name***. Use the bottom scroll bar to view remaining columns.  Select the<**Entry History**> button.

Continued on next page

Viewing PB&E History, Continued

Viewing PB&E

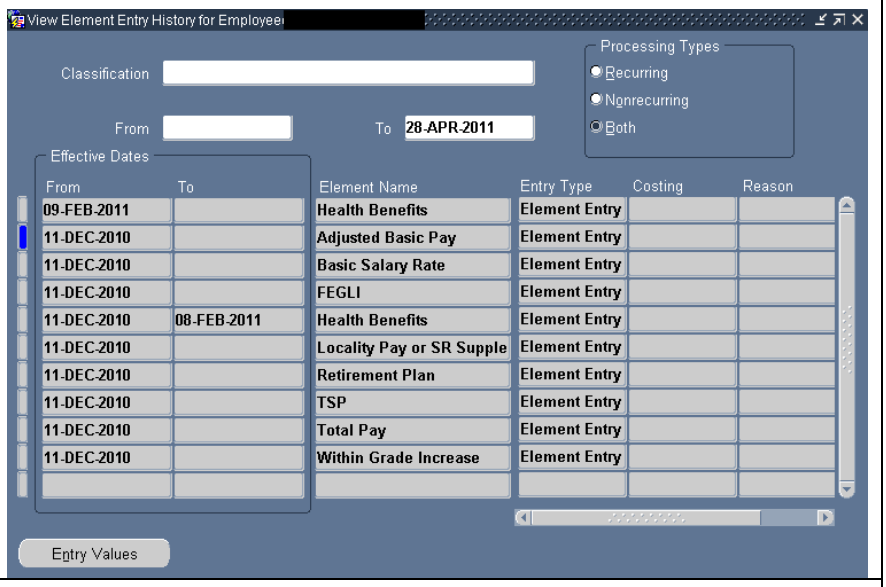
Step	Action
1	The **View Element History** window opens with the cursor in the ***Classification*** data field. Place the cursor in ***Element Name*** data field. 
2	Use the following decision logic to determine your next step:

IF you want to view	THEN…
A specific element	Press F11; enter the desired element; e.g., Health Benefits, %, and press CTRL +F11 to run the query.
All elements	Press F11/CTRL + F11 to run a query to show all the elements in the employee's record.

3	The ***Effective Date*** and the ***Element Name*** populates if the employee's record contains the element. To view details of the element, click the <***Entry Values***> button.
4	The **Entry Values Flexfield** window opens with the information. View the information as needed.
5	Exit the window.

Viewing PB&E History, Continued

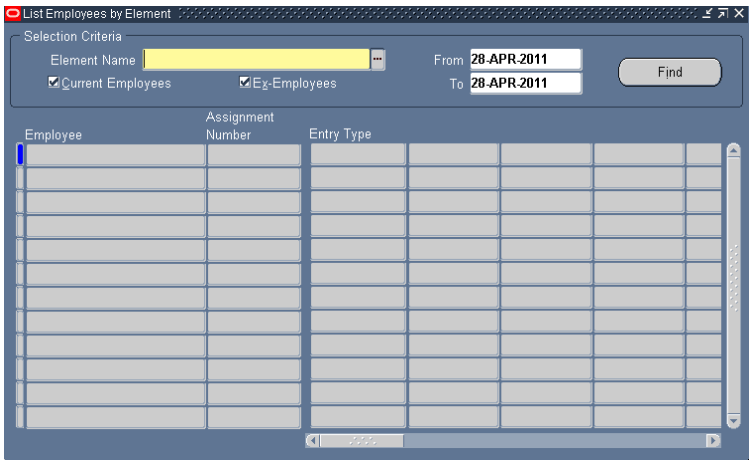
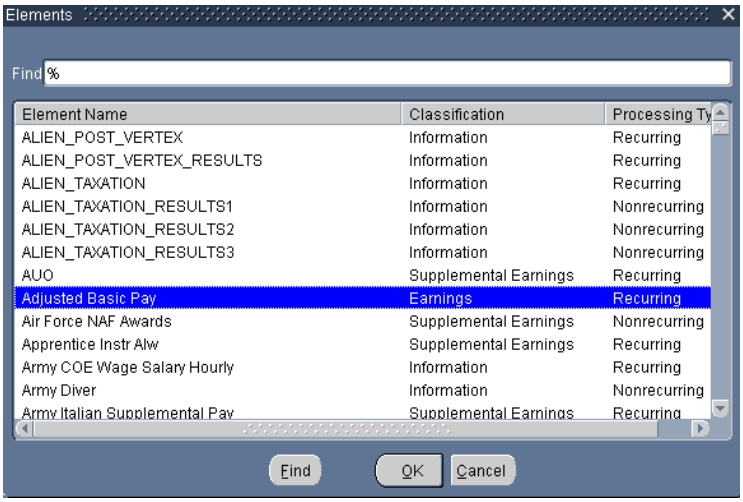
Viewing Elements

Step	Action
1	With the cursor in ***Element Name*** data field, press **F11/ CTTRL + F11** to execute and run a query. All elements populate with effective dates. Select an each element, and click the <**Entry Values**> button to view the details. 
2	To exit each element, click the "**X**" in the top right corner.

Viewing a List of Employees by Element

Purpose This procedure guides you through the steps of viewing a List of Employees by Element.

Viewing a List of Employees

Step	Action
1	**Navigation Path** →*View* → *Lists* → *Employees by Element* → **<Open>**.
2	The **List Employees by Element** window opens. 
3	With your cursor in the ***Element Name*** data field, click the LOV and select the element needed, and click the**<OK>** button. 

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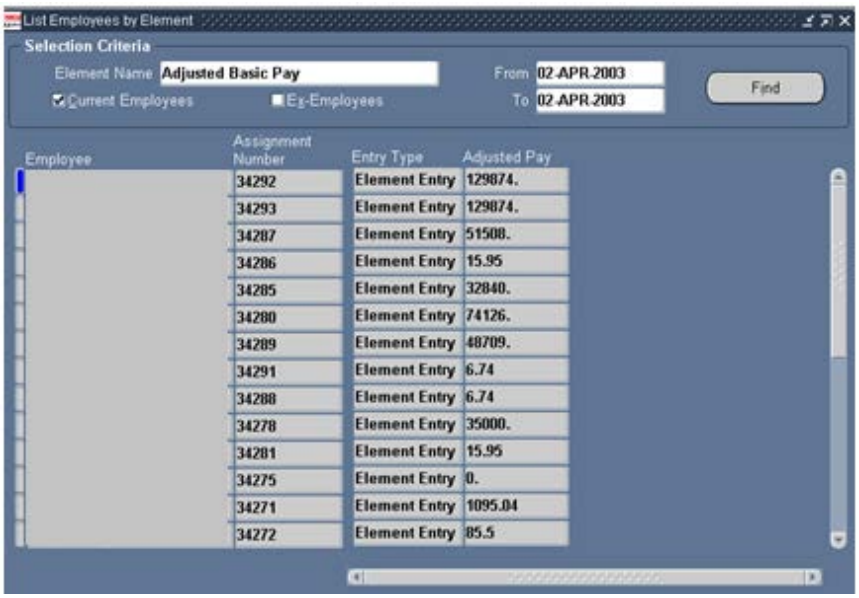
Viewing PB&E History, Continued

Viewing a List of Employees (continued)

Step	Action
4	The current date defaults in the ***To/From*** data fields. Adjust to the dates needed.
5	Select or deselect the checkboxes next to ***Current*** or ***Ex-Employees***.
6	With your cursor in the ***Employee*** data field, click the **<Find>** button to populate the data fields.  **Note:** The bottom scroll bar begins under ***Entry Type***. The ***Employee*** name and ***Assignment Number*** stay visible as you scroll through the data. The ***Count*** on the Message Bar shows the number of records available for viewing.

Continued on next page

Viewing PB&E History, Continued

Printing the List of Employees by Element

Step	Action
1	There are two options for printing: • Export the list into an Excel spreadsheet and print. *OR* • Press the **Print Screen** button on the keyboard and print the list on each page.
2	To export the list to an Excel Spreadsheet, click **File** in the Main Menu bar, then click **Export**. The **Export Data** window opens. **Note**: If more than 100 records have been retrieved, you will get this message. Select the desired response.
3	Follow the Excel spreadsheet procedures for sorting and printing.

Module 6

Chapter 2

Updating Pay, Benefits, and Entitlements Data

Chapter Overview

Introduction

This chapter shows you how to manage PB&E data.

- You must use the RPA to update benefits that require the production of a NPA, such as:
  - Federal Group Life Insurance (FEGLI).
  - Retirement plan information (CSRS, FERS).
  - TSP.
- You can update PB&E data through the **People** window → <**Assignment**> for benefits that do not require an RPA, such as:
  - Health Insurance.
  - Government Awards.

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Chapter Overview, Continued

Who Does It?

You must be in the role of Personnelist.

Before You Begin

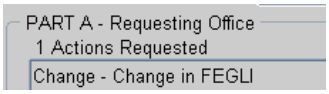
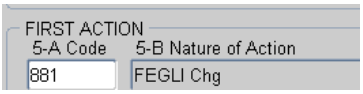
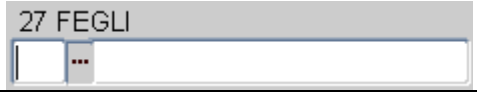
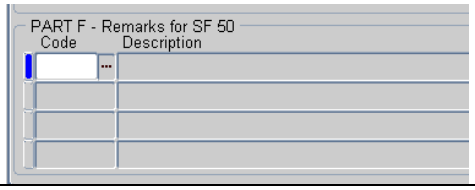
- PB&E is initialized upon an appointment action. Some elements, such as life insurance and TSP have a waiting period before the elements can be updated or an initial entry made.
- To enter an element for an employee:
  - If necessary, change the effective date to the correct date for making the element entry by DateTracking.
  - If the pay period is closed at the effective date, you cannot make any non-recurring entries of elements that process in payroll runs.
- Use the **Element Entries** window to make and review manual entries to input values for individual employees.
  - If the element you need to add or change is not found in the **Elements Entries** window, you can select it from the **Elements** LOV.

Processing a Change in FEGLI (Using the RPA)

Purpose

This procedure guides you through the steps for updating the PB&E area in an employee's record using the RPA. The example is for a Change in FEGLI.

Accessing the RPA and Completing the FEGLI Change

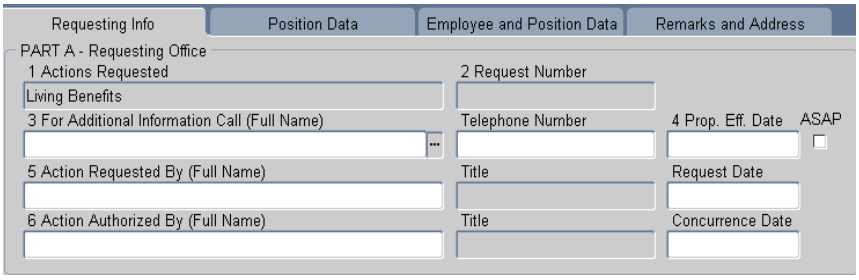
Step	Action
1	**Navigation Path** → *Request for Personnel Action: Change Actions* → *Change in FEGLI* → **<Open>**
2	The RPA displays the **Change in FEGLI** populated in **PART A – Requesting Office**. The ***Action Requested***, ***Nature of Action Code***, and ***Legal Authority*** populated with the NOA Code and clear text. Complete the following data fields:  
3	Select **<Employee and Position Data>** tab at the top of the RPA to advance No information is needed on the Position Data page.
4	With your cursor in the ***FEGLI*** data field, select the LOV icon to select the information needed. Select the**<OK>** button. 
5	Select **<Remarks and Address>** tab to advance to Page 4. With your cursor in **Part F**, **Remarks**, select the LOV icon to select the appropriate remark then select the**<OK>** button Repeat the procedure if more remarks are needed. 
6	Select ***Save*** icon and route the request as required by Component business rules.

Processing a Living Benefits Election

Purpose

This procedure illustrates how to process full or partial Living Benefits Election by an employee.

Accessing the RPA and Completing the Living Benefits Election

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Living Benefits* → <**Open**>.
2	The RPA displays the **Living Benefits** populated in **PART A – Requesting Office**. Complete the other data fields as required. 
3	With your cursor in the blank data fields of **Part A - Requesting Office** Region, use the LOV and make appropriate selections. Then select the <**OK**> button. Or type in the information.
4	With your cursor in **Part B – For Preparation of SF-50** Region, retrieve the employee's information by typing in either the last name or social security number to automatically populate the data fields. You can also use the LOV on the Toolbar.
5	In the ***Effective Date*** data field, enter an effective date for the Living Benefits election. • Type in a date using the format: DD-MMM-YYYY. *Or* • Select the LOV to display the calendar to select and enter a date.

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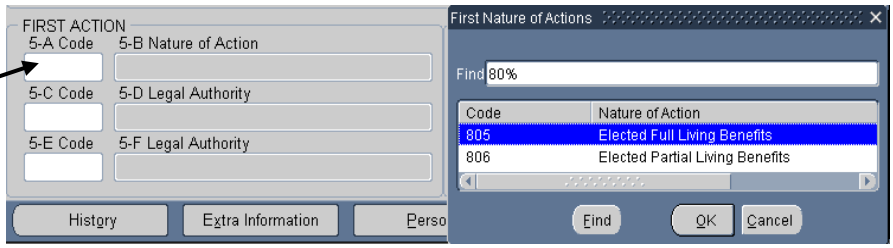
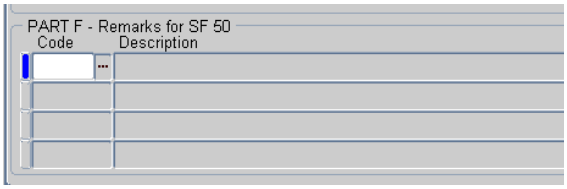
Processing a Living Benefits Election, Continued

Accessing the RPA and Completing the Living Benefits Election (Continued)

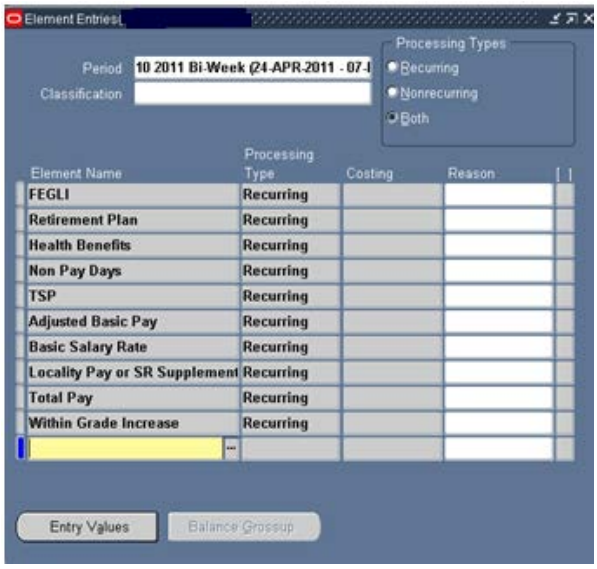
Step	Action
6	Select in the ***5-A Code*** data field then select the LOV icon. To display the **First Nature of Action** codes Select a code then select the **<OK>** button.  The corresponding ***Nature of Action*** and ***Legal Authority*** data fields display in the appropriate data fields.
7	Select **<Remarks and Address>** tab to access **Part F – Remarks for SF-50** Region, select in the ***Code*** data field, then select the LOV icon to display a list of FEGLI related remarks. Select the appropriate remark and select the **<OK>** button.  To add additional remarks, select the next ***Code*** data field and repeat the procedure. If there are more than four remarks, select the last ***Code*** data field and select the down arrow on your keyboard to insert additional remarks.
8	Insert any data required to complete a remark (indicated by a blank, underlined space). **Note:** Do not include a period at the end of the inserted data; the system populates the data with a period. If you do include the period, it will result in two periods on the NPA when it is printed.
9	Select **Save** and route the request as required by Component business rules. **Note:** There is no change to the ***FEGLI*** data field on the **Employee and Position Data** tab

Initiating or Updating a PB&E Element (Without an RPA)

Purpose

This procedure illustrates how to initiate a new data element (for example, Living Quarters Allowance), or update an element when a NPA is **not** required.

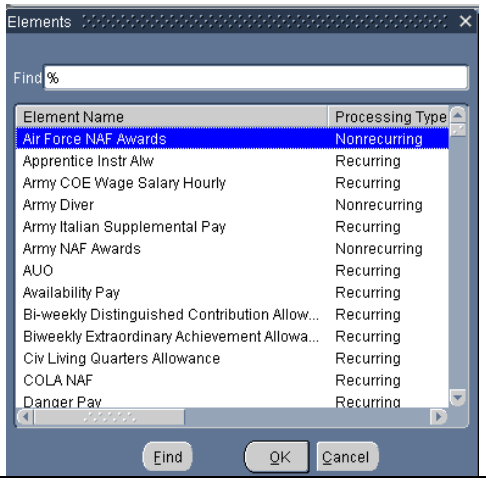
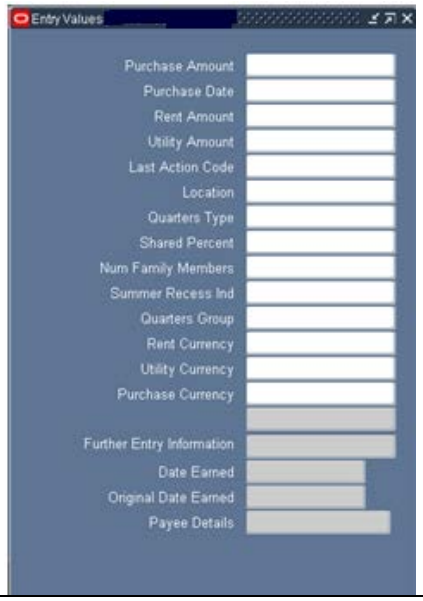
Initiating a New Element

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**.
2	The **Find Person** window opens. Type in the employee's name or social security number the select the**<Find>** button.
3	The **People** window opens. If the effective date of the data change is not the current date, select Alter Effective Date on the Toolbar and enter new effective date.
4	Select the <**Assignment**> button.
5	Select the <**Entries**> button.
6	If no data displays in the ***Element Name*** data fields then: • Select in the first ***Element Name*** data field. • Press the **F11 / Ctrl +F11** button If data displays in the ***Element Name*** data fields, go to step 7.
7	Select the first blank ***Element Name*** data field.  **Note:** If there are no blank fields, "arrow" down until a blank field displays.

Continued on next page

Initiating or Updating a PB&E Element (Without an RPA), Continued

Initiating a New Element (continued)

Step	Action
8	Select the LOV icon to select the appropriate item, and then select the <**OK**> button. 
9	Select the <**Entry Values**> button and complete the data fields. 

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Initiating or Updating a PB&E Element (Without an RPA),
Continued

Initiating a New Element (continued)

Step	Action
10	Select the ***Save*** icon and exit the windows.
11	If the effective date was altered, select the **Alter Effective Date** button on the Toolbar then select the <**Reset**> button on the **Alter Effective Date** window to return to the current date.

Updating an Element

Step	Action
1	Follow steps 1-6 of **Initiating a New Data Element** in this chapter.
2	Select the appropriate ***Element Name***
3	Select the <**Entry Values**> button.
4	Select in the data field you need to change.
5	Select the LOV icon to select the new item then select the<**OK**> button.
6	If you are changing existing data, an **Option** window will appear asking Update or Correction. • Select <**Update**> to change the record as of the effective date you specify. When you update a record all previous information is preserved and can be viewed in history. • Select <**Correction**> if the previous data was incorrect. The new information will override the previous information back to the date the error occurred.
7	Select ***Save*** icon and exit the window. The Message Line will indicate that the transaction is complete and has been applied and saved.
8	If the effective date was altered, select the **Alter Effective Date** button on the Toolbar then select the <**Reset**> button to return to the current date.

Module 7

Employee Training and Development Using DCPDS

Module Overview

Purpose

This Module Overview introduces you to CIVDOD HR-Training Administration. You will access only one application to administer Employee Training and Development: Oracle Human Resources (HR) for employee information.

Note: This module is also available for Nonappropriated Fund (NAF), National Guard Bureau (NGB), and Local National (LN) personnel.

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Module Overview, Continued

Assumptions

In order to use CIVDOD HR-Training, you should have a basic understanding of:

- Oracle HR (People) Application
- Federal Laws and regulations relating to training
- DoD training policy, regulations, and processes
- The OPM Training Policy Handbook
- Requirements of your Component's training policy

Audience

This module is written for	And contains information for
CIVDOD HR-Training users	• Employees • Training Administrators and Personnelists • Training Resource Managers • Managers/Supervisors • Training Monitors/Coordinators • Personnel Generalists • System Administrators

CIVDOD HR -Training

You will be using Oracle HR to access the Special Information Type (SIT) such as Completed and Required Training, and Education on the Navigation List.

Roles and Responsibilities

Defined roles and responsibilities are determined by each Component. CIVDOD HR-Training allows managers/supervisors, training monitors and coordinators, and personnelists/administrators to request and process training. The roles and responsibilities within the training cycle may be performed by a number of people as determined by each Component, such as the Training Administrator within the HR office, or the organizational Training Monitor/Coordinator.

Definitions

The following definitions show the standard roles for each responsibility. Components can customize these roles as necessary.

Role	Responsibility
CIVDOD HR-TRNG PERSONNELIST	Complete access to all training processes and reports. Can be limited to specific functions or organizations depending on Component/local decision. (This is typically the personnelist/trainer in the CIVDOD HR training office.)

Continued on next page

Module Overview, Continued

Definitions (continued)

Role	Responsibility
CIVDOD HR-TRNG ADMINISTRA-TOR	Complete access to all training processes and reports. Change the roles and responsibilities of users for CIVDOD HR-Training functions. (In addition to all CIVDOD HR-Training Personnelist responsibilities, this person will also have the ability to handle some systems administration work associated with CIVDOD HR-Training.)
CIVDOD HR-TRNG MGR/SUPV	Complete access to all records and reports for their assigned employees. Capability of completing the Training Request Forms, and printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This role should also include military supervisors of civilian employees.
CIVDOD HR-TRNG ORG TNG MONITOR	Access to training records and reports for their assigned organization. Capability of completing the Training Request Forms, and Printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This is the person in each organization who is responsible for handling and monitoring training.
CIVDOD HR-TRNG COORDINATOR	Access to training records and reports for their assigned unit within the organization. Capability of completing the Training Request Forms, and Printing DD Forms 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary.
CIVDOD HR-TRNG FISC OFF	Access to all cost information on individual, group, and total training costs. (This could be a resource manager in the organization or an individual in the accounting and finance office. More than one person could have this role). Does not have access to employee records.

Module Overview, Continued

Roles and Responsibilities Screen Access

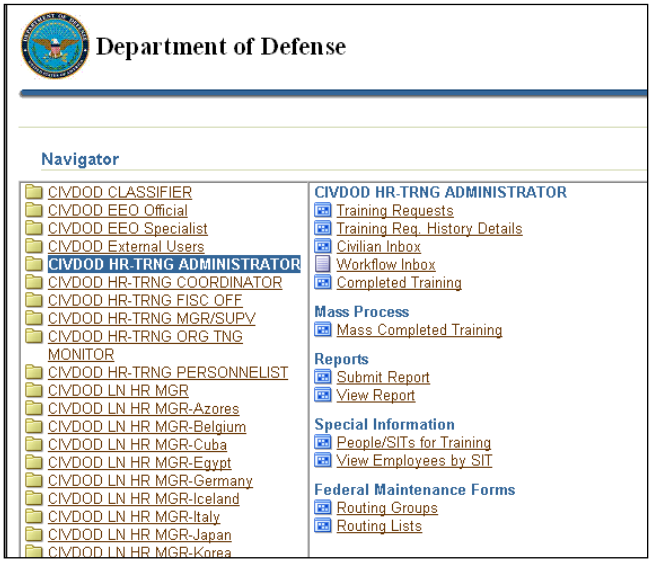
CIVDOD HR-Training Responsibility/Role	CIVDOD HR TRNG COORDINA-TOR	CIVDOD HR TRNG MGR/SUPV	CIVDOD HR ORG TRNG MONITOR	CIVDOD HR TRNG FISC OFF	CIVDOD HR TRNG PERSONNEL-IST	CIVDOD HR TRNG ADMINISTRA-TOR
CIVDOD HR-Training Menu Option						
Training Requests	X	X	X	X	X	X
Training Request History Details	X	X	X	X	X	X
Civilian Inbox	X	X	X	X	X	X
Workflow Inbox	X	X	X	X	X	X
Completed Training	X	X	X	X	X	X
Mass Process						
Mass Completed Training					X	X
Reports						
Submit Report	X	X	X	X	X	X
View Report	X	X	X	X	X	X
Special Information						
People/SITs for Training	X	X	X		X	X
View Employees by SIT	X	X	X		X	X
Federal Maintenance Forms						
Routing Groups						X
Routing Lists						X

Continued on next page

Module Overview, Continued

Illustration

The **Responsibilities** Window:



External User

Users who are not currently part of the Oracle database (e.g., military, contractors) can be given access to Oracle HR to primarily perform supervisory duties. They can initiate a Training Request Form (TFR); and other tasks. These users are defined as "External Users." Contact your Training Administrator or System Administrator to set up External Users or see Module 4, Chapter 2, Building External Users.

CIVDOD HR-Training Secure User Views

You must be assigned an CIVDOD HR-Training Secure User View by your System Administrator before you can see employee records based on the organization(s) you service or the position hierarchy. Additionally, you must have an CIVDOD HR-Training Secure User View to process CIVDOD HR-Training actions in your Civilian Inbox, initiate a Training Request Form, or request Training Reports.

Owned vs. Serviced Rule

If you service personnel belonging to another agency, the rules of the owning agency will apply to recording Completed Training.

Example: If Navy services an Air Force employee, Air Force rules will apply.

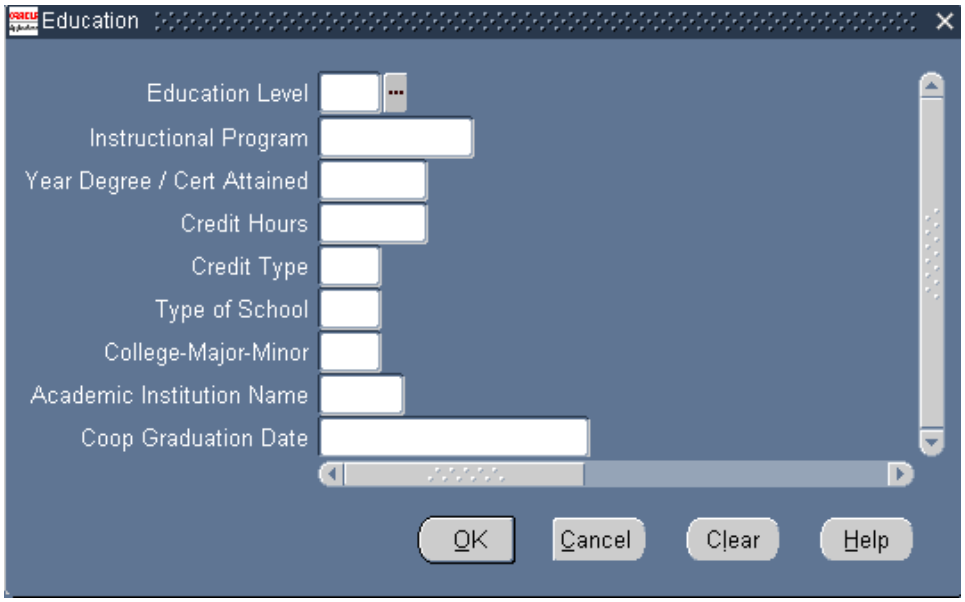
Module Overview, Continued

Education Information

Employee education data may be accessed to check for course prerequisites, tuition assistance, and for other reasons. To access Education data for an employee:

Navigation Path > ***SIT*** > ***Open***. The **Find Person** window opens. Query for the employee and the **People** window opens. Click **Special Information**. The **Special Information** window opens. Scroll to *Education* and click the ***Details*** data field for specific information (or click [**F11**], type *Education*, and click [**CTRL +F11**]).

Note: If the Information Exists Checkbox is not checked, then no data is stored in the Descriptive Flexfield.



Completed Training and Required Training are also found under **Special Information**.

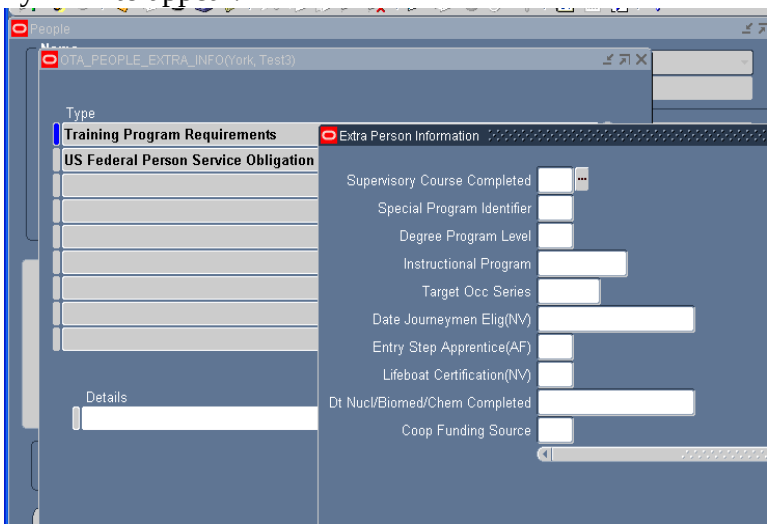
Note: Managers/Supervisors, Training Coordinators, and Training Monitors have “read only” access to employee education.

Module Overview, Continued

Training Program Requirements

Training Program Requirements (e.g., Supervisory Course Completed, Special Program Identifier, Date Training Obligation Expires, and other programs) are found under **Extra Information**. To access this data for an employee:

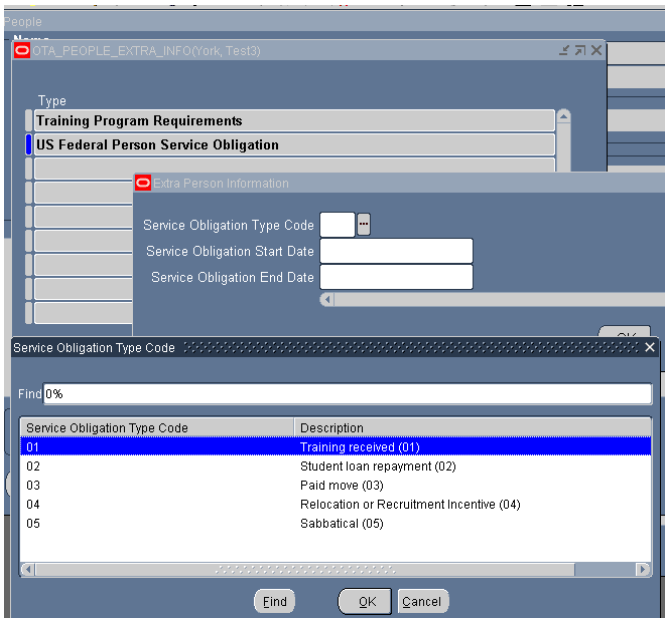
Navigation List > *People* > *Enter and Maintain* > **Open**. The *Find Person* window opens where you can query for the employee. When selected record appears, click **Extra Information**. Scroll to ***Training Program Requirements*** or query for it and click the ***Details*** data field for specific information. If you are logged in under a CIVDOD HR-Training responsibility, *Training Program Requirements* will be the only DDF to appear.



Module Overview, Continued

Continued Service Agreement

The Continued Service Agreement (**CSA)** is generated along with the DD Form 1556 when printed. Follow your Component's policy for completion. The date the CSA expires is entered in the People Record > **Extra Information** > *US Federal Person Service Obligation.* Scroll to ***Training Program Requirements*** or query for it and click the ***Details*** data field for specific information. If you are logged in under a CIVDOD HR-Training responsibility the *US Federal Person Service Obligation* will appear. Select the Training Received (01) code from the LOV then enter the Service Obligation Start and End dates.



Tracking Degree Training Courses

See Chapter 4, Tracking Degree Program Training Courses, in this module for details.

Module Overview, Continued

CIVDOD HR-Training Workflow

The sequence from the initial request to the HR-Training Administrator:

Completion of the Training Request Form

- ⇒ Routed for approvals
- ⇒ TRF used as a contract with vendor (i.e., to document costs, training location information and as a 'ticket' to attend a class.)
- ⇒ Only completed data is recorded in the employee record
- ⇒ Printed copy can be offered for the employee

You will access one application to administer Employee Training and Development which is Oracle Human Resources (HR) for employee information.

CIVDOD Training Definitions

Term	Definition
Completed Training	Training completed either on or off-duty.
Continued Service Agreement (CSA)	An employee selected for training agrees in writing *before* assignment to training to continue in federal service based on OPM and component policy.
Total Direct Cost	Tuition, materials and fees directly supporting training.
External Users	Supervisory personnel outside the database that may need to access their employee's records.
Extra Information	Categories of information that reside on the People record such as Special Training Requirements. Only one entry per category can be input, such as TSP vs. a SIT where multiples can be input.
Total Indirect Cost	Travel costs to include travel and per diem.
Individual Development Plan (IDP)	Completed Training information extracted from employee's record.
Method	Training received through a Seminar, Classroom, Multi-media, or other means.

Continued on next page

Module Overview, Continued

CIVDOD Training Definitions (continued)

Term	Definition
Notifications	Notices in the Civilian Inbox that describes the nature of the actions (e.g., training request awaiting approval).
Reports	Standard reports, extracting the SF 182, the Training Request Form, and Ad Hoc Reports.
Required Training	Mandated by law, Executive Order, DoD, Component, installation, etc., stores this data in a separate area for reference.
Responsibility	Each responsibility lets you access a specific set of forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.
Special Information Types (SIT)	Categories of personal information that reside on the People record of Oracle HR such as Completed or Required Training, and Education where multiple occurrences can be stored.
Training Request Form (TRF)	Used to request training and forward through Civilian Inbox to approving offices. It contains part of the information that system-generates a SF 182, from the employee's record.
Training Source	Government, College/University, Other DoD, etc.
Type	A five-digit code used by Army, Navy, Air Force and NSPS for delineating their training types.

Module Overview, Continued

Stages of the Training Cycle

Using CIVDOD HR-Training, the main stages in the training cycle are as follows:

Stage	Description	Application
1	**Identify Training Needs –** Nominate students and request training.	Completed Training and Required Training
2	**Approve Training** – To be conducted by approving Training Request Forms (TRF). • Send TRFs through appropriate levels. You must know who you are to send the request to as there is no specific routing list.	CIVDOD HR-Training

3	**Manage Training** - Manage enrollments, cancellations, attendance and completions:
	• Handle enrollments through stages:
	  • Nominations
	  • Waiting Lists
	  • Confirmations
	  • Cancellations
	  • Standard letters as required
	  • Actual expenses tracked
	• Completed training recorded in the employee record.
		Components Choice of Software
		
		People (Special Information Type)

Module Overview, Continued

OPM Training Type Codes and Sub-Type Codes

OPM Training Type Codes and Sub-Type Codes will be used in the Completed Training. Type Code must use only the associated Sub-Type Codes.

Type	Definition
01	Training Program Area
02	Developmental Training Area
03	Basic Training Area
Sub-Type	**Definition** **NOTE: Only to be used with Type Code 01**
01	Legal
02	Medical and Health
03	Scientific
04	Engineering and Architecture
05	Human Resources
06	Budget/Finance Business/Admin
07	Planning and Analysis
08	Information Technology
09	Project Management
10	Acquisition
11	Logistic Specialty
12	Security
13	Clerical (Non-Supv clerical/administrative)
14	Trade and Craft
15	Foreign Affairs
16	Leadership/Mgr/Communication Courses
Sub-Type	**Definition** **NOTE: Only to be used with Type Code 02**
20	Presupervisory Program
21	Supervisory Program
22	Management Program
23	Leadership Development Program
24	SES Candidate Development
25	Executive Development
26	Mentoring Program
27	Coaching Program

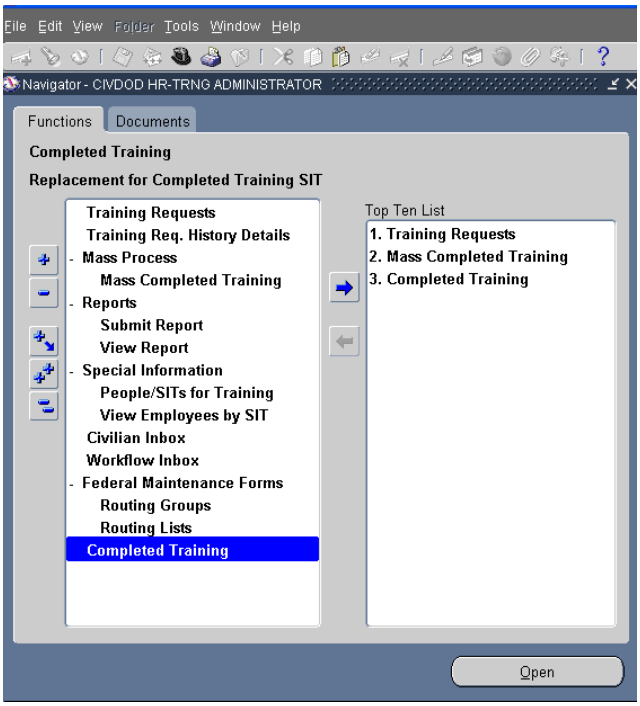
Continued on next page

Module Overview, Continued

Sub-Type	Definition NOTE: Only to be used with Type Code 03
30	Employee Orientation
31	Adult Basic Education
32	Mandated Training
33	Work-Life
34	Soft Skills
35	Agency Specific

Navigation List

The following CIVDOD HR-Training functions will not be available to all users. Functions are available based on assigned responsibilities as assigned by each component.



Module Overview, Continued

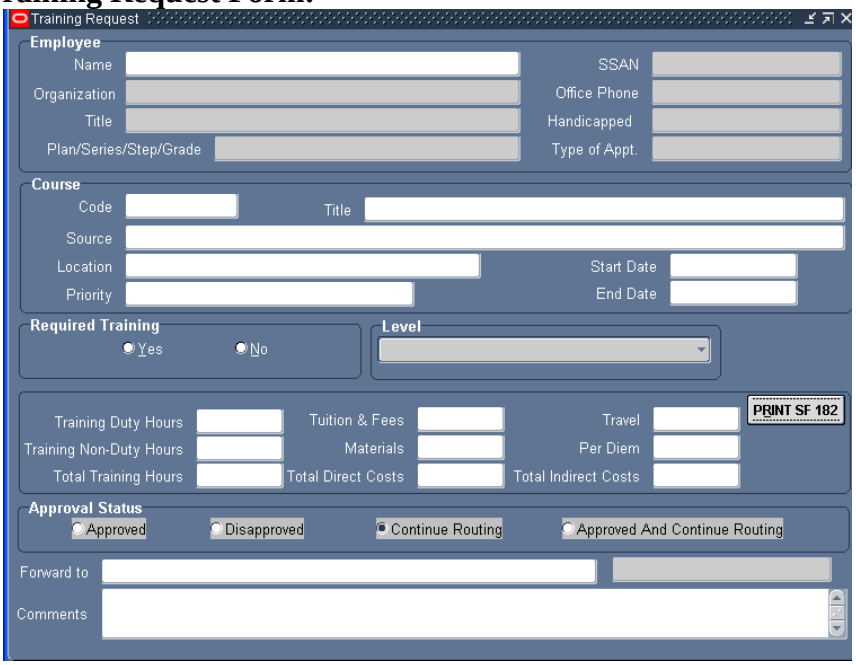
Training Request Form (TRF)

The **Training Request Form (TRF)** is a simplified method used to request training through CIVDOD HR-Training. Employees, supervisors, training monitors, or training managers can complete the one-page window. By clicking the List Of Values (LOV) (the '…'ellipsis at the end of the field) you can select basic employee data by choosing a name from the list. Select the employee and the Organization, Title, Plan/Series/Step/Grade, SSAN, Office Phone, Handicapped, and Type of Appt fields will auto-populate. The Course Code, Title, Source, Location, and Priority are free text form. When the form is completed, it can be forwarded electronically to the next approving level. For more information, see Chapter 1, Requesting Training, in this module.

Note: A completed SF 182 can be printed after each stage of the TRF is completed.

Illustration

The **Training Request Form:**



SF 182

The SF182 is a method for requesting training.

- It is an output form that can be printed when needed for written or official documentation.
- The SF182 may be viewed and printed at each level in the approval process but will print only those portions that have been completed up to that point.

Continued on next page

Module Overview, Continued

SF 182 (continued)

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number

B. Request Status (*Mark (X) one*) ☐ Resubmission ☐ Initial ☐ Correction ☐ Cancellation

Section A - TRAINEE INFORMATION
Please read instructions on page 6 before completing this form

1. Applicant's Name (*Last, First, Middle Initial*)	2.Social Security Number/Federal Employee Number	3. Date of Birth (*yyyy-mm-dd*)
4. Home Address (*Number, Street, City, State, ZIP Code*) (Optional)	5. Home Telephone (Optional) (*Include Area Code*)	6. Position Level (*Mark (X) one*) ☐ a. Non-supervisory ☐ b. Manager ☐ c. Supervisory ☐ d. Executive
7. Organization Mailing Address (*Branch-Division/Office/Bureau/Agency)*)	8. OfficeTelephone (*Include Area Code and Extension*)	9. Work Email Address
10. Position Title	11. Does applicant need special accomodation? ☐ Yes ☐ No	If yes, please describe below
12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan / 15. Series / 16. Grade / 17. Step

Section B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor (*No., Street, City, State, ZIP Code*)	1b. Location of Training Site (*If same, mark box*) ☐		
	1c. Vendor Telephone Number	1d. Vendor Email Address	
2a. Course Title	2b. Course Number Code	3. Training Start Date (*Enter Date as yyyy-mm-dd*)	4. Training End Date (*Enter Date as yyyy-mm-dd*)
5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type (*Click link to view codes or go to page 9*)	8. Training Type Code (*Click link to view codes or go to page 9*)
9. Training Sub Type Code (*Click link to view codes or go to page 9*)	10. Training Delivery Type Code (*Click link to view codes or go to page 12*)	11. Training Designation Type Code (*Click link to view codes or go to page 13*)	12. Training Credit / 13. Training Credit Type Code (*Click link to view codes or go to page 13*)
14. Training Accreditation Indicator (*Check below*) ☐ Yes ☐ No	15. Continued Service Agreement Required Indicator (*Check below*) ☐ Yes ☐ No ☐ N/A	16. Continued Service Agreement Expiration Date (*Enter date as yyyy-mm-dd*)	17. Training Source Type Code (*Click link to view codes or go to page 13*)
18. Training Objective		19. AGENCY USE ONLY	

Section C - COSTS AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	$		a. Travel	$	
b. Books & Material Costs	$		b. Per Diem	$	
c. TOTAL	$		c. TOTAL	$	

3. Total Training Non-Government Contribution Cost

4. Document / Purchasing Order / Requisition Number

5. 8 - Digit Station Symbol (*Example - 12-34-5678*)

6. BILLING INSTRUCTIONS (*Furnish invoice to*):

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Continued on next page

Module Overview, Continued

SF 182 (continued)

Section D - APPROVALS	
1a. Immediate Supervisor - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - *Name and title*	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a Training Officer - *Name and title*	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature ☐ Approved ☐ Disapproved	1e. Date
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY ~ Bills should be sent to office indicated in Item C6. I Please refer to number given in Item C4 to assure prompt payment.	

Print Form Save Form Clear Form

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Module Overview, Continued

Individual Development Plan (IDP)

The **IDP** information can be extracted from the **Completed Training** data fields in Oracle HR (People>Special Information) using your Component's query tools.

Workflow Inbox

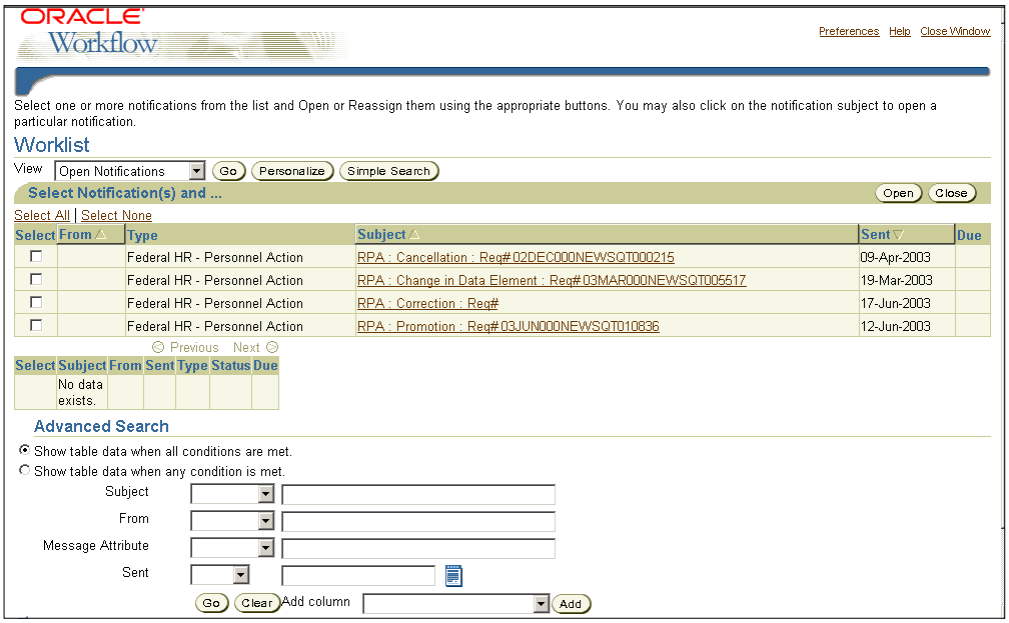
CIVDOD HR-Training uses the Workflow Inbox to display notifications initiated by you or routed to you.

- Training Request Forms and other actions are stored and routed through the Workflow Inbox for approval or required follow-on action.
- See Chapter 1, Requesting Training, Accessing the Workflow Inbox, in this module and Module 1, Fundamentals of the DCPDS, Chapter 7, Folders.

Note: Separate folders can be established for CIVDOD HR-Training actions versus Request for Personnel Actions (RPAs). However, to process a Training Request, you must be in a role with CIVDOD HR-Training responsibility.

Illustration

A **Work Flow Inbox** window:



Reports and Career Briefs

All training-related career briefs and reports are available through Processes and Reports. Additionally, managers and training coordinators may access specific budget reports on their employees. The Civilian Servicing Unit (CSU) can also be accessed to retrieve Employee Training History and career briefs on Education, Acquisition, and others.

Module Overview, Continued

Navigation List With Associated Windows and Topics

The **Navigation List** of the CIVDOD HR-TRNG Administrator with Associated Windows and Topics:

Navigation List	Associated Window(s)	Procedure Steps by Topic
Training Requests	Training Requests	Completing the Training Request Form
Training Req: History Details	Training Request - Routing History	Training Request Form Routing History
Civilian Inbox		
Workflow Inbox	Notifications Summary	Processing training actions in the Civilian Inbox
Completed Training	Completed Training	Completed training data stored by employee record
Mass Process		
Mass Completed Training	Mass Completed Training	Uploading training completions in a mass process from a spreadsheet
Reports		
Submit Report	Submit Requests	Printing a SF182 Printing a Student Course Eval
View Report	Completed Requests	Viewing Reports and Forms
Special Information		
People/SITS for Training	Find Person People	Updating Required Training in HR Retrieving and Updating Completed Training
View Employees by SIT	Select criteria from SIT	View list of employees
Federal Maintenance Forms		
Routing Groups		Special Training Programs
Routing Lists		List of associated routing personnel

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Module 7

Chapter 1

Requesting Training

Chapter Overview

Introduction

This chapter explains the processes related to requesting training. It guides you through the steps to complete the **Training Request Form** (TRF) and route it to the next approving official/office. The TRF will serve as a record of the request and can be printed at any level.

Chapter Contents

Topic	Page
Chapter Overview	1
Completing the Training Request Form	2
Printing the Training Request Form	8
Completing Additional Training Request Forms	9
Viewing the Training Request Routing History	10
Processing HR-Training Actions in the Workflow Inbox	11
Training Request Form - Routing History	14
Approving or Disapproving the TRF	16
Customizing Your Workflow Inbox	17

See Also

In this Module:
- Overview
  - Continued Service Agreement (CSA)
  - Roles and Responsibilities
- Chapter 4, Training Completions and Evaluations
  - Recording Completed Training in HR

Continued on next page

Completing the Training Request Form

Purpose

This section will guide you through the process for completing the Training Request Form (TFR).

Who Has Access

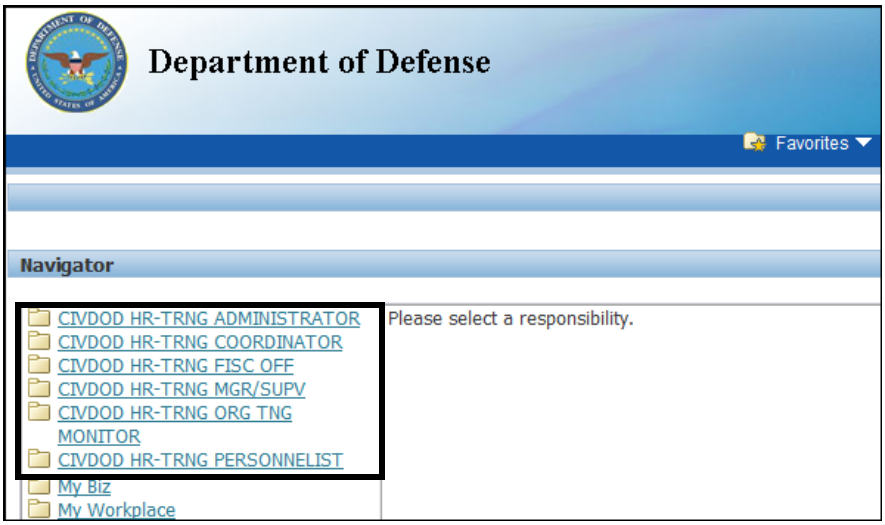
Components will determine the level of access to HR-Training. Employees may submit their own TRF to their manager/supervisor if they have been granted access to HR-Training by their Component. Components will also determine who the final approved TRF is routed to for information purposes, such as the initiator of the action or the supervisor.

Before You Begin

- You must be in an HR-Training Secure User view to access employee names to populate the TRF, to process actions in the Workflow Inbox, and to print Standard Form 182.
- Use the TRF to submit a request for enrollment to request training at a future date. The TRF is also the audit trail for approval of training and may be used as an invoice.
- Personnel data in the TRF auto-populates some of the data fields in the Standard Form 182. Data in the TRF does not flow and is only a tool.
- The TRF is available for individual requests only; however, you can easily make additional copies following the procedure in this chapter.
- If you do not complete the TRF, you can send it to your Workflow Inbox and return to it at a later time.
- A TRF is not required if you want to record an employee's self-development courses, or those completed at another agency.
- HR-Training does not have a Routing List like the RPA. A specific person's name from the LOV must be selected for routing purposes.
- Normally, the HR-Training Mgr/Supv or the HR-Training Org Trng Monitor will complete the TRF. In some cases, it may be completed by the HR-Training Personnelist if that office is centrally contracting or conducting the Event.
- Employees can only route their TRFs; approval status buttons are grayed out.
- The same person cannot create and approve the TRF.

Completing the Training Request Form, Continued

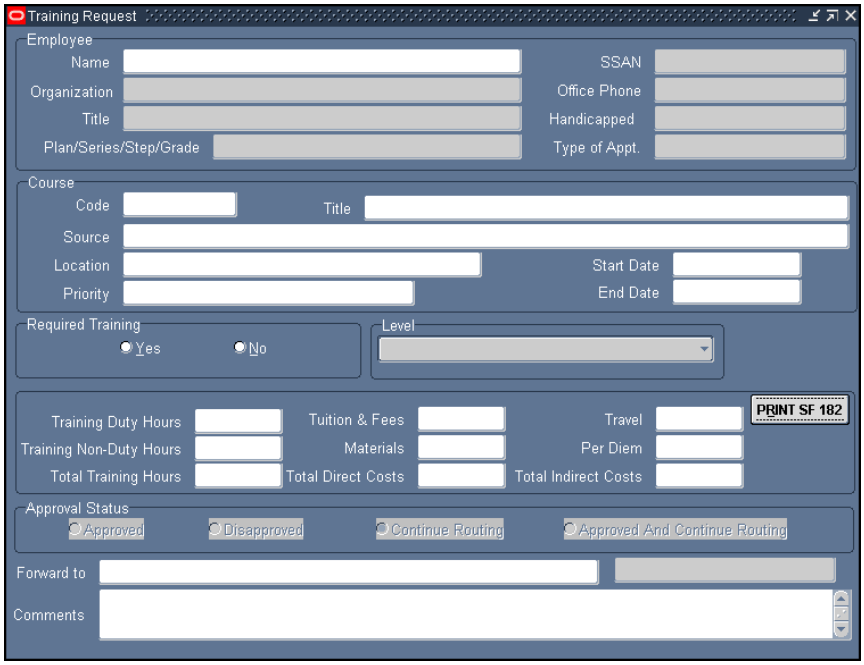
Completing the Training Request Form

Step	Action
1	Select the responsibility that you have been assigned by your Component on the **Responsibilities** window.  **Note:** See Roles and Responsibilities (Definitions and Access) in Module Overview.
2	The **Navigation List** opens. Select ***Training Requests***.

Continued on next page

Completing the Training Request Form, Continued

Completing the Training Request Form (continued**)**

Step	Action
3	The **Training Request Form** window opens. 
4	Click your cursor in each of the following data fields to complete:

Data Field	Description/Action
Employee Region:	
Name	Type the name or select from the LOV on the Toolbar. The **NAME** field is a required field. The **SSAN, Organization**, and the remainder of the Employee Region will auto-populate from the HR database.
Course Region:	
Code	This is a free form text field where the OPM Training Type Code may be entered.
Title	This is a free form text field to allow the course Title to be entered.

Continued on next page

Completing the Training Request Form, Continued

Completing the Training Request Form (continued)

Step	Action	
4 (contd.)	**Data Field/Region**	**Description/Action**
	Course Region: (contd.)	
	Source	Type in the code (e.g., G for National Guard, 4 for Private Vendor, etc) or select from an attached List of Values.
	Location	Type in the location of the training or select from an attached List of Values.
	Priority	Select from an attached List of Values.
	Start Date	Type in the start date of the training (DD-MMM-YYYY).
	End Date	Type in the end date of the training (DD-MMM-YYYY).
	Required Training	Click the radio button for 'Yes' or 'No'. You should also update the HR Required Training if this is one of your Component's business rules.
	Level	Select the level of the person submitting the TRF from the drop-down menu, e.g., Employee, Supervisor, Training Coordinator. The level is preset on the form to complete the signature blocks of the approving officials.
	Training Duty Hours	Type in the total training hours accomplished during duty time.
	Training Non-Duty Hours	Type in the total training hours accomplished during off-duty time.
	Total Training Hours	Total Training Hours auto-calculated after duty and non-duty hours are entered.

Continued on next page

Completing the Training Request Form, Continued

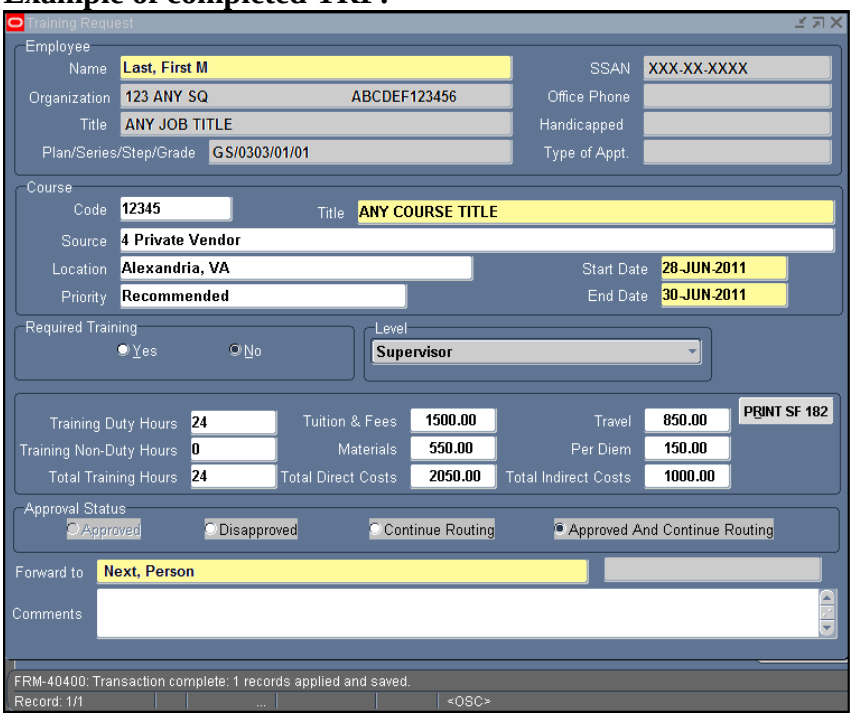
Completing the Training Request Form (continued)

Step	Action	
4 (contd.)	**Data Field/Region**	**Description/Action**
	Tuition & Fees	Projected cost of tuition and fees.
	Materials	Projected cost for materials.
	Total Direct Cost	Projected costs for tuition & fees and materials calculated as total direct costs.
	Travel	Projected cost for travel.
	Per Diem	Projected cost for per diem.
	Total Indirect Cost	Projected costs for travel and per diem calculated as total indirect costs.
	Approval Status Region:	Select one of the available buttons. **Note:** All selections to which you do not have access will be grayed out.
	Approved	This action allows the HR Training Administrator to complete the registration process. Components can determine their specific policy.
	Disapproved	This action stops the workflow process and sends a disapproved notification to the Civilian Inbox of the requestor.
	Continue Routing	Selection of this button allows the TRF to be changed or to be routed.
	Approved and Continue Routing	Selection of this button documents an approval level but does not stop the workflow process. A notification will flow to the requestor that the TRF is approved.
	Forward to	Select the LOV to select the name of the next person to access the TRF.
	Comments	Type in comments up to 4 lines or 2000 characters.

Continued on next page

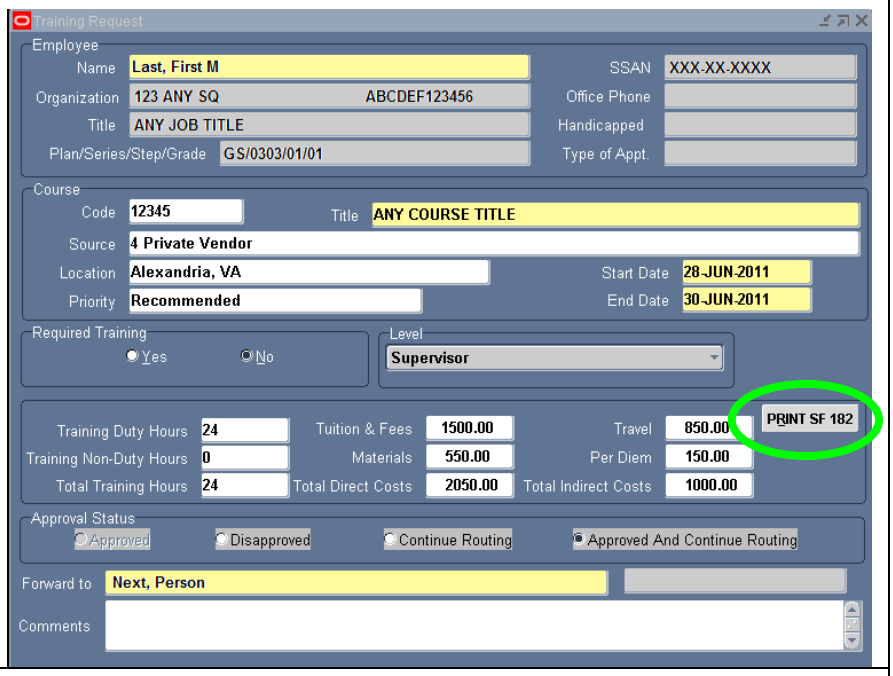
Completing the Training Request Form, Continued

Completing the Training Request Form (continued)

Step	Action
5	Select Save on the Toolbar. The TRF will go to the inbox of the person "Forwarded To." The Message Bar at the bottom of the window will indicate the status of the TRF, "Transaction complete. 1 records applied and saved."
6	Continue routing the TRF until all approvals are received. **Example of completed TRF:** 
7	The TRF is forwarded to the Workflow Inbox of the person designated in the **Forward to** data field. The **Print SF 182** button will allow the form to be printed at any state of the process.

Printing the Training Request Form

Printing the TRF

Step	Action
1	To print the TRF, select the **Print SF 182** button. 
2	A **NOTE** is displayed saying "REPORT SUBMITTED. CONCURRENT REQUEST ID IS 9999999". The actual concurrent request ID will be displayed in place of 9999999. (Record this number for viewing the concurrent process.)
3	To view the progress of the concurrent process click View/Requests from the menu bar. Then click FIND. Enter the process number to locate the status.
4	Meanwhile, the SF 182 will print automatically to the user's default printer.
5	Exit the window and return to the **Navigation List**.

Completing Additional Training Request Forms

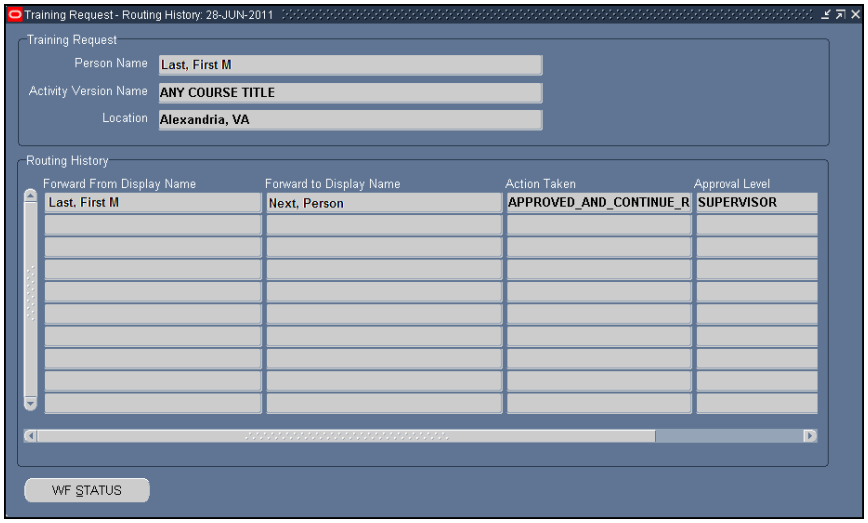
Completing Additional Training Request Forms

Follow this procedure to complete additional training request forms:

Step	Action
1	Select **Training Request Form** from the Navigation menu.
2	A blank Training Request Form will open.
3	With your cursor in the **Name** data field, select the employee name from the List of Values (LOV). The remaining data in the **Employee** Region auto-populates.
4	Complete the form as previously described. The fields are open and data can be entered without the requirement of a course catalog. Select items from the LOVs when they are available.
5	Complete the **Level, Approval Status** and person to **Forward to**.
6	**Save** the request.
7	To complete additional requests select New from the Toolbar.
8	**Save** the new request then repeat the process for each person or new course.

Viewing Training Request Routing History

Viewing the Routing History

Step	Action
1	From the Navigation menu select ***Training Req. History Details*** then **<Open>**.
2	The **Training Request Routing History** window will open. With your cursor in the ***Person Name*** data field, press F11. Type in the employee name or the first few letters of the last name, the % sign, then press CTRL + F11 or **View, Query by Example** then **Run**. 

Data Field	Description
Forward From Display Name	This is the person who initiated the TRF.
Forward To Display Name	This is the person who the TRF was routed to.
Action Taken	Approved, Disapproved, etc.
Approval Level	These are the Levels on the TRF.
Date Notification Sent	A time stamp is included with the time of day.

Processing HR-Training Actions in the WorkFlow Inbox

Purpose

This procedure guides you through the steps for accessing and moving HR-Training actions in the Workflow Inbox.

Definition

The **Workflow Inbox** opens notifications of actions initiated by you or routed to you. Everyone who has an inbox (e.g., Supervisor, Training Official, Authorizing Official, Training Monitors, Training Managers, and Training Personnelist) can process training actions.

As Training Requests are submitted, they will be forwarded to the appropriate **Workflow Inbox** to await further action.

Who Can Access the Workflow Inbox

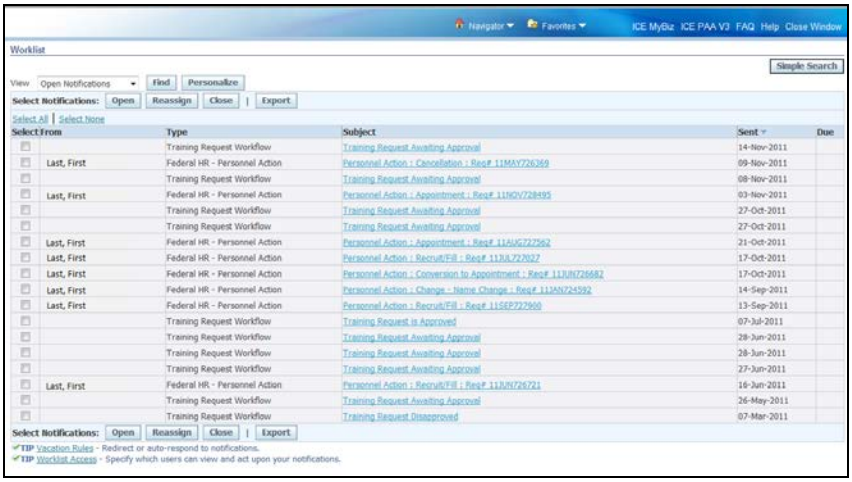
Managers/supervisors, HR-Training Personnelist, Training Coordinators, and Training Monitors in the organization assigned to a **Workflow Inbox** with an HR-Training responsibility. There is no specific routing list so one must know who they are forwarding the request to.

Before You Begin

- Before a Training Request action will display in your **Workflow Inbox**, a completed Training Request Form (TRF) must have been completed and forwarded by an employee, manager/supervisor, Training Monitor or Training Coordinator to you.
- To process a TRF in your **Workflow Inbox**, you must have an HR-Training Secure User View. No names display on the LOV if you do not have an HR-Training Secure View.
- The TRF auto-populates the employee portion of the Standard Form 182. You must complete the TRF if you want to print the complete form.
- Training Request Forms can be accessed from the Workflow Inbox; however, you must access the Inbox through a trainer role (HR-Training Administrator, Manager, Personnelist, Monitor, or Coordinator) before you can process actions. If you are using any other role or responsibility and try to process a TRF, you will get an error message.
- If you forward the TRF, it will not display in your inbox after you close and reopen it.

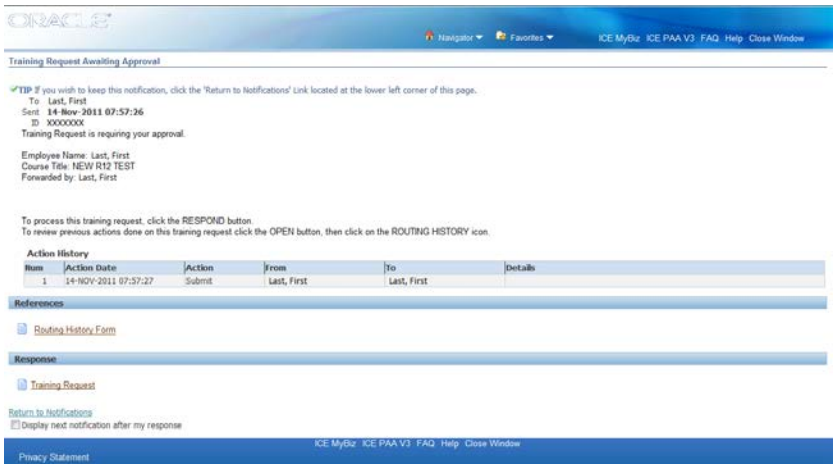
Processing HR-Training Actions in the WorkFlow Inbox,
Continued

Accessing the Workflow Inbox

Step	Action
1	Ensure you are in the proper training role or responsibility. Select the Navigation Path <*Workflow Inbox*> then <**Open**> or double-click.
2	The **Notifications Summary** window opens. You can now see all actions sent to you (training and otherwise) that relate to your user roles and responsibilities. 

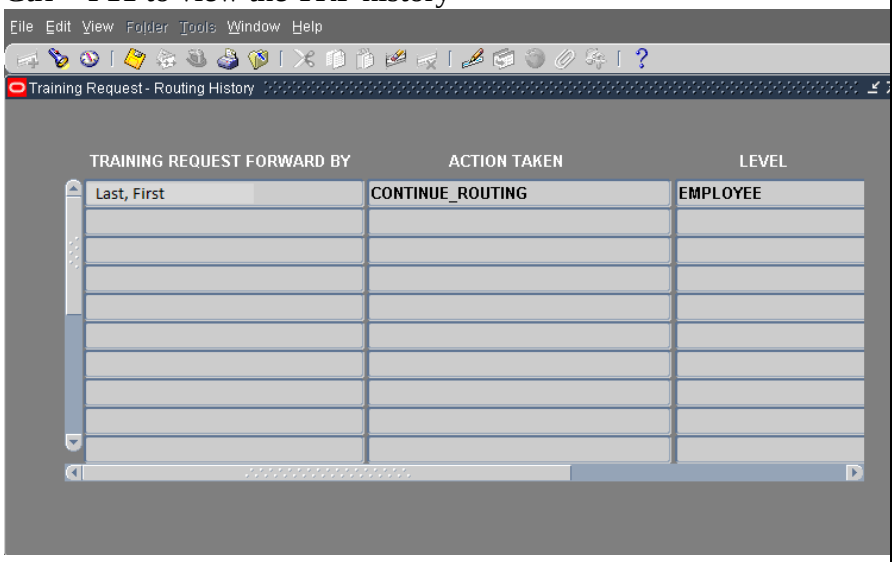
Processing HR-Training Actions in the WorkFlow Inbox,
Continued

Accessing the Notifications Window

Step	Action
1	Select an available action by clicking in the appropriate check-box, then select **<Open>** on the **Notifications Summary** window to display the **Notifications Details** window. 
2	From the **Notifications Details** window, you can process the **TRF** action by clicking the *Training Requests* link in the **Response** section and displaying the TRF. To view the history of the **TRF,** click the *Routing History Form* link in the **References** section. **Data Fields and Buttons** — **Description/Action** **Comment** — You can add additional information in this data field. However, it stays with the request and does not go into history. **References** — This contains the **Routing History Form** link **Response** — This section contains the link to the Training Requests, which will open the TRF.

TRF Routing History

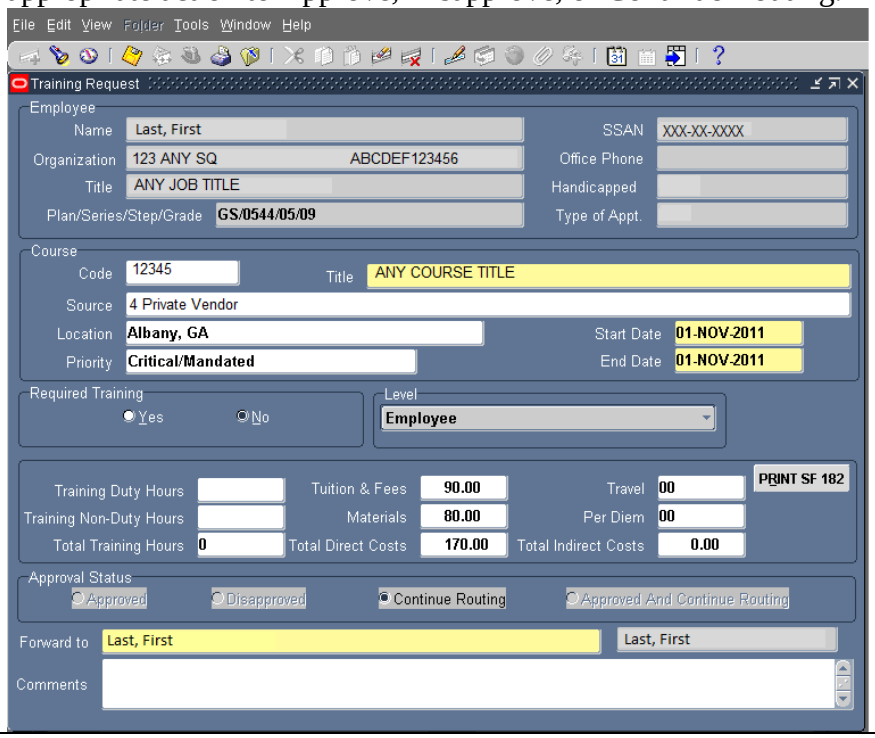
Training Request – Routing History

Step	Action
1	Select the **Routing History Form** link.
2	The **Training Request – Routing History** window opens. Click Ctrl + F11 to view the TRF history  Use the lower scroll bar to view the remaining columns. **Data Field** / **Description/Action** **Training Request Forwarded By** – This is the name of Supervisor, Training Monitor, etc., who forwarded the TRF. **Action Taken** – Self-explanatory – matches **Approval Status** Region of the TRF. **Level** – This is the Level of the person who submitted the TRF (e.g., supervisor). **Forward to Name** – The next person designated to take action. **Date Notification Sent** – Self-explanatory.

Continued on next page

TRF Routing History, Continued

Training Request – Routing History (continued)

Step	Action
3	Once you have reviewed the columns, exit the window to return to the **Notifications** window.
4	Select the *Training Requests link* on the **Notifications** window.
5	The TRF will open. You will need to review the action then take appropriate action to Approve, Disapprove, or Continue Routing. 

Approving or Disapproving the TRF

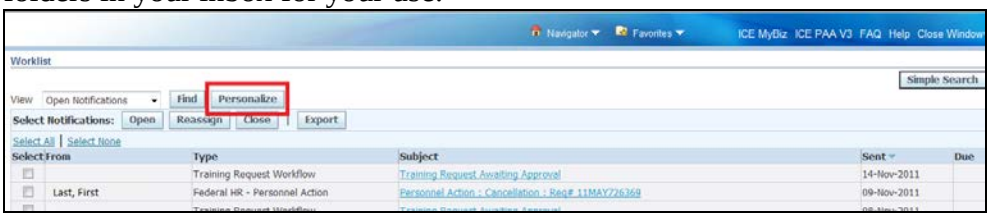
Approving or Disapproving the TRF

Step	Action
1	Select the appropriate button, as determined by your role, in the ***Approval Status*** Region of the **TRF**. **Note:** See information on Approval Status in Chapter 1 of this module.
2	<table><tr><td>If you **are** the final Approving Official:</td><td>If you are **not** the final Approving Official:</td></tr><tr><td>• Click <**Approved**> or <**Disapproved**>.</td><td>• Click <**Continue Routing**> or <**Approved and Continue Routing**>.</td></tr><tr><td>• Click the Save button on the Toolbar.</td><td>• Use the LOV to select the name to enter in the ***Forward to*** data field or type in the name. • Click the **Save** button on the Toolbar.</td></tr></table> **Note:** If you disapprove the request, you will not complete the next step.
3	Exit the windows.

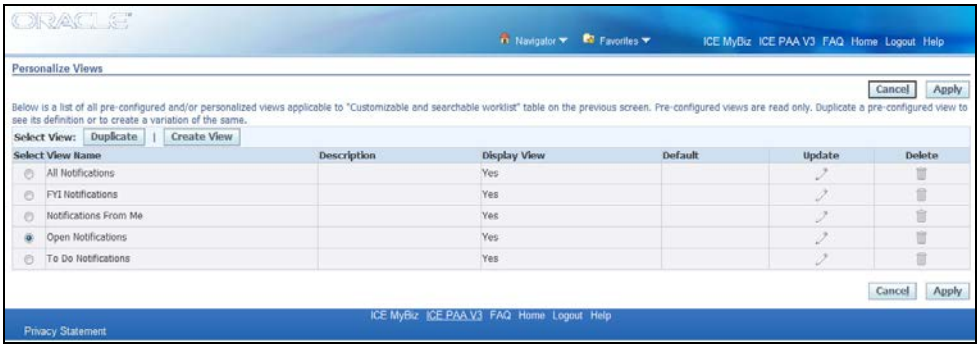
Customizing Your Workflow Inbox

Customizing Your Inbox

On the **Notifications** window, click the **Personalize** button to customize folders in your inbox for your use.



Personalize Views will display a list of pre-configured and/or personalized views applicable to "Worklist" table on the previous screen.



See Also

Module 1, Fundamentals of the DCPDS
Chapter 7, Folders

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Module 7

Chapter 2

Recording Completed and Required Training

Chapter Overview

Introduction

This chapter explains the processes related to documenting training completions and required training to include updating the employee's record. It also includes retrieving required and completed training from their record.

Chapter Contents

Topic	Page
Before You Begin	1
Recording Completed Training	2
Recording Required Training	7
Retrieving Training for a List of Employees	9
Exporting Retrieved Data	12

Who Does It

Components will determine who has this responsibility.

Before You Begin

Employee's training history of both completions and non-completions will be recorded in Oracle HR, through the **People** window in Completed Training.

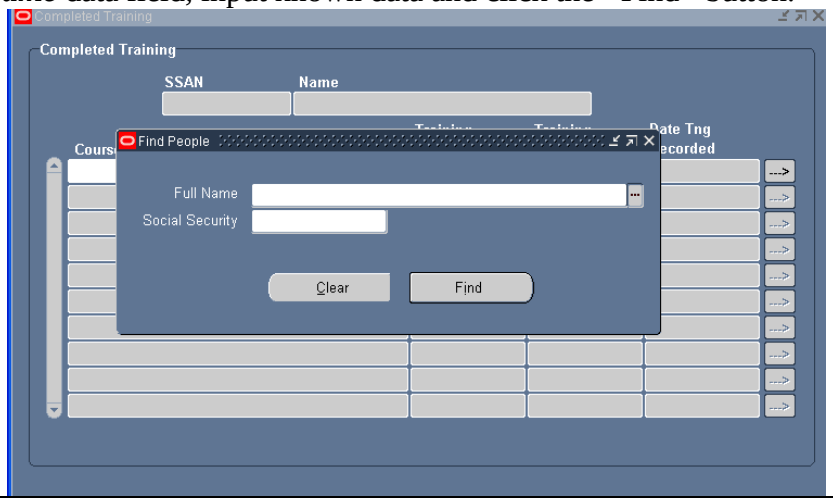
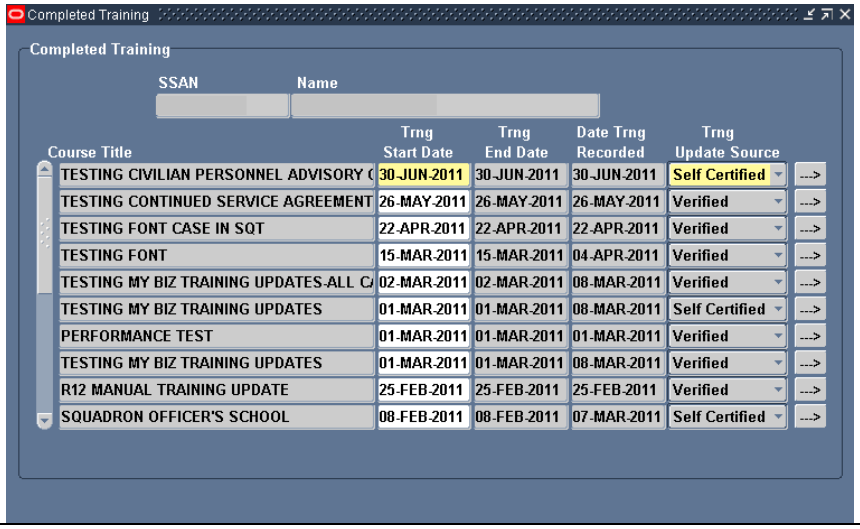
Purpose

This section will show you how completed certifications are processed and forwarded for inclusion in the employee's record.

Recording Completed Training

Recording Completed Training

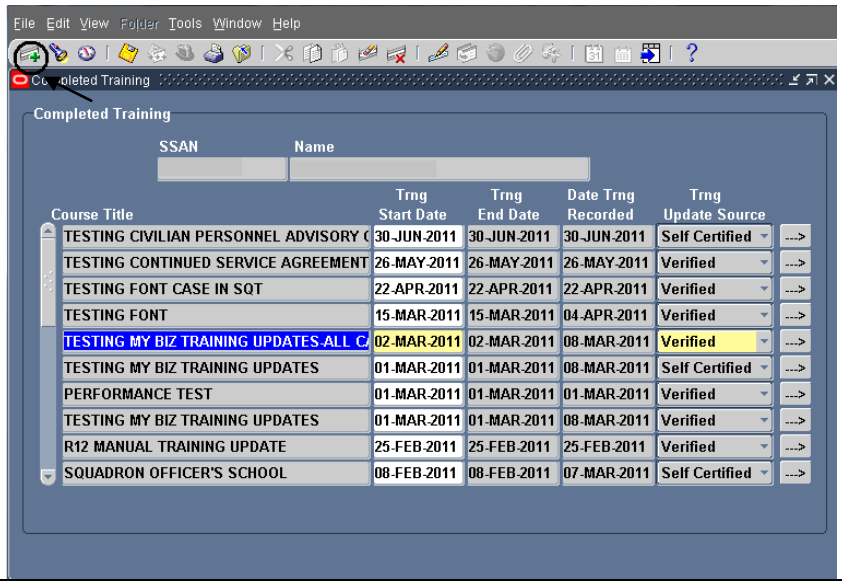
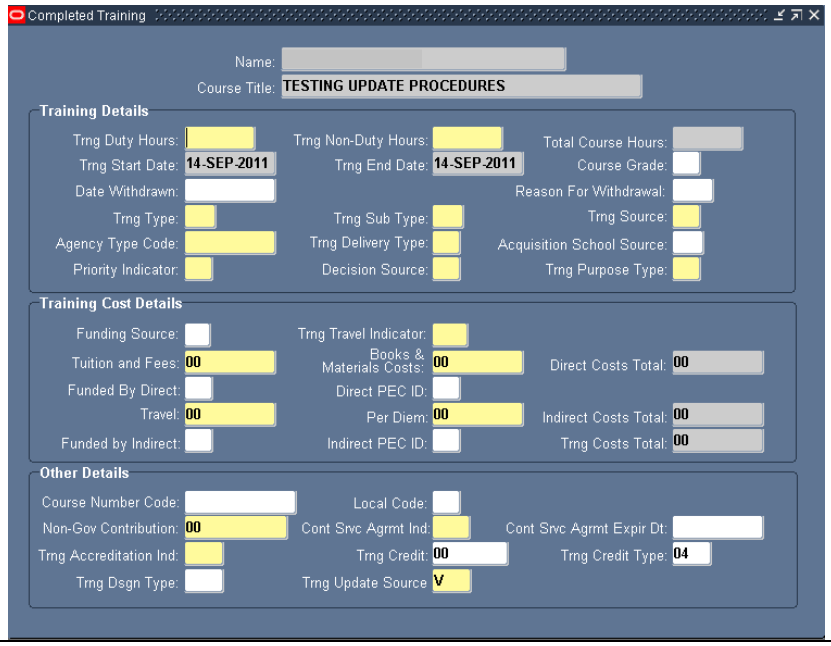
This procedure is for individually documenting completed training.

Step	Action
1	From the Navigation Menu, select a responsibility of **CIVDOD Personnelist, CIVDOD HR-Training Administrator** or **CIVDOD HR-Training Personnelist.** Then select Completed Training from the menu list.
2	The **Find People** window will open. With the cursor in the ***Full Name*** data field, input known data and click the <Find> button. 
3	A list of records to choose from will appear. To view a particular record, place the cursor on the desired record and click the ---> button. 

Continued on next page

Recording Completed Training, Continued

Recording Completed Training (continued)

Step	Action
4	To add a new entry, click the green plus sign (or scroll to the bottom of the list). A new line will appear. Input the Course Title, Training Start Date and Training End Date; then click the arrow at the end of the row. 
5	The Completed Training Form will appear with the Course Title, Training Start Date and Training End Date. These fields cannot be changed without deleting the entry and starting again. 

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Recording Completed Training, Continued

Recording Completed Training (continued)

Step	Action
6	All highlighted fields are required and cannot be left blank. The following lists each data field and its descriptions. Fields with Lists of Values (LOV) contain an ellipsis box to select from. Use the Tab Key to move between fields. **Training Details:**

Course Title	Populated from previous screen
Trng Duty Hours	Enter duty hours
Trng Non Duty Hours	Enter non-duty hours
Total Course Hours	Total hours will calculate
Trng Start Date	Populated from previous screen
Trng Grad Date	Populated from previous screen
Course Grade	Enter grade received
Date Withdrawn	Use only if employee does not complete the course
Reason for Withdrawal	Click the LOV, select applicable reason
Trng Type	Select from LOV
Trng Sub Type	Select from LOV
Trng Source	Select from the LOV or type data
Agency Type Code	Select from the LOV. The % may be used as a wild card. Select the applicable code.
Trng Delivery Type	Select applicable code from the LOV
Acquisition School Source	Select applicable code from the LOV. This is required for Acquisition schools.
Priority Indicator	Select applicable code from the LOV
Decision Source	Select applicable code from the LOV
Trng Purpose Type	Select applicable code from the LOV

Continued on next page

Recording Completed Training, Continued

Recording Completed Training in HR (continued)

Step	Action
6 (cont)	**Training Cost Details:**

Funding Source	Select from the LOV
Trng Travel Indicator	Use the LOV
Tuition and Fees	Enter amount in dollars and cents
Books & Materials Costs	Enter amount in dollars and cents
Direct Cost Total	Calculates from the two previous DDFs
Funded by Direct	Select from the LOV
Direct PEC ID	Type in the ID number (Used by AF Only)
Travel	Enter amount in dollars and cents
Per Diem	Enter amount in dollars and cents
Total In-Direct Cost	Calculates from the two previous DDFs
Funded by Indirect	Select from the LOV
Indirect PEC ID	Type in the ID number (Used by AF Only)
Trng Costs Total	Automatically calculates total based on total direct and indirect costs

Continued on next page

Recording Completed Training, Continued

Recording Completed Training in HR (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6
(cont)</td><td>

Other Details:

<table>
<tr><td>Course Number Code</td><td>Optional use, no LOV but able to type free text</td></tr>
<tr><td>Local Code</td><td>Optional use, no LOV (Used by DAU)</td></tr>
<tr><td>Non-Gov Contribution</td><td>Enter amount paid by other than government</td></tr>
<tr><td>Cont Srvc Agrmnt Ind</td><td>Select from LOV</td></tr>
<tr><td>Cont Srvc Agrmnt Exp Dt</td><td>If CSA is required, a date must be entered</td></tr>
<tr><td>Trng Accreditation Ind</td><td>Select from LOV</td></tr>
<tr><td>Trng Credit</td><td>If Training is accredited, credit hours must be entered</td></tr>
<tr><td>Trng Credit Type</td><td>If credit hours are entered, credit type must be entered</td></tr>
<tr><td>Trng Dsgn Type</td><td>Select from LOV for designated type of training</td></tr>
<tr><td>Trng Update Source</td><td>Use LOV for Self Certified or Verified</td></tr>
</table>

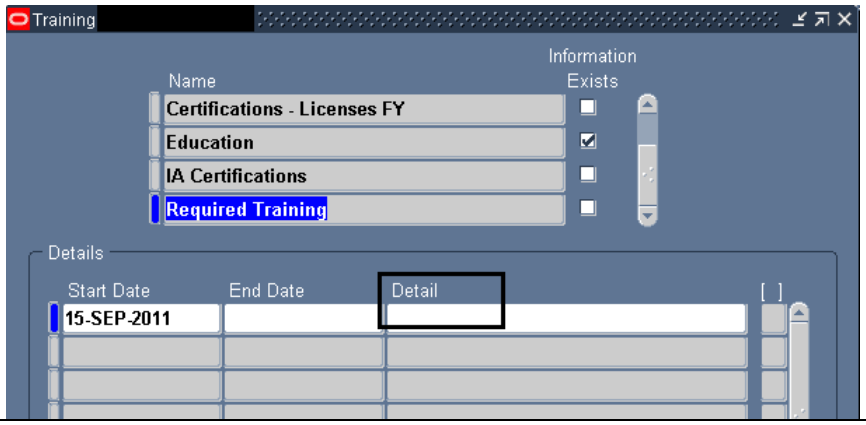
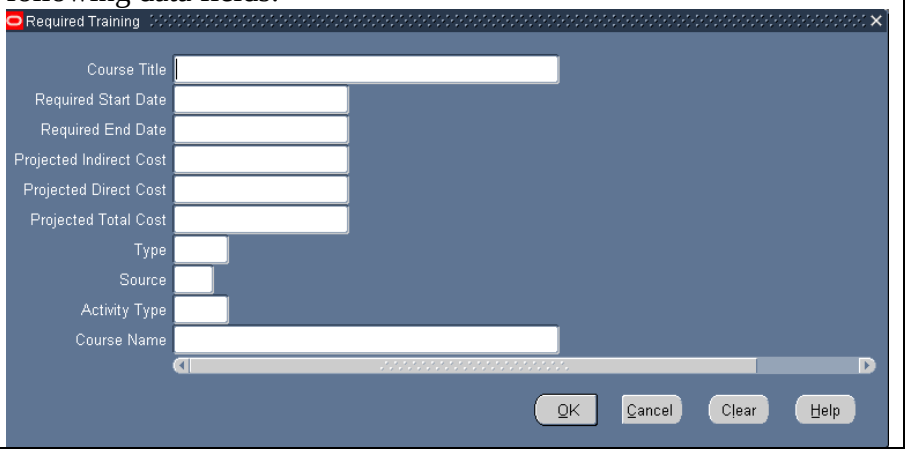
</td></tr>
<tr><td>7</td><td>Select Save on the Toolbar. The message “TRANSACTION COMPLETED – 1 RECORD(S) APPLIED” will appear when action has been saved. The Completed Training course data can be saved one record at a time or this form can be completed through the mass training update process.</td></tr>
</table>

Recording Required Training

Purpose

This section will show you how to record or update Required Training. Required training can be used for the Individual Development Plan (IDP) process. It can be accessed by the Supervisor, Training Coordinator, or Training Monitor for input purposes. Retrieving data is explained in the next process, Retrieving Completed/Required Training.

Recording Required Training

Step	Action
1	**Navigation Path**: *Special Information > People/SITs for Training*
2	Search for employee in Full Name field (click *Find*)
3	Click Special Info button
4	Scroll down to find ***Required Training***, and click in the *Detail* flex field 
5	On the ***Required Training*** Descriptive Flexfield, complete the following data fields: 

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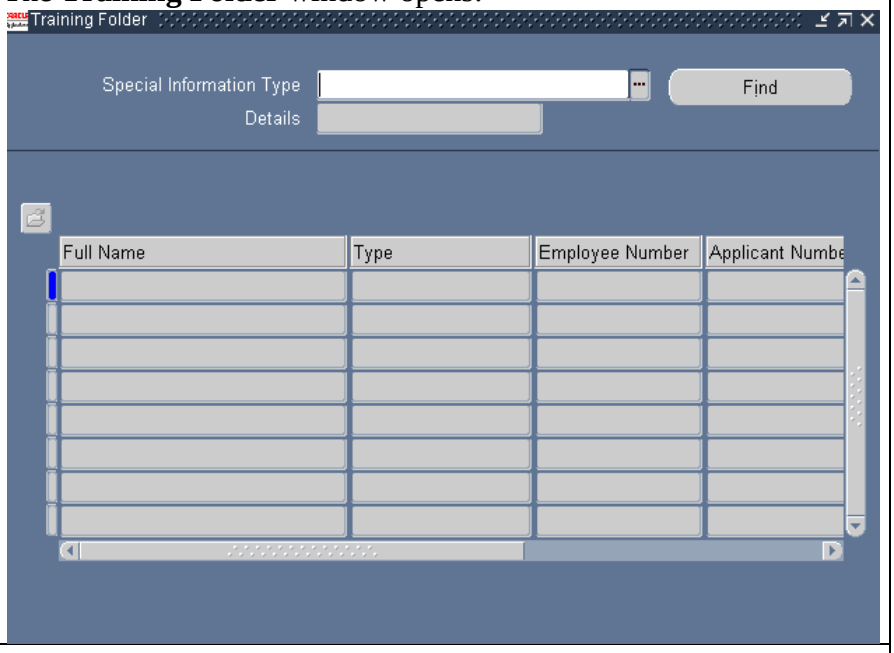
Recording Required Training, Continued

Recording Required Training (continued)

Step	Action
5 (cont)	The following lists the data fields and their descriptions. Use the Tab Key to move between fields. **Course Title (60 characters) -** Type in the course title. The system will convert it to ALL CAPS. **This is a required field.** **Required Start Date -** Type in the date. **This is a required field.** **Required End Date -** Type in the date. **This is a required field.** **Projected Indirect Cost -** Type in dollar amount. Optional field. **Projected Direct Cost -** Type in dollar amount. Optional field. **Type -** Click the LOV. Optional field. The % may be used as a wild card. **Source -** Click the LOV. Optional field. **Activity Type -** Click the LOV to make a selection. The LOV lists the nine OPM training types. **Course Name**: Type in course name (option field)
6	Click the **<OK>** button. The ***Detail*** data field populates with a string of data.
7	Save your action.

Retrieving Training for a List of Employees

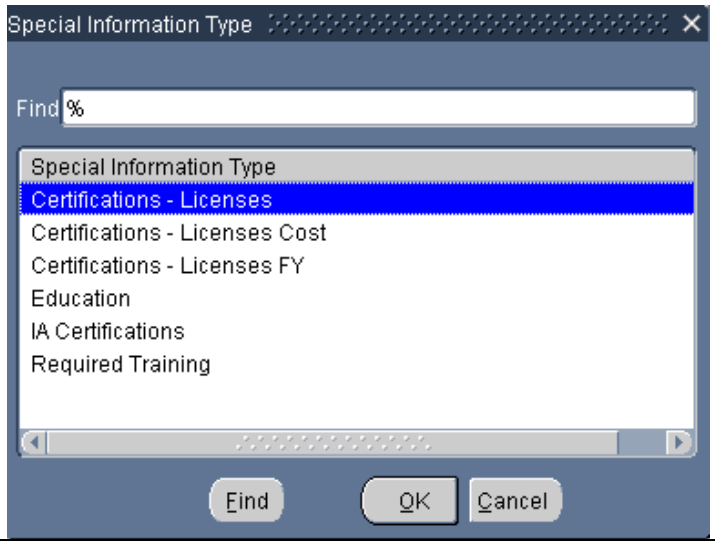
Retrieving Training for a List of Employees

Step	Action
1	**Navigation Path**: *Special Information > View Employees by SIT*
2	The **Training Folder** window opens: 
3	With your cursor in ***Special Information Type*** data field, click the LOV icon

Continued on next page

Retrieving Training for a List of Employees, Continued

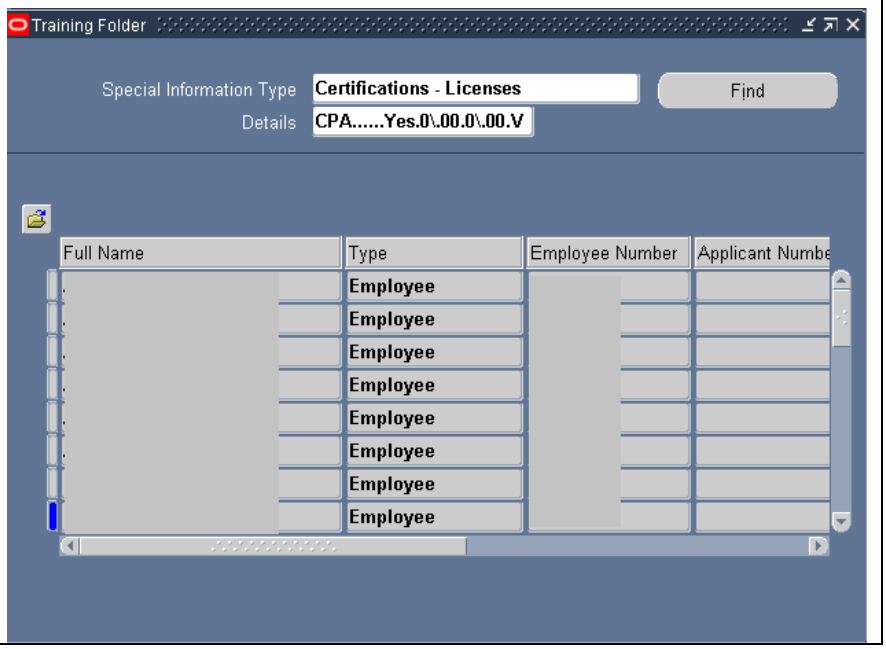
Retrieving Training for a List of Employees (continued)

Step	Action
4	Select desired Type from the LOV and click <**OK**>. 
5	The Special Information Type field populates with your selection, and the blank DDF opens.
6	Fill in any desired search criteria and click <**OK**>. This returns you to the **Training Folder** Window and creates the flexfield string for the ***Details*** data field. This string is used as part of your query criteria.
7	Click the <**Find**> button located next to the ***Special Information Type*** data field.

Continued on next page

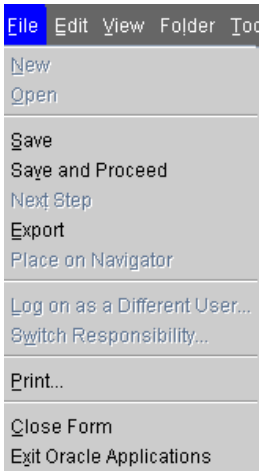
Retrieving Training for a List of Employees, Continued

Retrieving Training for a List of Employees (continued)

Step	Action
8	The data fields populate with the Full Name, Type, Employee Number, Start and End Date, and Details of employees who have completed the identified course.
9	If you want to print a copy, you may want to export the names into an Excel spreadsheet following the procedure found below. 

Exporting Retrieved Data

Exporting Retrieved Data

Step	Action
1	With the **Training Folder** window or other folder information displaying the information you want to export, click **File** on the Main Menu Bar then click **Export**. 
2	The *File Download* window opens. Select *Open* (then *File* > *Save As* from the menu) or *Save*; select the location where you want the file stored. Type in your file name under File name data field. Select *Save.*
3	Change the **Save as type** to *All Files*, and the file extension to ".xls" and click *Save*; on the *Download complete* window, select *Close*
4	Open an Excel spreadsheet, click File and Open. Locate the file you saved.
5	The information populates in the spreadsheet. You may now format the data as needed, export to managers, etc.

Module 7

Chapter 3

Mass Update of Completed Training

Purpose

This process will guide you through the steps to mass update completed training courses. Data can be collected and held on an Excel spreadsheet for later input. This is also a tool for schools to update training for a group of students at one time. The spreadsheet can be stored on a personal computer (PC) for mass processing.

Who Does It

This responsibility is limited to the CIVDOD HR-Training Personnelist and the CIVDOD HR-Training Adm.

Before You Begin

- First you must complete an Excel spreadsheet of the data completions to upload. Save the spreadsheet as a **comma delimited file.** The file is "delimited" by a comma to mark its beginning and end. The file extension name is **.csv**. The **CSV** represents comma separated values and is the file format particular to saving training files for uploading into DCPDS. A copy of the format is attached to the end of this Chapter.
- The mass update process is available on the CIVDOD HR-Training Navigation Menu. You must know the location of the spreadsheet you will access and the name you will use for the file. Now you are ready to begin.

Mass Update of Completed Training Courses

Step	Action
1	Select a CIVDOD HR-Training Personnelist or CIVDOD HR-Training Administrator Responsibility.
2	On the Navigation List select Mass Completed Training (located under Mass Process). Double click to Open the form.
3	The Mass Completed Training window will appear. Complete the following fields: **Mass Process Name –** Unique name applied for locating the process. **Input File Name** – Put the cursor in this line, click the *Browse* button to select the file that has been stored on your PC.
4	Click ***Load ASCII File*** –to transfer the file from the PC into DCPDS. **Printer** – Select the printer where you want the report to print out.

Continued on next page

Mass Update of Completed Training, Continued

Mass Update of Completed Training (continued)

Step	Action
5	**Status** will reflect *Unprocessed* because the file has not been processed. *Status Details* will reflect *File Uploaded SUCCESSFULLY* or *Error in Upload File.* • If you receive an *Error*, click ***Process Log*** to view the error details. • Close the Process Log to return to the Mass Completed Training window. • If the file is *Uploaded Successfully*, click ***Preview*** to preview the records and verify the uploaded data. Close the Preview to return to the Mass Completed Training window. **Note:** *To change the file data, click **Delete Preview** to delete the records contained in the current preview, save the necessary changes on your spreadsheet, and reload the file OR if records are available in the **Preview**, you may make changes directly on the preview window for the updatable fields.*
6	After the file has been successfully loaded, click ***Execute*** to process. A **Note** window will appear advising whether or not the file was submitted and will identify a Request ID number. Click *OK* to close the window. **Status** will reflect *Submitted.*
7	**Refresh** the page to determine if the status reflects *Processed* or *Error*. *Tip: To **Refresh** the page, copy the **Mass Process Name,** select **F11**, paste the **Mass Process Name,** and select **Ctrl F11**.*
8	The **Status Details** Window is self explanatory. If you receive an *error*, review the process log. Refer to the *step 5 Tip* for information on how to change file data, then repeat steps 6-7.
9	Click the ***Processed Records*** button. The detail screen will offer complete information on the status of the records processed.
10	Click the "X" in the upper right corner of the screen to close the window. Or click ***File*** on the toolbar and select ***Close Form***.
11	Check the employee records to ensure the data processed correctly. From the Navigation menu, select ***Completed Training,*** enter the employee's last name and click ***Find***. When the Completed Training form opens, locate the course data that was processed through ***Mass Completed Training***.

Module 7

Chapter 3

Subchapter 1

Mass Update of Completed Training Spreadsheet

Terms

ASCII File (American National Standard Code for Information Interchange) **-** A format in which to input and save data.

Comma delimited file – Also referred to as a comma separated values (CSV) file. An efficient format to store documents for transferring to DCPDS; each data field is "delimited" by a comma to mark its beginning and end. The file extension name is csv.

File name extensions - A system to name and identify files, e.g., .doc, .txt, .csv.

Instructions for Creating the ASCII File for upload

The record layout for the upload file is provided below. It is critical to the process that you strictly adhere to this format. An Excel spreadsheet template identifying each value as a separate column is recommended (i.e., use column A for employee name, column B for SSAN, column C for Training Start Date, etc.

Continued on next page

Mass Update of Completed Training Spreadsheet, continued

Instructions for Creating the ASCII File for upload (continued)

Mass Update of Completed Training Spreadsheet

MAXIMUM Field Length	Value	Type	Remarks	Required
30	Employee Name	VARCHAR2	Free text field *(do not use commas)*	
9	**SSAN**	**VARCHAR2**	**Format: 999999999**	**X**
11	**Training Start Date**	**VARCHAR2**	**Format: DD-MMM-YYYY**	**X**
11	**Training End Date**	**VARCHAR2**	**Format: DD-MMM-YYYY**	**X**
120	**Course Title**	**VARCHAR2**	**Free text field *(do not use commas)***	**X**
4	**Training Duty Hours**	**Number**		**X**
4	**Training Non-Duty Hours**	**Number**		**X**
4	**Total Course Hours**	**Number**		**X**
1	Course Grade*	VARCHAR2	CIVDOD_COURSE_GRADE	
11	Date Withdrawn	VARCHAR2	Format: DD-MMM-YYYY	
3	Reason for Withdrawal*	VARCHAR2	DELEGATE_FAILURE_REASON	
2	**Training Type***	**VARCHAR2**	**CIVDOD_OPM_TRAINING_TYPE**	**X**
2	**Training Sub Type***	**VARCHAR2**	**CIVDOD_ OPM_TNG_TYPE_SUB**	**X**
1	**Training Source***	**VARCHAR2**	**CIVDOD_TRAINING_SOURCE**	**X**
5	**Agency Type Code***	**VARCHAR2**	**CIVDOD_TRAINING_TYPE**	**X**
2	Acquisition School Source*	VARCHAR2	CIVDOD_ACQ_TRAINING_SOURCE	
1	**Training Delivery Type***	**VARCHAR2**	**CIVDOD_TRAINING_METHOD**	**X**
1	**Priority Indicator***	**VARCHAR2**	**PRIORITY_LEVEL**	**X**
1	**Decision Source***	**VARCHAR2**	**CIVDOD_TNG_DECISION_SOURCE**	**X**
1	**Training Purpose Type***	**VARCHAR2**	**CIVDOD_TRAINING_PURPOSE**	**X**
1	*PCS Cost Indicator***	*VARCHAR2*	*CIVDOD_PCS_COST_INDICATOR*	
1	Local Code	VARCHAR2	Free text field *(do not use commas)*	
60	Course Number Code	VARCHAR2	Free text field *(do not use commas)*	
3	*Activity Type***	*VARCHAR2*	*CIVDOD_TRAINING_ACTIVITY_TYPE*	
9	**Tuition and Fees**	**Number**		**X**
9	**Books & Materials Costs**	**Number**		**X**
10	**Direct Costs Total**	**Number**	**Sum of Tuition & Fees and Books & Materials Costs**	**X**
1	Funded by Direct*	VARCHAR2	CIVDOD_FUNDED_BY	
1	Direct PEC ID*	VARCHAR2	CIVDOD_APPROP_PEC_ID	
9	**Travel**	**Number**		**X**
9	**Per Diem**	**Number**		**X**
10	**Indirect Costs Total**	**Number**	**Sum of Travel and Per Diem**	**X**
1	Funded by Indirect*	VARCHAR2	CIVDOD_FUNDED_BY	
1	Funding Source*	VARCHAR2	CIVDOD_TNG_FUNDING_SOURCE	

Continued on next page

Mass Update of Completed Training Spreadsheet, continued

Instructions for Creating the ASCII File for upload (continued)

Mass Update of Completed Training Spreadsheet

MAXIMUM Field Length	Value	Type	Remarks	Required
1	Indirect PEC ID*	VARCHAR2	CIVDOD_APPROP_PEC_ID	
10	**Training Costs Total**	**Number**	**Sum of Direct and Indirect Costs**	**X**
9	**Non-Government Contribution**	**Number**		**X**
2	**Continued Service Agreement Indicator***	**VARCHAR2**	**CIVDOD_YES_NO_NA**	**X**
11	Continued Service Agreement Expiration Date	VARCHAR2		
2	**Training Accreditation Indicator***	**VARCHAR2**	**CIVDOD_YES_NO_NA**	**X**
4	Training Credit	Number		
2	Training Credit Type*	VARCHAR2	TRAINING_TYPE_HOURS	
2	Training Designation Type*	VARCHAR2	TRAINING_DESIGNATOR_TYPE_CODE	
2	**Training Travel Indicator***	**VARCHAR2**	**CIVDOD_YES_NO_NA**	**X**
	Input Source	VARCHAR2	Free text field *(do not use commas)*	

Notes: * Indicates a list of values table is available.
** Indicates data for this field will not be viewable on the completed training form in DCPDS.

Note: For LN employees the name field (rather than the SSAN field) is used to identify the employee record. In the name field, input the LN employee's name exactly as it appears in DCPDS (list the last name first and do not use commas). Leave the SSAN field blank.

Instructions for Saving the File

Delete the header names from the Excel spreadsheet then save the file as .csv (Comma delimited).

Sample format for input file**:**

```
Last First,000000000,28-Mar-11,28-Mar-11,BASIC TRAINING COURSE,4,0,4,,,,3,34,1,
B34,,8,3,2,Z,,,,,150,50,200,,,0,0,0,,,,200,0,NA,,NA,0,4,,NA
```

Edits and Business Rules

- Ensure the data in fields supported by a list of values (LOV) have either null data or data that matches the LOV.
- Ensure **all** required fields contain data.
- Ensure date fields are configured properly DD-MMM-YYYY.
- Check the process log for errors.

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Module 7

Chapter 4

Tracking Degree Program Training Courses

Purpose

This process will guide you through the steps to track degree program training courses in an employee's record that resides in Oracle HR –Extra Information. The Training Programs DDF displays Special Program Identifier, Degree Program Level, and Instructional Program information, etc.

Who Does It

This responsibility is limited to the CIVDOD HR-Training Personnelist and the CIVDOD HR-Training Administrator.

Before You Begin

DCPDS will show Training Programs in the *Extra Information* DDF of the *People* record. There is a shortcut to the SIT available on the HR-Training Navigation Menu. Tracking Degree Program Training Courses are updated using a CIVDOD HR-Training responsibility.

Tracking Degree Program Training Courses

The steps below will assist you in updating DCPDS.

Step	Action
1	Select a CIVDOD HR-Training Responsibility.
2	From the Navigation List select ***Special Information*** then select ***People/SITs for Training***.
3	The *Find Person* window appears for you to query a record. Enter info into the *Full Name* flex field and click *Find*
4	When located, the person data appears. Select the ***Extra Information*** button.

Continued on next page

Tracking Degree Program Training Courses, Continued

Step	Action
5	The ***Training Program Requirements*** DDF displays. Click in the *Details* section.
6	The *Extra Person Information* Window displays. Complete the following data fields as appropriate using the Tab Key to navigate: **Supervisory Course Completed** – use the LOV to select the correct value **Special Program Identifier -** use the LOV to select the correct value **Degree Program Level** – Click the LOV to select A1-Associate, etc. **Instructional Program** – Click the LOV to select the Academic Discipline. **Target Occ Series** – type in the occupation series **Date Journeyman Elig(NV)** – Navy only **Entry Step Apprentice(AF)** – Air Force only **Lifeboat Certification(NV)** – Navy only **Dt Nucl/Biomed/Chem Completed** – enter date training completed **Coop Funding Source -** use the LOV to select the correct value
7	Click **OK** and save your action.
8	Close the form to exit.

Module 7

Chapter 5

Updating Education

Purpose

This process will guide you through the steps to update an employee's education information which resides in the person record. A shortcut is available on the Navigation Menu if you have a CIVDOD HR-Training Responsibility.

Who Does It

This responsibility is limited to the CIVDOD HR-Training Personnelist and the CIVDOD HR-Trng Adm.

Before you Begin

The system will show education in the highest order. For reporting purposes, the CPDF Edit is set to select the highest degree.

Updating Education

Step	Action
1	Select the responsibility of CIVDOD HR-Training, CIVDOD HR-Trng Adm, or CIVDOD Training Personnelist.
2	From the **Navigation Menu** select *Special Information > People/SITs for Training.*
3	When the **Find Person** window displays, click the LOV or query for the employee's name.
4	The People window will display the employee data. Click **Special Info**.
5	When the Special Information DDF displays, select **Education** from the list.
6	Click in a **Detail** data field to view current **Education** data. To add new education, scroll down to the bottom to get a new line, or with the cursor in the **Details** area, click the New Record button (icon) on the Toolbar.

Continued on next page

Updating Education, continued

Updating Education (continued)

Step	Action
7	Change the *Start Date* as needed, and click in the **Detail** data field. To avoid potential problems, do **NOT** use the same Start Date for identical levels of education. Use the LOV or type in the following data fields using the Tab key to navigate between fields: **Education Level –** Select from the LOV **Instructional Program –** Select from the LOV **Year Degree/Cert Attained** – YYYY **Credit Hours** – Type in number of hours **Credit Type** – Select from the LOV **Type of School** – Select from the LOV **College-Major-Minor** – Select from the LOV **Academic Institution Name –** Select from the LOV **Coop Graduation Date –** Type in DD-MMM-YYYY **Education Update Source –** Select 'V' for 'Verified' from the LOV
8	Click **OK**. The Education course data string displays in the **Details** region of the Flexfield.
9	Click **Save** on the Toolbar.

Module 7

Chapter 6

Recording Certifications and/or Licenses

Purpose

This process will guide you through the steps to track training courses toward receiving a certification or license. Information is stored in an employee's record that resides in Oracle HR –Extra Information. The Certifications/Licenses DDF displays occupational certification code, date certification issued, whether or not training was taken to obtain a certification or license, and costs that were incurred.

Who Does It

This responsibility is limited to the CIVDOD HR-Training Personnelist and the CIVDOD HR-Training Adm.

Before You Begin

DCPDS will record Certifications/Licenses in the Special Information DDF of the People record. There is a shortcut to the SIT available on the HR-Training Navigation Menu. Tracking Certifications/Licenses Training Courses is updated using an HR-Training responsibility.

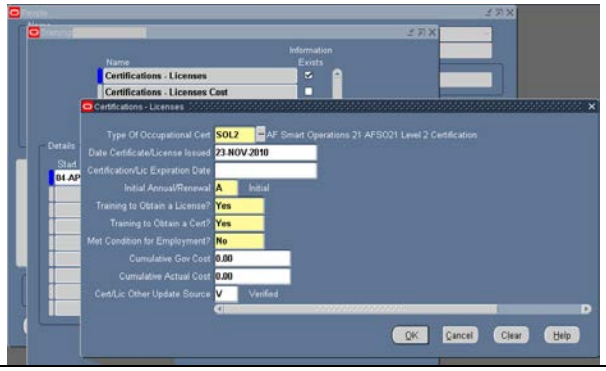
Steps for Recording Certifications/ Licenses

Step	Action
1	Select an HR-Training Personnelist or HR-Training Administrator Responsibility.
2	On the Navigation List: Special Information > People/SITs for Training.
3	Query for the employee. When the employee window appears, click *Special Information*.

Continued on next page

Recording Certifications and/or Licenses, continued

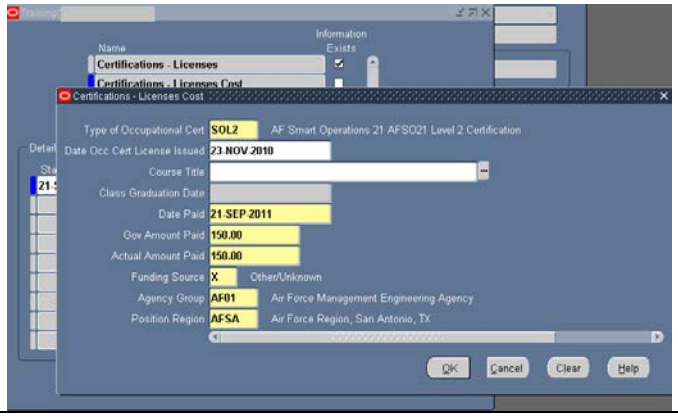
Steps for Recording Certifications/Licenses, continued

Step	Action
4	When the **Certifications-Licenses** DDF displays, click in the *Detail* section. 
5	When the *Extra Information* Window displays, complete the following data fields only one time for the life of the certification/license: **Type of Occupational Cert** - select the code from the LOV **Date Certificate/License Issued** – enter the date when issued or leave it blank until the certification or license is issued **Certification/Lic Expiration Date** - enter the expiration date or leave it blank as appropriate **Initial Annual/Renewal** - select the applicable response from the LOV **Training to Obtain a License?** – enter 'Y' for Yes and 'N' for No **Training to Obtain a Cert?** – enter 'Y' for Yes and 'N' for No **Met Condition for Employment**? – enter 'Y' for Yes and 'N' for No **Cumulative Gov Cost** – Do not enter data here. This amount will flow from *Certifications-Licenses Cost* DDF **Cumulative Actual Cost** - Do not enter data here. This amount will also flow from *Certifications-Licenses Cost* DDF Click **OK**. **Cert/Lic Other Updates Source** – enter "S" for self-certified, or "V" for verified Close this window and return to the *Special Info* DDFs.

Continued on next page

Recording Certifications and/or Licenses, continued

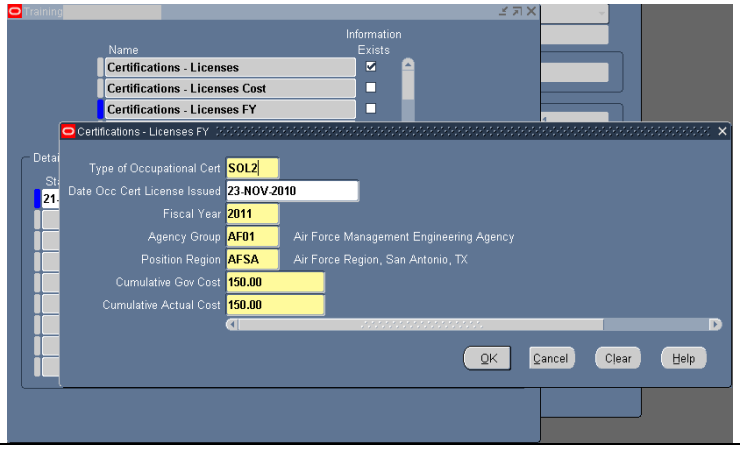
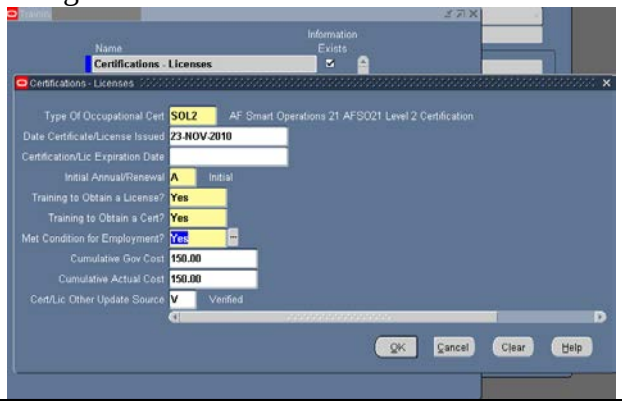
Steps for Recording Certifications/Licenses, continued

Step	Action
6	Select the **Certification-Licenses Cost** DDF. Click in the *Detail* section for the *Extra Information* window to display. 
7	Complete the following data fields for every training course taken. **Type of Occupational Cert** – place your cursor in this field and the data will auto populate from the previous screen **Date Occ Cert/License Issued** – the date will also auto populate with the latest date stored in *Certifications - Licenses* DDF **Course Title** – enter course title if training is associated with this certification or license or leave blank if you are recording the cost of a license **Class Graduation Date** – enter date as appropriate or leave blank if you are recording cost of a license **Date Paid** – enter the date when paid or date when license was received **Gov Amount Paid** – enter the amount paid by the government **Actual Amount Paid** – enter the total amount paid (data flows from Actual Total Cost in Completed Training) **Funding Source** – select appropriate source from the LOV **Agency Group** – select appropriate agency group from the LOV **Position Region** – select appropriate region where position is located from the LOV Click **OK**. NOTE: If the training is associated with this entry, the data fields will auto populate when you type the Course Title as it is entered in Completed Training.

Continued on next page

Recording Certification and/or Licenses, continued

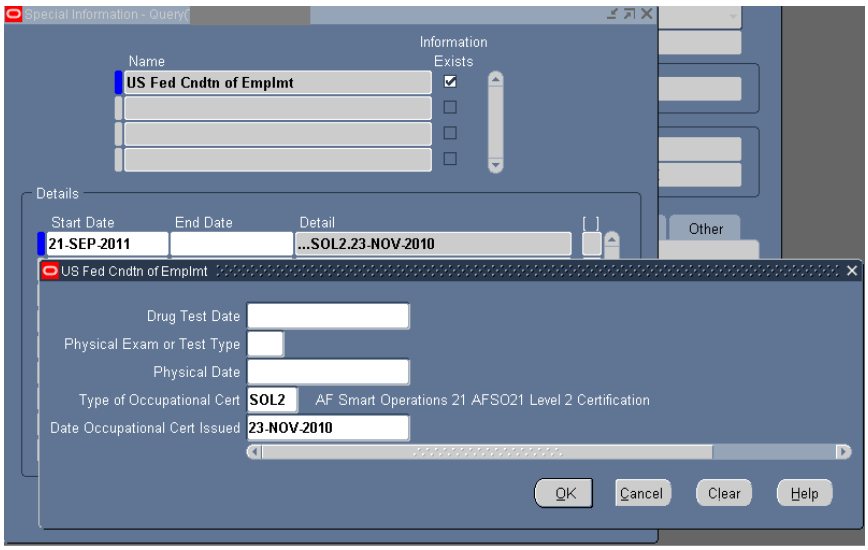
Steps for Recording Certifications/Licenses, continued

Step	Action
8	The **Certifications –Licenses FY** DDF is **view only** and for reporting purposes. Data from the two previous DDFs will auto populate in this area. 
9	When the *Conditions of Employment* have been met, the **Certifications –Licenses** DDF can be changed to reflect this change. Change the 'No' to 'Yes'. 
10	When this change occurs and Conditions of Employment are *Met*, data will flow to the record and can be viewed in the person's Special Information > US Fed Cndtn of Emplmt. This area will not be updatable by other than an HR-Training responsibility.

Continued on next page

Recording Certification and/or Licenses, continued

Steps for Recording Certifications/Licenses, continued

Step	Action
11	To view the HR record, close all windows in the person record, and return to the Navigation List. Change your responsibility to CIVDOD Personnelist, then navigate to: People > Enter/Maintain > query for person > Special Info > US Fed Cndtn of Emplmt. The occupational certification or license received will now appear to include the date the certification or license was received. 

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Module 7

Employee Training and Development Using DCPDS

Module Overview

Purpose

This Module Overview introduces you to CIVDOD HR-Training Administration. You will access only one application to administer Employee Training and Development: Oracle Human Resources (HR) for employee information.

Note: This module is also available for Nonappropriated Fund (NAF), National Guard Bureau (NGB), and Local National (LN) personnel.

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Module Overview, Continued

Assumptions

In order to use CIVDOD HR-Training, you should have a basic understanding of:

- Oracle HR (People) Application
- Federal Laws and regulations relating to training
- DoD training policy, regulations, and processes
- The OPM Training Policy Handbook
- Requirements of your Component's training policy

Audience

This module is written for	And contains information for
CIVDOD HR-Training users	• Employees • Training Administrators and Personnelists • Training Resource Managers • Managers/Supervisors • Training Monitors/Coordinators • Personnel Generalists • System Administrators

CIVDOD HR -Training

You will be using Oracle HR to access the Special Information Type (SIT) such as Completed and Required Training, and Education on the Navigation List.

Roles and Responsibilities

Defined roles and responsibilities are determined by each Component. CIVDOD HR-Training allows managers/supervisors, training monitors and coordinators, and personnelists/administrators to request and process training. The roles and responsibilities within the training cycle may be performed by a number of people as determined by each Component, such as the Training Administrator within the HR office, or the organizational Training Monitor/Coordinator.

Definitions

The following definitions show the standard roles for each responsibility. Components can customize these roles as necessary.

Role	Responsibility
CIVDOD HR-TRNG PERSONNELIST	Complete access to all training processes and reports. Can be limited to specific functions or organizations depending on Component/local decision. (This is typically the personnelist/trainer in the CIVDOD HR training office.)

Continued on next page

Module Overview, Continued

Definitions (continued)

Role	Responsibility
CIVDOD HR-TRNG ADMINISTRA-TOR	Complete access to all training processes and reports. Change the roles and responsibilities of users for CIVDOD HR-Training functions. (In addition to all CIVDOD HR-Training Personnelist responsibilities, this person will also have the ability to handle some systems administration work associated with CIVDOD HR-Training.)
CIVDOD HR-TRNG MGR/SUPV	Complete access to all records and reports for their assigned employees. Capability of completing the Training Request Forms, and printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This role should also include military supervisors of civilian employees.
CIVDOD HR-TRNG ORG TNG MONITOR	Access to training records and reports for their assigned organization. Capability of completing the Training Request Forms, and Printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This is the person in each organization who is responsible for handling and monitoring training.
CIVDOD HR-TRNG COORDINATOR	Access to training records and reports for their assigned unit within the organization. Capability of completing the Training Request Forms, and Printing DD Forms 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary.
CIVDOD HR-TRNG FISC OFF	Access to all cost information on individual, group, and total training costs. (This could be a resource manager in the organization or an individual in the accounting and finance office. More than one person could have this role). Does not have access to employee records.

Module Overview, Continued

Roles and Responsibilities Screen Access

CIVDOD HR-Training Responsibility/Role	CIVDOD HR TRNG COORDINA-TOR	CIVDOD HR TRNG MGR/SUPV	CIVDOD HR ORG TRNG MONITOR	CIVDOD HR TRNG FISC OFF	CIVDOD HR TRNG PERSONNEL-IST	CIVDOD HR TRNG ADMINISTRA-TOR
CIVDOD HR-Training Menu Option						
Training Requests	X	X	X	X	X	X
Training Request History Details	X	X	X	X	X	X
Civilian Inbox	X	X	X	X	X	X
Workflow Inbox	X	X	X	X	X	X
Completed Training	X	X	X	X	X	X
Mass Process						
Mass Completed Training					X	X
Reports						
Submit Report	X	X	X	X	X	X
View Report	X	X	X	X	X	X
Special Information						
People/SITs for Training	X	X	X		X	X
View Employees by SIT	X	X	X		X	X
Federal Maintenance Forms						
Routing Groups						X
Routing Lists						X

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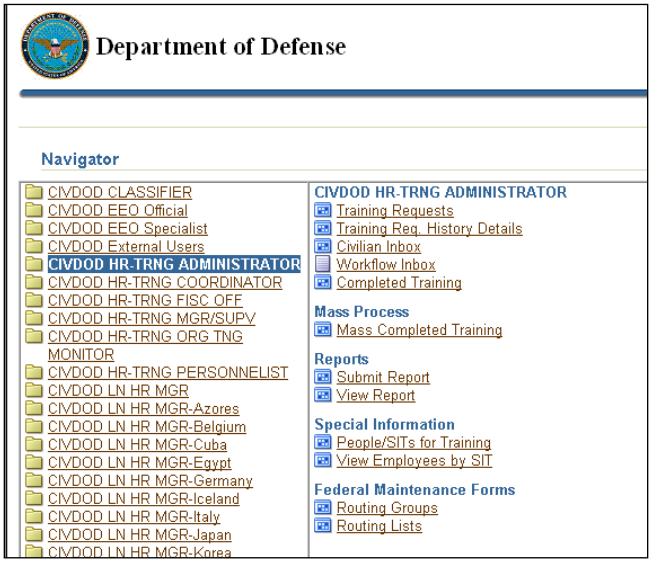
Module Overview, Continued

Illustration

The **Responsibilities** Window:



External User

Users who are not currently part of the Oracle database (e.g., military, contractors) can be given access to Oracle HR to primarily perform supervisory duties. They can initiate a Training Request Form (TFR); and other tasks. These users are defined as "External Users." Contact your Training Administrator or System Administrator to set up External Users or see Module 4, Chapter 2, Building External Users.

CIVDOD HR-Training Secure User Views

You must be assigned an CIVDOD HR-Training Secure User View by your System Administrator before you can see employee records based on the organization(s) you service or the position hierarchy. Additionally, you must have an CIVDOD HR-Training Secure User View to process CIVDOD HR-Training actions in your Civilian Inbox, initiate a Training Request Form, or request Training Reports.

Owned vs. Serviced Rule

If you service personnel belonging to another agency, the rules of the owning agency will apply to recording Completed Training.

Example: If Navy services an Air Force employee, Air Force rules will apply.

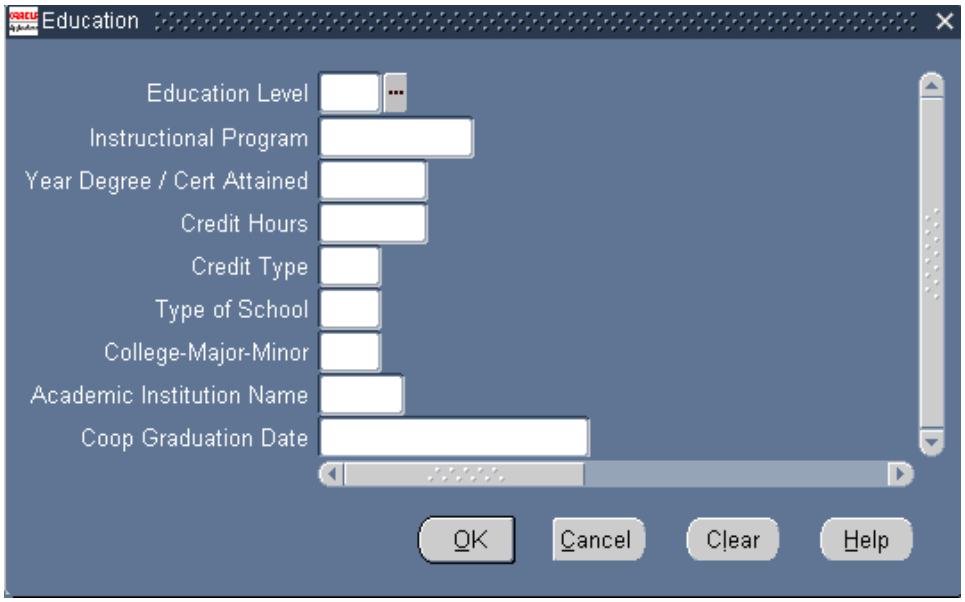
Module Overview, Continued

Education Information

Employee education data may be accessed to check for course prerequisites, tuition assistance, and for other reasons. To access Education data for an employee:

Navigation Path > ***SIT*** > ***Open***. The **Find Person** window opens. Query for the employee and the **People** window opens. Click **Special Information**. The **Special Information** window opens. Scroll to *Education* and click the ***Details*** data field for specific information (or click [**F11**], type *Education*, and click [**CTRL +F11**]).

Note: If the Information Exists Checkbox is not checked, then no data is stored in the Descriptive Flexfield.



Completed Training and Required Training are also found under **Special Information**.

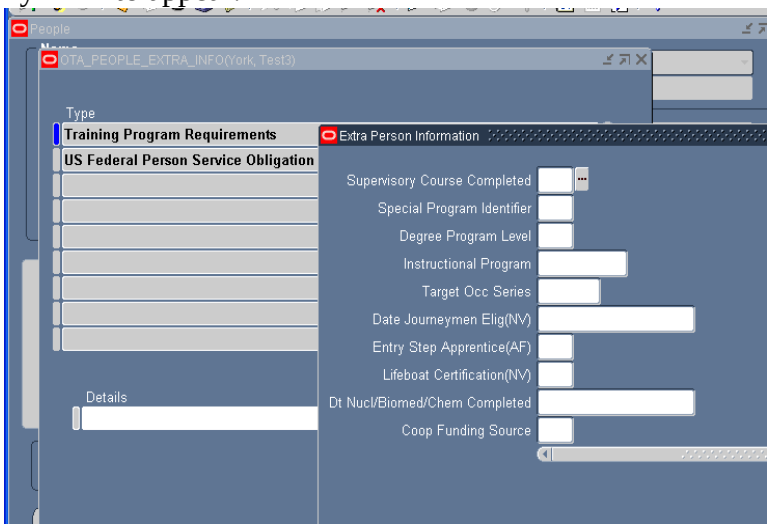
Note: Managers/Supervisors, Training Coordinators, and Training Monitors have “read only” access to employee education.

Module Overview, Continued

Training Program Requirements

Training Program Requirements (e.g., Supervisory Course Completed, Special Program Identifier, Date Training Obligation Expires, and other programs) are found under **Extra Information**. To access this data for an employee:

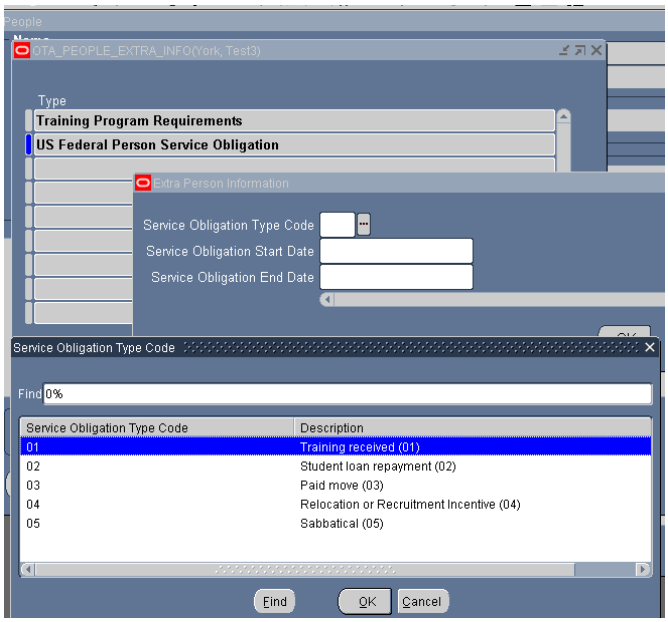
Navigation List > *People* > *Enter and Maintain* > **Open**. The *Find Person* window opens where you can query for the employee. When selected record appears, click **Extra Information**. Scroll to ***Training Program Requirements*** or query for it and click the ***Details*** data field for specific information. If you are logged in under a CIVDOD HR-Training responsibility, *Training Program Requirements* will be the only DDF to appear.



Module Overview, Continued

Continued Service Agreement

The Continued Service Agreement (**CSA)** is generated along with the DD Form 1556 when printed. Follow your Component's policy for completion. The date the CSA expires is entered in the People Record > **Extra Information** > *US Federal Person Service Obligation.* Scroll to ***Training Program Requirements*** or query for it and click the ***Details*** data field for specific information. If you are logged in under a CIVDOD HR-Training responsibility the *US Federal Person Service Obligation* will appear. Select the Training Received (01) code from the LOV then enter the Service Obligation Start and End dates.



Tracking Degree Training Courses

See Chapter 4, Tracking Degree Program Training Courses, in this module for details.

Module Overview, Continued

CIVDOD HR-Training Workflow

The sequence from the initial request to the HR-Training Administrator:

Completion of the Training Request Form

- ⇒ Routed for approvals
- ⇒ TRF used as a contract with vendor (i.e., to document costs, training location information and as a 'ticket' to attend a class.)
- ⇒ Only completed data is recorded in the employee record
- ⇒ Printed copy can be offered for the employee

You will access one application to administer Employee Training and Development which is Oracle Human Resources (HR) for employee information.

CIVDOD Training Definitions

Term	Definition
Completed Training	Training completed either on or off-duty.
Continued Service Agreement (CSA)	An employee selected for training agrees in writing *before* assignment to training to continue in federal service based on OPM and component policy.
Total Direct Cost	Tuition, materials and fees directly supporting training.
External Users	Supervisory personnel outside the database that may need to access their employee's records.
Extra Information	Categories of information that reside on the People record such as Special Training Requirements. Only one entry per category can be input, such as TSP vs. a SIT where multiples can be input.
Total Indirect Cost	Travel costs to include travel and per diem.
Individual Development Plan (IDP)	Completed Training information extracted from employee's record.
Method	Training received through a Seminar, Classroom, Multi-media, or other means.

Continued on next page

Module Overview, Continued

CIVDOD Training Definitions (continued)

Term	Definition
Notifications	Notices in the Civilian Inbox that describes the nature of the actions (e.g., training request awaiting approval).
Reports	Standard reports, extracting the SF 182, the Training Request Form, and Ad Hoc Reports.
Required Training	Mandated by law, Executive Order, DoD, Component, installation, etc., stores this data in a separate area for reference.
Responsibility	Each responsibility lets you access a specific set of forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.
Special Information Types (SIT)	Categories of personal information that reside on the People record of Oracle HR such as Completed or Required Training, and Education where multiple occurrences can be stored.
Training Request Form (TRF)	Used to request training and forward through Civilian Inbox to approving offices. It contains part of the information that system-generates a SF 182, from the employee's record.
Training Source	Government, College/University, Other DoD, etc.
Type	A five-digit code used by Army, Navy, Air Force and NSPS for delineating their training types.

Module Overview, Continued

Stages of the Training Cycle

Using CIVDOD HR-Training, the main stages in the training cycle are as follows:

Stage	Description	Application
1	**Identify Training Needs –** Nominate students and request training.	Completed Training and Required Training
2	**Approve Training** – To be conducted by approving Training Request Forms (TRF). • Send TRFs through appropriate levels. You must know who you are to send the request to as there is no specific routing list.	CIVDOD HR-Training

3	**Manage Training** - Manage enrollments, cancellations, attendance and completions:
	• Handle enrollments through stages:
	  • Nominations
	  • Waiting Lists
	  • Confirmations
	  • Cancellations
	  • Standard letters as required
	  • Actual expenses tracked
	• Completed training recorded in the employee record.
		Components Choice of Software
		
		People (Special Information Type)

Module Overview, Continued

OPM Training Type Codes and Sub-Type Codes

OPM Training Type Codes and Sub-Type Codes will be used in the Completed Training. Type Code must use only the associated Sub-Type Codes.

Type	Definition
01	Training Program Area
02	Developmental Training Area
03	Basic Training Area
Sub-Type	**Definition** **NOTE: Only to be used with Type Code 01**
01	Legal
02	Medical and Health
03	Scientific
04	Engineering and Architecture
05	Human Resources
06	Budget/Finance Business/Admin
07	Planning and Analysis
08	Information Technology
09	Project Management
10	Acquisition
11	Logistic Specialty
12	Security
13	Clerical (Non-Supv clerical/administrative)
14	Trade and Craft
15	Foreign Affairs
16	Leadership/Mgr/Communication Courses
Sub-Type	**Definition** **NOTE: Only to be used with Type Code 02**
20	Presupervisory Program
21	Supervisory Program
22	Management Program
23	Leadership Development Program
24	SES Candidate Development
25	Executive Development
26	Mentoring Program
27	Coaching Program

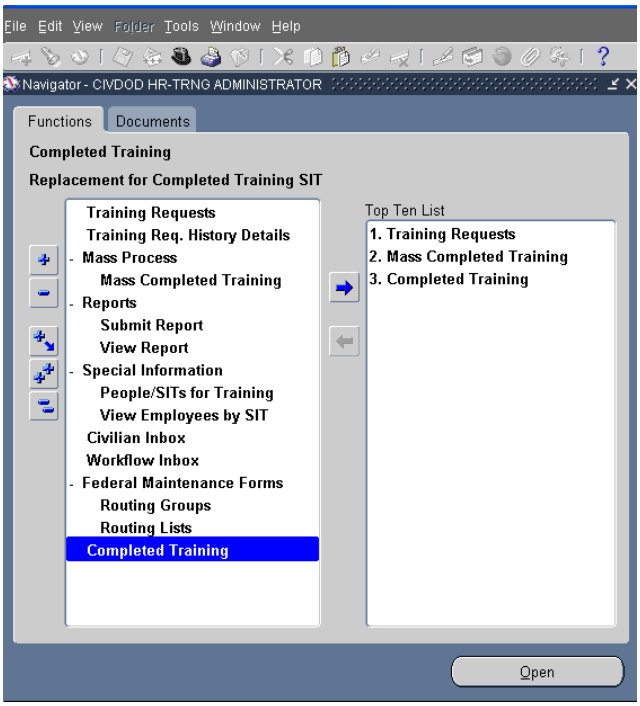
Continued on next page

Module Overview, Continued

Sub-Type	Definition NOTE: Only to be used with Type Code 03
30	Employee Orientation
31	Adult Basic Education
32	Mandated Training
33	Work-Life
34	Soft Skills
35	Agency Specific

Navigation List

The following CIVDOD HR-Training functions will not be available to all users. Functions are available based on assigned responsibilities as assigned by each component.



Module Overview, Continued

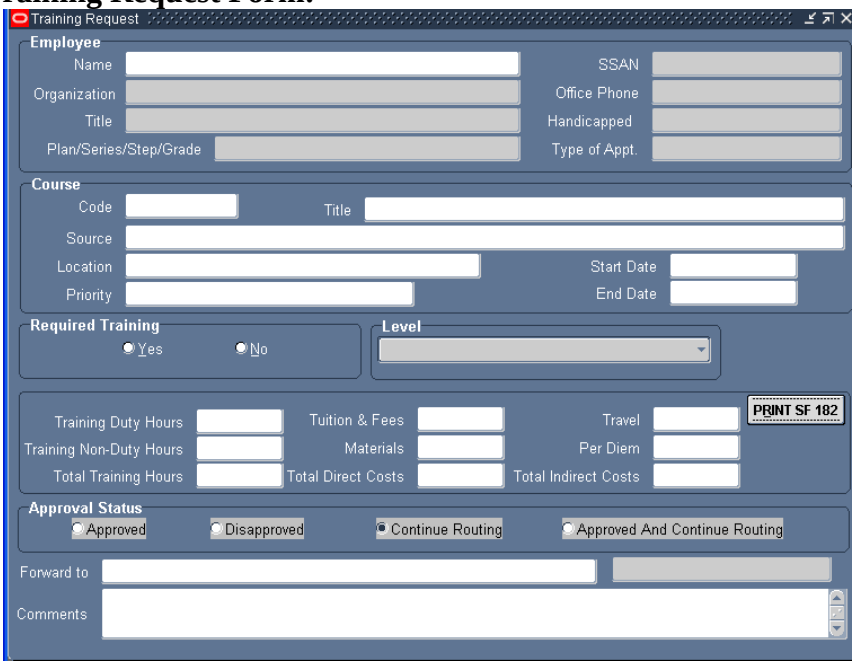
Training Request Form (TRF)

The **Training Request Form (TRF)** is a simplified method used to request training through CIVDOD HR-Training. Employees, supervisors, training monitors, or training managers can complete the one-page window. By clicking the List Of Values (LOV) (the '…'ellipsis at the end of the field) you can select basic employee data by choosing a name from the list. Select the employee and the Organization, Title, Plan/Series/Step/Grade, SSAN, Office Phone, Handicapped, and Type of Appt fields will auto-populate. The Course Code, Title, Source, Location, and Priority are free text form. When the form is completed, it can be forwarded electronically to the next approving level. For more information, see Chapter 1, Requesting Training, in this module.

Note: A completed SF 182 can be printed after each stage of the TRF is completed.

Illustration

The **Training Request Form:**



SF 182

The SF182 is a method for requesting training.

- It is an output form that can be printed when needed for written or official documentation.
- The SF182 may be viewed and printed at each level in the approval process but will print only those portions that have been completed up to that point.

Continued on next page

Module Overview, Continued

SF 182 (continued)

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number

B. Request Status (*Mark (X) one*) ☐ Resubmission ☐ Initial ☐ Correction ☐ Cancellation

Section A - TRAINEE INFORMATION
Please read instructions on page 6 before completing this form

1. Applicant's Name (*Last, First, Middle Initial*)	2.Social Security Number/Federal Employee Number	3. Date of Birth (*yyyy-mm-dd*)
4. Home Address (*Number, Street, City, State, ZIP Code*) (Optional)	5. Home Telephone (Optional) (*Include Area Code*)	6. Position Level (*Mark (X) one*) ☐ a. Non-supervisory ☐ b. Manager ☐ c. Supervisory ☐ d. Executive
7. Organization Mailing Address (*Branch-Division/Office/Bureau/Agency)*)	8. OfficeTelephone (*Include Area Code and Extension*)	9. Work Email Address
10. Position Title	11. Does applicant need special accomodation? ☐ Yes ☐ No	If yes, please describe below
12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan / 15. Series / 16. Grade / 17. Step

Section B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor (*No., Street, City, State, ZIP Code*)	1b. Location of Training Site (*If same, mark box*) ☐		
	1c. Vendor Telephone Number	1d. Vendor Email Address	
2a. Course Title	2b. Course Number Code	3. Training Start Date (*Enter Date as yyyy-mm-dd*)	4. Training End Date (*Enter Date as yyyy-mm-dd*)
5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type (*Click link to view codes or go to page 9*)	8. Training Type Code (*Click link to view codes or go to page 9*)
9. Training Sub Type Code (*Click link to view codes or go to page 9*)	10. Training Delivery Type Code (*Click link to view codes or go to page 12*)	11. Training Designation Type Code (*Click link to view codes or go to page 13*)	12. Training Credit / 13. Training Credit Type Code (*Click link to view codes or go to page 13*)
14. Training Accreditation Indicator (*Check below*) ☐ Yes ☐ No	15. Continued Service Agreement Required Indicator (*Check below*) ☐ Yes ☐ No ☐ N/A	16. Continued Service Agreement Expiration Date (*Enter date as yyyy-mm-dd*)	17. Training Source Type Code (*Click link to view codes or go to page 13*)
18. Training Objective		19. AGENCY USE ONLY	

Section C - COSTS AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	$		a. Travel	$	
b. Books & Material Costs	$		b. Per Diem	$	
c. TOTAL	$		c. TOTAL	$	

3. Total Training Non-Government Contribution Cost

4. Document / Purchasing Order / Requisition Number

5. 8 - Digit Station Symbol (*Example - 12-34-5678*)

6. BILLING INSTRUCTIONS (*Furnish invoice to*):

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Continued on next page

Module Overview, Continued

SF 182 (continued)

Section D - APPROVALS	
1a. Immediate Supervisor - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - *Name and title*	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a Training Officer - *Name and title*	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature ☐ Approved ☐ Disapproved	1e. Date
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY ~ Bills should be sent to office indicated in Item C6. I Please refer to number given in Item C4 to assure prompt payment.	

Print Form Save Form Clear Form

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Module Overview, Continued

Individual Development Plan (IDP)

The **IDP** information can be extracted from the **Completed Training** data fields in Oracle HR (People>Special Information) using your Component's query tools.

Workflow Inbox

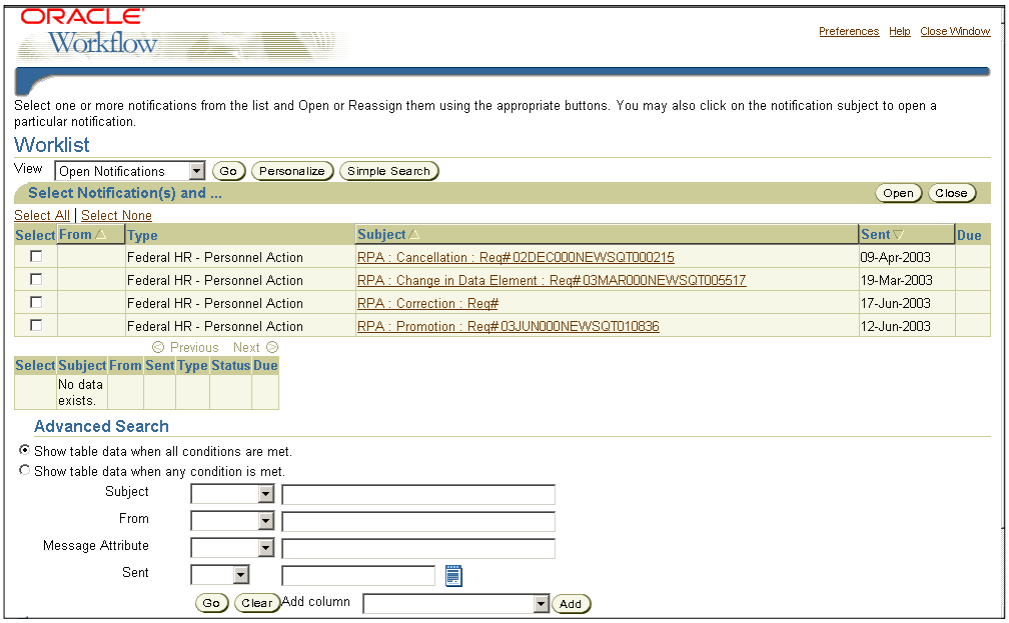
CIVDOD HR-Training uses the Workflow Inbox to display notifications initiated by you or routed to you.

- Training Request Forms and other actions are stored and routed through the Workflow Inbox for approval or required follow-on action.
- See Chapter 1, Requesting Training, Accessing the Workflow Inbox, in this module and Module 1, Fundamentals of the DCPDS, Chapter 7, Folders.

Note: Separate folders can be established for CIVDOD HR-Training actions versus Request for Personnel Actions (RPAs). However, to process a Training Request, you must be in a role with CIVDOD HR-Training responsibility.

Illustration

A **Work Flow Inbox** window:



Reports and Career Briefs

All training-related career briefs and reports are available through Processes and Reports. Additionally, managers and training coordinators may access specific budget reports on their employees. The Civilian Servicing Unit (CSU) can also be accessed to retrieve Employee Training History and career briefs on Education, Acquisition, and others.

Module Overview, Continued

Navigation List With Associated Windows and Topics

The **Navigation List** of the CIVDOD HR-TRNG Administrator with Associated Windows and Topics:

Navigation List	Associated Window(s)	Procedure Steps by Topic
Training Requests	Training Requests	Completing the Training Request Form
Training Req: History Details	Training Request - Routing History	Training Request Form Routing History
Civilian Inbox		
Workflow Inbox	Notifications Summary	Processing training actions in the Civilian Inbox
Completed Training	Completed Training	Completed training data stored by employee record
Mass Process		
Mass Completed Training	Mass Completed Training	Uploading training completions in a mass process from a spreadsheet
Reports		
Submit Report	Submit Requests	Printing a SF182 Printing a Student Course Eval
View Report	Completed Requests	Viewing Reports and Forms
Special Information		
People/SITS for Training	Find Person People	Updating Required Training in HR Retrieving and Updating Completed Training
View Employees by SIT	Select criteria from SIT	View list of employees
Federal Maintenance Forms		
Routing Groups		Special Training Programs
Routing Lists		List of associated routing personnel

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Module 8

Chapter 1

Maintaining the Payroll System Code and Payroll Office Identification

Purpose

To provide the steps to access the Position window to verify or modify the payroll system code and/or Payroll Office Identification (POID).

Before You Begin

Insure appropriate servicing payroll system identification is resident in the position record before assigning the employee to the position.

(1) Payroll System: All Appropriated Fund positions are established with payroll system default value of "**D**" indicating DCPS payroll servicing. Default value can be overwritten as needed in the **Additional Position Details** area of the Position Window. Positions that are not paid by the DCPS should reflect a value of **"0"**.

(2) Payroll Office ID (POID): DCPS maintains all DoD Appropriated Fund employee pay accounts in one of nine separate payroll databases. Each database is identified in the employee's DCPDS record by a two-character code that identifies the servicing payroll database.

POID	DCPS Database ID	Payroll Office Number	Location / Database Type
CH	ZGT	97380600	Cleveland, OH (Navy)
CY	ZL0	97380700	Cleveland, OH (Shipyard)
DE	CP1	97380100	Indianapolis, IN (Air Force & NGB)
EN	ZPD	97381400	Cleveland, OH (Dept of Energy)
EP	ZPA	97381700	Indianapolis, IN (EPA)
FA	ZFA	97381100	Indianapolis, IN (Overseas Army, Alternate)
FF	ZFR	97381000	Indianapolis, IN (Overseas Regular)
HE	ZPH	97381500	Cleveland, OH (HHS)
IB	ZPB	97381800	Cleveland, OH (BBG)
OA	OMA	97380800	Indianapolis, IN (Army)
PE	ZKA	97380500	Indianapolis, IN (DD Agencies)
RE	ZKE	97381200	Indianapolis, IN (EOP)
VA	ZPV	97381600	Indianapolis, IN (VA)
00	N/A	N/A	Other Agency/Payroll

Continued on next page

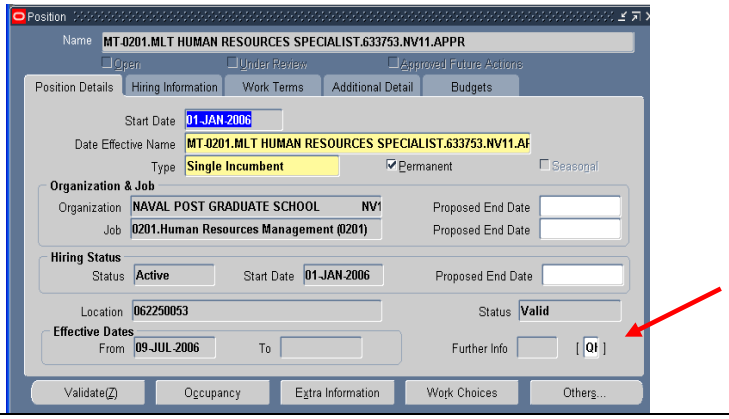
Maintaining the Payroll System Code and Payroll Office Identification, Continued

Before You Begin (continued)

(3) The combination of Servicing Office ID (SOID) and Payroll Office ID **(**POID) is maintained on table CIVDOD_CCPO_POID**.** Insure SOID/POID combination exists on the table before updating POID in the position.

Caution: The process provided in this chapter is intended only for correction of erroneously assigned payroll office ID or payroll system or redesignation of payroll office ID **PRIOR** to assigning an employee to the position. Gain and loss transactions will be written to the affected payroll database when encumbered positions are modified. Realignment of servicing payroll office may only be accomplished following approval of Component designated office of primary responsibility (OPR) and DFAS authorities through DCPAS.

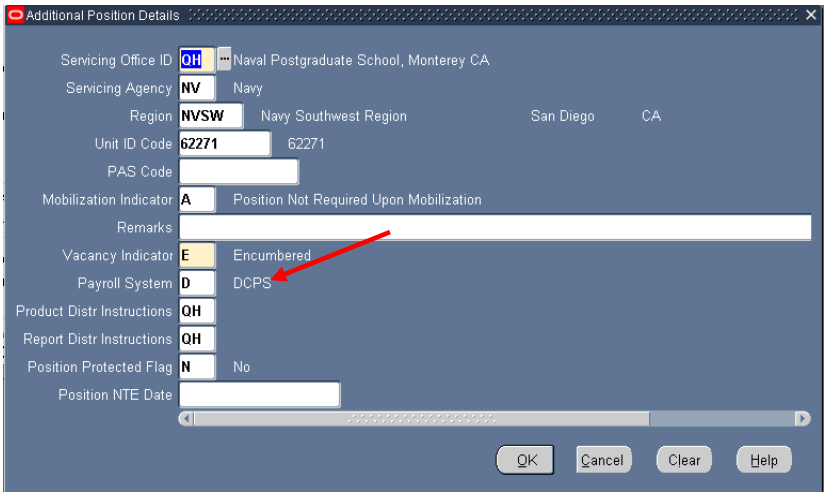
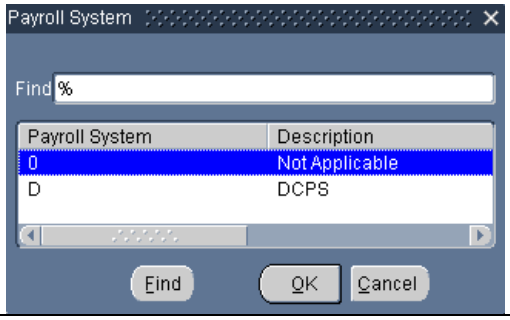
If an individual is assigned to a position with the incorrect SOID, the user will need to cancel the action, correct the position, and reprocess the transaction.

Step	Action
1	**Navigation Path** > **Work Structures** > **Position** > **Description** > <**Open**>
2	The Position window opens. Query the Position and Date Track to the effective date of the POID change or the date the employee entered the position. Click the DDF that contains the SOID (adjacent to the **Further Info** data field). 

Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

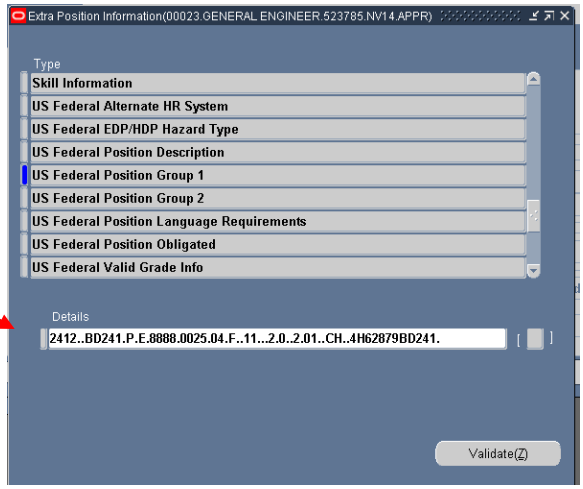
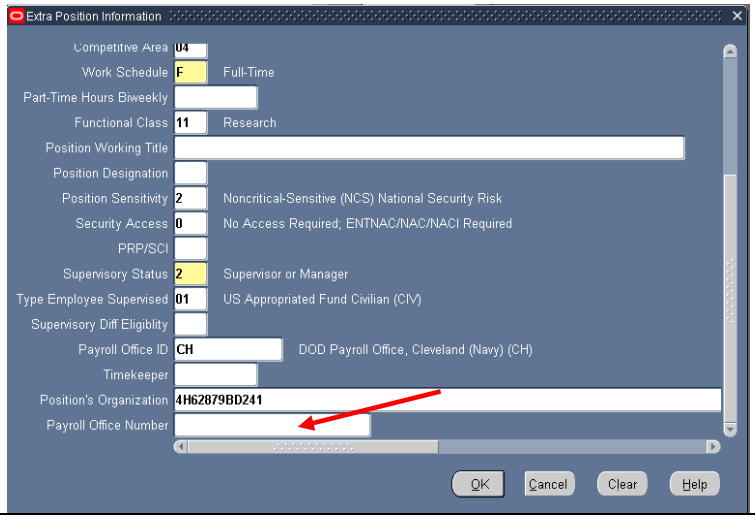
Before You Begin (continued)

Step	Action
3	The Additional Position Details window opens. Click in the **Payroll System** data field and either select the appropriate value from the LOV or type in the information to populate the data field. Click <**OK**>.  **Note:** The **Payroll System** data field is a required data field. All Appropriated Fund positions are established with payroll system default value of "**D**" indicating DCPS payroll servicing. Default value can be overwritten as needed. Positions that are not paid by the DCPS should reflect a value of **"0"**. 

Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

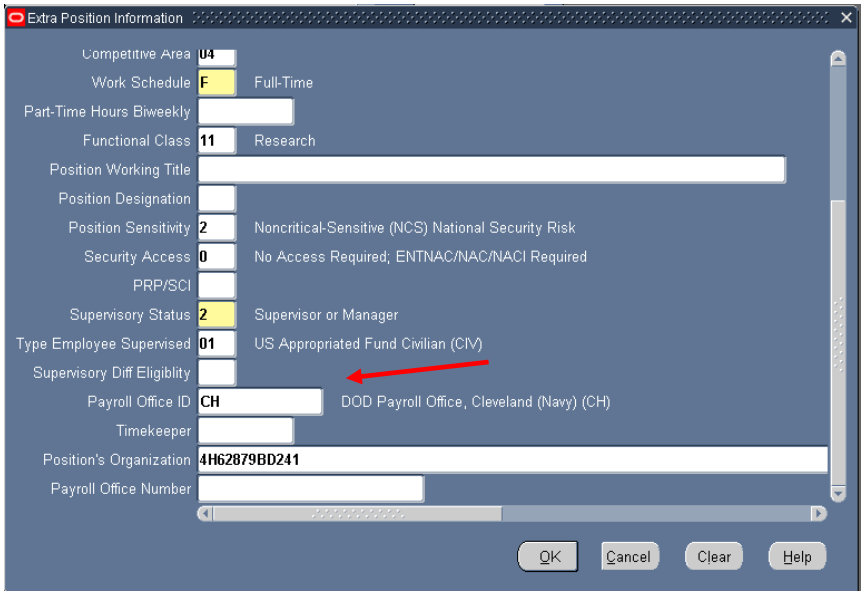
Before You Begin (continued)

Step	Action
4	In the Position window, click <**Extra Information**>. The Extra Position Information window opens. Select **US Federal Position Group 1** and click in the **Details** data field. 
5	The Extra Position Information window opens. Scroll down and place cursor in the **Payroll Office ID** data field and click the LOV. 

Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

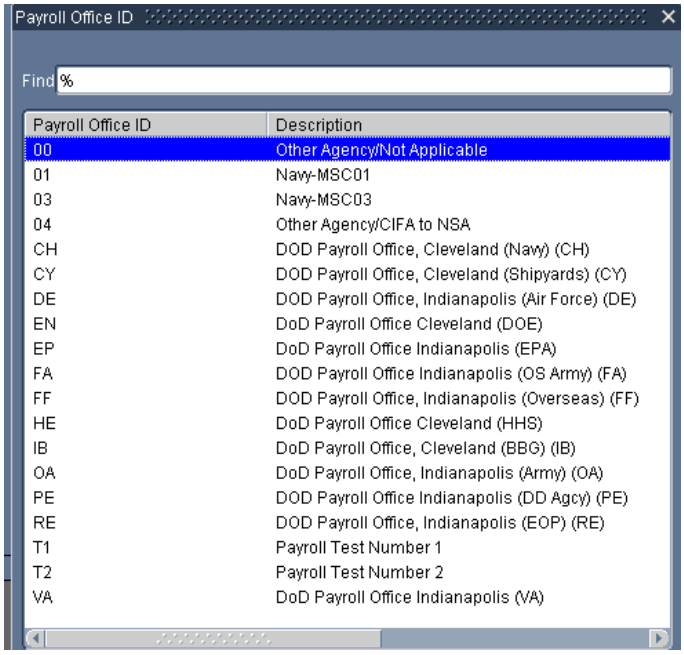
Before You Begin (continued)

Step	Action
6	The Extra Position Information window opens. Scroll down and place cursor in the **Payroll Office ID** data field and click the LOV. 

Continued on next page

Maintaining the Payroll System Code and Payroll Office Identification, Continued

Before You Begin (continued)

Step	Action
7	Select the appropriate POID value from the LOV and click <**OK**>. Only those entries identified as **DOD Payroll Office** are appropriate for DCPS.  Payroll Office ID Find % Payroll Office ID / Description 00 / Other Agency/Not Applicable 01 / Navy-MSC01 03 / Navy-MSC03 04 / Other Agency/CIFA to NSA CH / DOD Payroll Office, Cleveland (Navy) (CH) CY / DOD Payroll Office, Cleveland (Shipyards) (CY) DE / DOD Payroll Office, Indianapolis (Air Force) (DE) EN / DoD Payroll Office Cleveland (DOE) EP / DoD Payroll Office Indianapolis (EPA) FA / DOD Payroll Office Indianapolis (OS Army) (FA) FF / DOD Payroll Office, Indianapolis (Overseas) (FF) HE / DoD Payroll Office Cleveland (HHS) IB / DoD Payroll Office, Cleveland (BBG) (IB) OA / DoD Payroll Office, Indianapolis (Army) (OA) PE / DOD Payroll Office Indianapolis (DD Agcy) (PE) RE / DOD Payroll Office, Indianapolis (EOP) (RE) T1 / Payroll Test Number 1 T2 / Payroll Test Number 2 VA / DoD Payroll Office Indianapolis (VA) **Note:** In most cases the Payroll Office ID is determined based on the owning Component of the position. With the exception of overseas positions and Navy shipyard locations, most Component payroll is managed in a single database. Some agencies have opted to include their overseas positions in the one rather than utilizing the overseas specific databases identified as “FF” and “FA.”
8	Save action.
9	Change of Payroll System Code or POID will invalidate the position. Return to the Position window, Date Track to the correct effective date of the correction, and click <**Validate**> to complete the position change. **Note:** Reset Date Track.

Module 8

Chapter 2

PAY500 Record View, Print, Regeneration, and Pay Status Report

Chapter Overview

Purpose

This procedure will guide the user through the steps to locate, read, and print payroll interface transactions created by DCPDS. It will also provide guidance for creating a repeat transaction or a corrected interface format as appropriate.

Who Does It?

Most HR office users have access to view and print the PAY500 formats. Personnelist responsibility is required to produce the PAY500 Report. A special responsibility is required for Regeneration processing and is limited to designated HR users.

Chapter Contents

Topic	Page
Chapter Overview	1
Accessing and Printing the PAY500 Record	2
Producing a DCPS Payroll Interface Report	6
Sample DCPS Payroll Interface Report	10a
Payroll Transaction Regeneration Process	11
Producing a Payroll Regeneration Activity Report	16
DFAS PAY500 Processing Status Reverse Interface	20
Exporting of Pay Status File	23
Producing a Personnel/Payroll Interface DCPDS Processing Status (PAYSTA) Report	27
DCPS 500 Character Interface Format	29
DCPDS/DCPS Non-Numeric NOACs	37

Chapter Overview, Continued

Before You Begin

- DCPDS creates a PAY500 transaction automatically when a personnel action is consummated or a data field or element that is shared by DCPS is updated.
- PAY500 transactions are maintained in DCPDS for 27 pay periods and may be viewed, printed, or resent to payroll.
- Payroll interface transactions are created upon consummation of RPA processed actions on or after the effective date.
- PAY500 formats are created immediately upon update of data element or position fields regardless of the effective date.
- Transactions with projected effective dates do not "flow" to DCPS until the effective date is reached.
- Projected PAY500 formats cannot be deleted from the system or removed from the interface flow.
- Interface transaction packaging and transmission to DCPS is discussed in topic "Interface Package Tracking."

Accessing and Printing the PAY500 Record

An illustration of the DCPS 500 Character Interface Format can be found on page 26.

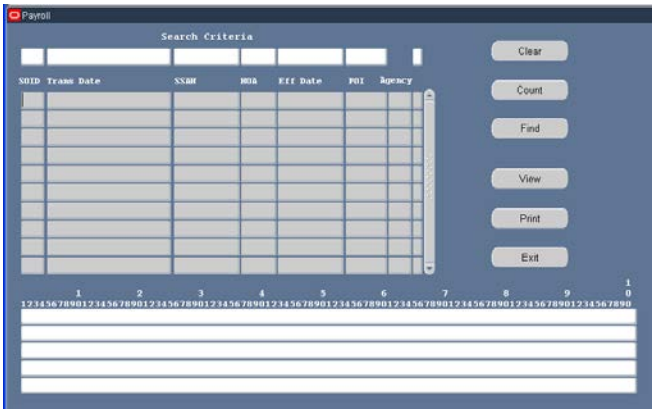
Step	Action
1	**Navigation Path** > **PAY500** > <**Open**>
2	The PAY500 window opens with five taskflow buttons.

Button	Definition
Clear	Clears all information in the Search Criteria. User can then type in the new Search Criteria.
Count	Provides a count of PAY500 records defined in the Search Criteria.
Find	Populates the view with all transactions defined in the search criteria.
View	Opens a clear text view of the Pay500 elements.
Print	Opens the selected PAY500 action in a print friendly format.
Exit	Returns user to the Navigation List

Continued on next page

Accessing and Printing the PAY500 Record, Continued

Step	Action
3	The PAY500 window opens with no transactions reflected. Click <**Find**> to display all available PAY500 transactions. Records are sorted by Transaction Date with the most recent at the top.

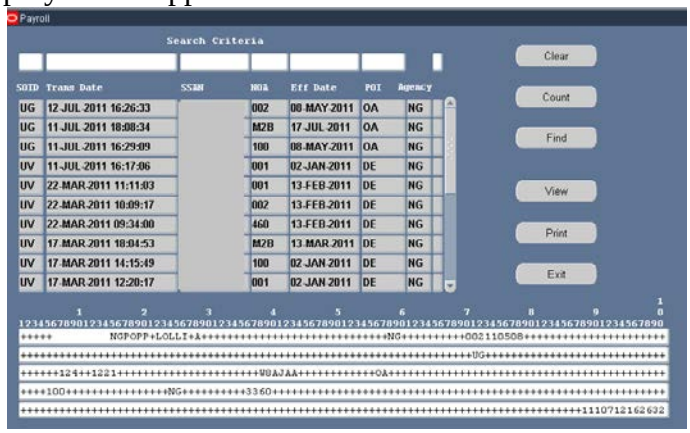
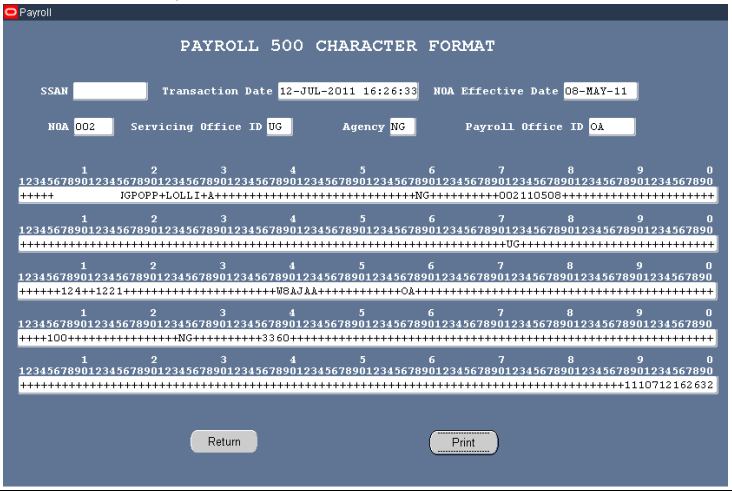


The following control information is displayed for the PAY500 transactions listed in the scroll box on the screen.

Data Field	Description/Action
SOID	Servicing Office ID
Transaction Date	Date and time the transaction was created
SSAN	Self Explanatory
NOA	Nature of Action Code
Eff Date	Transaction Effective Date
POI	Payroll Office ID
Agency	Servicing Agency
Regeneration Flag	Regeneration Flag (Y or N)

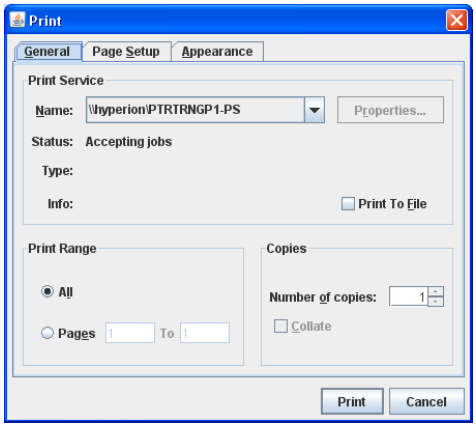
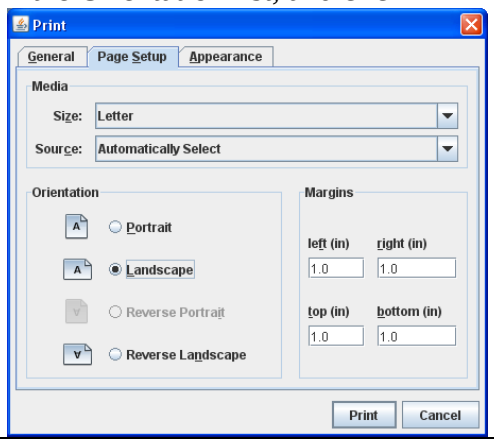
Continued on next page

Accessing and Printing the PAY500 Record, Continued

Step	Action
4	To search for PAY500 transactions, users may enter any or all fields in the **Search Criteria**. These fields include: SOID, Transaction Date, SSAN, NOA, Effective Date, POI, Agency or Regeneration Flag. Users should enter dates as DD-MMM-YYYY, i.e., 24-Aug-2011, and SSAN can be with or without the hyphens. For example, to search for transactions by SSAN, place cursor in the **SSAN** data field, type in a SSAN (with or without the hyphens) and click <**Find**>. All of the PAY500 formats stored for the employee will appear.  The complete PAY500 format opens for the selected transaction entry. Use the up and down arrow or mouse click to navigate and see other transactions in the list.
5	To print the record, click <**Print**>. 

Continued on next page

Accessing and Printing the PAY500 Record, Continued

Step	Action
6	The Print window will open. If there are no changes to be made, click <**PRINT**>. 
7	For the best quality print, click <**Page Setup**>, then select Landscape from the Orientation list, and click <**PRINT**>. 
8	Clicking <**OK**> on the Print screen will send the format to the printer.

Continued on next page

Accessing and Printing the PAY500 Record, Continued

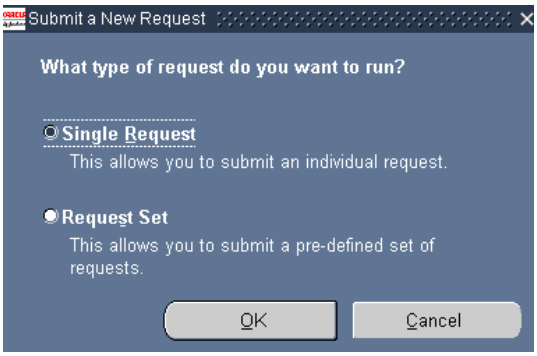
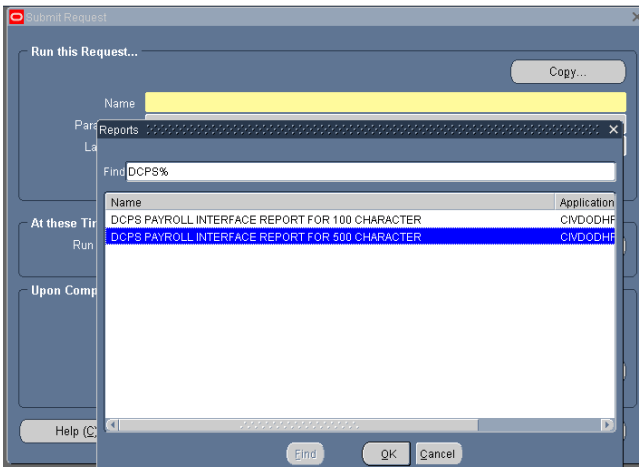
Step	Action
9	The system will display a Forms window and request acknowledgment. Clicking <**OK**> will return user to the main PAY500 transaction screen.
10	By clicking <**Return**>, user may exit the print screen without printing the PAY500 format.
11	The PAY500 format may be read using the DCPS 500 Character Interface Format provided on page 26. The format is reflected in five 100 character lines with positions grids above the transaction data.

Producing a DCPS Payroll Interface Report

- The PAY500 Report is produced by Servicing Office ID (SOID)/ Payroll Office ID (POID) /Servicing Agency and is separate for each sequenced package that is sent to payroll.
- The report reflects all PAY500 formats included in the package transmission.
- The DCPS 500 Character Interface Format located on page 26 will be used to assist with reading the PAY500 Report.
- Creating this report is not a system management requirement, but may be recommended by user's Component. It is **NOT** required for interface tracking at the region level.

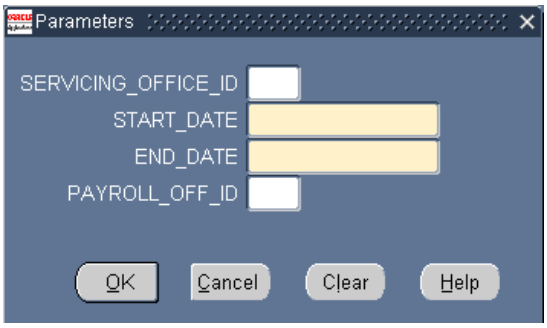
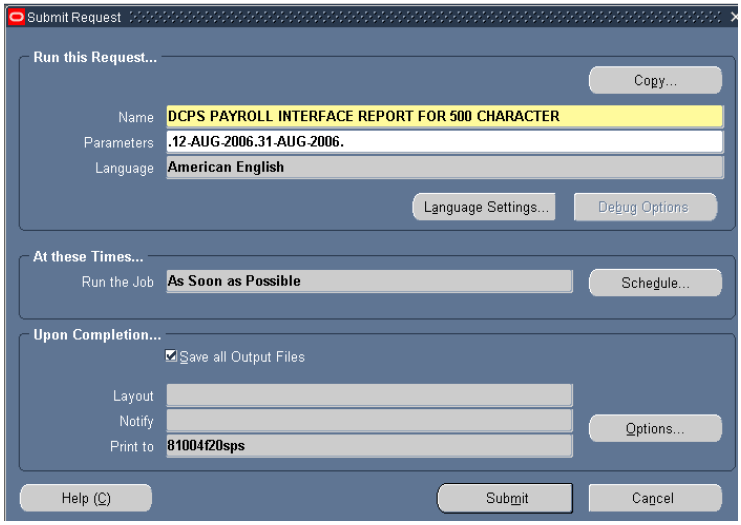
Continued on next page

Producing a DCPS Payroll Interface Report, Continued

Step	Action
1	**Navigation Path > Processes and Reports > Submit Processes and Reports** > <**Open**>
2	The system will ask if the request is a Single Request or a Request Set. The default is Single Request and is appropriate for this specific report. Click <**OK**> to continue. 
3	The screen opens with the cursor in the Name data field. Click the LOV icon to select **DCPS PAYROLL INTERFACE REPORT FOR 500 CHARACTER.** 

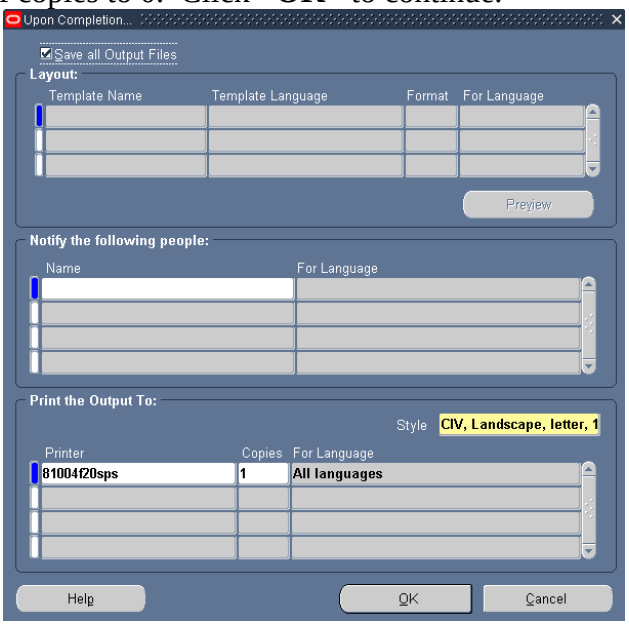
Continued on next page

Producing a DCPS Payroll Interface Report, Continued

Step	Action
4	The Parameters screen opens. The START_DATE and END_DATE fields are critical as **ALL** daily reports on the region instance will be produced if not limited by date. Report may be limited by POID and or SOID. 
5	Complete the remainder of the Processes and Reports setup screen to include the desired **At these times** and **Upon Completion** sections. 

Continued on next page

Producing a DCPS Payroll Interface Report, Continued

Step	Action
6	If an electronic copy is desired, click <**Options**> and change the number of copies to 0. Click <**OK**> to continue. 
7	When all options and parameters are set, click <**Submit**> to execute or schedule the report.
8	Requests log will appear reflecting the current status of the user's request. The <**Refresh Data**> is used to check for completion of the report run. User may exit from this log without affecting the report run. To retrieve the screen at a later time, click <**View Requests**> from the taskbar and click on <**Find**>. The screen will open with the current status.

Continued on next page

Producing a DCPS Payroll Interface Report, Continued

Step	Action
9	When the process shows Completed, user may view the electronic report by clicking <**View Output**>. The report will be opens as a MS WORD document and may be saved in the desired file type.
10	The following definition of the report content is provided:

Data Title	Description
PREPARED ON:	Date the report was executed.
CREATION DATE:	Date the interface package was created
CREATION TIME:	Local region time the package was created
SERVICING OFFICE ID:	Self Explanatory
SEQUENCE NUMBER:	This is the package sequence number used to track the package to DCPS. The first three digits is the last sequence sent, the second three digits reflects the current sequence.
AGENCY CODE:	This field reflects the SERVICING Agency
PAYROLL OFFICE:	Two character Payroll Office ID
PACKAGE NUMBER:	System generated package sequence. Not used for tracking.
	PAY500 formats are reflected in five lines of 100 characters each. Each transaction is separated by a blank line. The PAY500 Interface Transaction Format provided at the end of this chapter will assist in reading the transactions.
RECORD COUNT:	Reflects the number of PAY500 formats included in the package being reported.
REPORT ID:	DCPSIN - This is the system report identifier.

Continued on next page

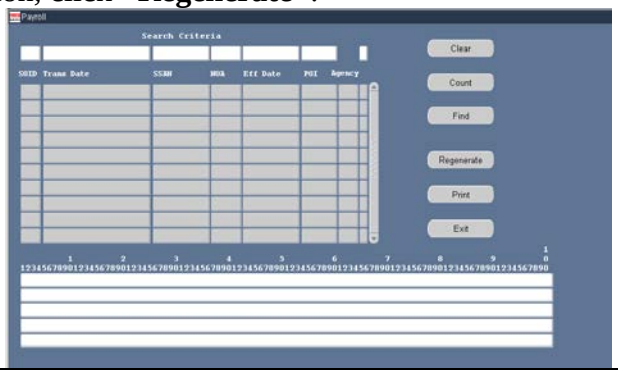
Sample of DCPS Payroll Interface Report

```
                    PERSONNEL DATA - PRIVACY ACT OF 1974
                          DCPS PAYROLL INTERFACE

                                                                                                  PREPARED ON: 03 JUN 2007


CREATION DATE:   02 JUN 2003      SERVICING OFFICE ID:  DR       AGENCY CODE:  DD     PAYROLL OFFICE:   PE
CREATION TIME    18:05:02         SEQUENCE NUMBER: 559560                             PACKAGE NUMBER:   1030

        XXXXXXXXXEMPLOYEE1                 55072710 950605DD01K02950605893030601GS0185  1110PA11001000
   1 1274       F0               88889E020113 0000104000000000           DRACMACM       00012  G0
            61330                     001369030601      PE                 950605960107Y960107
                05587300DD     Y    1369  0000
                 07118000000000000000                                                40     2030602053056


        XXXXXXXXXEMLOYEE2                  49042510 021007DD01K02021007893030601WG7408  0302PH11001000
   1 0000       P0               00159N021007 0020ZZX000000000           DRBWA          00000  C0031006
            53122                     001369030601      PE                 021007030601Y030601
                00001172DD     Y    13692 0027
                 00000000000000000000                                                20     2030602053127


        XXXXXXXXXCORRECT FORMAT T                            DD01         002030419
     1274                                                                  DR
            63110                     001369            PE
       352                DD          1369
                 02586                                                                      2030602110902
```

RECORD COUNT: 3 **REPORT ID: DCPSIN**

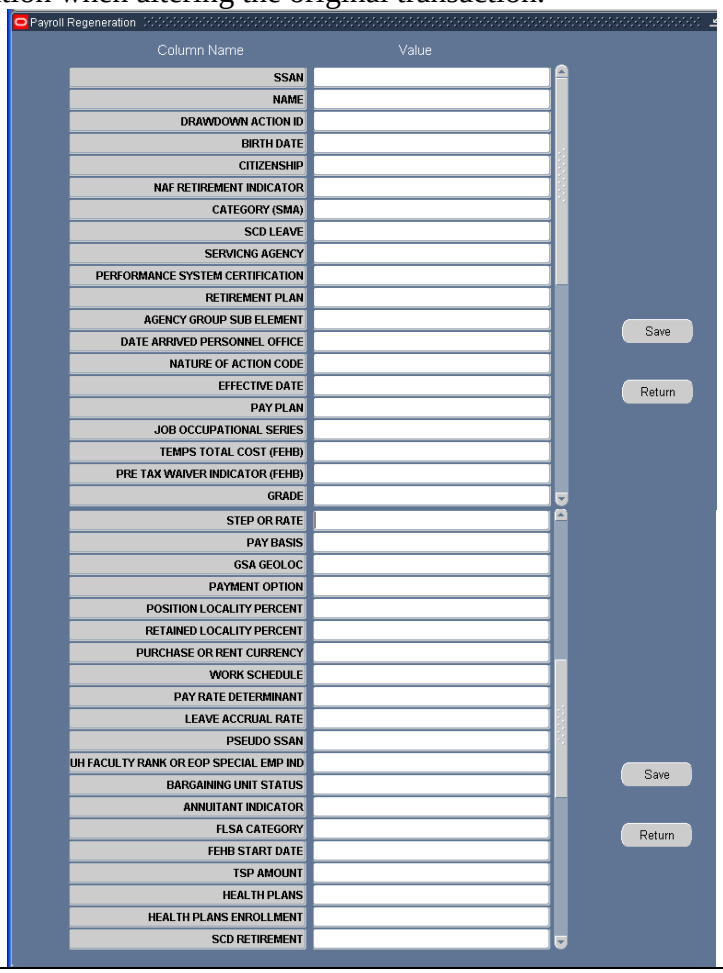
Payroll Transaction Regeneration Process

- Payroll regeneration process is restricted to Component designated users. Payroll Regeneration Responsibility is required to access the process.
- It is critical to remember that date fields are in **YYMMDD** format.
- **THIS PROCESS IS NOT INTENDED TO BE A PAY500 VIEW**. Payroll Regeneration process is appropriate when (1) a DCPAS- issued official workaround designates the process as solution to a system deficiency or (2) the original transaction rejected at payroll, reject was not worked, and transaction subsequently dropped from the payroll system suspended transaction area. In the second event, the transaction must be retransmitted as originally sent and will again reject. The resulting reject must be resolved in a timely manner.

Step	Action
1	Select the CIVDOD Payroll Regeneration Responsibility. As there are no other processes associated with this responsibility, the processing screen will be opened when the responsibility is selected.
2	The Payroll entry window opens the same view as the PAY500 view discussed in Topic 1, Accessing and Printing the PAY500 Record. Please refer to that topic for description of the views and instructions for finding transactions. After locating the transaction requiring retransmission, click <**Regenerate**>. 

Continued on next page

Payroll Transaction Regeneration Process, Continued

Step	Action
3	The Payroll Regeneration process opens the transaction by individual data fields in a scroll screen. All of the fields are open allowing for modification, if appropriate. **CAUTION:** There are no validity edits or business rules applied to this process. User must be extremely careful to ensure valid information when altering the original transaction. 

Continued on next page

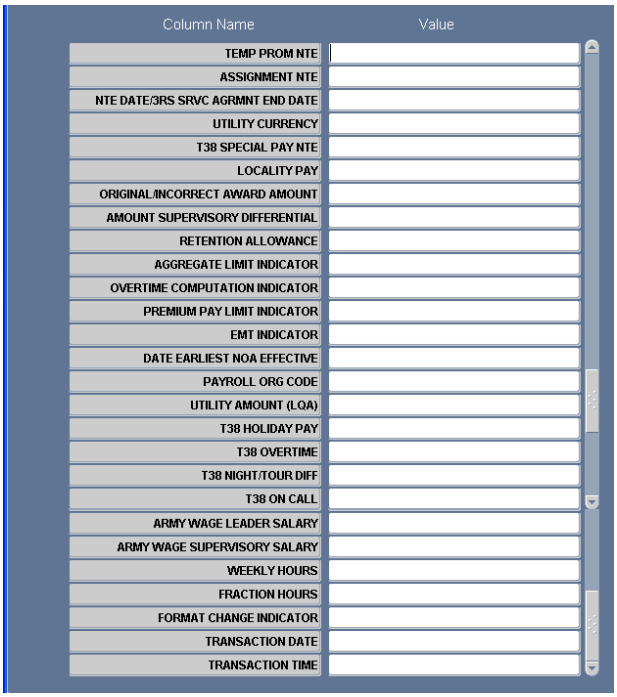
Payroll Transaction Regeneration Process, Continued

Step	Action
3 (cont)	Payroll Regeneration

Column Name	Value
AWARD SPECIAL HANDLING INDICATOR	
PURCHASE OR RENT AMOUNT (LQA)	
SERVICING OFFICE ID	
CURRENT APPOINTMENT AUTH (1)	
CURRENT APPOINTMENT AUTH (2)	
BRAC IND	
AMOUNT AWARD	
LEO POSITION INDICATOR	
DUTY STATUS	
TSP RATE	
TRANSFER AGENCY CODE TO/FROM	
FEGLI	
DATE PROB/TRIAL PERIOD ENDS	
QUARTERS TYPE (LQA)	
PAYROLL OFFICE GAIN/LOSS INDICATOR	
HOURS LEFT TO WORK	
ARMY CIVILIAN TYPE	
ENTITLEMENT CODE	
SUMMER RECESS INDICATOR	
ORGANIZATION STRUCTURE ID	
IMM DANGER PAY OR ENTLMNT AMOUNT/PCT	
RETAINED PAY PLAN	
RETAINED GRADE	
RETAINED STEP OR RATE	
RETAINED DATE TO	
PAS/UIC	
DATE LAST EQUIVALENT INCREASE (DLEI)	
PREVIOUS PAYROLL OFFICE ID	
PAYROLL OFFICE ID	
TITLE 38 SPECIAL PAY	
T38 INDICATOR	
CORRECTED SSAN	
TSP SCD	
TSP ELIGIBILITY DATE	
TSP STATUS	
TSP STATUS DATE	
SALARY LEFT TO EARN	
T38 SATURDAY PAY	
T38 SUNDAY PAY	
CORRECTED NATURE OF ACTION CODE	
LOC (LQA/POST ALLOW/DANGER/POST DIFF/I	
NO. FAMILY MEMBERS (LQA/POST ALLOW)	
SALARY	
AGENCY GROUP - AGENCY CODE	
TSP CATCH-UP BIWEEKLY AMOUNT	
RESERVE CATEGORY	
QUARTERS GROUP (LQA)	
ORGANIZATION FUNCTION CODE	
PERSONNEL OFFICE ID	
PART TIME INDICATOR	
PREMIUM PAY INDICATOR	
PAY TABLE ID	
RETAINED PAY TABLE ID	
RESERVED FOR NSA USE	
RETIREMENT ANNUITY SUM	
SHARED PERCENT (LQA)	
SEV PAY AMT/3RS LUMP SUM/VSIP BIWKLY	
SEV PAY WEEKLY/3RS BIWEEKLY-PCTG	
TEMP APPT NTE	
LIMITED APPT NTE	

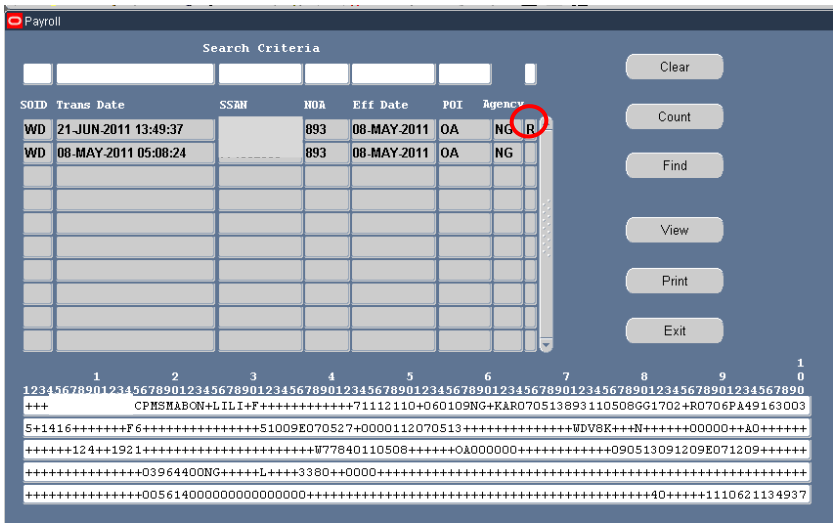
Continued on next page

Payroll Transaction Regeneration Process, Continued

Step	Action
3 (cont)	
4	Change any data field by clicking in the field and typing in the new data. It is critical to remember that date fields are in **YYMMDD** format. **Note:** There are no LOVs active for making changes.
5	Following completion of review and modification, click <**Save**> to create the new PAY500 interface transaction. If, after review, user determines that the transaction should **NOT** be resent to DCPS, click <**Return**> to go back to the payroll screen.

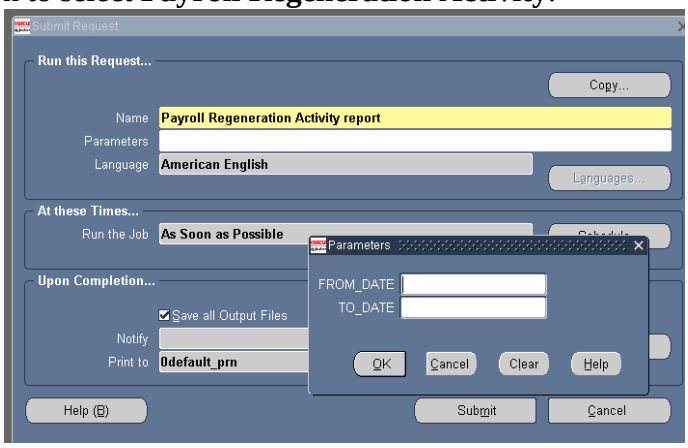
Continued on next page

Payroll Transaction Regeneration Process, Continued

Step	Action
6	If a record has been regenerated, an “R” will be displayed on the Pay500 screen in the Regeneration Flag box next to Agency. 

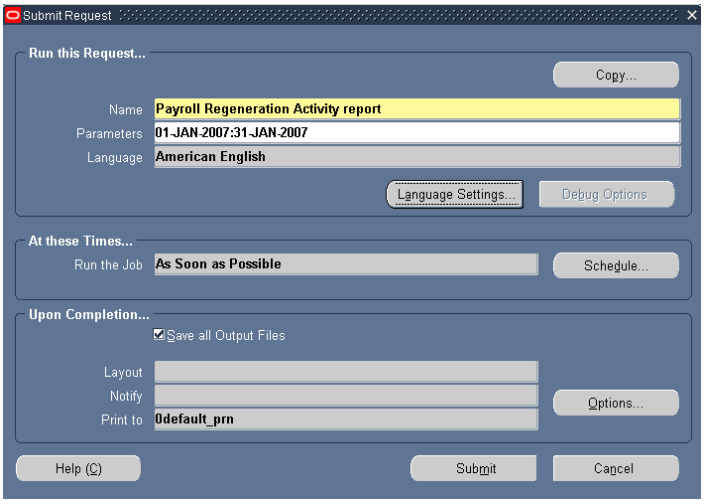
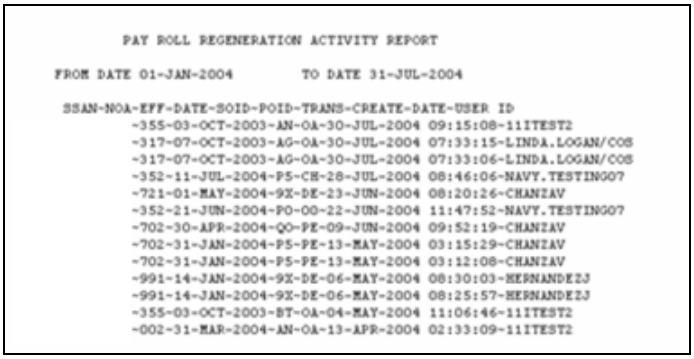
Producing a Payroll Regeneration Activity Report

This request identifies those PAY500 transactions that were generated by a user with CIVDOD Payroll Regeneration Responsibility.

Step	Action
1	Select the US Federal HR Manager Responsibility **Navigation Path** > **Processes and Reports** > **Submit Processes and Reports** <**Open**> **Single Request** <**OK**>
2	The screen opens with the cursor in the Name data field. Click the LOV icon to select **Payroll Regeneration Activity**.  Input the date parameters required (this should be based on the transaction date, not the effective date). If no parameters are input, all PAY500 transactions that have been regenerated to payroll will be pulled.

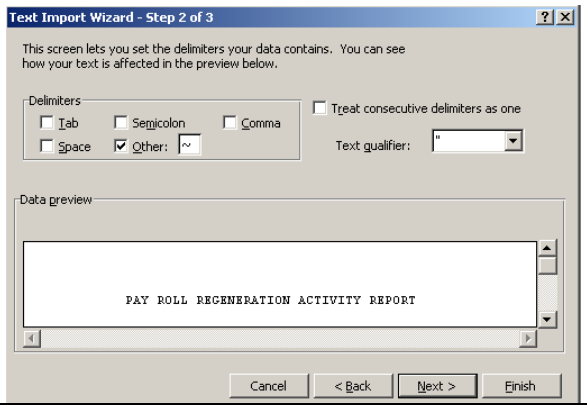
Continued on next page

Producing a Payroll Regeneration Activity Report, Continued

Step	Action
3	Click <**Submit**>. 
4	When the report has finished running, click <**View Output**>.  The report will display all the interface transactions created by regeneration resident on the Pay500 table or those that fall within specified creation dates.

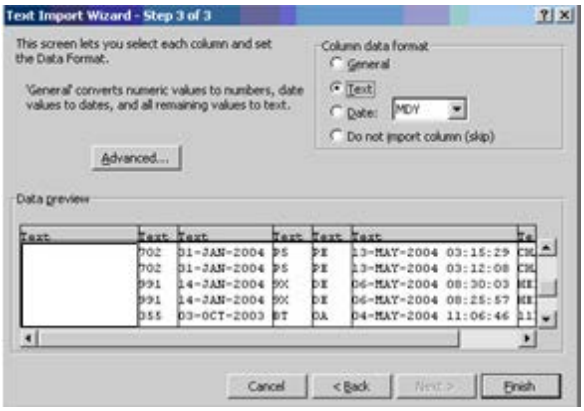
Continued on next page

Producing a Payroll Regeneration Activity Report, Continued

Step	Action
5	Go to **File** > **Save As** and save the report as a text file (.txt). Be sure to designate the hard drive designation where the file should be saved to.
6	Through Excel, open the Payroll Regeneration text file that was saved. At Step 1 of Text Import Wizard, hit <**Next**>. At Step 2, uncheck "Tab" delimiter, check "Other" and put in the tilde character "~" for the delimited, then hit <**Next**>. 

Continued on next page

Producing a Payroll Regeneration Activity Report, Continued

Step	Action
7	At Step 3, to ensure all data exports correctly in the Data preview, change the data format for each column from “General” to “Text,” then click <**Finish**>. 

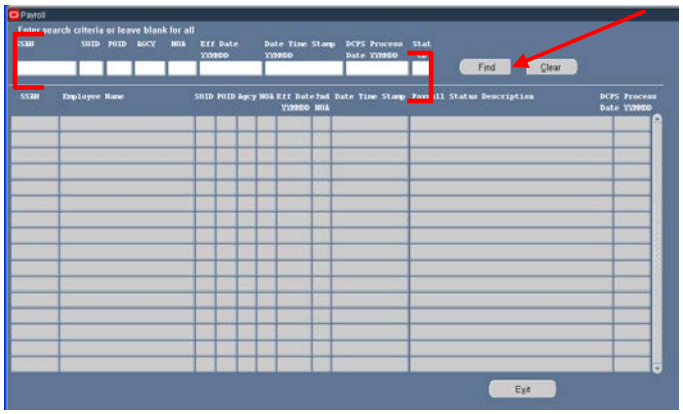
DFAS PAY500 Processing Status Reverse Interface

- This interface provides information on "what happened" to each PAY500 transaction submitted to DCPS. Many conditions can cause PAY500 transactions to reject or drop to reports in the payroll system rather than update the payroll records.
- This interface eliminates the manual effort of tracking PAY500 interface transactions, resolve those "missing" interface transactions, and the time and effort expended to locate and resolve those actions.
- Users will be able to view this information in DCPDS through a Pay Status window (similar to the PAY500).
- Users can also export the Pay Status File from the Pay Status window into an Excel spreadsheet or request a hard-copy PAY500 DFAS Processing Status Report through DCPDS.

Step	Action
1	To view the information through the Pay Status Window, click "Pay Status" on the navigation menu.

Continued on next page

DFAS PAY500 Processing Status Reverse Interface, Continued

Step	Action
2	Users can view the transactions two ways: (1) click <**Find**> to display all transactions listed in SSN order; or (2) type a value in one search field or combination of fields (i.e., user can search just by SSN only, or Eff Date only, or a combination of SOID and POID, etc.), then click <**Find**>. 
3	User can check the processing status found in the Payroll Status Description Field for each PAY500. There are seven Payroll Status Descriptions.

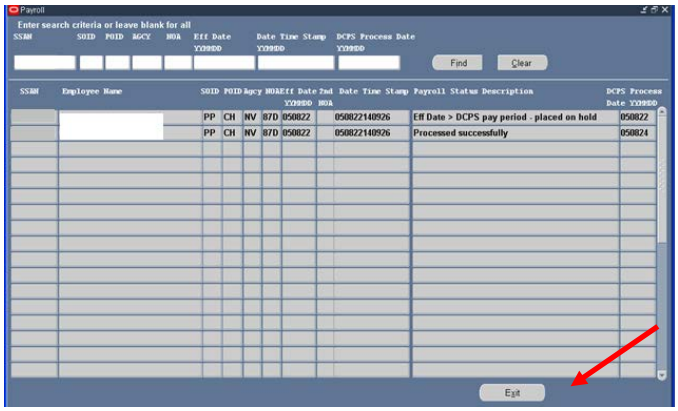
Description	Meaning	Action
Prior reject deleted – error not corrected by HR	Transaction originally rejected back to Personnel. It was stored as a DCPS SF50-HOLD-TRAN "returns" record and has been held awaiting a correction action from Personnel for two pay periods with none being received. The transaction has been deleted from the SF50-HOLD-TRAN and Personnel are notified.	**Payroll** – None **Personnel** – A new original transaction must be sent to payroll.
Eff Date > DCPS pay period – placed on hold	Transaction has a future effective date and was stored as a SF-HOLD-TRAN "future" record	**Payroll** – None **Personnel** – None
Rejected to Payroll Invalid Report	Transaction has an error or situation that will not allow it to be processed systematically (e.g., Effective Date offline). The transaction rejected and written to payroll's Personnel Interface Reject Report for review.	**Payroll** – Must determine the problem and contact Personnel, if necessary. Enter transaction manually. **Personnel** – Depends on the circumstances.

Continued on next page

DFAS PAY500 Processing Status Reverse Interface, Continued

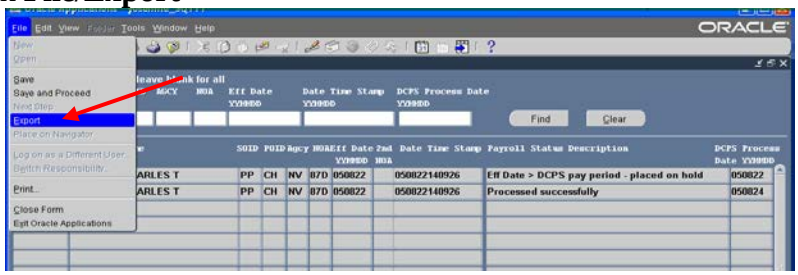
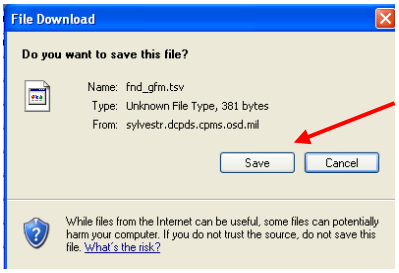
Step	Action
3 cont	

Description	Meaning	Action
Rejected to Payroll Missing Org Report	Organization code on the transaction can not be found on the DCPS database. The transaction is written to Payroll's Missing Organization Report (P6606R04).	**Payroll** – Must research and determine if Org record needs to be built. If code is incorrect, contact Personnel. **Personnel** – Must correct org code if in error.
Rejected to Personnel PAYNEW	Received an error that caused the transaction to be returned to Personnel (P6606R03).	**Payroll** – None **Personnel** – Must correct error.
Rejected to PAYNEW/ PROC pay action processed	Transaction generates more than one action and the primary action (e.g., NOAC 108) was processed but the secondary action (TSP data) encountered an error and is returned to Personnel.	**Payroll** – None **Personnel** – Must review error and send transaction to correctly update secondary information.
Processed successfully	Transaction processed successfully	**Payroll/Personnel** – No action required.



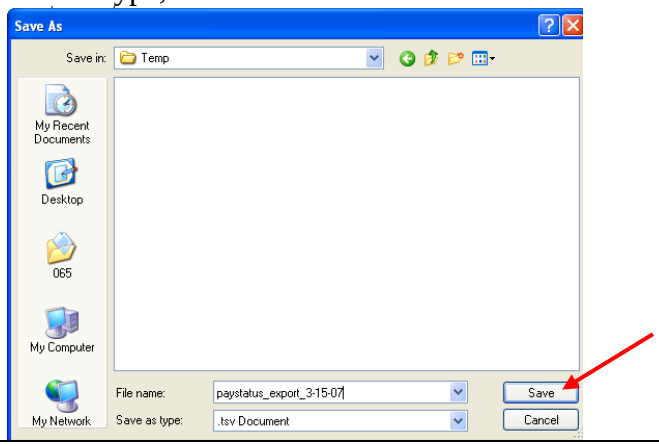
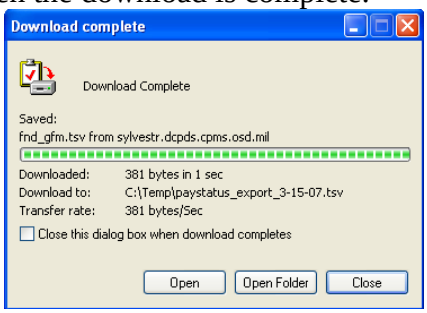
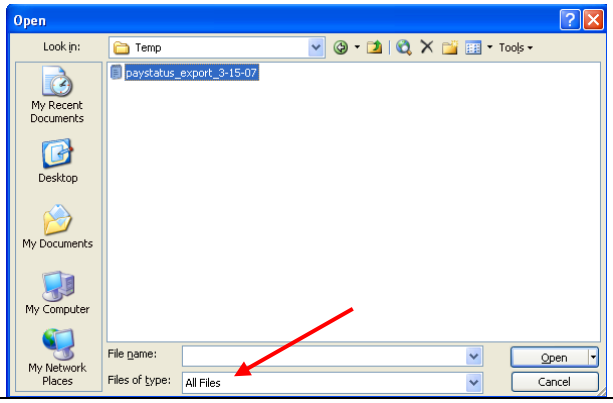
4	Click <**Exit**> to exit the Pay Status screen.

Exporting of Pay Status File

Step	Action
1	To export the Pay Status File from the Pay Status Window, click anywhere inside the detail information on the screen.
2	Click **File/Export** 
3	Click <**Save**> in the File Download Window. 

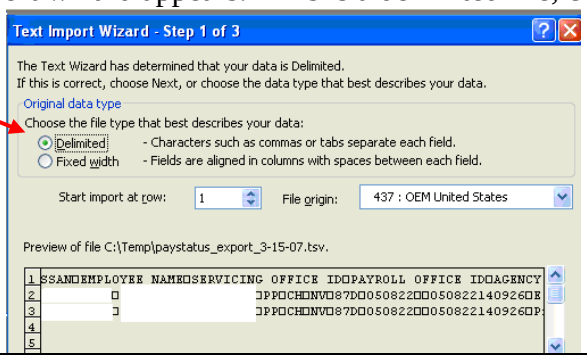
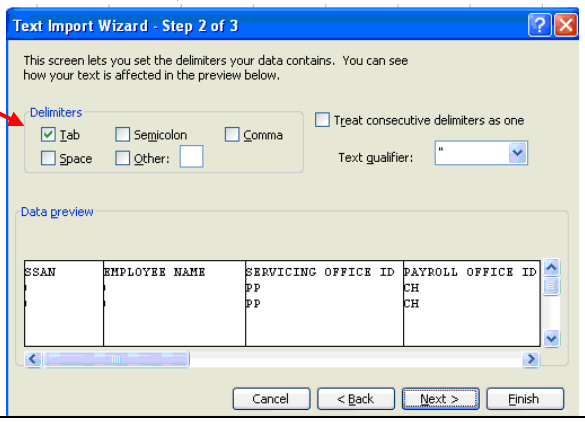
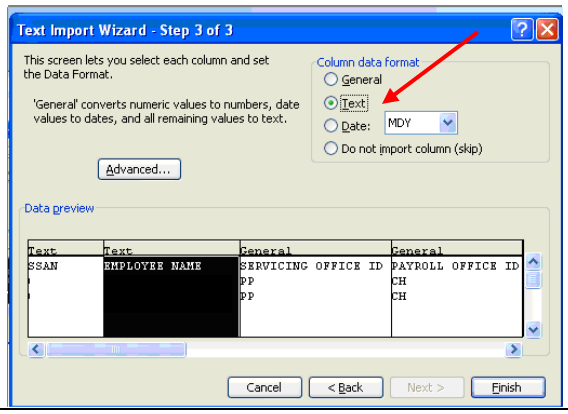
Continued on next page

Exporting of Pay Status File, Continued

Step	Action
4	Enter a file name (e.g. paystatus_export 3-15-07). Leave the .tsv extension as the file type, click <**Save**>. 
5	Click <**Close**> when the download is complete. 
6	Open Microsoft Excel, select **File / Open** and choose the saved file **paystatus_export_3-15-07.tsv**. Change the "Files of type:" to All Files to see .tsv files. 

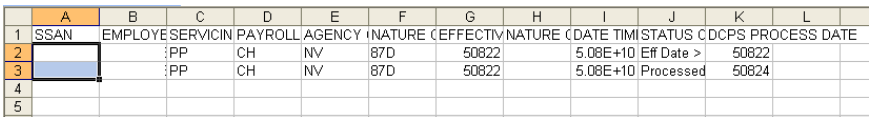
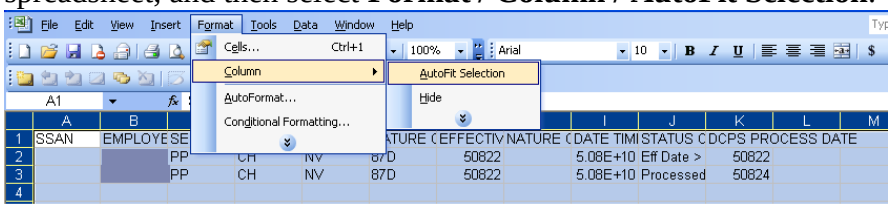
Continued on next page

Exporting of Pay Status File, Continued

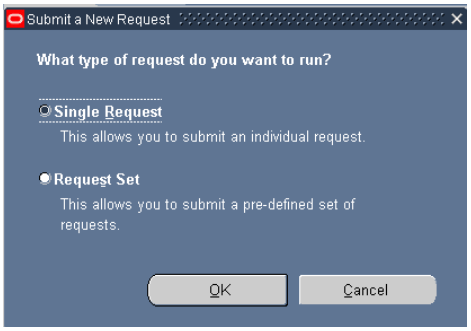
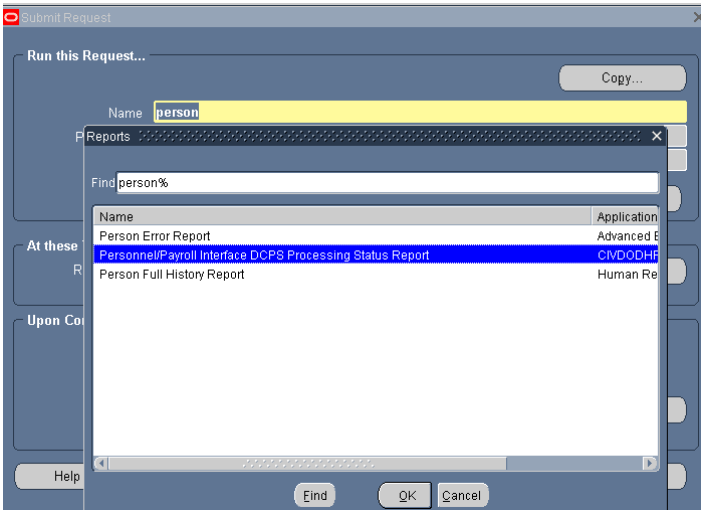
Step	Action
7	The text import wizard appears. This is a delimited file, click <**Next**>. 
8	This is TAB delimited file, click <**Next**>. 
9	All the columns have a type of "General." This will cause leading zeroes to be dropped. User will need to click the column and change the radio button for column data format to "Text." After changing the columns, click <**Finish**>. 

Continued on next page

Exporting of Pay Status File, Continued

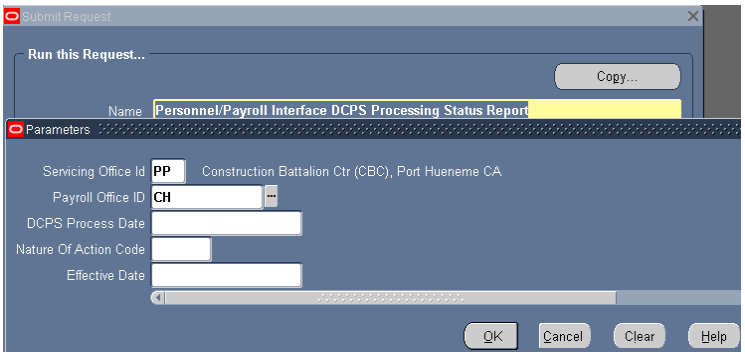
Step	Action
10	Notice that the column width causes some of the data to be truncated.  Click in the uppermost left-had box of the grid to highlight the entire spreadsheet, and then select **Format / Column / AutoFit Selection**. 
11	Add the Auto filter by selecting **Data / Filter / AutoFilter**. This allows users to search for data by filtering the columns.
12	To save these changes, select **File / Save As**. In the Save As box, change “Save as type:” from Text (Tab delimited) to Microsoft Excel spreadsheet, click <**Save**>.

Producing a Personnel/Payroll Interface DCPDS Processing Status (PAYSTA) Report

Step	Action
1	Click **Process and Reports >Submit Process & Reports**
2	When the Submit a New Request window opens, accept the Single Request Default and click <**OK**>. 
3	Select **Personnel/Payroll Interface DCPDS Processing Status Report**, click <**OK**>. 

Continued on next page

Producing a Personnel/Payroll Interface DCPDS Processing Status (PAYSTA) Report, Continued

Step	Action
4	A Parameter window will open – these fields are optional. Input one or all of the following fields to receive specific reports: SOID, POID, DCPS Process Date, NOA Code, and/or Effective Date. <**Clear**> will remove values from fields. <**Cancel**> will close the parameters with no values saved. **NOTE**: To run the entire instance, leave the data fields blank and click <**OK**>. 
5	Click <**Submit**> to execute the report process.

Sample of a Personnel/Payroll Interface DCPDS Processing Status (PAYSTA) Report

```
▮E▮(s0P▮&l1O▮&l8D▮&k4S
                                   Personal Data - Privacy Act of 1974                          Date:  19-MAR-07
                             PERSONNEL/PAYROLL INTERFACE DCPS PROCESSING STATUS REPORT

              THE FOLLOWING TRANSACTION(S) WERE PROCESSED BY DCPS FROM A PAY500 INTERFACE TRANSACTION.
                 THIS REPORT SHOWS THE STATUS OF ACTIONS SELECTED BY THE REPORT PARAMETERS ENTERED.

                                                                  2nd                     PROCESSED        PAY500
        SOID  AGCY  NAME            STATUS        SSAN       NOA / NOA    DT-EFF  POID  TO_DCPS_DT   DATE TIME STAMP


          PP   NV                            XXX-XX-XXXX   87D          050822   CH     050822    050822140926
                                   Eff Date > DCPS pay period - placed on hold
          PP   NV                            XXX-XX-XXXX   87D          050822   CH     050824    050822140926
                                   Processed successfully
          PP   NV                            XXX-XX-XXXX   TSP          050724   CH     050725    050724025556
                                   Eff Date > DCPS pay period - placed on hold
          PP   NV                            XXX-XX-XXXX   TSP          050724   CH     050727    050724025556
                                   Processed successfully
          PP   NV                            XXX-XX-XXXX   840          050822   CH     050826    050825155348
                                   Processed successfully
```

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DCPS 500 Character Interface Format

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
1-5	***FILLER***	5		
6-14	Social Security	9	Y	SEE NOTE 5
15-41	Last Name, First Name, MI, & Suffix	27	Y	
42	Drawdown Action ID	1		
43-48	Birth Date	6		YYMMDD
49	Citizenship	1		
50	NAF Retirement Indicator	1		
51	Category (SMA)	1	T	
52-57	SCD Leave	6		YYMMDD
58-59	Servicing Agency	2	Y	
60	Performance System Certification	1		
61	Retirement Plan	1		
62-63	Agency Group - Sub Element	2		
64-69	Date Arrived Personnel Office	6		YYMMDD
70-72	Nature Of Action Code	3	Y	SEE NON-NUMERIC NOA LIST
73-78	Effective Date	6	Y	YYMMDD
79-80	Pay Plan	2		
81-84	Job (Occupational Series)	4		
85	Temps Total Cost (FEHB)	1		
86	***FEHB Pre-Tax Waiver Indicator (Official Workaround 05-0009)***	***1***		***Pending DCPS Implementation (SCR X8939)***
87-88	Grade	2		
89-90	Step or Rate	2		
91-92	Pay Basis	2		
93-101	Location (GSA GEOLOC)	9		
102	Payment Option	1	T	
103-106	Position Locality Percent	4		
107-110	Retained Locality Percent	4		
111-113	Purchase Currency ***OR*** Rent Currency	3	T	
114	Work Schedule	1		
115	Pay Rate Determinant	1		
116-117	Title Code	2		FOR VA USE ONLY
118-119	Leave Accrual Rate	2		APPLIES TO SES/SL/ST EQUIV PAY PLANS
120-128	Pseudo SSN	9		
129-130	UH-Faculty-Rank-IND ***OR*** EOP-Leave-Earner-IND	2		
131-134	Bargaining Unit Status	4		
135	Annuitant Indicator	1		

Continued on next page

DCPS 500 Character Interface Format, Continued

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
136	FLSA Category	1		
137-142	FEHB Start Date	6		YYMMDD
143	***FILLER***	1		
144-147	TSP/Roth Amount	4		
148-149	Health Plans	2		
150	Health Plans Enrollment	1		
151-156	SCD Retirement	6		
157-159	***FILLER***	3		
160	Award – Special Handling Indicator	1		
161-170	Purchase Amount (LQA) ***OR*** Rent Amount (LQA)	10	T	AMOUNT IS REFLECTED IN FOREIGN CURRENCY
151-156	SCD Retirement	6		
157-159	***FILLER***	3		
160	Award – Special Handling Indicator	1		
161-170	Purchase Amount (LQA) ***OR*** Rent Amount (LQA)	10	T	AMOUNT IS REFLECTED IN FOREIGN CURRENCY
171-172	Servicing Office ID (SOID)	2	Y	
173-175	Current Appointment Auth (1)	3		
176-178	Current Appointment Auth (2)	3		
179	BRAC Indicator	1		
180	***FILLER***	1		
181-185	Amount Award	5	T	WHOLE DOLLARS ONLY
186	LEO Position Indicator	1		
187-188	Duty Status	2		
189-190	TSP/Roth Rate	2		
191-192	Agency Code Transfer To ***OR*** Agency Code Transfer From	2	T	FOR NOA 352 FOR NOAs 130/132
193-194	FEGLI	2		
195-200	Date Prob/Trial Period Ends	6		YYMMDD
201	Quarters Type (LQA)	1	T	
202	Payroll Office Gain/Loss Indicator	1	T	SEE NOTE 1
203-206	Hours Left to Work	4		FOR VA USE ONLY
207-209	Civilian Type	3		FOR ARMY/NGB/VA USE ONLY
210	Entitlement Code	1	T	
211	Summer Recess Indicator	1	T	(DODEA)
212-218	Organization Structure ID	7	Y	SEE NOTE 4 FOR AGENCY UNIQUE REQUIREMENTS
219-225	Entitlement Amount / Percent ***OR*** Amount (Imminent Danger Pay)	7	T	
226-227	Retained Pay Plan	2		

Continued on next page

DCPS 500 Character Interface Format, Continued

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
228-229	Retained Grade	2		
230-231	Retained Step or Rate	2		
232-237	Retained Date To	6		YYMMDD
238-243	PAS/UIC	6	Y	SEE NOTE 4 FOR AGENCY UNIQUE REQUIREMENTS
244-249	Date Last Equivalent Increase	6		YYMMDD
250-251	Previous Payroll Office Id	2	T	
252	***MSC Ship Type***	***1***		***Pending DCPS/DCPDS implementation***
253-255	***MSC Employee Position***	***3***		***Pending DCPS/DCPDS implementation***
256-257	Payroll Office ID	2	Y	
258-263	Title 38 Physicians/Dentists Special Pay	6		
264	US Code Indicator (T38 Indicator)	1		
265-266	***FILLER***	2		
267-275	Incorrect Social Security	9	T	OUTPUT ONLY FROM SSN CORRECTION (SEE NOTE 5)
276-281	TSP SCD	6		YYMMDD
282-287	TSP Eligibility Date	6		YYMMDD
288	TSP Status	1		
289-294	TSP Status Date	6		YYMMDD
295-302	Salary Left to Earn	8		FOR VA USE ONLY
303	T38 Saturday Pay	1		
304	T38 Sunday Pay	1		
305-307	Corrected Nature Of Action Code	3	Y T	REFLECTS NOA BEING CANCELED OR CORRECTED
308-313	Location (LQA) ***OR*** Location (Post Allowance) ***OR*** Location (Danger Pay) ***OR*** Location (Post Differential) ***OR*** Location (Imminent Danger Pay)	6	T	FIRST 6 CHARACTERS OF APPROPRIATE GSA-GEOLOC: RESIDENCE LOCATION FOR LQA; DUTY LOCATION FOR ALL OTHER ENTITLEMENT TYPES
314-315	No. Family Members (LQA) ***OR*** No. Family Members (Post Allowance)	2	T	
316-323	Salary	8		
324-325	Agency Group – Agency Code	2	Y	
326-330	TSP/Roth Catch-up Biweekly Amount	5	T	
331	Reserve Category	1		
332	Quarters Group (LQA)	1	T	
333-335	Organization Function Code	3		FOR ARMY USE ONLY

Continued on next page

DCPS 500 Character Interface Format, Continued

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
336-339	Personnel Office ID (POI)	4	Y	
340	Part-Time Indicator	1		
341	Premium Pay Ind	1		
342-345	Pay Table ID	4		
346-349	Retained Pay Table ID	4		
350	RESERVED FOR NSA USE	1		
351-356	Retirement Annuity Sum	6		WHOLE DOLLARS ONLY
357-358	Shared Percent (LQA)	2	T	
359-366	Severance Pay Amount/ Recruitment-Relocation Lump Sum Amt/ VSIP Biweekly Amount	8	T	
367-372	Severance Pay Weekly Amount/ Recruitment-Relocation Biweekly Amt/ Retention Incentive Percentage	6	T	
373-378	Temp Appt NTE	6		YYMMDD
379-384	Limited Appt NTE	6		YYMMDD
385-390	Temp Prom NTE	6		YYMMDD
391-396	Assignment NTE	6		YYMMDD
397-402	NTE DATE/3R Service Agreement End Date	6		YYMMDD (SEE NOTE 2)
403-405	Utility Currency (LQA)	3	T	
406-411	Title 38 Physician/Dentist	6		
412-415	***FILLER***	5		
416-421	Locality Pay	5		
422-426	Original/Incorrect Award Amount	5	T	
427-431	Amount (Supervisory Differential)	5		
432-436	Retention Allowance	5		
437	Aggregate Limit Indicator	1		
438	Overtime Computation Indicator	1		NSPS PAY PLANS YA-YZ ONLY
439	Premium Pay Limit Indicator	1		
440	EMT Indicator	1		
441-446	Date Earliest NOA Effective	6		YYMMDD (SEE NOTE 3)
447-452	Payroll Org Code	6		
453-462	Utility Amount (LQA)	10	T	AMOUNT REFLECTED IN FOREIGN CURRENCY
463	T38 Holiday Pay	1		
464	T38 OT	1		
465	T38 Night/Tour Differential	1		
466	T38 On-Call	1		
467-471	Army Wage Leader Salary	5		ARMY COE USE ONLY
472-476	Army Wage Supervisory Salary	5		ARMY COE USE ONLY
477-480	***FILLER***	4		
481-482	Weekly Hours	2		SEE NOTE 6

Continued on next page

DCPS 500 Character Interface Format, Continued

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
483-484	Fraction Hours	2		SEE NOTE 6
485-487	***FILLER***	3		
488	Format Change Indicator	1	Y	
489-500	Processing Time Stamp/Seq	12	Y	YYMMDDHHMMSN

Control Field Values:

Y = These data fields are part of the record control data for the payroll system processing. The appropriate value for these fields must be present in all interface transactions.

T = These fields are transaction specific. Data will be included in the interface format only when applicable to the transaction being processed. For example, LQA data fields will only be present when the transaction is update to LQA authorization. Severance pay information will be reflected only when included in separation action.

Note 1: The value reflected in PAYROLL OFFICE LOSS FLAG is generated when there is a change in servicing payroll office and the employment is continued with the DoD agency. An appropriate action flows to the gaining payroll office with a value of "G" in the field and another to the losing payroll office with a value of "L". Input of TYPE-OF-PAY-CHG, with a value of "R" in a separation transaction, NOA 3##, will signal DCPS to stop payment of lump sum annual leave and closure of the employee retirement record. The separation action should only contain the value when the employee will be rehired within a few days.

Note 2: This field is used to flow various not to exceed dates that would not be appropriate for use with any other not to exceed date, i.e., unique to a specific NOAC and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN VALUE OF
	DATA NAME
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE

Continued on next page

DCPS 500 Character Interface Format, Continued

IF THE NOA INPUT IS:	FIELD WILL CONTAIN VALUE OF
772	Furlough NTE (New value)
773	LWOP NTE (New Value)
815	Service Agreement End Date/Biweekly End Date
816	Service Agreement End Date/Biweekly End Date
921/923	Date Temporary Reassignment Expires

Note 3: EARLIEST EFFECTIVE DATE must be input with correction RPAs if the correction applies to more than the most recent SF-50 and is changing the SAME data element(s) to the SAME value. This signals payroll to initiate the retroactive correction process that will apply the correction to all appropriate pay records and allow for automated processing of adjustments to pay or withholdings/deductions. This field should only be included as long as there is no change in salary. If changes to salary occur due to the correction, then individual correction(s) must be coded for each different salary instead of using this field. If the correction applies to only the latest SF-50, this field should not be included in the input.

Note 4: UIC and Organization data will be written to the PAY500 record based on owning agency rules. Following table provides the information necessary to ensure the correct values are input to cross-serviced records and written in the interface.

UIC/PAS			ORG	
COMPONENT	MODERN		COMPONENT	MODERN
AF## (Air Force)	PAS AUTH 5,4		AF## (Air Force)	ORGANIZATION STRUCTURE ID
AR## (Army)	UNIT ID CODE		AR## (Army)	ORGANIZATION STRUCTURE ID
DD01 (OSD)	UNIT ID CODE 3,4 (if WHS) UNIT ID CODE (if not WHS)		DD01 (OSD)	ORGANIZATION STRUCTURE ID
DD02 (Joint Chiefs)	UNIT ID CODE 3,4		DD02 (Joint Chiefs)	ORGANIZATION STRUCTURE ID
DD04 (DISA)	UNIT ID CODE		DD04 (DISA)	ORGANIZATION STRUCTURE ID
DD06 (DEF SEC)	UNIT ID CODE 3,4 (if WHS) UNIT ID CODE (if not WHS)		DD06 (DEF SEC)	ORGANIZATION STRUCTURE ID
DD07 (DLA)	UNIT ID CODE 1,2		DD07 (DLA)	ORGANIZATION STRUCTURE ID

Continued on next page

DCPS 500 Character Interface Format, Continued

UIC/PAS			ORG	
COMPONENT	**MODERN**		**COMPONENT**	**MODERN**
DD08 (Court Appeals Armed Svcs)	UNIT ID CODE 3,4		DD08 (Court Appeals Armed Svcs)	ORGANIZATION STRUCTURE ID
DD09 (AFIS)	UNIT ID CODE 3,4		DD09 (AFIS)	ORGANIZATION STRUCTURE ID
DD10 (DCAA)	UNIT ID CODE 1,2		DD10 (DCAA)	ORGANIZATION STRUCTURE ID
DD11 (NIMA)	UNIT ID CODE 3,4		DD11 (NIMA)	ORGANIZATION STRUCTURE ID
DD12 (DSS)	DSS Unique: ACTIVITY		DD12 (DSS)	OFFICE SYMBOL
DD13 (DARPA)	UNIT ID CODE 3,4		DD13 (DARPA)	ORGANIZATION STRUCTURE ID
DD16 (DODEA)	OFFICE SYMBOL 1,6		DD16 (DODEA)	DODEA ACTING CD
DD21 (WHS)	UNIT ID CODE 3,4		DD21 (WHS)	ORGANIZATION STRUCTURE ID
DD23 (OEA)	UNIT ID CODE 3,4		DD23 (OEA)	ORGANIZATION STRUCTURE ID
DD25 (DLSA)	UNIT ID CODE 3,4		DD25 (DLSA)	ORGANIZATION STRUCTURE ID
DD26 (DODIG)	UNIT ID CODE 3,4		DD26 (DODIG)	ORGANIZATION STRUCTURE ID
DD27 (MDA)	UNIT ID CODE 3,4		DD27 (MDA)	ORGANIZATION STRUCTURE ID
DD28 (NSA)	UNIT ID CODE		DD28 (NSA)	ORGANIZATION STRUCTURE ID
DD29 (DTSA)	UNIT ID CODE 3,4		DD29 (DTSA)	ORGANIZATION STRUCTURE ID
DD34 (DECA)	UNIT ID CODE 1,2		DD34 (DECA)	ORGANIZATION STRUCTURE ID
DD35 (DFAS)	UNIT ID CODE 1,2		DD35 (DFAS)	ORGANIZATION STRUCTURE ID
DD48 (DHRA)	UNIT ID CODE 1,2		DD48 (DHRA)	ORGANIZATION STRUCTURE ID
DD58 (DPW)	UNIT ID CODE 3,4		DD58 (DPW)	ORGANIZATION STRUCTURE ID
DD60 (TRICARE)	UNIT ID CODE 3,4		DD60 (TRICARE)	ORGANIZATION STRUCTURE ID
DD60 (DDAAFE, DDAAFF, DDAAFG)	UNIT ID CODE		DD60 (DDAAFE, DDAAFF, DDAAFG)	ORGANIZATION STRUCTURE ID

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DCPS 500 Character Interface Format, Continued

UIC/PAS			ORG	
COMPONENT	**MODERN**		**COMPONENT**	**MODERN**
DD61 (DTRA)	UNIT ID CODE		DD61 (DTRA)	ORGANIZATION STRUCTURE ID
DD63 (DCMA)	UNIT ID CODE 1,2		DD63 (DCMA)	ORGANIZATION STRUCTURE ID
DD65 (PFPA)	UNIT ID CODE 3,4		DD65 (PFPA)	ORGANIZATION STRUCTURE ID
DD66 (CIFA)	UNIT ID CODE		DD66 (CIFA)	ORGANIZATION STRUCTURE ID
DD68 (DoDTRMA)	UNIT ID CODE 3,4		DD68 (DoDTRMA)	ORGANIZATION STRUCTURE ID
DD69 (NDU)	UNIT ID CODE		DD69 (NDU)	ORGANIZATION STRUCTURE ID
DD74 (DTIC)	UNIT ID CODE		DD74 (DTIC)	ORGANIZATION STRUCTURE ID
DD77 (BTA)	UNIT ID CODE 3,4		DD77 (BTA)	ORGANIZATION STRUCTURE ID
NGAF (NGB-AF)	PAS AUTH 5,4		NGAF (NGB-AF)	FUNCT ACCT AND SHRED
NGAR (NBG-AR)	UNIT ID CODE		NGAR (NBG-AR)	ORGANIZATION STRUCTURE ID
NGZG (NGB-ZG)	PAS AUTH 5,4		NGZG (NGB-ZG)	FUNCT ACCT AND SHRED
NV## (Navy)	UNIT ID CODE		NV## (Navy)	PAYROLL ORG CODE
EOP	UNIT ID CODE 5,2		EOP	ORGANIZATION STRUCTURE ID
BBG	UNIT ID CODE		BBG	ORGANIZATION STRUCTURE ID
ZZ01	UNIT ID CODE		ZZ01	ORGANIZATION STRUCTURE ID

Note 5: When corrections to SSANs are processed, the incorrect SSAN should flow in record positions 267-275 and the correct SSAN should flow in record positions 6-14 with NOA 499.

Note 6: Stored in DCPDS as one data element called Weekly Hours

DCPDS/DCPS Non-Numeric NOACs, Continued

- This list contains those data elements (with their appropriate non-numeric NOAC) that will product a Pay500 transaction when updated.
- Users should ensure they are Date-Tracked to the correct effective date before updating these data elements.

DATA NAME	NOAC OUTPUT	REMARKS
Foreign Allowances / Entitlements	5EN/5EC/ 5ED	
PAS Code	BCA	
Servicing Office ID	BCB	
BRAC Ind	BRC	
Duty Status	C5E	
TSP Catch-up for NAF	CNN/CNC/CND	
LWOP Contingency	COA/COT	
TSP Catch-Up Regular New. Change/Delete	CUN/CUC/CUD	
TSP Catch-Up Roth New/Change/Delete	CRN/CRC/CRD	Future Codes
Civilian Type	GBB	ARMY and NGB ONLY
FEHB Pre-Tax Waiver Indicator (Official Workaround 05-0009)	***HBP***	***Pending DCPS Implementation (SCR X8939)***
Weekly Hours	J4B	
Part-time Indicator	J4D	
Date Prob/Trial Period Ends	J5G	
Agency Code Transfer To	J6P	
Payroll Org Code	JAR	NAVY ONLY
Organization Structure ID	JEJ	AF/AR/ANGB
LEO Position Indicator	JPW	ANGB
Pay Table ID	JQN	
Premium Pay Ind	JQU	
Leave Accrual Rate	LAR	
Health Plan	M2B	
Temps Total Cost	M2H	
Severance Pay Amount	M5K	
Performance Certification	MSC	
Aggregate Limit Indicator	MSC	
Overtime Computation Indicator	MSC	NSPS ONLY
Premium Pay Limit Indicator	MSC	
EMT Indicator	MSC	
Citizenship Code	PA3	
Payroll Office ID Transfer	PON	Not recognized by DCPS
SCD Retirement	RCD	
Auto-Roll	ROL	DCPS Code Only
TSP Roth	ROT	Future Code
Date Arrived Personnel Office	R2B	
Reserve Category	S1B	
Date Last Equivalent Increase	S1F	
Overtime Rate Update	TBL	DCPS Code Only
TSP Regular	TSP	
Unit ID Code	UIC	
T38 Indicator	X8G	
EOP Leave Indicator	X8G	EOP ONLY
Wage Leader Salary Hr	XCI	ARMY ONLY

Wage Supv Salary Hr	XCJ	ARMY ONLY

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Module 8

Chapter 3

Payroll Reject Reports

Chapter Overview

Purpose

This procedure will guide the user through the steps to access, run, print, and read the Payroll Reject report.

Who Does It?

CIVDOD Personnelist

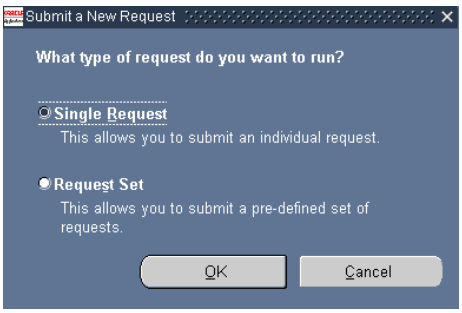
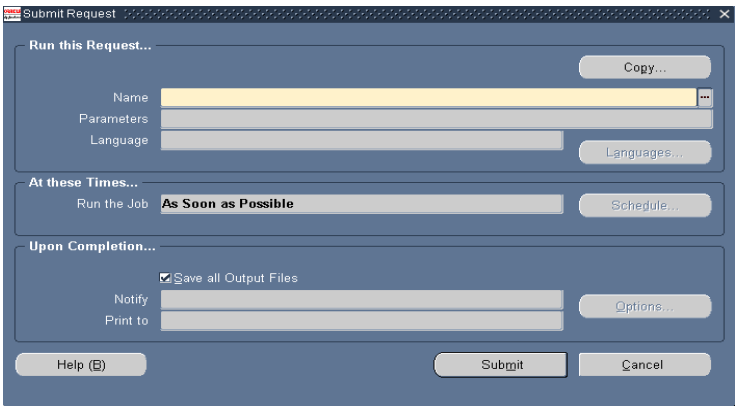
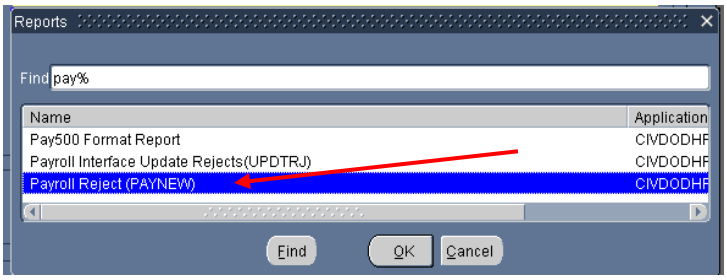
Chapter Contents

Topic	Page
Chapter Overview	1
Processing the Payroll Reject Report	2
Sample Payroll Reject Report	6
Reading the Payroll Reject Report	7

Before You Begin

- Payroll Reject notifications are returned to DCPDS on the day the transaction rejects at DCPS. The notifications are updated to the affected region when received by the EXITS server.
- A daily recurring report process should be established to execute at the same time each day. The process will produce PAYNEW report formats for reject notifications that have been received since the last execution of the report.
- Also known as “Returns to Personnel”, the reject notifications process against the employee’s DCPDS record to allow inclusion of current related information on the report.
- Reports that were missed or lost may be recreated by executing a one-time execution with specific date parameters.

Processing the Payroll Reject Report

Step	Action
1	**Navigation Path** > **Processes and Reports** > **Submit Processes and Reports** > <**Open**>
2	Submit a New Request window opens, accept the Single Request default and click <**OK**>. 
3	Submit Request window opens with cursor in the **Name** data field, click the LOV icon. 
4	Select **Payroll Reject (PAYNEW),** and then click <**OK**>**.** A parameter box will open. 

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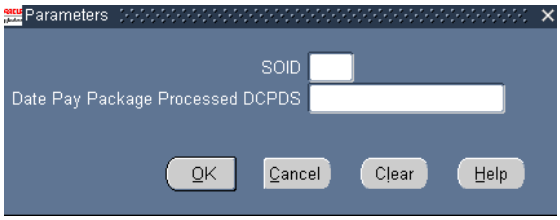
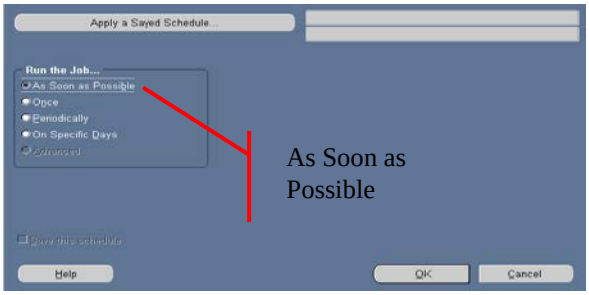
Processing the Payroll Reject Report, Continued

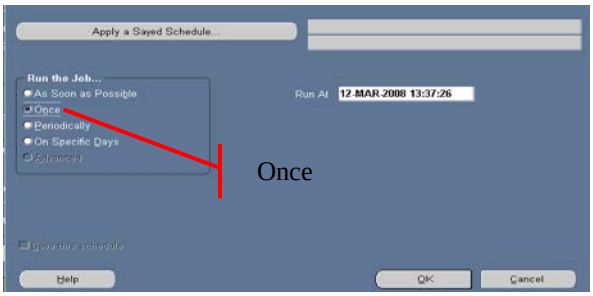
Step	Action
5	Leave both fields blank if setting up the daily pre-scheduled report for the region. If not, input the SOID and the date received for the specific rejects to be reprinted. Click <**OK**>. <**Clear**> will remove values from fields. <**Cancel**> will close the parameters with no values saved. 
6	If processing with SOID and date parameters, the process may be executed with the default "As Soon as Possible" schedule. To setup a recurring run or specify the process execution date or time, click <**Schedule**>.

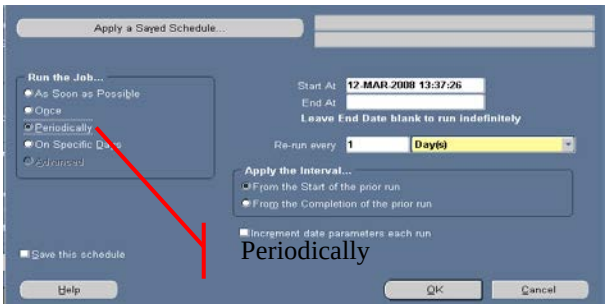
Continued on next page

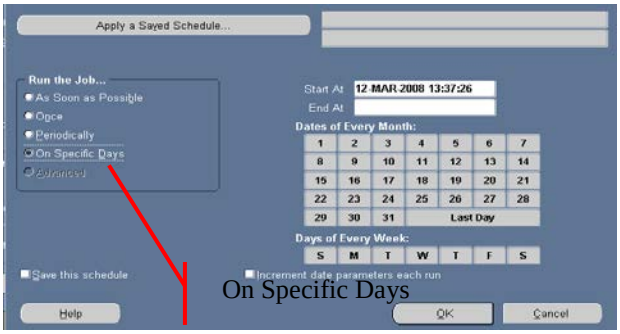
Processing the Payroll Reject Report, Continued

Step	Action
7	Select the desired scheduling options in the **Run the Job** box. The parameters needed for each option will be provided as displayed in the screen views below. Complete the parameter values and click **<OK>**. **<Cancel>** will return user to the Submit Request screen without changing the **At These Times** parameter.









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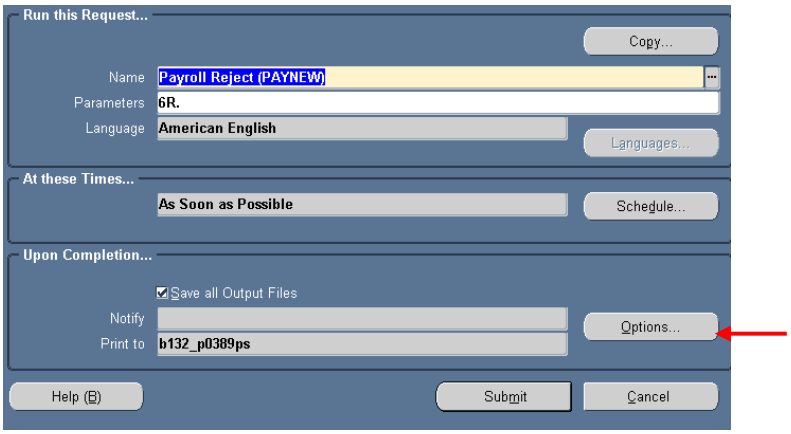
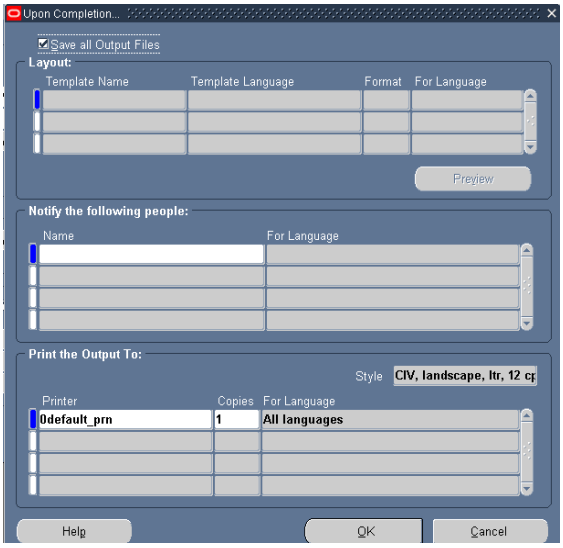
Processing the Payroll Reject Report, Continued

Step	Action
8	**Upon Completion** parameters will allow printer designation and number of report copies desired. Click <**Options**> to open the parameter screen.  Select a printer from the LOV by clicking in the block reflecting the default printer. Set the number of copies required and click <**OK**>. As with other reports, changing the number of copies to 0 will allow for electronic storage of the selected reports. 
9	When all parameters are set as desired, click <**Submit**> to execute the report process.

Continued on next page

Sample of Payroll Reject Report

```
                                                PERSONAL DATA - PRIVACY ACT OF 1974
K02416K0   42192   1012                       REPORT ON INDIVIDUAL PERSON (PA)

                                                                                                                                AS OF: 03 JUN 2007

The following transaction has rejected or processed at payroll as indicated below. If the reason for error is PROC, the
action was processed by payroll, but the data element in error must still be corrected via data element update or NOA, as
appropriate. If the reason for error shows the action has been deleted, then the action must be input as if it were a new
action.  If the error message is other than PROC or a deletion, then correct or cancel. Ensure rejects are cancelled,
corrected, or reinput immediately to ensure the employee is paid correctly and on time.


NAME/SSAN/                  NOA/CORR-NOA/DT-PAY-PROCSD      DATA ELEMENT IN ERROR/                                PAYROLL
RECORD STATUS               EFF-DT/CORRECTED-EFF-DT         VALUE FLOWED TO PAYROLL                               OFF ID
UIC/ORG STR CODE

First MI Last          TSP /     / 02 JUN 2003        #1  73-TSP Rate                                          CH
XXX-XX-XXXX                 07-APR-2002 /                 #1     00
APPR                                                      #2  74-TSP Empl Amt
42192/1012                                                #2     0000


REASON FOR ERROR
#1  9001-Required Field(s) Not Entered
#2  9001-Required Field(s) Not Entered

RELATED DATA ELEMENTS     RELATED DATA ELEMENTS
FROM CURRENT EMPLOYEE     FROM CURRENT EMPLOYEE
RECORD ERROR#1:           RECORD ERROR#2:

RetireCod: K              RetireCod: K
TSPStatus: Y              TSPStatus: Y
TSPStatDt: 07-APR-2002    TSPStatDt: 07-APR-2002
SCD TSP: 11-MAY-1991      SCD TSP: 11-MAY-1991
TSP Rate: 6               TSP Rate: 6
TSPEmpAmt:                TSPEmpAmt:
TSP RateC:                TSP RateC:
TSP RateF:                TSP RateF:
TSP RateG:                TSP RateG:
TSPEligDt:                TSPEligDt:


   REPORT NAME: PYREJ                                        1
```

Reading the Payroll Reject Report

A sample of the PAYNEW report is provided below.

Field Heading	Description
NAME/SSAN	Self Explanatory. If this field reflects a SSAN with no name, the reject has not found a matching employee record on the region database. This could occur when an erroneous SOID or agency is entered in the payroll record.
RECORD STATUS	Identifies the type of record, appropriated, technician, etc.
PAS/OFFICE SYMBOL	Reflects the Air Force PAS Code or other agency Unit Identification Code (UIC) and the office symbol to which the employee is assigned. Data is from the current assignment.
NOA	NOA of the PAY500 transaction that rejected
CORR-NOA	Reflects the NOA being corrected or cancelled when the NOA value is 001 or 002.
DT-PAY-PROCSD	Date the transaction attempted to process to the payroll system
EFF-DT	Effective date of the PAY500 transaction that rejected.
CORRECTED-EFF-DT	This field is **NOT** used. DCPDS does not allow for correction of effective date.
DATA ELEMENT IN ERROR	Identifies the data field(s) that caused the transaction to reject. The two digit number is used in the reject format and allows for translation to the data field name. The reject report is formatted to reflect up to five data fields.
VALUE FLOWED TO PAYROLL	Directly under the identification of the data field causing the reject is the value that was resident in the PAY500 transaction.
PAYROLL OFFICE ID	Self Explanatory.
REASON FOR ERROR	Reflects up to five separate error messages, one for each of the data elements in error. The data fields and error messages are numbered to associate the data element with the cause. The four character code is used in the reject format and allows for translation of the error message.
RELATED DATA ELEMENTS FROM CURRENT EMPLOYEE RECORD ERROR#	Reflects current employee record information that is associated with the data field that caused the error condition. Each data field has a specific list of related information that will assist in researching the cause of the problem. Up to five entries of related data will be reflected, one for each data field in error.

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Message Numbers and Definitions	
Error Message Number	**Translation: Further Explanation**
1005	EMPLOYEE IS INELIGIBLE An attempt was made to input data for which an employee is not eligible. Verify associated elements. Examples: ▪ Post Differential – No valid for GEOLOC ▪ Severance Pay – Not valid for annuitant status ▪ FEGLI/FEHB participation not valid for citizenship code ▪ Thrift Savings Plan (TSP) or TSP eligibility date is not valid for employee's retirement code or citizenship code. ▪ Disability retirement not valid for retirement codes 2, 4, or 5.
1006	EXCEEDS MAXIMUM AMOUNT/PERCENTAGE The amount/percentage field exceeds the maximum amount or percentage allowed for the entitlement.
1016	CODE/NUMBER NOT FOUND The code or number (NOAC, FEHB, etc.) does not exist. Verify the entry. If code is valid, contact Component systems representative.
1051	CANNOT PROCESS – FUTURE EFFECTIVE DATE If this message is received, contact user's Component system representative immediately. DCPDS is not supposed to write projected transaction to DCPS.
2035	INVALID TSP STATUS CODE-ELIGIBILITY DATE COMBINATION TSP status code and eligibility date combination is invalid. TSP eligibility dates must always be the 1st day of a pay period (unless it's the EOD date due to the employee being eligible upon new hire). Take corrective action to ensure correct flow to payroll.
3004	UNABLE TO PROCESS – NOA NOT COMPATIBLE WITH PRIOR TRANSACTION/DUPLICATE PERSONNEL TRANSACTION The input NOAC does not correspond with any prior transaction: Most commonly received as a result of a subsequent extension or termination action. General, payroll maintains 13 pay periods in their current database. If the effective date on a non-permanent action was prior to the 13 pay period timeframe, it may no longer be on the active pay file. EXAMPLE: If the error is no NOAC 932 (Termination of Detail), DCPS does not have this employee on a detail NTE. If the 932 is valid, contact the payroll office for manual assistance. Duplicate transaction: The combinations of NOAC and effective date have already been processed in the payroll file. Validate via on-line query for DCPS and DCPS view and/or contact payroll office for verification.

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Message Numbers and Definitions	
Error Message Number	**Translation: Further Explanation**
3005	UNABLE TO PROCESS – NO MATCHING TRANSACTION FOUND The original NOAC being Cancelled (001) or Corrected (002) was either never processed via payroll interface or is beyond the 13 pay period window on the file.
3006	UNABLE TO PROCESS – SEPARATION ALREADY PROCESSED Separation transaction has already processed. An additional separation NOAC with a different effective date is being received by DCPS. If this error message is received and the action was not produced by PTI 1PI, contact user's Component system representative immediately.
3007	TSP DEDUCTION INCREASE NOT ALLOWED – TAX DEBT EXISTS Employee is indebted to IRS and IRS has requested a garnishment against the employee's pay. Employee cannot increase TSP deduction until the tax levy is satisfied. Transaction **CANNOT** be resent to DCPS. DCPDS must be changed back to previous deduction amounts and the employee notified.
3008	SUSPENDED TRANSACTION HAS BEEN DELETED Transactions are "held" for two pay cycles when rejects occur. When no corrective action is sent to cause subsequent consummation on the DCPS file, the action id deleted. Verify DCPDS personnel data for accuracy – taking corrective action as necessary. Reflow the initial transaction. If action was correct on the personnel side, contact payroll technician to coordinate manual update by payroll.
3023	EMPLOYEE CURRENTLY SERVICED BY ANOTHER AGENCY DCPS will not accept a transaction from a different servicing Component unless the transaction is a specific NOAC. This edit was added to DCPS to prevent employees from separating if a late separation comes in, and the employee was already rehired on the same database. Personnel should notify the payroll office of the action as they are being done for employees transferring from one DD to another DD.
9000	INVALID VALUE IN FIELD(S) Input is not valid for field(s) listed. For example, during FEHB Open Season, code values may change for a given carrier. DCPDS table values are changed centrally via system patch or release. DCPDS effect corresponding changes to payroll table values. FEHB mass converters are not possible in DCPDS. Individual record updates are necessary to reflect new code values. If these changes are not effected, invalid FEHB codes will flow to DCPS on the next and subsequent transactions.

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Message Numbers and Definitions	
Error Message Number	**Translation: Further Explanation**
9001	REQUIRED FIELD(S) NOT ENTERED Transaction is missing necessary data to correctly process. Data fields most likely contained spaces or zeroes in error. Verify DCPDS record for accuracy. Take corrective action if necessary to ensure correct flow to payroll.
9002	EMPLOYEE SSAN NOT FOUND No records exist for this employee SSAN. Either the employee is not in the payroll database or an incorrect employee SSAN has been entered. Verify the correct SSAN. If the SSAN is in error on the personnel file, take corrective action immediately. Also check to ensure the record contains the correct Payroll Office ID (DIN JAP). If the personnel record is correct, contact the payroll technician to identify the cause of the problem and coordinate the appropriate corrective action.
9003	INVALID DATE(S) An invalid date has been entered in a date field. For all dates, entry must be numeric YYMMDD format and compatible (month 01 to 12 and day 01 to 28/31, depending on the month). In addition, certain actions/data elements require a pay period beginning or ending date or a prior, current, or future pay period date. EXAMPLE: ▪ Start TSP Contribution – Must be a pay period beginning date ▪ Termination of TSP – Must be a pay period ending date ▪ TSP Eligibility Date – Must be the first pay period in January or July (Open Season)
9004	INVALID ATTEMPT TO ADD CHANGE DELETE OR VIEW A “LOSS” transaction has attempted to process to DCPS with both a gaining and losing DCPS Payroll Office ID included in the transaction and the NOAC is not 5##, 702, 713, 721, 740, 790, 792 or PON. This edit was established to ensure that DCPS employee records are not closed erroneously by CAO actions.
9007	EMPLOYEE SSAN ALREADY EXISTS An employee record exists with this employee SSAN. Verify the correct SSAN. If the SSAN is in error on the personnel file, take corrective action immediately. If the personnel record is correct, contact the payroll technician to identify the cause of the problem and coordinate the appropriate corrective action.

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Message Numbers and Definitions	
Error Message Number	**Translation: Further Explanation**
PROC	NOA HAS PROCESSED FOR PAY; HOWEVER, THE FOLLOWING FIELDS WERE FOUND TO BE INVALID This message indicates that the NOAC being sent has processed for pay purposes, however, an error exists with an unrelated TSP or FEHB data element. EXAMPLE: ▪ NOAC 893 for a FERS employee flowed to payroll. The TSP-SCD or TSP-ELIGIBILITY-DATE was missing or invalid. The 893 is not related to the TSP error condition so it will be processed, but the TSP date field that caused the error must still be corrected in DCPDS using PTI 1TS. ▪ If the NOAC is "TSP" or the retirement code changes to FERS (K, L, M, N) the entire transaction will reject to personnel.
DCPDS Table Name: CIVDOD_PAYROLL_ERROR_MESSAGE	

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Codes – Data Element In Error	
Data Field Number	**Data Field**
01	UIC
02	SSAN
03	Name
04	DOB
05	Citizenship
06	SCD-Leave
07	FEGLI
08	Retirement Code
09	Nature of Action Code
10	Eff Date of Action
11	Pay Plan
12	Occupational Series
13	Grade
14	Step
15	Pay Basis
16	GSA Geoloc
18	Work Schedule
19	Pay Rate Determinant
21	Annuitant Indicator
22	FLSA
23	Hours Scheduled/Wrk Hrs Wk Fraction
24	Health Benefits Plan/Status
25	FEHB Tot Cost Temps Ind
26	SOID ID
27	Cash Award Amount
28	Dt FEHB Eff
29	Duty Status
31	Retained Pay Plan
32	Agcy Cd Transferred To/From
34	Supplemental Empl Status Code (DCPS)
42	Corrected SSAN
43	TSP Vesting Svc Compt Dt
44	TSP Elig Dt
45	TSP Status Code
46	Dt Last Equiv Increase
47	Corrected Nature of Act CD

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Codes – Data Element In Error	
Data Field Number	**Data Field**
50	Basic Salary
51	Sal Left to Earn
52	Payroll Off Id
53	Pers Off Ident
54	Part Time Indicator
55	Premium Pay Indicator
56	Pay Table Ident
57	Org Structure/Payroll Org-Cd
58	Retir Annuity Sum Flag
59	Severance Pay Sum Flag
60	Sev Pay Weekly Amt Flag
61	Temp Appt Expire
62	Dt Limited Appt Expire
63	Dt Temp Promotion Expire
64	Dt Temp Posn Chg Expire
65	NTE Date
66	Locality Adjustment
67	Original/Incorrect Award Amount
68	Retention Allowance
69	Supervisory Diff Pay
70	Hours Left to Work
71	Curr Appt Auth Cd 1
72	Curr Appt Auth CD 2
73	TSP Rate
74	TSP Empl Amt
75	TSP Status Date
76	TSP Empl Rate C
77	TSP Empl Rate F
78	TSP Empl Rate G
79	Dt Prob Tri Prd Ends
80	Servicing Agency
81	Agency Code
82	Dt Ariv Svcg SOID
83	NAF Retirmnt Pin Indicatr
84	Drawdown-Action-Ind
85	TSP Catch-Up Contribution Amount
86	Locality Percent

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Codes – Data Element In Error	
Data Field Number	**Data Field**
87	Retained Locality Percent
89	LEO Indicator
90	Retained Grade
91	Retained Step
92	Previous Payroll Off Id
93	Reserve Category
94	Retained Pay Table Ident
95	Dt Earliest NOA Eff
97	Empl-Entitlement
98	Empl-Entitlement-Amt-Pct
A0	IP Number
A1	AR-WG-LDR-SRY-HR
A2	AR-WG-SPV-SRY-HR
A3	LQA-Amt-Purchase
A4	LQA-Amt-Rent
A5	LQA-Amt-Utility
A6	LQA-Purch-Crncy-Type
A7	LQA-Rent-Crncy-Type
A8	LQA-Util-Crncy-Type
A9	LQA-Location
B1	LQA-Quarters-Type
B2	LQA-Shared-Pct
B3	LQA-Nr-Fam-Mbrs
B4	LQA-Summer-Rec-Ind
B5	LQA-Quarters-Group
B6	PAL-Nr-Fam-Mbrs
B7	PAL-Location
B8	DPY-Location
B9	SMA-Cat
C1	PDF-Location
C3	Faculty-Rank-Ind
C6	Performance System Certification
C7	Payment Option
C8	Leave Accrual Rate
C9	SCD Retirement
D0	Aggregate Limit Indicator
D1	Overtime Computation Indicator

Continued on next page

Reading the Payroll Reject Report, Continued

Payroll Reject Error Codes – Data Element In Error	
Data Field Number	**Data Field**
D2	Premium Pay Limit Indicator
D4	VSIP Biweekly Amount
D5	BRAC IDC
D6	Entitlement NTE Date
D7	Severance Pay Sum
D8	Severance Pay Weekly
D9	Loss Gain Flag
E0	T38 Indicator
E1	T38 Saturday Pay
E2	T38 Sunday Pay
E3	T38 Holiday Pay
E4	T38 Overtime
E5	T38 Tour Diff
E6	T38 On-Call
E7	EMT Indicator
DCPDS Table Name: CIVDOD_DCPS_PAYROLL_REJ_XVAL	

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Module 8

Chapter 4

Payroll Reverse Interface

Chapter Overview

Purpose

This chapter guides the user through the processes that accomplish update of time and attendance and separation package tracking information returned by DCPS. The chapter also provides navigation to Personnel/Payroll Accounting Data (PAD) information.

Chapter Contents

Topic	Page
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Reverse Interface Processes	1
Viewing Reverse Interface Data	5
Payroll Reverse Interface Reports	7
Recreating Reverse Interface Reports – Replay Reports	9
Pay Application Data (PAD) - Payroll Financial Data	12
Pay Application Data (PAD) Record Format	20
Employee Address Update	29
Sample of Payroll Reports	30

Reverse Interface Processes

- Data maintained through payroll reverse interface include such items as non-pay hours impacting within grade increase (WGI) dates; non-pay days that impact service computation date, probationary periods, and attainment of tenure; intermittent days/hours worked; part time hours worked to alert need for schedule change; and retirement package tracking.
- A payroll reverse interface file is provided by DFAS following completion of pay processing for each pay period.
- Reverse interface files are processed through the EXITS server to the appropriate regional database upon receipt.

Continued on next page

Reverse Interface Processes, Continued

- Reverse interface files are sequence controlled at the EXITS level to ensure receipt of all packages and correct processing sequence.
- Separation tracking information is returned for update to DCPDS on the day entered to the DCPS.
- A single PAD file is received bi-weekly at the EXITS server from each payroll database. The records within the file are then routed to the appropriate regional database for update.
- Employee mailing addresses are received from DCPS bi-weekly and are updated to DCPDS on a changes only basis.
- PAD processing is scheduled for the second Friday of the pay period for all regions. All PAD files must be received before the process may begin.
- The following table identifies the reverse interface transactions updated to DCPDS. Transaction Identification Code (TIC) is used in the reverse format to invoke the appropriate DCPDS update processes. Identification of TICs is essential to working rejected reverse interface transactions.

TIC	Data Description	Updates to Element / Data Field
1JR	**Organization Code**: This information is passed when the organization code is updated through the DCPS on-line employee update program (Department of Navy employees only).	Position / Extra Information / Multiple Agency Information / Payroll Org Code
1MB	**Intermittent Hours Worked**: The hours an intermittent employee has worked to enable adjustment to the service computation date.	Combined Person & Assignment Form / Assignment / Entries / Intermittent Accrual / Hours SCD
1MC	**Intermittent Days Worked**: The number of days an intermittent employee has worked. **Note**: Days Worked update value will be added to totals for Days Worked SCD. Value will also be added to Days Worked Career, Probation, WGI, and VRA only when applicable to the individual record.	Combined Person & Assignment Form / Assignment / Entries / Intermittent Accrual / Days Worked

Continued on next page

Reverse Interface Processes, Continued

TIC	Data Description	Updates to Element / Data Field
1MF	**Part-Time Hours Worked Pay Period**: The total number of hours a part-time employee has worked during the pay period. A notification is produced when there is a difference between hours scheduled and hours worked for three consecutive pay periods.	Combined Person & Assignment Form / Assignment / Entries / Part Time Hours Worked
1MN	**Non-pay Work Days VRA**: The number of full non-pay days are passed for employees under a VRA appointment (except intermittent). Non-pay days for Workers Compensation and Military LWOP are not included. **Note:** Applies only to those employees on a VRA appointment.	Combined Person & Assignment Form / Assignment / Entries / Non Pay Days / Non Pay Days VRA
1MY	**Non-pay Hours Within Grade Increase**: The total number of non-pay hours for an employee entitled to Within Grade Increases is passed to personnel. For employees who are not entitled to Within Grade Increases, non-pay hours are not passed. When the CCPO ID changes, a transaction is passed to the gaining CCPO ID reflecting the cumulative non-pay hours with an overlay indicator.	Combined Person & Assignment Form / Assignment / Entries / Non Pay Hours WGI
1RZ	**Date Retirement Package Sent To OPM**: The processed date of the transmittal register (SF2807/3103). This date is transferred to DMDC to be used for the Aging of Separation reporting.	Combined Person & Assignment Form / Extra Information / US Federal Separation and Retirement / Date Ret pkg to OPM
3MC	**Separation Payroll Office Number**: The Payroll Office Number of the Losing Payroll Office	Combined Person & Assignment Form / Extra Information / US Federal Separation and Retirement / Separate Payroll Office Number
3MD	**Retirement Register Number Assigned**: The Register number on which the employee's retirement information was listed when sent to OPM. This information is also sent to DMDC to be used for the Aging of Separation reporting.	Combined Person & Assignment Form / Extra Information / US Federal Separation and Retirement / Separate pkg Register Number

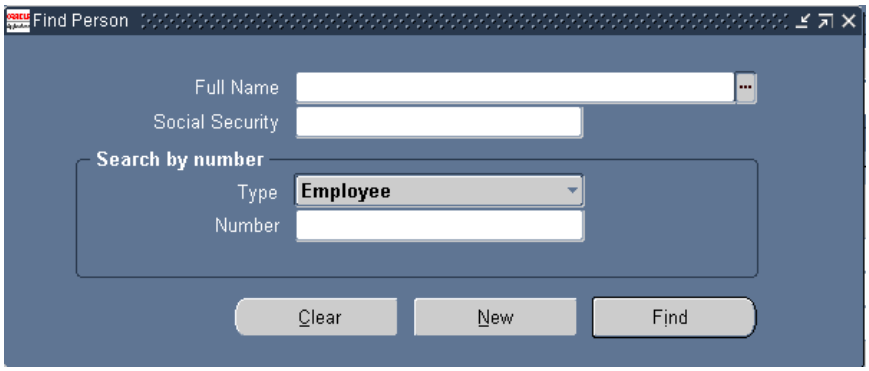
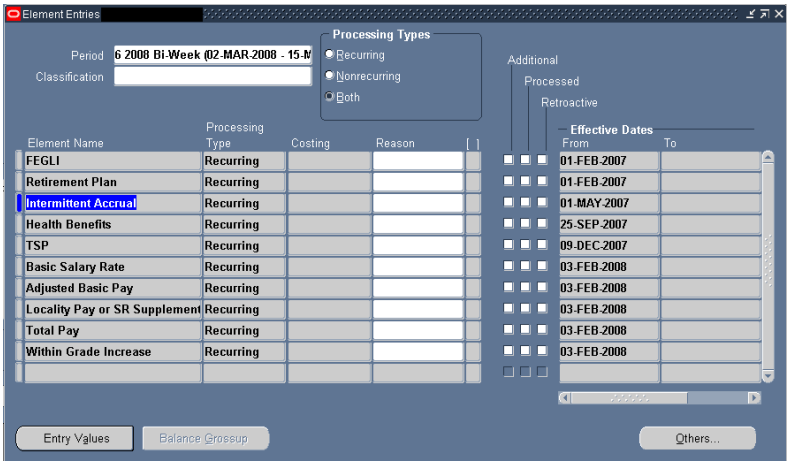
Continued on next page

Reverse Interface Processes, Continued

TIC	Data Description	Updates to Element / Data Field
5ED	**Entitlement NTE/Stop Date**: The date an entitlement is terminated due to a change in eligibility.	Combined Person & Assignment Form / Assign-ment / Entries
REP	**Representational Time**: The number of hours and the associated rate of pay (regular and overtime) are passed for employees who have reported time for Negotiations, Labor/Management, and Grievance/Appeals through T&A. Retroactive changes are not passed to personnel for this element.	Combined Person & Assignment Form / Assign-ment / Entries

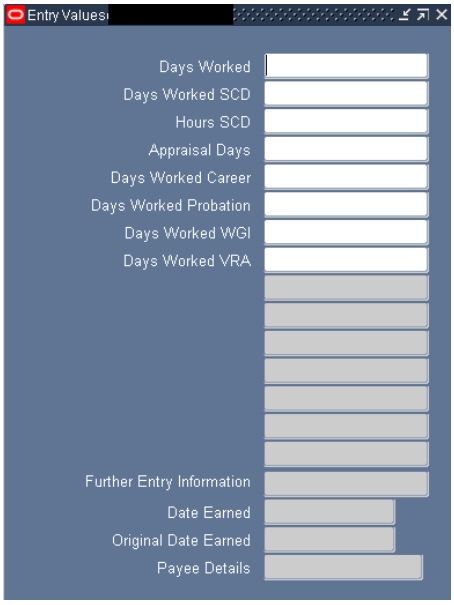
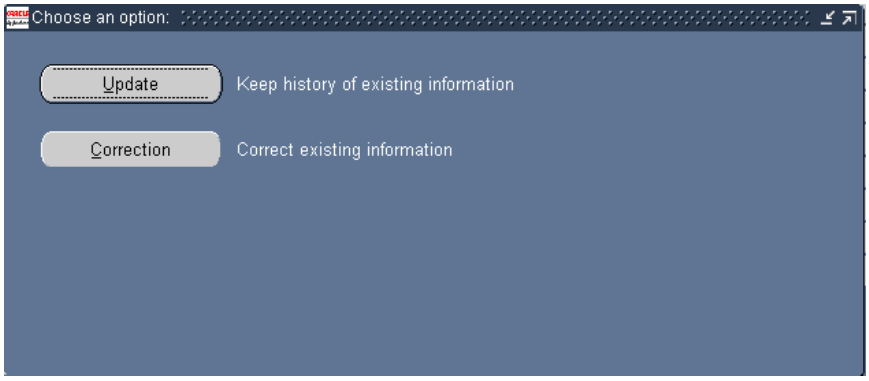
Viewing Reverse Interface Data

The following steps will guide the user through viewing and, if necessary, modifying data updated to DCPDS through reverse interface.

Step	Action
1	**Navigation Path** > **People** > **Enter and Maintain** > <**Open**>
2	The Find Person window opens. Type in the employee's name or SSN click <**Find**> or use the LOVs. Once the People window opens, click <**Assignment**>. Once Assignment window opens, click <**Entries**>. 
3	When the Element Entries window opens, click in the **Element Name** column to select the Element Name, i.e., Total Pay, Basic Salary Rate, etc., and then click <**Entry Values**>. The example provided reflects Intermittent Accrual. 

Continued on next page

Viewing Reverse Interface Data, Continued

Step	Action
4	The Entry Values window opens. If modification to any of the data fields is required, Date Track to the element start date or to the new end date of the pay period in order to make the update of new information. Place cursor in the data field to be modified and enter the correct value. 
5	Close the form by clicking on the ✕, then click the **Save** icon
6	The system will default an option window with correction or update. Select <**Update**> to complete the action. 

Payroll Reverse Interface Reports

Reverse Interface processes create reports that reflect the records and information updated. There is NO action required on the part of the user to produce the reports.

Notes:

- Samples of each reverse interface report are provided following the table of definitions.
- Reports may be reproduced using the Replay Reports processes defined at the end of this section.

Report Name	Definition
INTM1	This report documents updates of intermittent hours/days for employees on Intermittent work schedule. The report includes hours worked for adjustment of Service Computation Date and days worked for Probationary Period completion, Career Tenure, VRA Conversion, and WGI Due Date. Report is produced by processing of TICs 1MB and 1MC. Sample report is at page 30.
PTFU2	This report identifies part time employees who have worked other than their scheduled number of hours for three consecutive pay periods. The report is provided to the employee's supervisory suggesting a change in hours be accomplished by the HR office. Produced from TIC 1MF. The values under PART-TIME HOURS WORKED reflect a combination of pay period number (first two characters) and hours worked. Sample report at page 36.
FTPT1	This report documents updates of non-pay days for full time and part time employees. The report includes non-pay days that may impact Service Computation Date, Probationary Period completion, and VRA Conversion date. Produced from TICs 1MJ, 1MK, and 1MN. Sample report is at page 30.
NPMJR	This report is produced at the end/beginning of the calendar year when non-pay days SCD being reported are split between two years. The report identifies employees that were at or near the maximum nonpay days for SCD on 31 December. It advises that the records affected must be reviewed to determine if SCD change actions are appropriate. Produced from TIC 1MJ. Sample report is at page 35.

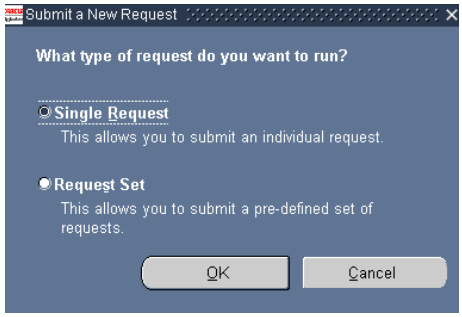
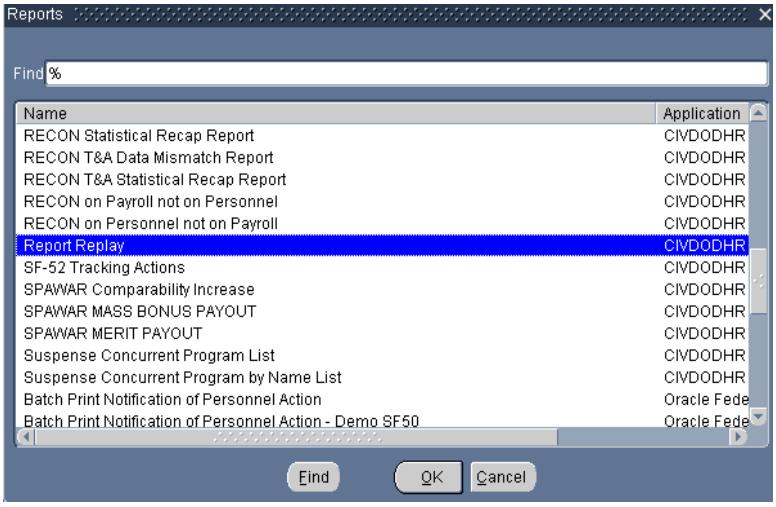
Continued on next page

Payroll Reverse Interface Reports, Continued

Report Name	Definition
NPHRR	This report identifies rejects of non-pay hours updates. The rejects should be reviewed to ensure the cause is valid. If the non-pay hours should have been applied to the record, the data that caused the reject should be resolved followed by manual update of the non-pay hours. Produced from TIC 1MY.
NPHR2	This report documents the non-pay hours that processed to the affected employee records. Produced from TIC 1MY. Sample report is at page 33.
UPDRJ	This report identifies reverse interface transactions that error out of the process – other than standard business rule failure. A reject message is associated with each entry to describe why the data could not be updated. In some cases, the SSAN reflected on the reverse interface transaction is not on the region to which the update was sent. Sample report is at page 32.
RETNT	This report is produced when Separation Tracking information is updated from DCPS to the separated DCPDS record. The report identifies status of the separation package and the transmittal number used to forward the package to OPM. Produced from TICs 1RZ, 3MC, 3MD, and 3ME. Sample report is at page 34.
RPAY1	This report reflects updates to Payroll Org Code for Navy ONLY. Produced from TIC 1JR. Sample report is at page 37.

Recreating Reverse Interface Reports – Replaying Reports

- This procedure allows for creation of reverse interface reports that were misplaced or lost because of print problems.
- Date parameters are critical in this function to pull only the specific reports that need to be recreated.

Step	Action
1	**Navigation Path** > **Processes and Reports** > **Submit Processes and Reports** > <**Open**>
2	When Submit a New Request window opens, click <**OK**> to accept the Single Request. 
3	When Submit Request window opens, click the LOVs icon to invoke the LOV form, select **Report Replay** from the list, and click <**OK**>. 

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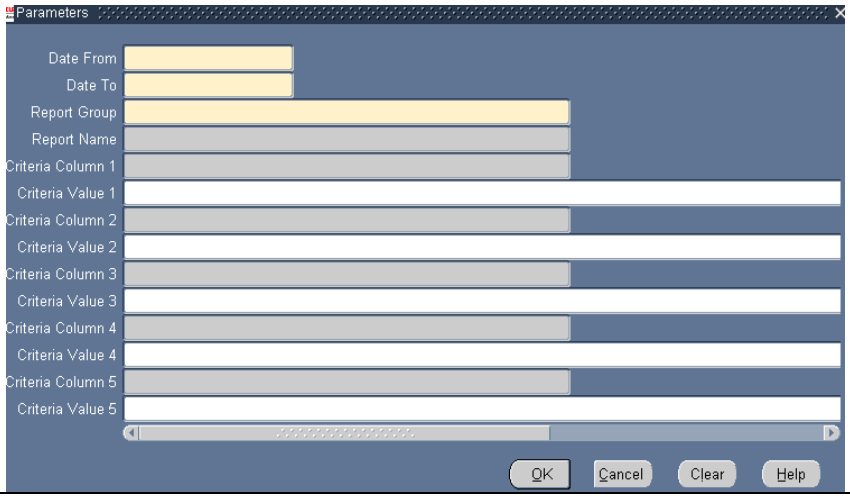
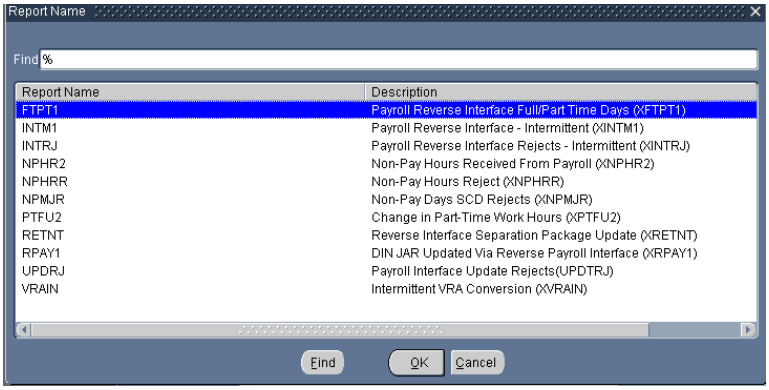
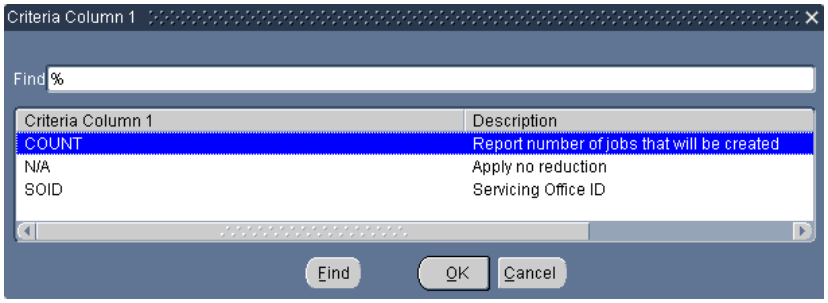
Recreating Reverse Interface Reports – Replay Reports, Continued

Step	Action
4	The Parameters window will open. 
5	Complete the data fields in the Parameters window. **Parameter Name** / **Value To Be Input** Date From * : Date To * : Report Group * : LOV is provided. Reverse Interface reports are grouped under **PAYREV** Report Name : LOV is provided. Select the report name needed or leave blank to run all reports that were created for the dates specified. Criteria Column # * : Five places are provided to allow for additional criteria. **Criteria Column 1** and corresponding value are required entry. If no additional criteria is needed, select "N/A" from the LOV. Criteria Value # : Key in the value applicable to the criteria column value selected. Not required for N/A or Count. At present, only SOID is available for report reduction. ***Required Entry** (highlighted bars only)

Continued on next page

Recreating Reverse Interface Reports – Replay Reports, Continued

Step	Action
5a	In the **Report Name** data field, click the LOV icon to select the Report Name from the list. 
5b	In the **Criteria Column 1** data field, if desired, limit the reports to a specific SOID. When using this limitation, a separate report execution is required for EACH SOID. More than one SOID may not be entered in a report run. 
5c	In the **Criteria Column 2** data field, user may request a count as to the number of jobs that will be created. This option allows the user to determine the need for additional criteria before recreating large numbers of unnecessary reports. The count criteria will have to be removed from the run to actually produce the reports. The completed Parameters form will be saved by clicking <**OK**>.
6	Click <**Options**> to verify the printer, to which the reports will be printed, click <**Submit**> to commit.

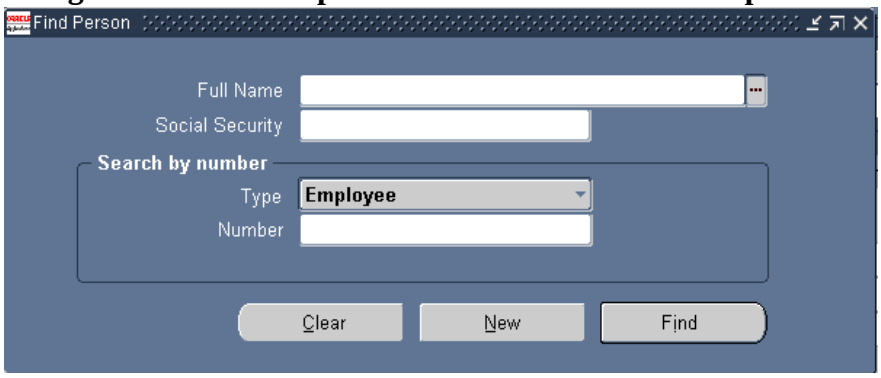
Pay Application Data (PAD) - Payroll Financial Data

Before you Begin

- Personnel/Payroll Accounting Date (PAD) file is produced each pay period following completion of DFAS pay calculation processes.
- The financial and leave data that is populated to the Financial Data screens in DCPDS and subsequently the CSU are obtained from the PAD file.
- The PAD file is a separate file from the reverse interface file that updates Time & Attendance data in the personnel records.
- PAD data includes pay period and year to date information for pay and leave.
- All of the payroll files must be available before the PAD load to the regional database can begin.
- The PAD processing is scheduled at the end of the second week of the pay period. That means, for example, that financial information for pay period ending 16 July 2011 was not scheduled to load to the regions until 29 July 2011.
- PAD data is maintained in DCPDS with most data fields replicated in the CSU file. For access to pre-defined Financial Management reports, users should refer to ***The Civilian Servicing Unit (CSU) Application Desk Guide.***

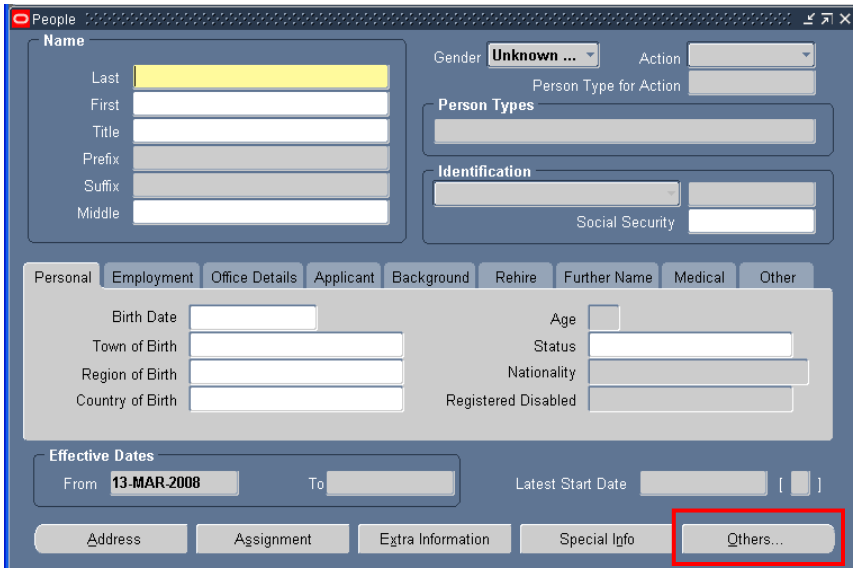
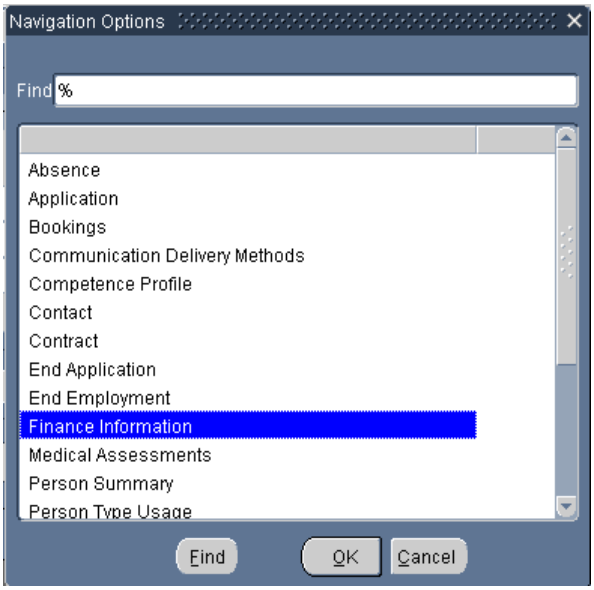
Who Does It? Personnelists as well as managers based on their secure view access.

Viewing PAD Data

Step	Action
1	**Navigation Path** > **People** > **Enter and Maintain** > <**Open**>  When the Find Person window opens, type in the employee's name or SSN and click <**Find**> or use the LOVs.

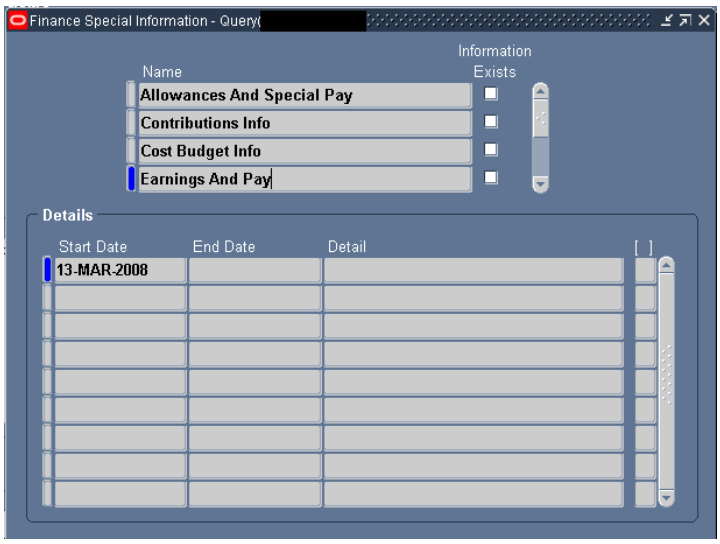
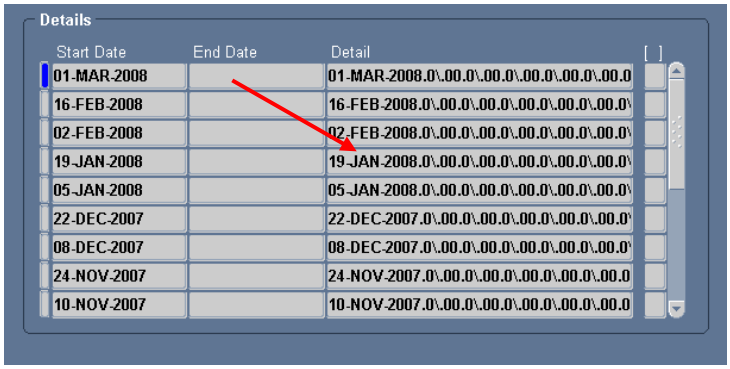
Continued on next page

Pay Application Data (PAD) - Payroll Financial Data, Continued

Step	Action
2	When the People window opens, click <**Others**> button. 
3	When the Navigation Options window opens, select **Finance Information** from the list, and then click <**OK**>. 

Continued on next page

Pay Application Data (PAD) - Payroll Financial Data, Continued

Step	Action
4	The Finance Special Information window will open. In the **Name** data field, use the scroll bar to select the proper Information Type, i.e., Earnings and Pay, etc., then click in the **Details** data field. 
5	Entries are stored by pay period end date with the most recent entry on the top. Select the desired Start Date entry and click in the **Detail** column. 
6	Identification of data fields available for each data group are provided below.

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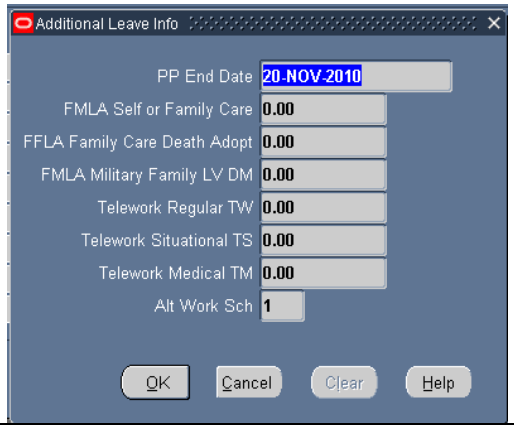
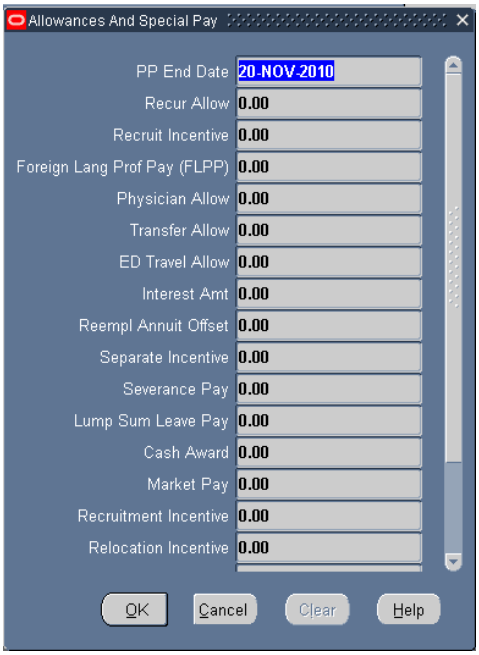
Pay Application Data (PAD) - Payroll Financial Data, Continued

Data Groups	Description
Additional Leave Info	
Allowances and Special Pay	

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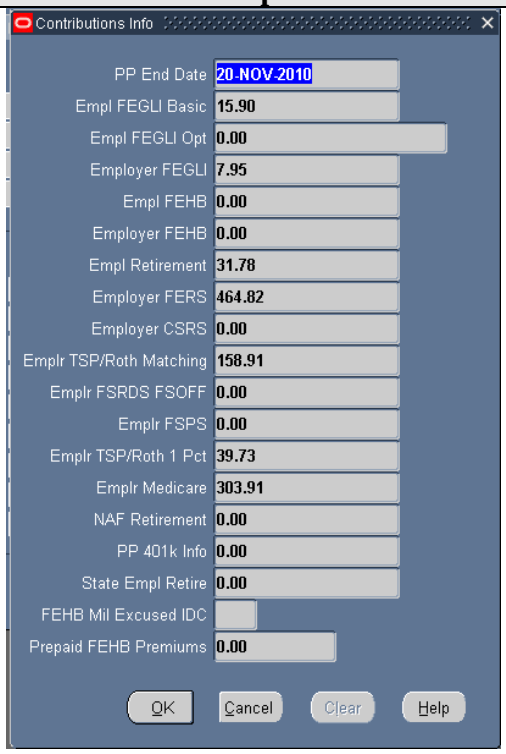
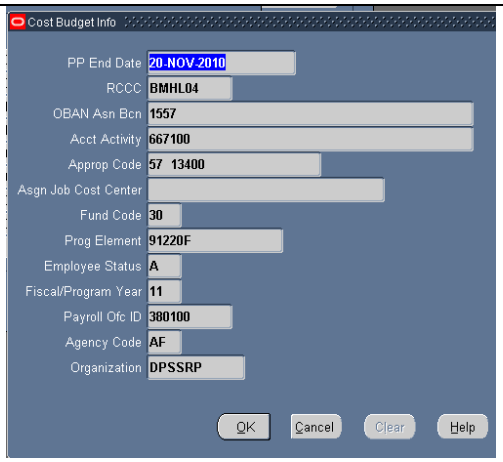
Pay Application Data (PAD) - Payroll Financial Data, Continued

Data Groups	Description
Contributions Info	
Cost Budget Info	

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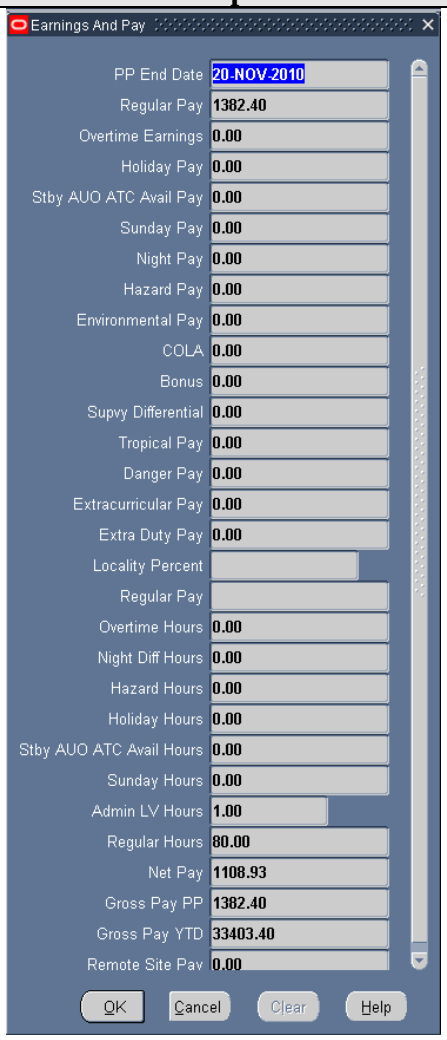
Pay Application Data (PAD) - Payroll Financial Data, Continued

Data Groups	Description
Earnings and Pay	

Earnings And Pay

PP End Date	20-NOV-2010
Regular Pay	1382.40
Overtime Earnings	0.00
Holiday Pay	0.00
Stby AUO ATC Avail Pay	0.00
Sunday Pay	0.00
Night Pay	0.00
Hazard Pay	0.00
Environmental Pay	0.00
COLA	0.00
Bonus	0.00
Supvy Differential	0.00
Tropical Pay	0.00
Danger Pay	0.00
Extracurricular Pay	0.00
Extra Duty Pay	0.00
Locality Percent	
Regular Pay	
Overtime Hours	0.00
Night Diff Hours	0.00
Hazard Hours	0.00
Holiday Hours	0.00
Stby AUO ATC Avail Hours	0.00
Sunday Hours	0.00
Admin LV Hours	1.00
Regular Hours	80.00
Net Pay	1108.93
Gross Pay PP	1382.40
Gross Pay YTD	33403.40
Remote Site Pay	0.00

OK Cancel Clear Help

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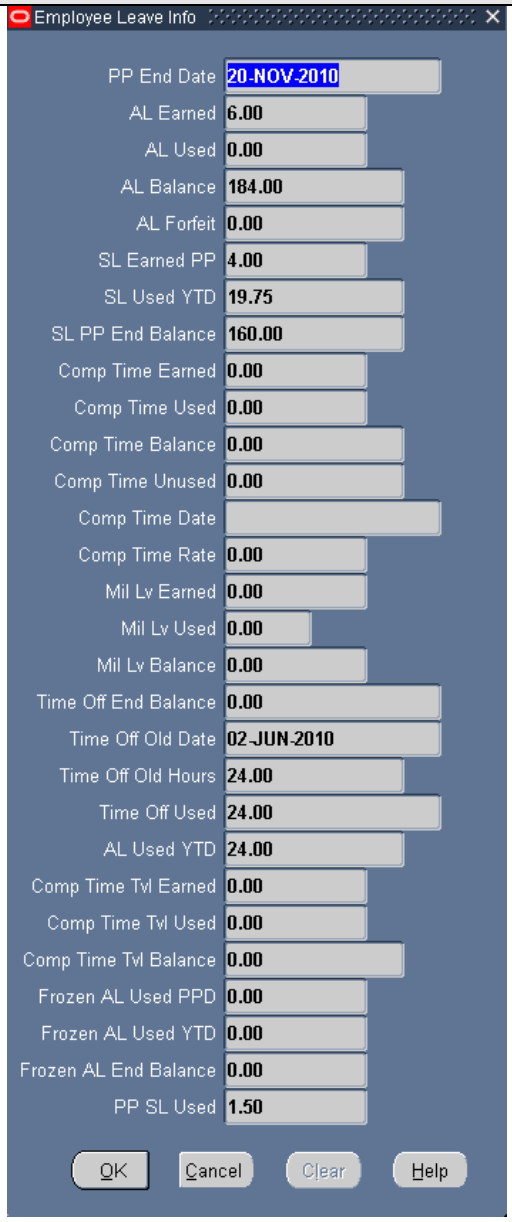
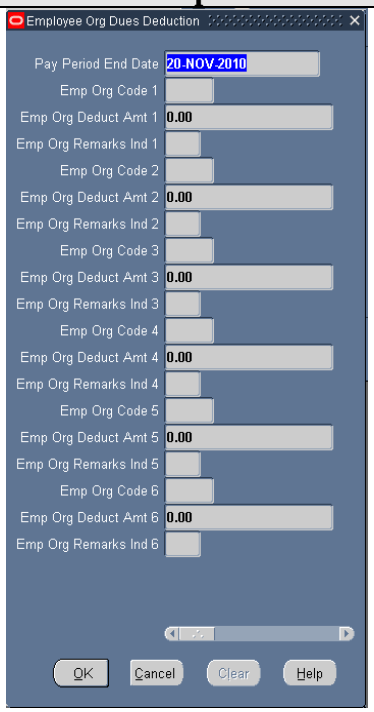
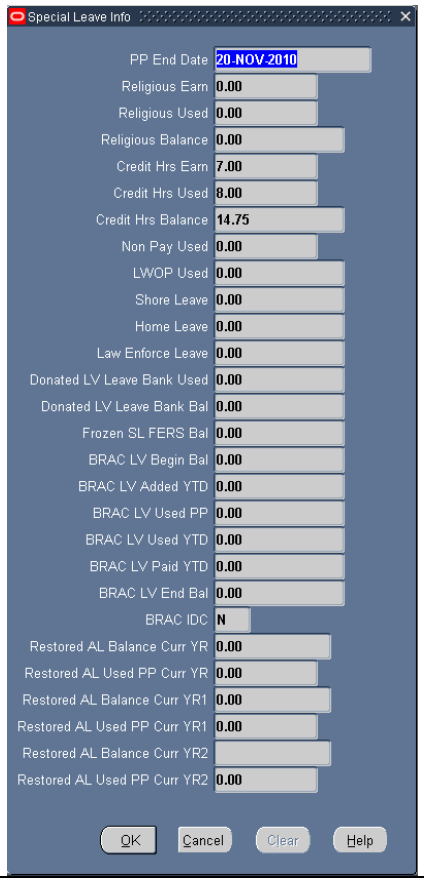
Pay Application Data (PAD) - Payroll Financial Data, Continued

Data Groups	Description
Employee Leave Info	

Continued on next page

Pay Application Data (PAD) - Payroll Financial Data, Continued

Data Groups	Description
Employee Org Dues Deduction	
Special Leave Info	

Pay Application Data (PAD) Record Format

This reflects the current PAD File Format and where the data is stored in DCPDS.

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Servicing Agency	1	2		--	
CCPO-ID	3	2		--	
Social Security Number	5	9		--	
Responsibility Center/Cost Center	14	6	RCCC	Cost Budget Info	
Sign Indicator	20	1		--	
Regular Earnings	21	9	Dollar Amount	Earnings and Pay	
Sign Indicator	30	1		--	
Overtime Earnings	31	9	Dollar Amount	Earnings and Pay	
Sign Indicator	40	1		--	
Holiday Premium Pay	41	9	Dollar Amount	Earnings and Pay	
Sign Indicator	50	1		--	
Standby Premium/AUO/ Availability Premium Pay	51	9	Dollar Amount	Earnings and Pay	
Sign Indicator	60	1		--	
Sunday Premium Pay	61	9	Dollar Amount	Earnings and Pay	
Sign Indicator	70	1		--	
Night Differential Pay	71	9	Dollar Amount	Earnings and Pay	
Sign Indicator	80	1		--	
Lump Sum Leave Pay	81	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	90	1		--	
Hazardous Duty Pay	91	9	Dollar Amount	Earnings and Pay	
Sign Indicator	100	1		--	
Environmental Pay	101	9	Dollar Amount	Earnings and Pay	
Sign Indicator	110	1		--	
Award Amount	111	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	120	1		--	
Annual Leave Ending Balance	121	7	Hours	Employee Leave Info	
Sign Indicator	128	1		--	
Sick Leave Used YTD	129	7	Hours	Employee Leave Info	
Sign Indicator	136	1		--	
Sick Leave Ending Balance	137	7	Hours	Employee Leave Info	
Sign Indicator	144	1		--	
Employer Contribution – FEGLI	145	9	Dollar Amount	Contributions Info	
Sign Indicator	154	1		--	
Employer Contribution – FEHB	155	9	Dollar Amount	Contributions Info	
Sign Indicator	164	1		--	
Employer Contribution – CSRS	165	9	Dollar Amount	Contributions Info	
Sign Indicator	174	1		--	
Employer Contribution – FERS	175	9	Dollar Amount	Contributions Info	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Sign Indicator	184	1		--	
Employer Contribution – TSP Matching	185	9	Dollar Amount	Contributions Info	
Sign Indicator	194	1		--	
Employer Contribution – TSP C Fund (Reported as Zeroes)	195	9	Dollar Amount	Contributions Info	
Sign Indicator	204	1		--	
Employer Contribution – TSP F Fund (Reported as Zeroes)	205	9	Dollar Amount	Contributions Info	
Sign Indicator	214	1		--	
Employer Contribution – FERS Basic 1%	215	9	Dollar Amount	Contributions Info	
Sign Indicator	224	1		--	
Employer Contribution – Medicare / OASDI	225	9	Dollar Amount	Contributions Info	
Pay Period Ending Date	234	6	YYMMDD	--	
Sign Indicator	240	1		--	
Net Pay	241	9	Dollar Amount	Earnings and Pay	
Sign Indicator	250	1		--	
Gross Pay	251	9	Dollar Amount	Earnings and Pay	
PAS/UIC	260	6		--	
Organization	266	7		Cost Budget Info	
BRAC Indicator	273	1		Special Leave Info	
Sign Indicator	274	1		--	
Regular Hours	275	9	Dollar Amount	Earnings and Pay	
Sign Indicator	284	1		--	
Overtime Hours	285	9	Dollar Amount	Earnings and Pay	
Sign Indicator	294	1		--	
Night Differential Hours	295	9	Dollar Amount	Earnings and Pay	
Sign Indicator	304	1		--	
Environmental/Hazard Hours	305	9	Dollar Amount	Earnings and Pay	
Sign Indicator	314	1		--	
Holiday Premium Hours	315	9	Dollar Amount	Earnings and Pay	
Sign Indicator	324	1		--	
Standby Premium/AUO/ Availability Premium Pay Hours	325	9	Dollar Amount	Earnings and Pay	
Sign Indicator	334	1		--	
Sunday Premium Hours	335	9	Dollar Amount	Earnings and Pay	
Sign Indicator	344	1		--	
Administrative Leave Hours	345	5	Hours	Earnings and Pay	
Sign Indicator	350	1		--	
Sick Leave Accrued	351	5	Hours	Employee Leave Info	
Sign Indicator	356	1		--	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Compensatory Time Earned	357	5	Hours	Employee Leave Info	
Sign Indicator	362	1		--	
Compensatory Time Used	363	5	Hours	Employee Leave Info	
Sign Indicator	368	1		--	
Compensatory Time Ending Balance	369	7	Hours	Employee Leave Info	
Sign Indicator	376	1		--	
Religious Compensatory Time Earned	377	5	Hours	Special Leave Info	
Sign Indicator	382	1		--	
Religious Compensatory Time Used	383	5	Hours	Special Leave Info	
Sign Indicator	388	1		--	
Religious Compensatory Time Ending Balance	389	7	Hours	Special Leave Info	
Sign Indicator	396	1		--	
Credit Hours Earned	397	5	Hours	Special Leave Info	
Sign Indicator	402	1		--	
Credit Hours Used	403	5	Hours	Special Leave Info	
Sign Indicator	408	1		--	
Credit Hours Ending Balance	409	7	Hours	Special Leave Info	
FILLER	***416***	***1***		***--***	
FILLER	***417***	***3***		***--***	
BCN/ASN/OBAN	420	6		Cost Budget Info	
Sign Indicator	426	1		--	
Cola	427	9	Dollar Amount	Earnings and Pay	
Sign Indicator	436	1		--	
Re-Employed Annuitant Offset Amount	437	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	446	1		--	
Recruitment Incentive (Foreign Language)	447	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	456	1		--	
Interest Amount	457	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	466	1		--	
Tropical Differential	467	9	Dollar Amount	Earnings and Pay	
Sign Indicator	476	1		--	
Foreign Language Proficiency Pay (FLPP)	477	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	486	1		--	
Physicians Allowance	487	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	496	1		--	
Remote Site Allowance	497	9	Dollar Amount	Earnings and Pay	
Sign Indicator	506	1		--	
Severance Pay	507	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	516	1		--	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Danger Pay	517	9	Dollar Amount	Earnings and Pay	
Sign Indicator	526	1		--	
Extracurricular Pay (Educators)	527	9	Dollar Amount	Earnings and Pay	
Sign Indicator	536	1		--	
Extra Duty Pay (Dorm Supervisors)	537	9	Dollar Amount	Earnings and Pay	
Sign Indicator	546	1		--	
Transfer Allowance Pay	547	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	556	1		--	
Education Allowance / Travel Pay	557	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	566	1		--	
Time Off Award Used YTD	567	9	Dollar Amount	Employee Leave Info	
Sign Indicator	576	1		--	
Time Off Award Ending Balance	577	9	Dollar Amount	Employee Leave Info	
Agency Code	586	2		Cost Budget Info	
Accounting Activity	588	6		Cost Budget Info	
Employee Name	594	27		--	
Employee Status Code	621	1		Cost Budget Info	
Payroll Office Identifier	622	6		Cost Budget Info	
Appropriation	628	13		Cost Budget Info	
US Code IDC	641	1		--	
Assigned JON/CC/PC	642	18		Cost Budget Info	
Fiscal Year	660	1		Cost Budget Info	
Program Year	661	1		Cost Budget Info	
Fund Code	662	2		Cost Budget Info	
Sign Indicator	664	1		--	
Military Leave Balance	665	5	Hours	Employee Leave Info	
Sign Indicator	670	1		--	
Military Leave Earned YTD	671	5	Hours	Employee Leave Info	
Sign Indicator	676	1		--	
Annual Leave Hours Earned PP	677	5	Hours	Employee Leave Info	
Sign Indicator	682	1		--	
PP Non-Pay Used	683	5	Hours	Special Leave Info	
Sign Indicator	688	1		--	
PP Annual Leave Used	689	5	Hours	Employee Leave Info	
Sign Indicator	694	1		--	
Annual Leave Forfeit Balance	695	7	Hours	Employee Leave Info	
Sign Indicator	702	1		--	
Shore Leave Balance	703	7	Hours	Special Leave Info	
Sign Indicator	710	1		--	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Home Leave Balance	711	7	Hours	Special Leave Info	
Sign Indicator	718	1		--	
Law Enforcement Leave Balance	719	7	Hours	Special Leave Info	
Sign Indicator	726	1		--	
Donated Leave/Leave Bank Balance	727	7	Hours	Special Leave Info	
Sign Indicator	734	1		--	
PP Donated Leave/Leave Used	735	5	Hours	Special Leave Info	
Sign Indicator	740	1		--	
Time Off Award Oldest Hours	741	7	Hours	Employee Leave Info	
Time Off Award Oldest Date	748	6	YYMMDD	Employee Leave Info	
Sign Indicator	754	1		--	
Comp Time Oldest Unused Hours	755	7	Hours	Employee Leave Info	
Comp Time Oldest Date	762	6	YYMMDD	Employee Leave Info	
Sign Indicator	768	1		--	
Comp Time Oldest Rate	769	5	Hours	Employee Leave Info	
Sign Indicator	774	1		--	
Separation Incentive	775	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	784	1		--	
Supervisory Differential Pay	785	9	Dollar Amount	Earnings and Pay	
Sign Indicator	794	1		--	
Recurring Allowances	795	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	804	1		--	
One Time Bonuses	805	9	Dollar Amount	Earnings and Pay	
Sign Indicator	814	1		--	
PP NAF Retirement	815	9	Dollar Amount	Contributions Info	
Sign Indicator	824	1		--	
PP 401 K	825	9	Dollar Amount	Contributions Info	
Sign Indicator	834	1		--	
PP State Employee Retirement	835	9	Dollar Amount	Contributions Info	
Program Element Code	844	10		Cost Budget Info	
Sign Indicator	854	1		--	
FEGLI – Basic	855	9	Dollar Amount	Contributions Info	
Sign Indicator	864	1		--	
FEGLI – Optional	865	12	Dollar Amount	Contributions Info	
Sign Indicator	877	1		--	
FEHB	878	9	Dollar Amount	Contributions Info	
Sign Indicator	887	1		--	
CSRS	888	9	Dollar Amount	Contributions Info	
Sign Indicator	897	1		--	
FERS	898	9	Dollar Amount	Contributions Info	
Sign Indicator	907	1		--	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Non Pay Hours YTD	908	7	Hours	Special Leave Info	
Sign Indicator	915	1		--	
Annual Leave Used YTD	916	7	Hours	Employee Leave Info	
Sign Indicator	923	1		--	
Sick Leave – FERS	924	7	Hours	Special Leave Info	
Sign Indicator	931	1		--	
Gross Pay YTD	932	9	Dollar Amount	Earnings and Pay	
Address Street (1)	941	27		Address	
Address Street (2)	968	27		Address	
Address City	995	13		Address	
Address State	1008	2		Address	
Address Zip	1010	9		Address	
Employee Organization Code	1019	3	Occurrence 1	Employee Org Dues Deduction	
Employee Org Deduction Amount	1022	9	Dollar Amount Occurrence 1	Employee Org Dues Deduction	
Remarks Indicator	1031	1	Occurrence 1	Employee Org Dues Deduction	
Employee Organization Code	1032	3	Occurrence 2	Employee Org Dues Deduction	
Employee Org Deduction Amount	1035	9	Dollar Amount Occurrence 2	Employee Org Dues Deduction	
Remarks Indicator	1044	1	Occurrence 2	Employee Org Dues Deduction	
Employee Organization Code	1045	3	Occurrence 3	Employee Org Dues Deduction	
Employee Org Deduction Amount	1048	9	Dollar Amount Occurrence 3	Employee Org Dues Deduction	
Remarks Indicator	1057	1	Occurrence 3	Employee Org Dues Deduction	
Employee Organization Code	1058	3	Occurrence 4	Employee Org Dues Deduction	
Employee Org Deduction Amount	1061	9	Dollar Amount Occurrence 4	Employee Org Dues Deduction	
Remarks Indicator	1070	1	Occurrence 4	Employee Org Dues Deduction	
Employee Organization Code	1071	3	Occurrence 5	Employee Org Dues Deduction	
Employee Org Deduction Amount	1074	9	Dollar Amount Occurrence 5	Employee Org Dues Deduction	
Remarks Indicator	1083	1	Occurrence 5	Employee Org Dues Deduction	
Employee Organization Code	1084	3	Occurrence 6	Employee Org Dues Deduction	
Employee Org Deduction Amount	1087	9	Dollar Amount Occurrence 6	Employee Org Dues Deduction	
Remarks Indicator	1096	1	Occurrence 6	Employee Org Dues Deduction	
Sign Indicator	1097	1		--	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Military Leave Used YTD	1098	5	Hours	Employee Leave Info	
Sign Indicator	1103	1		--	
Market Pay	1104	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	1113	1		--	
Recruitment Incentive Amount (NOA 815)	1114	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	1123	1		--	
Relocation Incentive Amount (NOA 816)	1124	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	1133	1		--	
Retention Incentive Amount (NOA 827)	1134	9	Dollar Amount	Allowances and Special Pay	
Sign Indicator	1143	1		--	
Comp Time for Travel Earned	1144	5	Hours	Employee Leave Info	
Sign Indicator	1149	1		--	
Comp Time for Travel Used	1150	5	Hours	Employee Leave Info	
Sign Indicator	1155	1		--	
Comp Time for Travel Balance	1156	7	Hours	Employee Leave Info	
Sign Indicator	1163	1		--	
BRAC Restored Begin Balance	1164	6	Hours	Special Leave Info	
Sign Indicator	1170	1		--	
BRAC Restored Added YTD	1171	6	Hours	Special Leave Info	
Sign Indicator	1177	1		--	
BRAC Restored Used Pay Period	1178	5	Hours	Special Leave Info	
Sign Indicator	1183	1		--	
BRAC Restored Used YTD	1184	6	Hours	Special Leave Info	
Sign Indicator	1190	1		--	
BRAC Restored Paid YTD	1191	6	Hours	Special Leave Info	
Sign Indicator	1197	1		--	
BRAC Restored Ending Balance	1198	6	Hours	Special Leave Info	
Sign Indicator	1204	1		-	
Frozen Annual Leave Used PP	1205	5	Hours	Employee Leave Info	
Sign Indicator	1210	1		-	
Frozen Annual Leave Used YTD	1211	5	Hours	Employee Leave Info	
Sign Indicator	1216	1		-	
Frozen Annual Leave End Balance	1217	5	Hours	Employee Leave Info	
Sign Indicator	1222	1		-	

Continued on next page

Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Nurse Executive Pay	1223	9	Dollar Amount	Allowances ad Special Pay	
FEHB Military Excused (MIL EXC) IDC	1232	1		Contributions Info	
Sign Indicator	1233	1		-	
Prepaid FEHB Premiums	1234	5	Dollar Amount	Contributions Info	
Sign Indicator	1239	1		-	
#1/LR – Restored Annual LV Balance	1240	7	Hours		
Sign Indicator	1246	1		-	
#1/LR – Restored Annual LV Used PPD	1247	5	Hours		
Sign Indicator	1252	1		-	
#2/LR – Restored Annual LV Balance	1253	7	Hours		
Sign Indicator	1259	1		-	
#2/LR – Restored Annual LV Used PPD	1260	5	Hours		
Sign Indicator	1265	1		-	
#3/LR – Restored Annual LV Balance	1266	7	Hours		
Sign Indicator	1272	1		-	
#3/LR – Restored Annual LV Used PPD	1273	5	Hours		
Sign Indicator	1278	1		-	
FMLA – DA, DB, DC & DD	1279	5	Hours	Additional Leave Info	
Sign Indicator	1284	1		-	
FFLA – DE & DF	1285	5	Hours	Additional Leave Info	
Sign Indicator	1290	1		-	
FMLA – DM	1291	5	Hours	Additional Leave Info	
Sign Indicator	1296	1		-	
Telework – Environmental Hrs – TW	1297	5	Hours	Additional Leave Info	
Sign Indicator	1302	1		-	
Telework – Environmental Hrs - TS	1303	5	Hours	Additional Leave Info	
Sign Indicator	1308	1		-	
Telework – Environmental Hrs – TM	1309	5	Hours	Additional Leave Info	
Sign Indicator	1314	1		-	
Military Deposit Owed (Balance)	1315	9	Dollar Amount		
Sign Indicator	1324	1		-	

Continued on next page

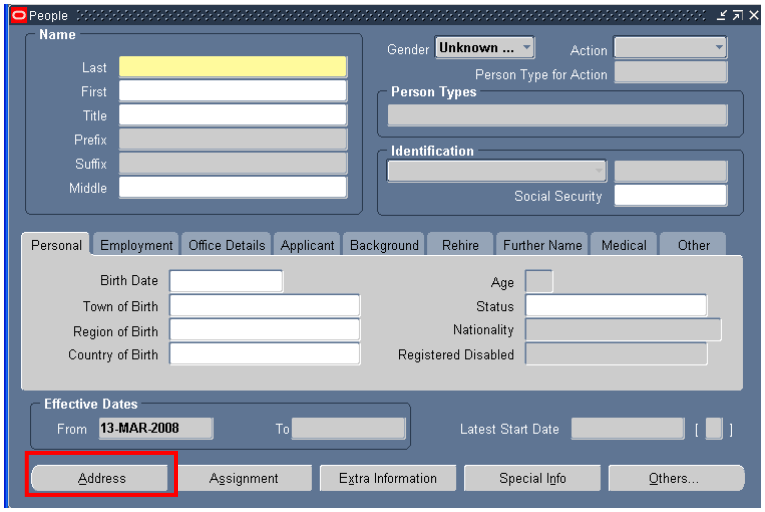
Pay Application Data (PAD) Record Format, continued

Data Field	Posn	Size	Comments	Where Stored in Finance Info	Additional Information
Military Deposit Paid (Pay Period)	1325	9	Dollar Amount		
Sign Indicator	1334	1		-	
PP Sick Leave Used	1335	5	Hours	Employee Leave Info	
Alternate Work Schedule Code	1340	1		Additional Leave Info	
FILLER	***1341-1400***			*--*	

Explanation of Comments: Dollar Amount (9 characters) = 000000.00 (zeros filled to left of amount), i.e., Regular Earnings = 049136.00; Hours, (5, 6 & 7 characters) = 00.00, 000.00 & 0000.00 (zeroes filled to left of hours), i.e., Annual Leave Ending Balance (7) = 0240.00, BRAC Restored Ending Balance (6) = 080.00 and Sick Leave Accrued (5) = 04.00.

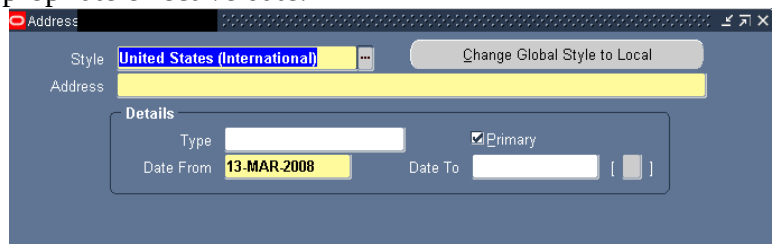
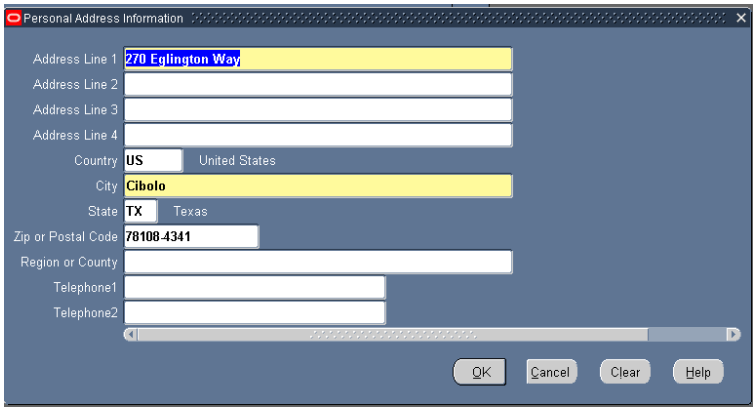
Employee Address Update Process

- Mailing address is maintained in DCPDS for each appropriated fund employee paid by DCPS.
- Address information may be entered by HR users, but is not required.
- Employee addresses flow to DCPDS from DCPS (payroll) with the PAD files bi-weekly.
- DCPDS process updates changes only, including addresses for new employees.
- Updates are accomplished on the same schedule established for PAD processing.

Step	Action
1	To view employee address, navigate to **People** > **Enter and Maintain** > <**Open**>
2	When the People window opens, click <**Address**> at the bottom left of the screen. 

Continued on next page

Employee Address Update Process, Continued

Step	Action
3	The address window opens. Clicking in the **Address** data field will open the block for editing. Style must not be modified. If update is being accomplished, be sure to Date Track to the appropriate effective date. 
4	View and/or modify employee address from the opened window. 

Sample of Payroll Reports

PERSONNEL DATA - PRIVARY ACT OF 1974

AS OF: 1 JUN 2007

RECD ID:

SUBJECT: Payroll Reverse Interface Full/Part Time Days

TO:

A payroll reverse interface was received on the following employee(s) which updated the non-pay days listed below. If the pay period is not the most recent, review the Official Personnel Folder (OPF) to determine if there is an impact on a personnel action. If a personnel action was affected by the change, please take corrective action.

NAME SSAN ORGANIZATION	PAY END NR/DT	OLD NON PAY DAYS SCD	NON PAY DAYS SCD	DT-PROB EXP	OLD NON PAY DAYS PROB	NON PAY DAYS PROB	DT-VRA CONV DUE	OLD NON PAY DAYS VRA	NON PAY DAYS VRA
First MI. Employee XXX-XX-XXXX 7X2405252100A Main Base Support	11/17-MAY-2003	29	37	21-JUN-2003	39	37	20-JUN-2004	29	37
First MI. Worker XXX-XX-XXXX 7X2405252100A Main Base Support	11/17-MAY-2003	21	28						

REPORT NAME: FTPT1 1

Sample of Payroll Reports, Continued

7X41997X HE2405 252100 AS OF: 23 MAY 2007

PERSONAL DATA - PRIVACY ACT OF 1974

RECD ID: APPR

SUBJECT: Payroll Reverse Interface – Intermittent

TO: 7XXINTM12

Payroll reverse interface was received on the following intermittent employee(s) which updated Hours Intermittent Worked SCD and/or Days Intermittent Worked. If the transaction was not from the most recent pay period, review the Official Personnel Folder (OPF) to determine if there was an impact on a personnel action. If there was an impact, please take corrective action.

NAME SSAN ORGANIZATION	PAY END NR/DT	SCD-LV	PREV HRS WRKD SCD OLD	HRS WRKD SCD	PREV DAYS PROB OLD	DAYS WRKD	DAYS PROB	DAYS CAREER	DAYS VRA	DAYS WGI	TYPE OF EMPLMT	INTM WORK DAY APPR
First MI. Employee XXX-XX-XXXX 7X2405252100A Main Base Support	11/17-MAY-2003	2002/08/26	146	226	0	76				76	D	76
First MI. Worker XXX-XX-XXXX 7X2405252100A Main Base Support	11/17-MAY-2003	2001/04/26	230	300	0	127				127	D	127

REPORT NAME: INTM1 1

Sample of Payroll Reports, Continued

PERSONAL DATA - PRIVACY ACT OF 1974

AS OF: 23 MAY 2007

SUBJECT: Payroll Interface Update Rejects

The following update(s) received through the biweekly reverse payroll interface for nonpay time, intermittent time worked, etc., has (have) failed the update process for the reason(s) shown below. Please ensure that the reject is researched and resolved as soon as possible. If the employee has transferred to another agency or another Human Resources Office within your agency, ensure this information is provided to the gaining activity so that the proper adjustments/corrections can bed made to the employee's record.

SSAN SOID	TRANSACTION INFORMATION TIC EFFECTIVE-DATE PAY-OFF PAY-PRD	PP-END-DT
XXXXXXXXX	1MY EFF-DT = , PO = PE, PP# = 11	17 MAY 2003
7X	NON PAY HOURS: 000050	
REASON FOR REJECT:	PROCESS FAILED TO UPDATE PERSON IN HR. ERROR IS : actual error message is displayed.	

REPORT NAME: UPDRJ 1

Sample of Payroll Reports, Continued

PERSONAL DATA – PRIVACY ACT OF 1974

AN2306BX W2DHAA XG12F

AS OF: 23-MAY-2007

SUBJECT: Non-Pay Hours Received From Payroll

TO: BXXNPHR22

A payroll reverse interface action was received on the following employee(s) which changed the Date the Within Grade Increase (WGI is due. It may also have affected WGI Pay Date. WGI Pay Date is systematically updated 14 days prior to the Date WGI Due. You must immediately review the dates in Date WGI Due and WGI Pay Date. If the WGI is due within the next fourteen (14) days, take immediate action to update WGI Pay Date to correct the effective date.

NAME SSAN ORGANIZATION	RECD ID:	PAY-PERIOD NR/END-DATE	PP-GR-ST	DT-LAST EQUIV	DT-WGI DUE	OLD-NON PAY HOURS	CURR-NON PAY HOURS	WGI-PAY DATE
First MI Last XXX-XX-XXXX ANMCW2DHAAXYNC	APPR	11/17-MAY-2003	GS-05-07	20-OCT-2002	16-OCT-2005	146	154	
First MI Last XXX-XX-XXXX ANMCW2DHAAXG12F	APPR	11/17-MAY-2003	GS-07-06	21-APR-2002	18-APR-2004	0	160	

REPORT NAME: NPHR2 BXXNPHR22 1

Sample of Payroll Reports, Continued

PERSONAL DATA – PRIVACY ACT OF 1974

AN2306BX W2DHAA XG12F

AS OF: 23-MAY-2007

RECD ID: APPR

SUBJECT: Payroll Reverse Interface Separation Package Update

TO: H1XRETNT2

A reverse interface transaction(s) has processed to update retirement package data on the following employee(s):

NAME SSAN ORGANIZATION	DT-RT-PKG CIV-PAY-OPM	DT-RT-PKG HRO-CIV-PAY	DT-RT-PKG RCVD-CIVPAY	SEP-PKG REGISTER-NR	SEP-PAY OFC-NR
First MI. Retiree XXX-XX-XXXX ANMCW2DHAAXYQB	30-MAY-2003	25-APR-2003	27-APR-2003	0300396	97380500

REPORT NAME: RETNT 1

Sample of Payroll Reports, Continued

AN2306BX PERSONAL DATA - PRIVACY ACT OF 1974

RECD ID: APPR

AS OF: 14 MAY 2007

SUBJECT: Non-Pay Days SCD Rejects

TO: BXXNPMJR2

A reverse payroll interface action was received on the following employee(s) which rejected because the pay period ending date for Non-Pay Days SCD is in a previous calendar year. Review the Official Personnel Folder (OPF) to determine the new SCD for employee(s) with more than 6 months non-pay in the aggregate during the calendar year and input an NOAC 882, Chg in SCD, if needed. Ensure that the Non-Pay Days SCD rejected is included in your calculations. Refer to report named "NPMJY", Non-Pay Days SCD Total.

NAME SSAN ORGANIZATION	PP-END-DT/PP#	CURRENT SCD-LV	NONPAY DAYS SCD REJECTED
First MI Last XXX-XX-XXXX ANMCW2DHAAXYQB	30-NOV-2002/06	03-OCT-1994	001

REPORT NAME: NPMJR 1

Sample of Payroll Reports, Continued

PERSONAL DATA – PRIVACY ACT OF 1974

AN2306BX W2DHAA XG12F

AS OF: 23-MAY-2007

SUBJECT: Change In Part-Time Work Hours
TO: H1XPTFU22

The following employee(s) has a change in the number of hours worked. If the effective date of the pay period number is other than the most recent, review the Official personnel Folder to determine if there is an impact. If the number of hours worked per pay period has been different for the scheduled work hours contained in Hours Scheduled Week, for three consecutive pay periods, the Human Resources Office should process a Change in Work Hours, NOA 782, in accordance with the Guide to Processing Personnel Actions.

NAME SSAN ORGANIZATION	RECD-ID	PART-TIME HOURS WORKED OCC #1	OCC #2	OCC #3	PT HRS SCH BI WEEKLY	PAY PERIOD END DT/NR
First MI Last1 XXX-XX-XXXX ANMCW2DHAAXYQB	APPR	1252	1138	1048	72.00	31-MAY-2003/12
First MI Last2 XXX-XX-XXXX ANMCW2DHAAXG12F	APPR	1268	1154	1052	56.00	31-MAY-2003/12

REPORT NAME: PTFU2 H1XPTFU22 1

Sample of Payroll Reports, Continued

NOTE: THIS REPORT IS APPLICABLE TO NAVY ONLY

PERSONAL DATA – PRIVACY ACT OF 1974

Q02416Q0 00251 003

AS OF: 24 JUN 2007

RECD ID: APPR

SUBJECT: Payroll Org Code Updated Via Reverse Payroll Interface

TO: QOXRPAY12

Payroll Org Code has been updated for the following employee(s). If the pay period ending date is other than the most recent, review the Official Personnel Folder to determine if there is an impact.

NAME SSAN ORGANIZATION	PRIOR PAYROLL ORG CODE	CURR PAYROLL ORG CODE	PAYPERIOD NO	 DATE
First MI Last1 XXX-XX-XXXX 00251/003	VVVVV	AAAAA	13	14-JUN-03

REPORT NAME: RPAY1 1

Module 8

Chapter 5

Payroll Reconciliation (RECON) Processing

Chapter Overview

Introduction

This chapter explains the steps related to processing personnel and payroll reconciliation.

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Who Does It?

Extract process requires US Federal HR Manager Responsibility. Match reports may be executed by CIVDOD Personnelist or US Federal HR Manager Responsibilities.

Continued on next page

Chapter Overview, Continued

Before you Begin

- The recurring accomplishment of reconciliation between the Defense Civilian Personnel Data System (DCPDS) and the Defense Civilian Pay System (DCPS) is essential to ensuring the accuracy of employee pay and benefits. The processes used to accomplish reconciliation can also assist in identifying system shortfalls for both the personnel and payroll systems.
- General Accounting Office (GAO) and Department of Defense Inspector General Office (DoD-IG) requires that this process be completed at least three times each calendar year for all employees.
- Scheduling RECON with DCPS is accomplished at the Component level.
- A schedule is published by payroll which outlines when the reconciliation is required to be executed for each Component (see page 16). Contact Component Payroll Interface POC for schedule changes or to report missing payroll RECON files.
- The following calendar provides processing timings for the reconciliation reports processing.

Note: DCPS (payroll) automatically produces reconciliation files as of the pay period ending date in the months scheduled. Payroll files are received one to two weeks after the effective date of the 'data' snapshot. Payroll provides an extract file for each combination of Submitting Office ID (SOID) and Payroll Office ID (POID). The personnel office must ensure that all payroll files, regular and alternate pay date databases, have been received before executing the RECON mismatch reports.

SUN	MON	TUE	WED	THU	FRI	SAT
						End of Pay Period **HR Extract Runs**
Begin Pay Period				**Payroll Files Ready** **T&A Extract Runs** **Execute Reports**	**PAY DAY**	
	Alternate Payroll Files Ready **T&A Extract Runs** **Execute Reports**			**Alternate PAY DAY**		

RECON Data Extraction

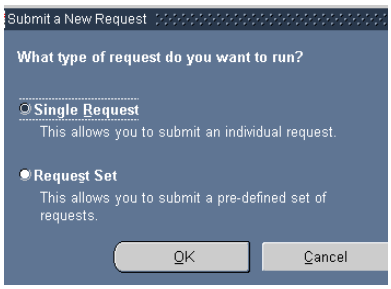
Purpose

This procedure provides steps for the US Federal HR Manager user to create the extract of personnel information for the reconciliation. It also discusses population of the payroll data staging table.

CAUTION!

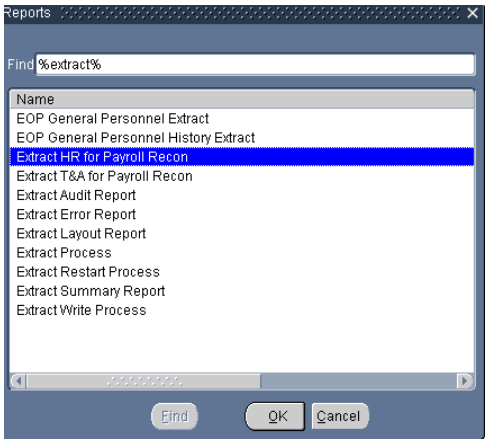
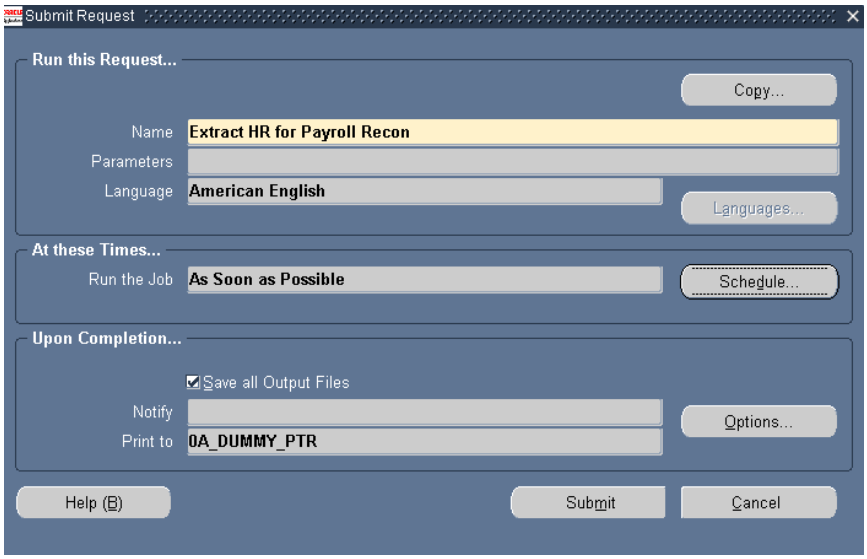
It is critical to pay close attention while executing the personnel extract. Execution of the personnel extract replaces the prior cycle personnel table and clears the prior cycle payroll table, which is appropriate when starting a new RECON. However, if a RECON has been initiated and the Extract process is executed erroneously, it wipes out all the payroll files that were sent by DFAS for the current RECON. Although the personnel extract will be re-created, the payroll file cannot be recovered. On the last Saturday of the pay period in the scheduled month, the personnel office will capture personnel data by executing the **Extract HR for Payroll RECON** Report.

The extract process should be scheduled for Saturday, end of pay period, following completion of all suspense and futures processes for that day. This schedule allows for an actual end of pay period data match with the payroll system data. **NOTE**: The process can be set up on Friday to execute on Saturday.

Step	Action
1	**Navigation Path** > **Processes and Reports** > **Submit Processes and Reports** <**Open**>
2	Click <**OK**> to accept the Single Request option. 

Continued on next page

RECON Data Extraction, continued

Step	Action
3	The Submit Request window opens. With cursor in the **Name** data field, click the LOV icon to select **Extract HR for Payroll RECON** from the list. 
4	There are no parameters for this report. Other than population of data to the HR RECON staging table, there is no output. Therefore, no other setup steps are required. The process will include all active appropriated fund employee records paid by DCPS and reflect current record information as of the time of execution. 
5	In the Submit Requests window, click <**Submit**>.

Population of the PAYROLL RECON Data

Payroll data used for the RECON process is extracted following final pay processing for the scheduled pay period and is usually received one to two weeks after the effective date of the 'data snapshot.' NO steps are required by the HR user to populate the payroll data. The steps included in this section are provided for information in the event problems arise with the payroll RECON files being ready for use.

Step	Action
1	DCPS (payroll) automatically produces reconciliation files as of the pay period ending date in the months scheduled. Payroll files are received one to two weeks after the effective date of the 'data' snapshot. Payroll provides an extract file for each combination of SOID and POID.
2	As RECON files are received at the EXITs server, they are separated by region using the SOID reflected in each record.
3	Payroll data is populated to the servicing region database by EXITS processes. Each of the payroll data files are added to the RECON staging table as they are received.
4	The Payroll Data table for RECON is purged when the next Extract HR for Payroll RECON is executed.
5	Missing payroll data files should be reported through Component Payroll Interface POC. **CAUTION:** Duplicate payroll files will load to the table resulting in double report output. Requests for payroll file resend must be carefully coordinated to ensure duplicate files are not loaded to the DCPDS table.

RECON T & A Extract

- T&A data must be extracted separately from other HR data to allow for completion of reverse interface processing for the end of pay period being reconciled.
- Execution of this process will NOT affect either the HR RECON data staging table or the DCPS staging table.
- Follow the same instructions as used to create the **Extract HR for Payroll RECON**, selecting **Extract T&A for Payroll RECON** from the list of process names. CIVDOD Personnelist or US Federal HR Manager responsibilities may execute this process.

Processing Match Reports

Purpose

This procedure guides the user through the steps to accomplish the match process and produce the reconciliation reports.

RECON Statistical Recap Report

- A calendar is provided at the beginning of this chapter to aid in planning RECON processing schedule.
- At the time that all payroll files should be loaded, it is recommended that the Statistical Recap Report be executed first to verify the presence of all expected HR and payroll records.
- This report provides in-depth statistical information about the number of records being matched and the number of data field mismatches identified by the process. The report is separated by POID and SOID.

See Example Report PAYRE05, page 22

RECON Individual Mismatch Report

This process matches the HR and Payroll data to identify mismatched data.

- Some matches are done conditionally, based on a specified record condition or value in other data fields.
- Two report types are generated from this process:
  - **Organization Mismatch Report –** identifies records that have a mismatch of UIC/PAS and/or Payroll Organization Code. Any mismatches on either, or both of these data elements will be listed.
    - ✓ Validation of the Organizational Mismatch listing is not required.
    - ✓ Distribute this portion of the report as specified for the Individual Report format with the cover letter provided (see page 13). DCPS payroll offices will use this listing to validate and update their Organization Table and correct the employee's payroll record.

See Example Report PAYRE04, page 21

  - **Individual Mismatch Report –** provides a single sheet for each employee that contains one or more mismatched data fields. All data elements compared are reflected on the format. An (*****) preceding the data element(s) indicates a mismatch.
    - ✓ Data fields that have an obvious mismatch of data, but are not preceded by an asterisk (*) require no further action. Because of data storage and use differences between DCPDS and DCPS, some fields are not being identified as mismatches and are not included in the reconciliation effort. These fields will be included in the process at a later time and, therefore, remain on the report formats.

Continued on Next page

Processing Match Reports, Continued

- ✓ Personnel should determine the correct value for the mismatched field(s), using the appropriate source document. If the value shown in the personnel record is correct, the user should, on the report, underline the data element name, CORRECT the data in RED, and annotate the EFFECTIVE DATE of the data value. The user should try to identify when/where the error was created (which transaction and when). Supporting documentation is not required as the properly-annotated report format is deemed as the official document for making the change. If the value shown in the payroll record is correct, accomplish the appropriate corrective action in DCPDS and annotate the report with the corrective action taken and the date of input in DCPDS.

Note: Users should ignore the following mismatches.

- o Date of Birth mismatches if the employee record reflects a birth date earlier than 1915.
- o DCPS does not send the Employee Status NTE Date on the recon file when the teachers are in an employee status of "E" during the summer.
- o The Pay Table ID will mismatch if the employee's position is entitled to SSR table and pay calculation routines determine that the locality rate is higher than the SSR rate. The system will set Calculation Pay Table ID to 0000 which flows to DFAS.
- o Pay Plan "EX" with PRD "S" (Retained SES Benefits) – DCPS will reflect Grade '00' when Pay Plan equals EX and PRD equals S and DCPDS will reflect Grade 01-05, when Pay Plan equals EX and PRD equals S.
- o BRAC Commission Members with Pay Plan SR – DCPS will reflect Pay Plan 'AD' and DCPDS will reflect Pay Plan 'SR'.
- o Highly Qualified Experts (Pay Plan EE) – DCPS will reflect Pay Plan 'SL' and DCPDS will reflect Pay Plan 'EE'.
- o SES Employees with PRD 2 – DCPS will reflect PRD 'C' when Pay Plans equal ES, IE, and FE and DCPDS will reflect PRD '2' when Pay Plans equal ES, IE, and FE.

- ✓ Payroll only needs those pages that have errors that payroll must correct. Personnel should make a copy of each annotated individual report that payroll would need to correct and send only those pages to the payroll office. It is not necessary to hold the entire reconciliation package until all individual records have been validated and annotated. For large packages, send a transmittal letter for the completed portion of the reconciliation reports to the

Continued on next page

Processing Match Reports, Continued

payroll office on a weekly basis. A sample cover letter is provided to allow for identification of transmittal number and page numbers (see page 13).

- ✓ Mail the original reports to the appropriate payroll office with a cover letter. Mark the outside of the mailing envelope or container with the word "RECON" in large **red** letters and annotate what SOIDs are contained in the package. The copy of the file sent to payroll should be retained and used in the comparison of the next reconciliation products. Payroll addresses are annotated on page 15.

See Example Report PAYRE03, page 20

RECON on Personnel not on Payroll

- This report identifies the employee accounts that were found on DCPDS, but did not match an active record on DCPS.
- The list will contain employees who were recently appointed to DCPDS and have not yet been established in DCPS.
- Personnel office staff should determine if any of the records on the PAYRE01 list also appear on the PAYRE02 list with a mismatch of SSAN. This condition can exist if a SSAN was transposed or erroneously keyed on input in either the personnel or payroll file. The list should be annotated with the appropriate information and forwarded to the payroll office for their research. If the Payroll Office ID in the record is wrong, immediate action must be taken to correct the error in DCPDS and the listing annotated to indicate the correct Payroll Office ID.

See Example Report PAYRE01, page 18

RECON on Payroll not on Personnel

- This report identifies the employee accounts that were found on the Payroll system, but did not match an active record on DCPDS.
- The list will contain employees who were separated from DCPDS and have not yet been dropped from DCPS.
- Personnel should determine if any of the records on the PAYRE02 list should be active in the personnel database or if any of the records were erroneously separated in personnel. It's also possible that the records were coded incorrectly in either the personnel or payroll record. The mismatch listing should be annotated with findings and corrective action should be taken if necessary in DCPDS. The listing should then be forwarded to the payroll office for their research and resolution. Please note that separated records may continue to show as "active" for the payroll file for a pay period or two because of late payments of accrued leave, awards, etc. The payroll office should validate these conditions.

See Example Report PAYRE02, page 19

Continued on next page

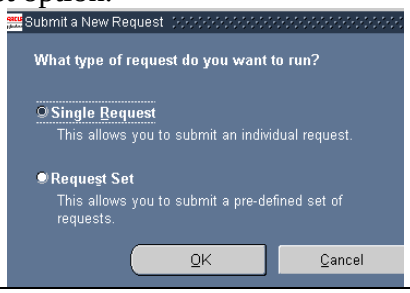
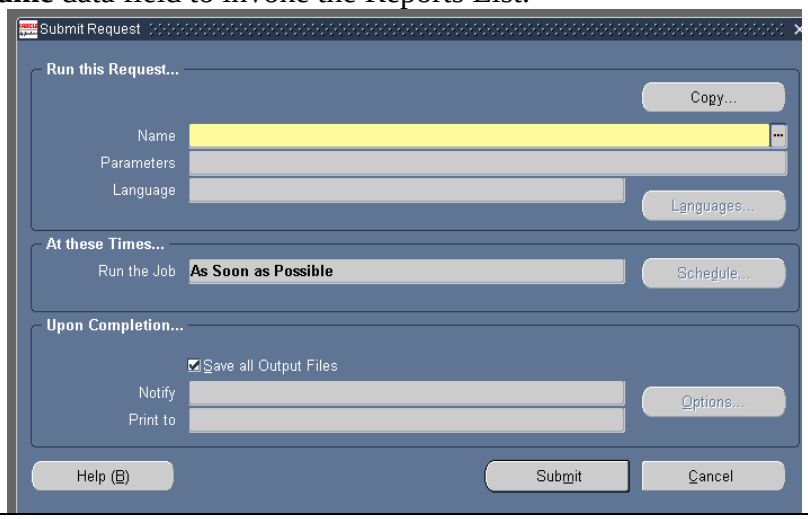
Processing Match Reports, Continued

RECON T&A Statistical Recap Report

A statistical array of T&A data mismatches
Example Report Not Available

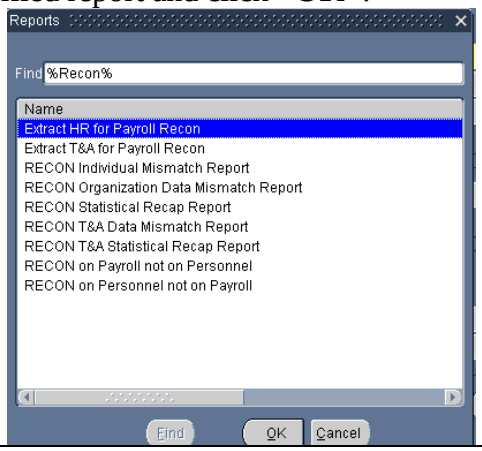
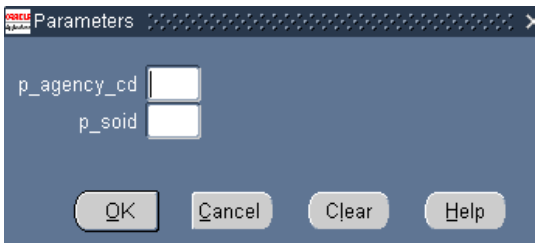
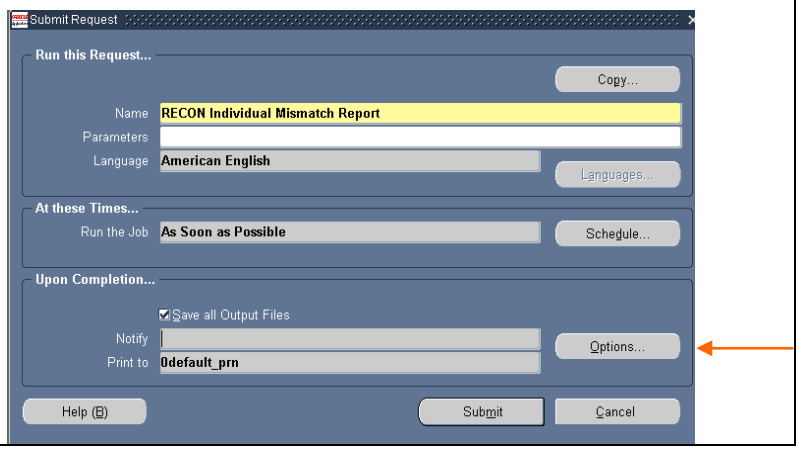
RECON T&A Data Mismatch Report

The report identifies mismatches between HR and DCPS for data that is updated through reverse interface, i.e. Non-Pay Hours, Non-Pay Days, Intermittent Day and Hours.
Example Report Not Available

Step	Action
1	**Navigation Path** > **Processes and Reports** > **Submit Processes and Reports** > <**Open**>
2	The **Submit a New Request** window opens, click <**OK**> to accept the Single Request option. 
3	When the **Submit Request** window opens, click LOV icon in the **Name** data field to invoke the Reports List. 

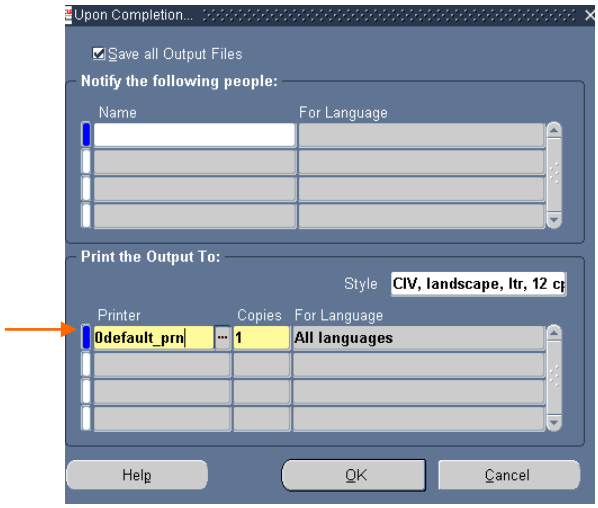
Continued on next page

Processing Match Reports, Continued

Step	Action
4	Select the specified report and click <**OK**>. 
5	The Parameters window will automatically open. RECON may be limited to specific agency code or SOID by input of the appropriate value(s). To run the entire instance, leave the data fields blank and click <**OK**>. 
6	Under **Upon Completion**, click on <**Options**>. 

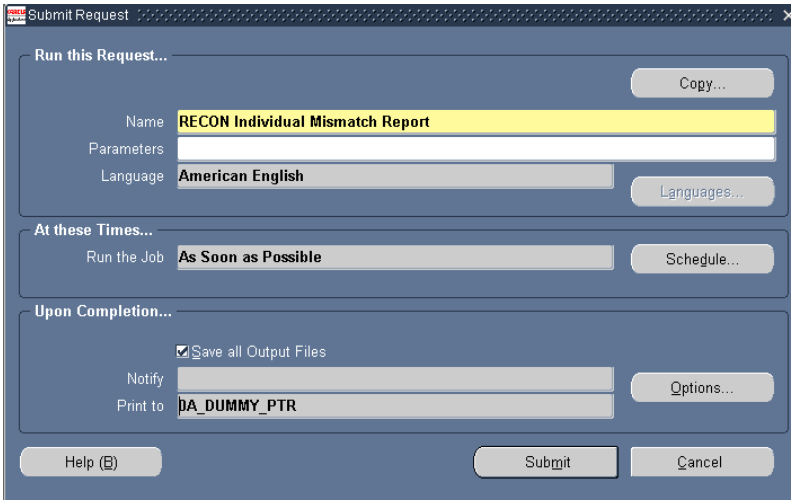
Continued on Next page

Processing Match Reports, Continued

Step	Action
7	In the **Print the Output To:** specify the number of copies desired and select printer and click <**OK**>. **OR** Change the number of copies to zero and delete the printer name in the data field and click <**OK**>. This stops the printing of the report and allows it to be opened in Word. **CAUTION:** The Word format of the RECON products requires a great deal of editing and reformatting. This option is not recommended for other than the initial look at the statistical data. 

Continued on Next page

Processing Match Reports, Continued

Step	Action
8	Click <**Submit**>. Report prints or allows it to be opened in Word. 

Example Reports

- Example Reports begin on page 18.
- Following are illustrations of the RECON Reports as they appear when printed by the process.
- One additional view of the Individual Mismatch Report is provided to display the report as it appears in Word format. Changes were made to this copy only to allow proper fit on the display page.

Sample Cover Letter to Send Reconciliation Products to Payroll

MEMORANDUM FOR CIVILIAN PAYROLL OFFICE, DEFENSE FINANCE AND ACCOUNTING
SERVICE, DENVER, CO

SUBJECT: DCPS/DCPDS Reconciliation

The recurring accomplishment of reconciliation between the Defense Civilian Personnel Data System (DCPDS) and the Defense Civilian Pay System (DCPS) is essential to ensuring the accuracy of employee pay and benefits participation. The processes used to accomplish reconciliation can also assist in the identification of system shortfalls for both the personnel and payroll systems. Enclosed are the output products from the DCPS/DCPDS Reconciliation that require attention by the payroll office staff.

Mismatched data fields are identified on the individual report products by an asterisk preceding the data name. The appropriate values for each of the fields mismatched have been validated with the original source document, maintained in the employee Official Personnel Folder, by the personnel office staff. Those values that were found to be erroneous in the personnel data system have been corrected as indicated by the annotations on the product.

It is the responsibility of the payroll office to correct those data field values that are erroneous in the payroll system. The data fields requiring payroll office action have been underlined in red for easy identification. Unless otherwise annotated, the value that is reflected in the "DCPDS VALUE" column is the correct value for the field. The annotated individual report product is the official source document to accomplish the changes in the payroll system. It is not necessary to return the individual employee prints to the personnel office upon completion; however, the Time and Attendance Mismatch list must be annotated to reflect the correct values for each record and returned to the personnel office as soon as possible for corrective action required by personnel office staff. It is essential that Time and Attendance related data be corrected before the next pay calculation cycle.

The Civilian Personnel Office point of contact for reconciliation is ***INSERT NAME, MAILING ADDRESS, DSN PHONE #, AND DSN FAX #.***

(This is a partial transmittal of reconciliation products.
(This is the final transmittal of partial packages
(This is a complete package transmittal

MEMORANDUM SHOULD BE SIGNED BY COMPONENT PERSONNEL OFFICER OR DELEGATED REPRESENTATIVE

Cover Letter for Organizational Mismatch Listing

MEMORANDUM FOR CIVILAN PAYROLL OFFICE, DEFENSE FINANCE AND ACCOUNTING SERVICE, DENVER, CO

SUBJECT: DCPS/DCPDS Reconciliation, Organizational Data Mismatches

The attached listing contains employee records that were identified as having a mismatch of organizational data between the Defense Civilian Personnel Data System (DCPDS) and the Defense Civilian Payroll System (DCPS). There were no other data fields mismatched for these employees during the current reconciliation process. To expedite these differences, we have provided a separate listing for records that fall in this category broken out by organization to aid in appropriate distribution within the payroll office.

Please take immediate action to ensure the organizational data is recognized by DCPS tables and the employee's payroll records are updated with the values reflected in the personnel records. As part of the mandated reconciliation process, please provide notification to the submitting personnel office when updates have been completed.

The Civilian Personnel Office point of contact for reconciliation is
***INSERT NAME, MAILING ADDRESS, DSN PHONE#, AND DSN FAX####.
MEMO SHOULD BE SIGNED BY COMPONENT PERSONNEL DIRECTOR

Mailing Addresses for DCPS Payroll Offices (Reconciliation Files Only)

CLEVELAND OFFICE

DFAS Cleveland
Attn: Gordon Green
1240 E 9th Street - Code JFVAA
Cleveland, OH 44199

DCPDS POID	DCPS Database ID	Location/Database Type
CY	ZL0	Navy Shipyard
CH	ZGT	Navy
IB	ZPB	BBG
N/A	ZPH	HHS
N/A	ZPD	DOE

****

INDIANAPOLIS OFFICE

DFAS JFV/IN
CivPay – 6200 (Recons)
Attn: Toni Gooding
8899 East 56th Street
Indianapolis IN 46249-6200

DCPDS POID	DCPS Database ID	Location/Database Type
OA	OMA	Army
DE	CP1	Air Force
PE	ZKA	DoD
RE	ZKE	EOP
FA	ZFA	Army Overseas
FF	ZFR	Overseas Regular
N/A	ZPA	EPA
N/A	ZPV	VA

****

INDIANAPOLIS OFFICE

DFAS JFV/IN
CivPay – 6200 (Recons)
Attn: Toni Gooding
8899 East 56th Street
Indianapolis IN 46249-6200

****

IMAGING NUMBER
(866) 401-5849

RECON Schedule

MEMORANDUM TO DCPS OPERATIONS

FROM: DFAS-HTSBAB/PE

SUBJ: PAYROLL/PERSONNEL RECONCILIATION (2008 - ANNUAL)

The following schedule of when the Payroll/Personnel Reconciliation (NR2D0) is required to be executed for each Servicing Agency/CCPO-ID is provided. The execution of this job should be accomplished during the specified pay periods once NB060 has been executed. The Servicing Agency/CCPO-ID selection criteria should be executed against each DCPS database to ensure an employee coded with an erroneous value is identified for correction.

MONTH	PAY PERIOD	SERVICING AGENCY/CCPO-ID
January	First PPE Date (01-05-2008)	DN/**, EP/**, IB/**, VA/**, 11/**
January	First Full Second PPE Date (01-19-2008)	DN/**, EP/**, VA/**, 16/**
February	First PPE Date (02-02-2008)	AF/**, AR/**, DN/**, EP/**, IB/**, NV/**, RE/**, VA/**, 07/**, 11/**, 34/**
February	First Full Second PPE Date (02-16-2008)	DD/DG, DD/DI, DD/DK, DN/**, EP/**, NG/**, VA/**, 04/**, 10/**, 12/**, 35/**, 61/**
March	First PPE Date (03-01-2008)	AF/**, AR/**, DN/**, EP/**, VA/**, 11/**
March	First Full Second PPE Date (03-15-2008)	DN/**, EP/**, VA/**
March	Third PPE Date (03-29-2008)	AF/**, AR/**, DN/**, EP/**, HE/**, VA/**, 11/**
April	First Full First PPE Date (04-12-2008)	DN/**, EP/**, NG/**, VA/**
April	Second PPE Date (04-26-2008)	DN/**, EP/**, VA/**
May	First PPE Date (05-10-2008)	AR/**, DN/**, EP/**, IB/**, RE/**, VA/**, 11/**
May	First Full Second PPE Date (05-24-2008)	DN/**, EP/**, VA/**
June	First PPE Date (06-07-2008)	AF/**, AR/**, DD/DG, DD/DI, DD/DK, DN/**, EP/**, VA/**, 07/**, 11/**, 12/**, 34/**, 61/**
June	First Full Second PPE Date (06-21-2008)	DN/**, EP/**, NG/**, VA/**, 04/**, 10/**, 16/**, 35/**
July	First PPE Date (07-05-2008)	AF/**, AR/**, DN/**, EP/**, VA/**, 11/**
July	First Full Second PPE Date (07-19-2008)	DN/**, EP/**, HE/**, VA/**
August	First PPE Date (08-02-2008)	AF/**, AR**, DN/**, EP/**, IB/**, NV/**, VA/**, 11/**
August	First Full Second PPE Date (08-16-2008)	DN/**, EP/**, NG/**, RE/**, VA/**
August	Third PPE Date (08-30-2008)	DN/**, EP/**, VA/**
September	First PPE Date (09-13-2008)	AR/**, DN/**, EP/**, VA/**, 11/**
September	First Full Second PPE Date (09-27-2008)	DN/**, EP/**, VA/**, 16/**

MONTH	PAY PERIOD	SERVICING AGENCY/CCPO-ID
October	First PPE Date (10-11-2008)	AF/**, AR/**, DD/DG, DD/DI, DD/DK, DN/**, EP/**, VA/**, 07/**, 11/**, 12/**, 34/**, 61/**
October	First Full Second PPE Date (10-25-2008)	DN/**, EP/**, NG/**, VA/**, 04/**, 10/**, 35/**
November	First PPE Date (11-08-2008)	AF/**, DN/**, EP/**, IB/**, NV/**, VA/**, 11/**
November	First Full Second PPE Date (11-22-2008)	AR/**, DN/**, EP/**, HE/**, RE/**, VA/**
December	First PPE Date (12-06-2008)	AF/**, AR/**, DN/**, EP/**, VA/**, 11/**
December	First Full Second PPE Date (12-20-2008)	DN/**, EP/**, NG/**, VA/**

LEGEND:

04/**	DISA (Serviced by DFAS)
07/**	DLA
10/**	DCAA (Serviced by DFAS)
11/**	NGA (Formerly NIMA)
12/**	DSS (Serviced by WHS)
16/**	DODEA (Serviced by DLA)
34/**	DECA (Serviced by DLA)
35/**	DFAS (Including DODIG, NDU, DTIC)
61/**	DTRA (Serviced by WHS)
AF/**	AIR FORCE
AR/**	ARMY
DD/DG, DI, DK	WHS (Serviced by DLA)
DN/**	DOE
EP/**	EPA
HE/**	HHS
IB/**	BBG
NG/**	NATIONAL GUARD
NV/**	NAVY (including USUHS)
RE/**	EOP
VA/**	VA

** All CCPO-IDs

NOTES: Do not run the recon for DD/**.

WHS is the recon point of contact for WHS, DSS, and DTRA.

A DCPS Action Request (DAR) should be submitted to request one-time changes using the drop-down title “REQUESTING RECONS”.

Permanent changes to this schedule should be coordinated through this office by submitting a DAR using the drop-down title “PERSONNEL ISSUES”.

Sample of Reconciliation Reports

PERSONAL DATA – PRIVACY ACT OF 1974

AS OF: 02 NOV 2006

SOID: H2 POI: 1932

Extract As Of Dates:
Payroll: 01-NOV-2006
Personnel: 28-OCT-2006

As a result of the data reconciliation, some records were found in one system but not the other. Please review the following and determine what action, if any, should be taken. If action is required by Payroll, immediately annotate and forward this listing to the appropriate pay center.

Part I – On Personnel/not on Payroll

NAME	SSAN	LAST ACTION INPUT	DT-TRANS INPUT	PAYROLL OFF-ID
EMPLOYEE, FIRST NAME Z	XXXXXXXXX	894	20-AUG-06	PE
LAST NAME, FIRST NAME T	XXXXXXXXX	100	03-SEP-06	PE

REPORT NAME: PAYRE01 1

Sample of Reconciliation Reports, continued

PERSONAL DATA – PRIVACY ACT OF 1974

AS OF: 02 NOV 2006

SOID: H2 POI: 1932

Extract As Of Dates:
Payroll: 01-NOV-2006
Personnel: 28-NOV-2006

As a result of the data reconciliation, some records were found in one system but not the other. Please review the following and determine what action, if any, should be taken. If action is required by Payroll, immediately annotate and forward this listing to the appropriate pay center.

Part II – On Payroll/not on Personnel

NAME	SSAN	PAYROLL OFF-ID
EMPLOYEE, FIRST NAME S	XXXXXXXXX	PE
LAST NAME, FIRST NAME T	XXXXXXXXX	PE

REPORT NAME: PAYRE02 1

Sample of Reconciliation Reports, continued

PERSONAL DATA - PRIVACY ACT OF 1974
CIVILAN PERSONNEL/PAYROLL RECONCILIATION INDIVIDUAL REPORT As of: 26 Feb 2008

A comparison between the payroll and personnel files was made on the following employee. As a result of data reconciliation, some data element inconsistencies were identified between the Personnel/Payroll files. These inconsistencies are identified by a "*" in front of the data element. Please review the following personnel data against the Official Personnel Folder or the appropriate source document(s). If personnel data is in error, please take immediate corrective action. If DCPS is in error, annotate the listing with as much relevant information as possible (Ex: NOAC and effective date of change) and send this listing to the servicing payroll center by the most expeditious method for corrective action.

NAME: SSAN: CPDF SSAN:
SOID: VO PAS/UIC: W6D5AA PAYROLL OFFICE ID: IB
LAST TRANS/EFF_DATE: 894/24-AUG-2006 PERSONNEL EXTRACT DATE: 16-MAY-2007 PAYROLL EXTRACT DATE: 15-NOV-2006

	DATA ELEMENT	DCPDS VALUE	PAYROLL VALUE		DATA ELEMENT	DCPDS VALUE	PAYROLL VALUE
	AGENCY CODE	IB	IB		NAF RET IND	0	0
	PERS OFC ID	4452	4452		DT LAST EQUIV	24-AUG-2006	21-MAR-2004
*	PAS/UIC	W6D5AA	062478		CURR APPT AUTH-1	QWM	AYM
*	ORG STRUCT	SWA2	W645		CURR APPT AUTH-2	ZLM	
*	GSA GEOLOC	201826061	152400003	*	TSP STAT CD	Y	E
	WORK SCHED	F	F		TSP STAT DT	01-JUL-2001	17-JAN-1999
	PART TIME IND				TSP VEST SCD	25-SEP-2000	
	HOURS SCHED	40	40		TSP RATE	11	00
	PREM PAY IND				TSP AMOUNT	0000	0000
	FLSA	E	E		AGGREGATE LIMIT IDC		
*	OCC SERIES	0201	0028	*	OVERTIME COMP IDC	N	
*	PAY PLAN	YA	GS		PREMIUM PAY LIMIT IDC		
*	GRADE	02	11		TSP - ELIG DT	01-JUL-2001	
*	STEP	00	07		PROB PERIOD END		
	PAY BASIS	PA	PA		RTND PAY PLAN		
	PAY TABLE ID	0000	0000		RTND GRADE		
	LOCALITY PCT	0000	0000		RTND STEP		
	LEO IND	0	0		RTND PAY TBL ID		0000
	PAY RATE DETERM	0	0		RTND LOCALITY PCT	0000	0000
*	BASIC SALARY	05149900	05542900		RTND GRADE EXP		
*	LOCALITY ADJ	06448	00000		APPOINTMENT EXP		
	SUPV DIFF	00000	00000		PROMOTION EXP		
	RETEN ALLOW	00000	00000		POSN CHANGE EXP		
	DUTY STAT	00			REASSIGNMENT EXP		
*	DOB	18-MAR-1955	18-AUG-1953		DETAIL EXP		
	CITIZENSHIP	1	1		NON-PAY EXP		
*	SCD-LEAVE	13-MAY-2000	22-FEB-1972	*	RESERVE CAT	2	Y
	FEGLI	Z5	Z5	*	ARMY CIVILIAN TYPE	101	
*	RETMNT CODE	K	1		PAY BLOCK NUMBER		350
*	ANNUITANT IND	3	9	*	RECON NAME	HAKANSON	DEMELLO
*	FEHB PLANS	ZZ	63		ACCRUAL RATE		
*	FEHB STAT	Y	2	*	SCD RET	25-SEP-2000	22-FEB-1972
	FEHB TEMP IND				BRAC IDC		

REPORT NAME: PAYRE03 PAGE 1

Sample of Reconciliation Reports, continued

PERSONNEL DATA – PRIVACY ACT OF 1974

AS OF: 02 NOV 2006

PAY BLOCK: 14

Provide this listing to the appropriate DCPS Payroll office for action. DCPS organization table may require update before records can be corrected.

NAME	SSAN	PAS/UIC PERS	PAS/UIC PAYROLL	ORG-STR PERS	PAYROLL	ORG-SOID	POID		
EMPLOYEE, FIRST NAME S	XXXXXXXXX	Z69482	0A7003	ZBZB		ZBZB		H1	PE
LAST NAME, FIRST NAME T	XXXXXXXXX	0A7773	0A4705	70AQ		ZAZAB		H1	PE

REPORT NAME: PAYRE04 PAGE 1

Sample of Reconciliation Reports, continued

PERSONAL DATA - PRIVACY ACT OF 1974

Prepared 26 February 2008 As Of: 26 FEB 2008

H R O R E C O N C I L I A T I O N R E C A P R E P O R T

SOID: VO POI: 4452 PAY OFFICE: IB DATE OF MATCH: 26 FEB 2008

Extract As of Dates:
DCPDS: 16 MAY 2007
PAY OFFICE: 15 NOV 2006
Total Personnel Records: 50 Total Number of Matched Records: 2
Total Payroll Records: 2
Total Number of Data Differences Found: 39

SSAN On Pay /Not On Pers: 0 SSAN on Pers/Not on Pay: 48

DATA ELEMENT	ERRORS	DATA ELEMENT	ERRORS
Agency Code	0	DOB	2
Pers Off Id	0	Citizenship	0
PAS/UIC	2	SCD Leave	2
Org Struct	2	FEGLI	0
GSA Geoloc	2	Retmnt Cod	1
Work Sched	0	Annuint Ind	1
Part Time Ind	0	FEHB Plan	2
Hours Sched	0	FEHB Status	2
Prem Pay Ind	0	FEHB Temp Ind	0
Flsa	0	NAF Ret Ind	0
Occ Series	2	Dt Last Equiv	0
Pay Plan	2	Curr Appt Auth-1	0
Grade	2	Curr Appt Auth-2	0
Step	2	TSP Stat Cd	2
Pay Basis	0	TSP Stat Dt	0
Pay Table Id	0	TSP Vest Scd	0
Locality Pct	0	TSP Rate	0
LEO Ind	0	TSP Amount	0
Pay Rate Det	0	Aggregate Limit	0
Basic Salary	2	Overtime Comp I	2
Locality Adj	2	Premium Pay Limit Id	0
Supv Diff	0	TSP Elig Dt	0
Retention Allow	0	Prob Period End	0
Duty Stat	0	Name	2
Rtnd Pay Plan	0	Appointment Exp	0
Rtnd Grade	0	Promotion Exp	0
Rtnd Step	0	Posn Change Exp	0
Rtnd Pay Table Id	0	Reassignment Exp	0
Rtnd Locality Pc	0	Details Exp	0
Rtnd Grade Exp	0	Non-Pay Exp	0
BRAC ID	0	Reserve Cat	1
		Army Civilian Type	2
		Accrual Rate	0
		SCD Ret	2

REPORT NAME: PAYREO5 PAGE 1

Module 8

Chapter 6

Foreign Allowances and Non-Foreign Entitlements

Chapter Overview

Introduction This chapter provides guidance for authorizing specific foreign allowances and entitlements in DCPDS to flow via the automated interface to DCPS to ensure accurate and consistent maintenance of allowance and entitlement data across the Department of Defense (DoD).

CAUTION The documentation and information provided here does not constitute policy nor does it relieve the user of responsibility to obtain current authorization information from the Department of State Standardized Regulation (DSSR), DoD instructions and guidance, or agency policy determinations. As necessary, information is quoted from the DSSR to clarify the intent of a given data field or input value. The quotations are affected by changes to the DSSR, but may not be immediately updated in this document.

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Chapter Overview, Continued

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Chapter Overview, Continued

Before You Begin

- Not all foreign allowance types are supported by DCPDS and DCPS interface processing. Authorized allowances not included in this chapter are manually entered into the payroll system from the completed Foreign Allowances Application, Grant and Report, SF-1190, and appropriate worksheets. The following payment types must be submitted via FAX to the appropriate payroll center.

  - ✓ Temporary Quarters Subsistence Allowance (TQSA)
  - ✓ Advance of TQSA
  - ✓ Advance of FTA
  - ✓ Advance of Living Quarters Allowance (LQA)
  - ✓ Transitional Separate Maintenance Allowance (TSMA)

- Entitlements processes allow for authorizations of additional pay entitlements that are not reflected on the Notification of Personnel Action, SF-50, or through foreign allowances processes. Some of the special pay types are authorized based on the location of the assignment while others are related to the type of work the employee does. Most of the entitlements are documented in 5 CFR 591 and should not be confused with those authorized by the Department of State Standardized Regulation (DSSR).

- New processes may be defined for inclusion in the automated interface process only after coordination between DCPAS functional requirements staff, and Defense Finance and Accounting Service (DFAS), Systems Management Division (SMD) to ensure methods, values, and results are appropriate for system compatibility. This essential coordination is also required for temporary workaround processes that may be required because of unique record conditions or system functionality interruptions.

- New procedures have been implemented for foreign allowance authorizations resulting from TDY events after completion of the TDY period. Payroll centers have provided a new Remedy form to be used specifically for authorizing TDY Danger Pay and Post Differential beginning and end dates AFTER the employee returns from TDY. HR members with DFAS Remedy access will enter the information on the form and submit it to the payroll center for payment. The transactions will not be recorded in DCPDS, but the authorizing SFs-1190 must be maintained as usual. Waiting to authorize the payments after return from TDY is not policy and agencies may elect to process the actions at the beginning of the TDY period. Authorizations that are to be paid during the period of TDY must be entered in DCPDS as

Continued on next page

Chapter Overview, Continued

Before You Begin (Continued)

instructed in this document. Ensuring that the authorizations are terminated at the end of the TDY period is the responsibility of the servicing HR. Processing must be completed in a timely manner to prevent overpayment to the employee resulting in a debt to the Component or Agency.

See Also Department of State Standard Regulation (DSSR) at http://aoprals.state.gov/

General Processing Information for Foreign Allowances and Non-Foreign Entitlements

- The effective date of the authorization is set by date tracking to the appropriate effective date before beginning the update process. The authorization effective date will be reflected under the *Effective Dates From* column of the entry as shown in the examples that follow. For further information about date tracking, please refer to the Defense Civilian Personnel Data System User Guide, Module 1, Chapter 4.

- DCPS does not send a reverse interface transaction to DCPDS to delete certain entitlements when Department of State changes the authorized percentages to zero. HR will need to **manually** terminate Post Differential and Danger Pay on each affected employee when authorized percentage is changed to zero by Department of State.

- Entry of a Foreign Allowance authorization that resides in the payroll record, but NOT DCPDS will require careful coordination with the payroll office. The capability to update DCPDS without payroll interface of the information is not available. User must determine the start date of the entitlement in the payroll system and the location code that applies. Date track to the payroll system entry start date and enter the allowance as usual. A Pay500 will be produced with NOA 5EN. If subsequent modifications or termination of the authorized allowance is needed, process the follow-on actions in the order of their occurrence, date tracking to control the effective dates.

Continued on next page

General Processing Information for Foreign Allowances and Non-Foreign Entitlements, Continued

- There are instances when user must manually terminate and end-date Foreign Allowance authorizations and the elements that store them. The following scenarios and procedures are provided for clarification of the required processing steps.

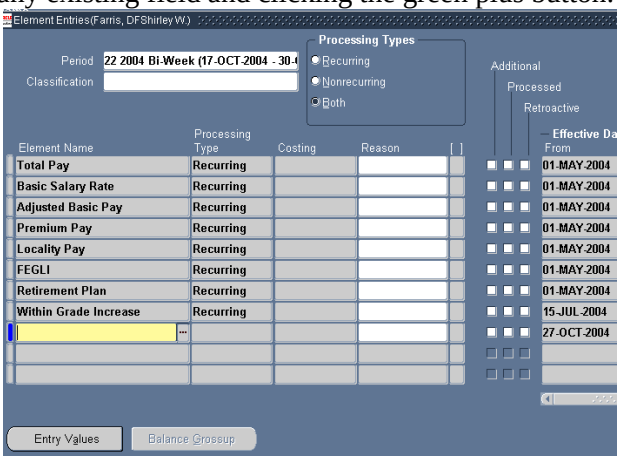
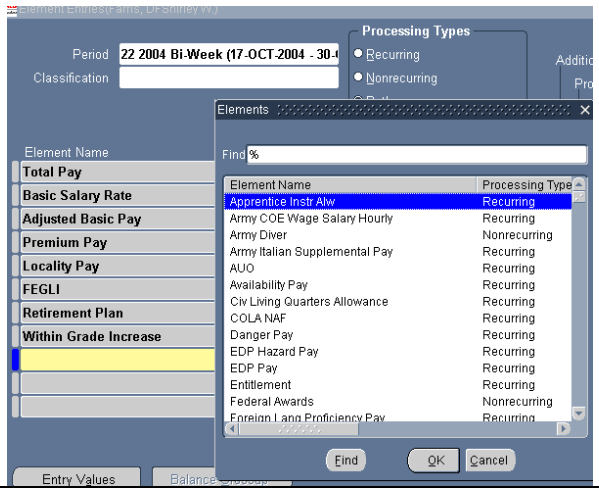
  - ✓ DCPDS automated processes provide for transfer of records between DoD agencies as well as change in appointing office (CAO) transactions and include the movement of employee information. The gaining HRO must carefully check to ensure previous authorizations are end-dated in the person's assignment entries following completion of the personnel action that accomplished the assignment change. If the entry continues, user must terminate the authorization through the update and end-date of the element. User must date-track to the appropriate effective date, change the Last Action Code to "Terminate", save and the entry, and then immediately click the Red-X to end-date the element.

  - ✓ Payroll will continue to automatically terminate allowance payments based upon specific auto-delete logic for each entitlement type when changes are made to the personnel data that will make the employee ineligible for the entitlement. For example, HR processes a personnel transaction (e.g. Promotion) on an individual receiving COLA that moves the employee to San Diego, California. When payroll receives the NOA transaction, based on auto-delete logic for COLA, they will automatically terminate the COLA payment (to prevent an overpayment), even though HR has not yet terminated COLA in DCPDS.

  - ✓ In some cases, it will be necessary to terminate the entitlement prior to the actual departure date. The appropriate effective date for earlier termination of the authorization must reflect the day following the day the payment is to be stopped. For example: employee is returning to CONUS but moves from permanent to temporary living quarters a month before the actual departure from country. If the payment is to be made through 10 July, the termination action processed should reflect an effective date of 11 July. This will ensure the employee receives the proper allowance amounts for 10 July. The procedures reflected above for terminating and end dating the authorization and element should be followed in this scenario as well.

Continued on next page

General Processing Information for Foreign Allowances and Non-Foreign Entitlements, Continued

Step	Action
1	**Navigation Path: People/Enter and Maintain → Assignment → Entries**
2	Navigate to the entries screen and place cursor in the first available Element Name Field. If no field is available, add a new field by placing cursor on any existing field and clicking the green plus button.  Or
3	Click on LOV and select Element Name to be processed (i.e., LQA, Home Leave, Hazard Pay, Entitlement, etc.). 

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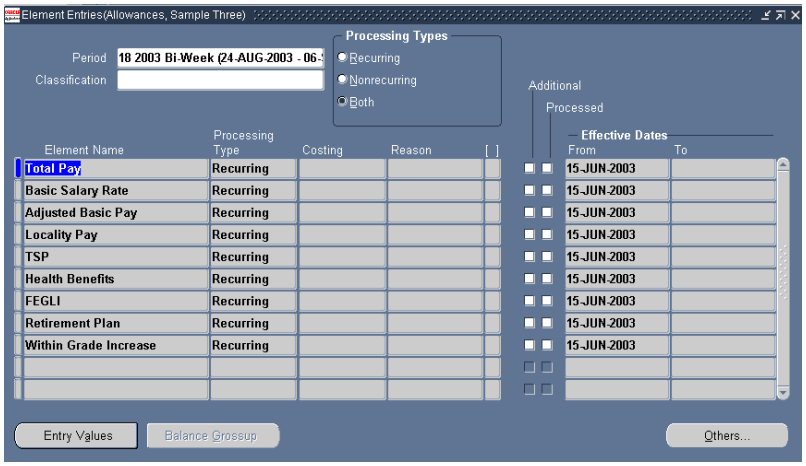
General Processing Information for Foreign Allowances and Non-Foreign Entitlements, Continued

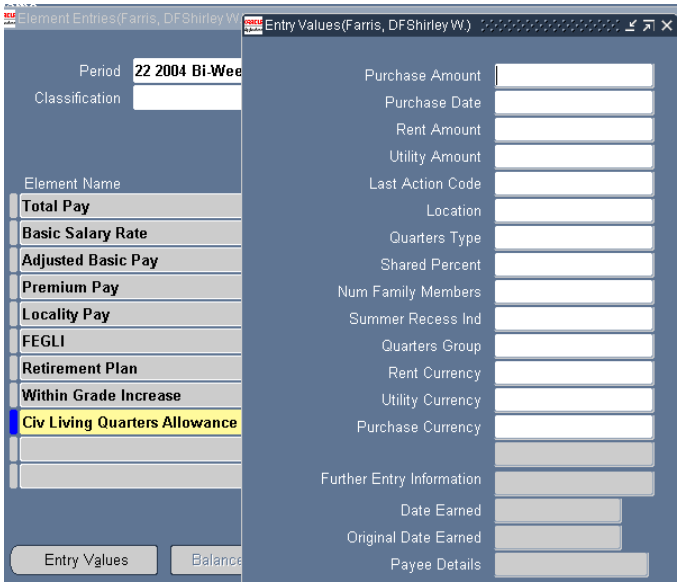
Step	Action
4	A separate element is provided for each type of allowance or entitlement supported by automated interface processes. Historical allowance authorization information is viewable through the DCPDS date-track feature. Allowances and entitlements are identified in DCPDS as “Recurring” or “Non-Recurring”. The screen also reflects the pay period dates based on the date to which the system is date tracked. The user may view the entries by Processing Types, selecting Recurring, Nonrecurring, or Both. 

Foreign/Overseas Allowances

Civ Living Quarters Allowance (LQA)

"A quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family."

- With the Element entry highlighted, click <**Entry Values**> to open the window for data entry.



- A brief description of each data field and specific instructions as to value input or intent is provided.

DATA NAME	DEFINITION
Purchase Amount	Records the purchase price of home. Amount recorded in US dollars converted from the foreign amount by the conversion rate in effect on the date of purchase; spaces if not applicable. DO NOT REDUCE FOR CO-OWNED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal numbers.
Purchase Date	Date 10-year period for purchased quarters begins. DD-MMM-YYYY

Continued on next page

Foreign/Overseas Allowances, Continued

DATA NAME	DEFINITION
Rent Amount	Rental amount authorized. Amount reflects the total authorization for one year. Rent is to be computed for a 12-month period, multiply the monthly rate by 12, and entered as an annual amount regardless of the term of lease. Enter foreign currency amount; LEAVE BLANK if not applicable. (See Note 1 for further guidance.) DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amount only, no decimal numbers. (See Note 2 Below for DSSR Definition of "RENT")
Utility Amount	Total authorized for all utilities for one year. Enter foreign currency amount. DO NOT REDUCE FOR SHARED QUARTERS - DCPS WILL COMPUTE SHARED AMOUNT. Input whole currency amounts only, no decimal numbers. If no utility amount is requested, the field must be updated with zeroes.
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.
Location	Post location as defined in DSSR Section 920. LOV is attached to the field.
Quarters Type	Quarters owned, co-owned, rented, or shared. LOV is attached to the field.
Shared Percent	Percentage of rent/utilities paid by the employee in shared quarters. No value need be entered if the quarters are not shared.
Num Family Members	Number of family members included in the authorization. This entry does not include the employee. May be 00 if appropriate.
Summer Recess Ind	FOR DoDEA USE ONLY: Specifies whether LQA payments do or do not continue during summer recess period. LOV is attached to the field.
Quarters Group	Identifies the quarters group for LQA defined by Department of State. LOV is attached to the field.
Rent Currency	Type of currency recorded in RENT AMOUNT field; spaces if not applicable. LOV is attached to the field.
Utility Currency	Type of currency recorded in UTILITY AMOUNT; spaces if not applicable. LOV is attached to the field.
Purchase Currency	Type of currency recorded in PURCHASE AMOUNT field; spaces if not applicable. DSSR requires Purchase amount to be recorded in US Dollars. LOV is attached to the field.

Continued on next page

Foreign/Overseas Allowances, Continued

Note 1: Annual rental amount authorized must be recorded to this field whether or not the amount has been paid to the employee in advance. DCPS will determine the pay period advance reimbursement amount based on the annual authorized amount.

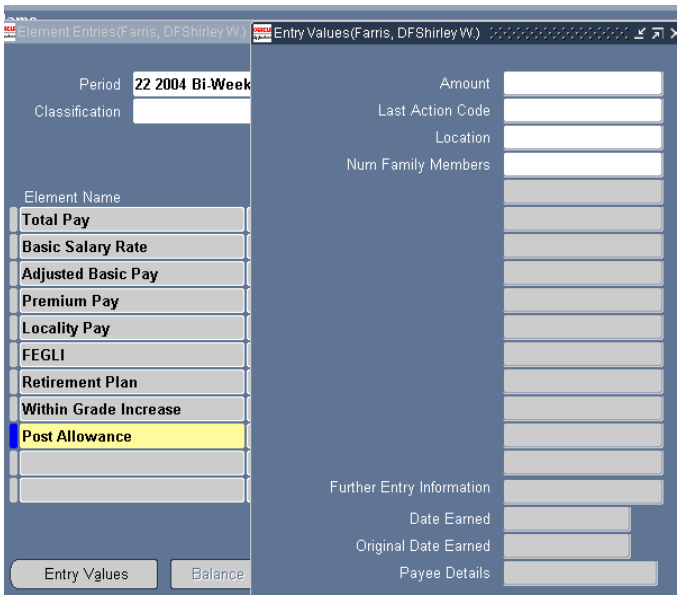
Note 2: Extract from DSSR Definition of "RENT": "When approved by the head of agency as necessary to provide such living quarters, rent may include in addition to the basic annual rental, the cost of: (1) rental of garage space for one car only for each employee, at not to exceed 25 percent of the employee's applicable maximum annual quarters allowance rate, regardless of whether such space is included with the quarters; (2) separate rental of necessary furniture at not-to-exceed 25 percent of the applicable maximum annual quarters allowance rate, meaning rental of necessary basic furniture and/or equipment, etc., but exclusive of pianos, other musical instruments, radios, television sets, etc. from source other than the landlord (rental of furniture and/or space from the same source under two agreements or contracts is considered to be rental of "furnished quarters"); (3) insurance on the property and/or furnishings so rented, if such insurance is required by local law to be paid by the lessee; (4) agent's fee with authorizing officer certifying that fee is customary, reasonable, and legal under local law; (5) interest on a loan from an American institution to finance "key money" paid to a landlord; (6) garbage and trash disposal; and (7) mandatory as opposed to optional fees required for maintenance of common areas ("condominium fees")." Based on this definition, annual amounts for these rentals/fees should be included in the LQA-AMT-RENT field. If one-time payments are appropriate, the payment will be made from the SF-1190 with no entry into DCPDS.

Continued on next page

Foreign/Overseas Allowances, Continued

Post Allowance

"A cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C."



- A brief description of each data field and specific instructions as to value input or intent is provided.

DATA NAME	DEFINITION
Amount	THIS FIELD **MUST BE LEFT BLANK** ON ALL ACTIONS. FIELD IS NOT USED BY DCPDS.
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.
Location	Post location as defined in DSSR Section 920. LOV is attached to the field.
Num Family Members	Number of family members included in the authorization. This figure includes the employee and must be at least equal 01.

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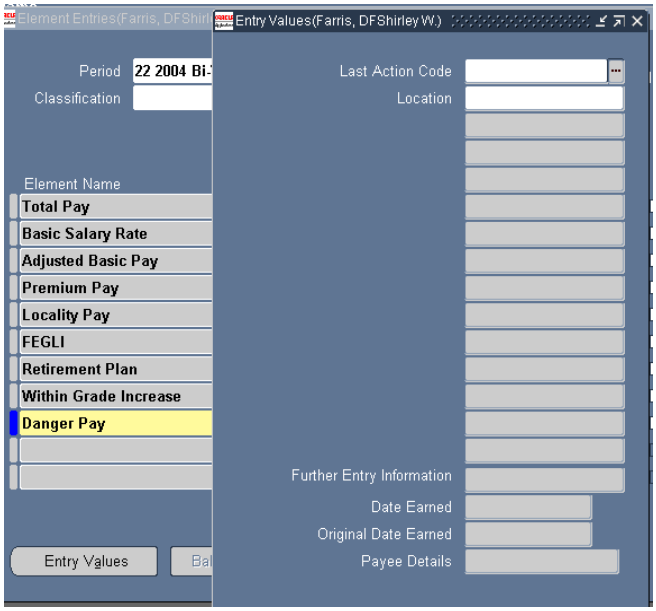
Foreign/Overseas Allowances, Continued

Danger Pay

"The additional compensation of up to 35 percent over basic compensation granted to employees for service at designated danger pay posts."



Note: Danger Pay is paid to full-time employees, temporary employees assigned for four consecutive hours or longer, and part-time and intermittent employees. For part-time regularly scheduled employees and intermittent employees, the DPY shall be computed at the prescribed percentage of basic compensation earned during the applicable period. DPY is not subject to any ceiling that would provide less than the full percentage rate authorized for the post.

- A brief description of each data field and specific instructions as to value input or intent is provided.

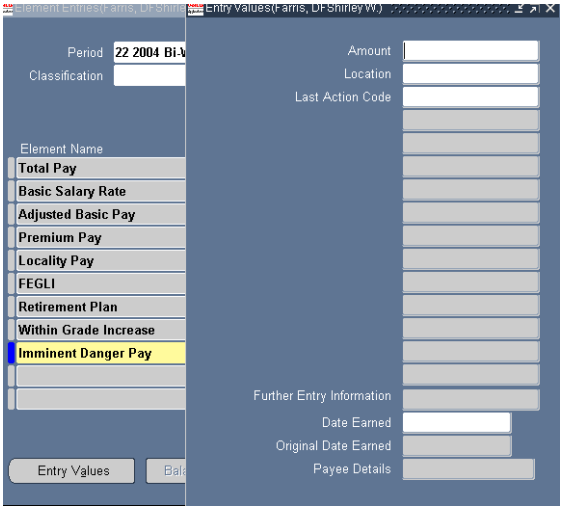
DATA NAME	DESCRIPTION
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.
Location	Post location as defined in DSSR Section 920. LOV is attached to the field.

Continued on next page

Foreign/Overseas Allowances, Continued

Imminent Danger Pay (IDP)

"This element records "Danger Pay under DSSR 652g" commonly referred to as "Imminent Danger Pay." This allowance is granted to civilian employees who accompany US military forces designated by the Secretary of Defense as eligible for imminent danger pay."



Note: Imminent Danger Pay is a non-recurring one-time whole dollar amount payment. IDP may be paid only to employees who are on temporary duty or detail of 42 days or less, or for the first 42 days of a longer assignment. On the 43rd day, the employee becomes eligible for post differential.

Imminent Danger Pay (IDP) shall be the same monthly flat rate amount paid to uniformed military personnel ($225.00). IDP will not be paid for period of time that the employee either receives danger pay authorized under DSSR, chapter 650, or post differential that would duplicate political violence credit. The IDP will be calculated as a daily rate and paid on a monthly basis. Daily rates will be determined by dividing the monthly amount by the number of days in a month. This rate will change based on the number of days in a month. For periods of less than a month, an employee is entitled to the daily rate times the number of days in the month the employee is in the allowance area.

Continued on next page

Foreign/Overseas Allowances, Continued

Historical IDP authorizations may be accessed in element "Imminent Danger Pay Obsolete." Corrections may be made to those entries as necessary. The obsolete entry may not be used for new IDP authorizations.

- A brief description of each data field and specific instructions as to value input or intent is provided.

DATA NAME	DESCRIPTION
Amount	Amount is reflected as whole American dollars.
Location	Post location as defined in DSSR Section 920. LOV is attached to the field.
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.

Separate Maintenance Allowance (SMA) (Voluntary)

SMA is an allowance that may be granted to an employee whenever the head of agency determines that the employee is compelled to maintain any or all members of family elsewhere than at the post of assignment because of the following circumstances:
When an employee requests SMA for special needs or hardship prior to or after arrival at posts for reasons including but not limited to career, health, educational, or family considerations for the spouse or domestic partner, children or other family member. (DSSR 262.2)

- A brief description of each data field and specific instructions as to value input or intent is provided.

DATA NAME	DESCRIPTION
Amount	The amount field is not to be updated by DCPDS users. Amount of payment is determined in the payroll system based on the Category code and current Department of State tables.
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.
Category	LOV is attached to the field.

Continued on next page

Foreign/Overseas Allowances, Continued

Separate Maintenance Allowance (SMA) (Involuntary)

SMA is an allowance that may be granted to an employee whenever the head of agency determines that the employee is compelled to maintain any or all members of family elsewhere than at the post of assignment because of the following circumstances: For the convenience of the U.S. Government when dangerous notably unhealthful, or excessively adverse living conditions warrant the exclusion of family from accompanying an employee to the post of assignment.

Department of State published guidelines for SMA in the Department of State Standardization Regulations dated May 15, 2005 and effective May 1, 2005. The involuntary SMA is paid from a new table category with different rates than the voluntary SMA tables that DCPS maintains. Therefore, until a system change can be implemented, a manual workaround is required to pay the new amounts.

HR will flow an entitlement record for voluntary SMA with the family category and reduction percentage, if required.
HR will provide a paper copy of the SF1190 to the applicable payroll office that indicates the SMA entitlement is for 'Involuntary SMA.'

The payroll office upon receipt of the SF1190 will make a manual pay adjustment for the difference between the Voluntary and Involuntary SMA each pay period. The difference between the Voluntary and Involuntary will be determined by the SMA family category in the employee's entitlement record and the annual amount on the DSSR table under 267.1(a).

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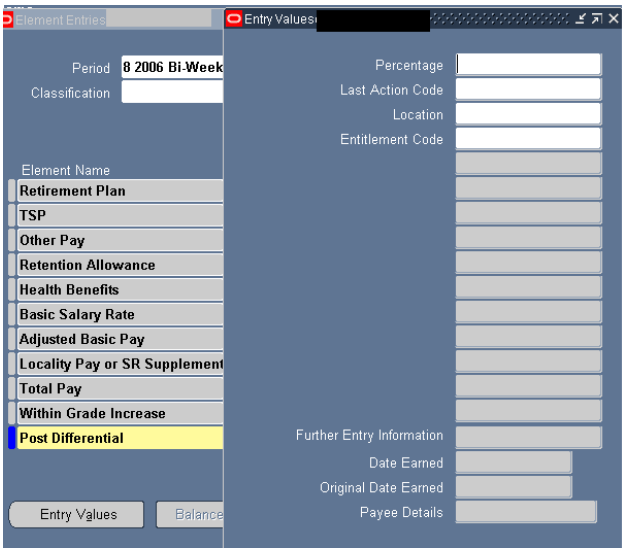
Foreign/Overseas Allowances, Continued

✓ Example to determine the pay amount difference: To determine the difference for 'Involuntary SMA,' find the annual amount under the applicable family category and divide by the number of days in the calendar year and then multiple the daily amount by the number of days the employee is in a pay status for the pay period. Example: Involuntary SMA annual amount is $8,700 (family category 2, for two or more children). Divide $8,700 by 365 (equals 23.84 rounded from 23.8356) and multiply by number of days in the pay period (14 x 23.84 = $333.76). This pay period amount is then subtracted from the system generated amount and the difference is input with a manual pay adjustment each payment period with pay detail code YH. The pay period system generated amount in this example will be $7,350/365 = 20.54 x 14 = $287.56. The difference is 46.20

Post Differential

"The additional compensation of 5, 10, 15, 20, 25, 30 or 35 percent over basic compensation granted pursuant to Title II, Part D of the Overseas Differentials and Allowances Act (P.L. 86-707) to employees at differential posts."



- A brief description of each data field and specific instructions as to value input or intent is provided.

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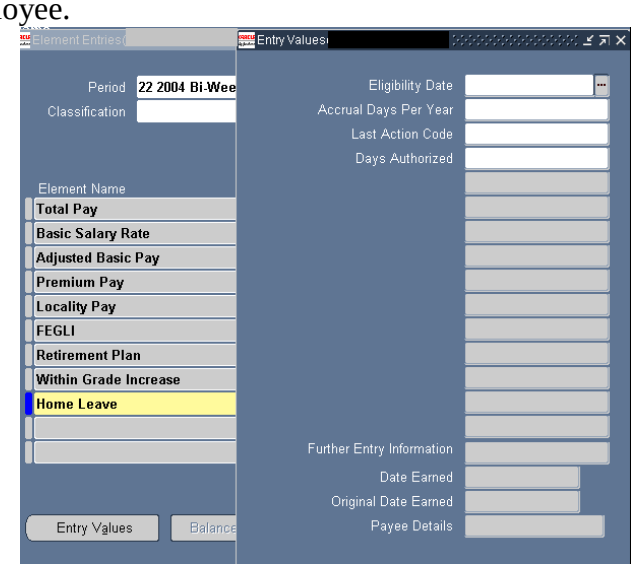
Foreign/Overseas Allowances, Continued

DATA NAME	DESCRIPTION
Percentage	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. FIELD IS NOT USED BY DCPDS. **Note**: The percentage is not recorded as it is updated by DCPS based on Department of State increases and decreases on a pay period basis.
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.
Location	Post location as defined in DSSR Section 920. LOV is attached to the field.
Entitlement Code	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. FIELD IS NOT USED BY DCPDS.

Home Leave

This element records the Home Leave accrual rate authorized for an employee.



- A brief description of each data field and specific instructions as to value input or intent is provided.

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Foreign/Overseas Allowances, Continued

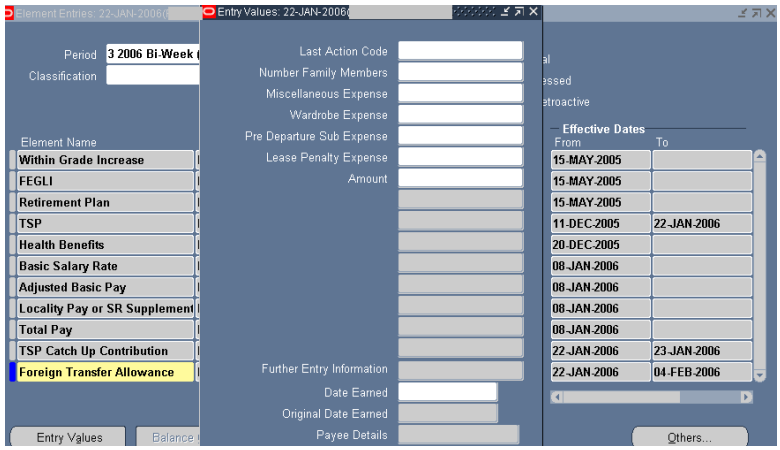
DATA NAME	DESCRIPTION
Eligibility Date	Date the employee will be eligible to begin using Home Leave YYMMDD
Accrual Days Per Year	Number of days of Home Leave accrued each year.
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. LOV is attached to the field.
Days Authorized	THIS FIELD MUST BE LEFT BLANK ON ALL ACTIONS. FIELD IS NOT USED BY DCPDS.

Foreign Transfer Allowance (FTA)

"Allowance under 5 U.S.C. 5924(2) (A) for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him or herself at any post of assignment in a foreign area, including costs incurred in the United States, its territories, possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands prior to departure for such post."

FTA is a non-recurring lump sum amount and is composed of four elements:

- ✓ Miscellaneous Expense
- ✓ Wardrobe Expense
- ✓ Pre Departure Subsistence Expense
- ✓ Lease Penalty Expense



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Foreign/Overseas Allowances, Continued

- A brief description of each data field and specific instructions as to value input or intent is provided.

DATA NAME	DEFINITION
Last Action Code	Values and uses are described in Special Processing for Foreign Allowances section listed below. Only codes "Initiate," "Correct," and "Cancel" may be used for Foreign Transfer Allowance. LOV is attached to the field.
Number Family Members	Number of family members included in the authorization. This entry does not include the employee. May be 00 if appropriate.
Miscellaneous Expense	The dollar amount to assist with certain extraordinary costs as defined in DSSR Section 240
Wardrobe Expense	The dollar amount of the wardrobe portion of the foreign transfer allowance granted to an employee shall be determined by the zone classification of the respective posts to which and from which the employee is transferred that are in effect on the date of arrival at the new post and by family size. Not authorized for DoD civilians living in the foreign area.
Per Departure Sub Expense	The dollar amount of pre departure subsistence expense granted to an employee for expenses in departing a post in the United States for a post in a foreign area shall be determined according to the maximum per diem rate for the U.S. locality from which transferred and according to family status.
Lease Penalty Expense	The dollar amount to help offset the expense of a lease penalty unavoidably incurred by an employee. The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease, or the equivalent of three months' rent, whichever is less.
Amount	Total amount of all expenses.

Note: The total amount will not be auto-populated. User will have to input the total in the Amount field. If Amount field is not entered, user will receive an error message to enter the dollar amount in the Amount field.

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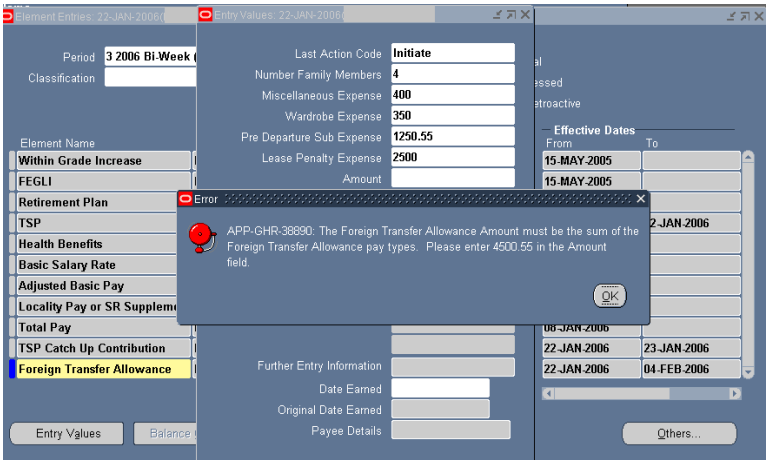
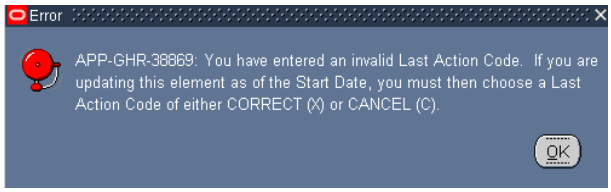
Foreign/Overseas Allowances, Continued



Only Last Action Codes "**Initiate**," "**Correct**" and "**Cancel**" may be used for Foreign Transfer Allowance. Because it is a one-time payment, the other Last Action Code values are not applicable to the processing of the authorization.

If user selects Last Action Code "**Modify**", "**Restart**", "**Suspend**", or "**Terminate**", they will receive the following error message.



If Last Action Code "**Cancel**" or "**Correct**" is selected, user must date track to the Effective Date From date of the element being canceled or corrected. If not date tracked, user will receive an error message.

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Foreign/Overseas Allowances, Continued

When user corrects the dollar amount in the Foreign Transfer Allowance element (while still in the pay period of the initial input), DCPS will overlay and only pay the amount of the last 002 received for that pay period. DCPS will not allow more than one payment (adjustment record) for FTA in any pay period. DCPS stores the PP Ending Date instead of effective date of the entitlement on the adjustment record. To cancel the entitlement (while still in the pay period of the initial input), user must cancel the Foreign Transfer Allowance element and NOA 001/5EN Pay500 will be generated. Once DCPS has paid the FTA amount to the employee, DCPS does not retain the FTA amount in the system.

Note: IF HR user must change the total dollar amount after the initial dollar amount has been paid by DCPS, and

- HR needs to increase the total dollar amount; user should update the Foreign Transfer Allowance element in the current amount and reflect only the additional amount to be paid to the employee. OR
- HR needs to decrease the total dollar amount; HR should cancel the Foreign Transfer Allowance element and then re-input the Foreign Transfer Allowance element with the correct amounts. The cancellation action will reject at DCPS and will require the payroll technician to manually offset against the new entitlement.

Special Processing for Foreign Allowances

- Each Foreign Allowance type that is authorized based on location includes a six-character location code to record the location applicable to Section 920 of DSSR. A List of Values (LOV) is attached to the location field that reflects six characters of the GSA-GEOLOC to the Section 920 location name.

- The following table contains the action codes that will be used to control editing and payroll interface information. The action code (available in an LOV), are stored in the element entry, and control the results of subsequent actions. The table includes an expanded definition and usage explanation for each of the action codes applicable to allowance processes.

LOV VALUE	USAGE/DEFINITION
CANCEL	Used to cancel an erroneous authorization. User must date-track to the effective date of the authorization being cancelled. Any payment of the allowance based on the action being canceled will be collected from the employee via the payroll debt process.
INITIATE	Identifies the initial establishment of the allowance authorization. An existing element for the same allowance type may not exist when this action is specified.
MODIFY	Allows for changes to the allowance information with an effective date that is later than the initial authorization. Only the data fields needing change should be input. Used following reconciliation, when the employee moves to a new residence, changes number of dependents, etc. Not to be used to correct data back to the last action effective date (See CORRECT below).
RESTART	Used to restart the allowance following suspension of payment for out of country or other temporary suspensions of payment. *Last Action Code* stored in the record must reflect "SUSPEND" before selecting RESTART. The effective date being restarted must be later than the entitlement *Effective Date From* date stored in the record. If changes are required to authorization information, they can be accomplished at the same time.
SUSPEND	Allows for temporary suspension of allowance payment when the employee is out of country or for other reasons not entitled to the allowance payment for a short period of time. Not to be used to document termination of the allowance because of relocation of the employee's duty assignment. *Last Action Code* stored in the record must reflect INITIATE, MODIFY, RESTART or CORRECT before selecting SUSPEND. The effective date for the SUSPEND must be later than the entitlement *Effective Date From* date stored in the record. The authorization will not terminated in DCPDS.

Continued on next page

Special Processing for Foreign Allowances, Continued

LOV VALUE	USAGE/DEFINITION
TERMINATE	Used to discontinue the allowance when the employee is no longer entitled to the payment because of changes in the authorizing conditions. The effective date for the TERMINATE must be later than the entitlement *Effective Date From* date stored in the record.
CORRECT	Corrects authorization information previously entered in DCPDS. User must date-track to the effective date of the authorization being corrected. May not be used to correct the effective date. If the effective date of the authorization is incorrect, the action must be canceled and re-input.

Payroll Interface Specifications for Foreign Allowances

- Foreign allowance data is provided to payroll through electronic interface using the standard 500-character format. This data writes to the format only for transactions that update the specific allowance group and will be blank for all other interface transactions. The following table reflects the format positions used for foreign allowance data.

FORMAT POSITION	SIZE	DATA NAME
51	1	Category (SMA)
111-113	3	Purchase Currency (LQA) OR Rent Currency (LQA)
161-170	10	Purchase Amount (LQA) OR Rent Amount (LQA)
201	1	Quarters Type (LQA)
211	1	Summer Recess Indicator (LQA)
219-225	7	Entitlement Amount / Percent OR Amount (Imminent Danger Pay and Foreign Transfer Allowance)
308-313	6	Location (LQA) OR Location (Post Allowance) OR Location (Danger Pay) OR Location (Post Differential) OR Location (Imminent Danger Pay)
314-315	2	No. Family members (LQA) OR No. Family members (Post Allowance)
332	1	Quarters Group (LQA)
357-358	2	Shared Percent (LQA)
403-405	3	Utility Currency (LQA)
453-462	10	Utility Amount (LQA)

Continued on next page

Payroll Interface Specifications for Foreign Allowances, Continued

- The LAST ACTION CODE entry determines the Nature of Action Code (NOAC) to be used (see table below).

IF *LAST ACTION CODE* IS:	**THEN *NOAC* WILL BE:**
Initiate or Restart	5EN – Establish a new authorization
Modify	5EC – Modify an authorization with a new effective date
Terminate or Suspend	5ED – Terminate an authorization
Cancel	001 – Cancel an authorization ***See Note 1**
Correct	5EC – Correct an authorization
Correct – Foreign Transfer Allowance	002 –Correct the authorization ***See Note 1**

***Note 1**: When a Cancellation is processed, the Pay500 will flow 001 for the NOA in positions 70-72 and 5EN for the corrected NOA in positions 305-307. When a Correction is processed for Foreign Transfer Allowance, the Pay500 will flow 002 for the NOA in positions 70-72 and 5EN for the corrected NOA in positions 305-307.

***Note 2**: When a retroactive entitlement is input, the NOAs 5EN/5EC will auto-roll in the payroll system from the effective date to current pay period. When NOA 5ED is received at payroll, it will auto-roll entitlement transactions for COLA, Non-Foreign Post Differential, Living Quarters Allowance, Post Allowance, Foreign Post Differential, Separate Maintenance Allowance and Danger Pay. The NOA 5ED auto-roll process will stop deleting subsequent entitlement records as follows: Cost of Living Allowance, Non-Foreign Post Differential, and Separate Maintenance Allowance if the Supplemental Geographical Location Code (GLO) State changes; Living Quarters Allowance if the Living Quarters Allowance (LQA) Location changes; Post Allowance if the Post Allowance (PAL) Location changes; Foreign Post Differential if the Foreign Post Differential (PDF) Location changes; and Danger Pay if Danger Pay (DPY) Location changes.

When a modification or correction is made to entitlements that have already ended or modified with a subsequent effective date, NOA 5EC will be sent to payroll and will auto-roll through the original 5ED action or the inappropriate inclusion of corrected data in later authorizations. Immediately following completion of the intervening correction or modification, all subsequent Pay500 formats for the same allowance type must be sent to payroll again, in the proper processing sequence, using the Payroll Regeneration capability. This will ensure NO overpayment to the employee.

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Payroll Interface Specifications for Foreign Allowances, Continued

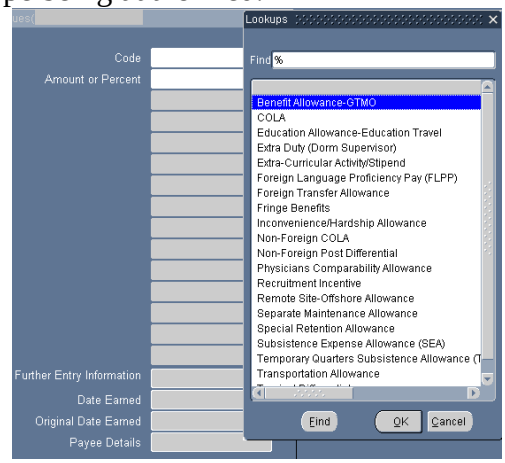
- DCPDS also generates the appropriate value for payroll interface 500-character format position 210, EMPL-ENTITLEMENT. The foreign allowance type determines the value that will be provided to DCPS.

IF ELEMENT UPDATED IS:	THEN EMPL-ENTITLEMENT WILL BE:
Civ Living Quarters Allowance	E
Post Allowance	F
Danger Pay	R
Separate Maintenance Allowance	H
Post Differential	G
Imminent Danger Pay	B
Home Leave	W
Foreign Transfer Allowance	1

Non-Foreign Entitlements

Before You Begin Date track is critical to control of the effective date and update result.

Creating an Authorization

Step	Action
1	**Navigation Path: People/Enter and Maintain → Assignment → Entries**
2	With the Entitlement element highlighted, click <**Entry Values**> button (bottom left) to open the window for data entry.
3	Click the LOV for the Code field and select the appropriate entitlement type being authorized. 

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Non-Foreign Entitlements, Continued

Step	Action
4	Each Entitlement Type will be authorized as EITHER a percentage or amount. Enter the amount or percentage using the table below to determinate the appropriate number of characters and format. When amounts are entered, it may be whole dollars or dollars and cents, depending on the entitlement type. Amounts should be reflected as annual or hourly based on the employee's pay basis. The table below identifies the value format required for each entitlement type and maximum entry size, if applicable. Percentages are reflected with two decimal places in most cases.

ENTITLEMENT NAME	INPUT FORMAT	EXAMPLE (maximum field size is indicated)
Benefit Allowance GTMO	Annual Amount or Hourly Amount based on assigned Pay Plan.	DDDDD.CC DD.CC
COLA	Percentage	##.##
Extra Duty (Dorm Supervisor)	Annual Whole Dollar Amount	DDDDD
Extra Curricular Activity/Stipend	US Dollar Amount	DDD.CC
Fringe Benefits	Hourly Amount	DDDDD.CC
Non-Foreign Post Differential	Percentage	##.##
Physicians Comparability Allowance	Annual Dollar Amount	DDDDD.CC
Recruitment Incentive	Percentage	##.##
Remote Site-Offshore Allowance	Daily Dollar Amount	DDDDD.CC
Special Retention Allowance	Annual Amount	DDDDD.CC
Subsistence Expense Allowance (SEA)	Daily Dollar Amount	DDDDD.CC
Temporary Quarters Subsistence Allowance (TQSA)	Daily Dollar Amount	DDDDD.CC

- Some entitlement types described in this section are for the specific use for a single agency. Edits may be in place to ensure that only employees assigned to the authorized agency are granted the entitlement; however, users must take care to select appropriate types for their agency. Where possible, the table provides the applicable agency(s).

Continued on next page

Non-Foreign Entitlements, Continued

- A brief description of each Entitlement and specific instructions as intent is provided.

ENTITLEMENT NAME	DESCRIPTION	AGENCY
Benefit Allowance GTMO	Allowance for employees in Cuba only. Citizenship must be "5."	Navy
COLA	Cost of Living Adjustment authorized by 5 CFR Part 591. Locations covered include Alaska, Puerto Rico, Virgin Islands, Guam and Commonwealth of the Northern Mariana Islands, and Hawaii. Authorized as a percentage based on Comparative Index ranges.	
Education Allowance Education Travel	**DO NOT USE:** This entitlement type is not supported by automated process in DCPS. Manual submission is required.	
Extra Duty (Dorm Supervisor)	Annual pay amount given to teachers who also have responsibilities as Dormitory Supervisors.	DoDEA
Extra Curricular Activity/Stipend	Annual Pay amount granted to teachers who also sponsor extra curricular activities.	DoDEA
Foreign Language Proficiency Pay (FLPP)	**DO NOT USE:** Authorization must be processed with NOA 926 or 873. Will be removed from the LOV.	
Foreign Transfer Allowance (FTA)	**DO NOT USE: Use the Element entry for FTA instead.**	
Fringe Benefits	This entitlement is for the exclusive use of Army Corp of Engineers. Refer to Army documentation for further information.	Army
Inconvenience/Hardship Allowance	**DO NOT USE:** This entitlement type is not supported by DCPS. Will be removed from the LOV.	
Non-Foreign COLA	**DO NOT USE:** Use the Element for COLA instead. Will be removed from the LOV.	
Non-Foreign Post Differential	Cost of Living Adjustment authorized by 5 CFR Part 591. Locations covered include American Samoa, Guam, Northern Mariana Islands, Johnston Island, Midway Atoll, and Wake Atoll.	

Continued on next page

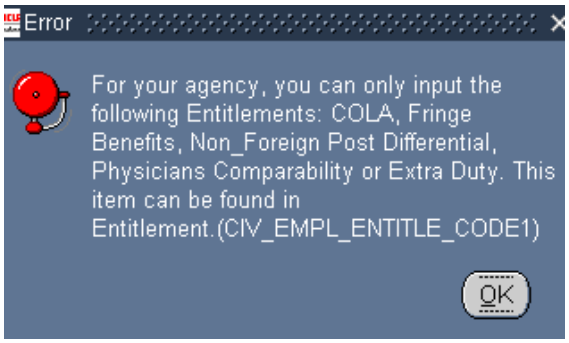
Non-Foreign Entitlements, Continued

ENTITLEMENT NAME	DESCRIPTION	AGENCY
Physicians Comparability Allowance	Authorized by 5 CFR 595, additional pay granted Physicians and Dentists for recruitment and retention purposes. The entitlement is intended to ensure DoD employees' pay is comparable to private industry professionals in the area.	
Recruitment Incentive	Special recruitment incentive authorized for Guam, American Samoa, Navassa Island, Northern Mariana Island, Marcus Island, Jarvis Island, Baker Island, Howland Island, Johnston Atoll, Kingman Reef, Palmyra Atoll, Midway Islands, Puerto Rico, Virgin Islands, and Wake Island only. The second character of the Location Code must be "Q".	
Remote Site-Offshore Allowance	Remote worksite allowances are authorized by 5 CFR 591, Subpart C.	Navy
Separate Maintenance Allowance (SMA)	**DO NOT USE:** Use the SMA Element instead. This item is being removed from the entitlements fields.	
Special Retention Allowance	This entitlement is authorized for University of Health Sciences (NV18) employees only. Refer to Navy guidance for additional information.	Navy
Subsistence Expense Allowance (SEA)	**DO NOT USE:** Subsistence Expense is a portion of Foreign Transfer Allowance. Use the FTA Element instead. Will be removed from the LOV.	
Temporary Quarters Subsistence Allowance (TQSA)	Authorized by DSSR, TQSA is authorized in 30 day increments upon arrival at a new post or immediately preceding departure from a post. **Note:** This entitlement type should not be used to authorize a non-recurring (one-time or lump sum amount) payment authorization.	
Transportation Allowance	**DO NOT USE:** This entitlement type is not supported by DCPS. Will be removed from the LOV.	

Continued on next page

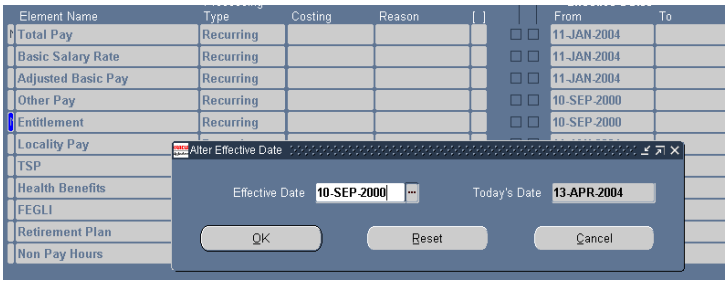
Non-Foreign Entitlements, Continued

Note: Some of the entitlement types are intended for specific agencies. Business rules have been provided to minimize erroneous authorizations. If the user's agency is not authorized use of an entitlement, the following error message will be provided:



Correcting an Existing Authorization

- "Correct" means that the original authorization reflected either a wrong entitlement type or amount/percent value. The absence of an action indicator in the Entitlement area requires that the user be accurate in the process being done to ensure the appropriate NOAC to the payroll interface.

Step	Action
1	Navigate to the Assignment → Entries and date track to the Effective Date From value reflected for the Entitlement being corrected. 

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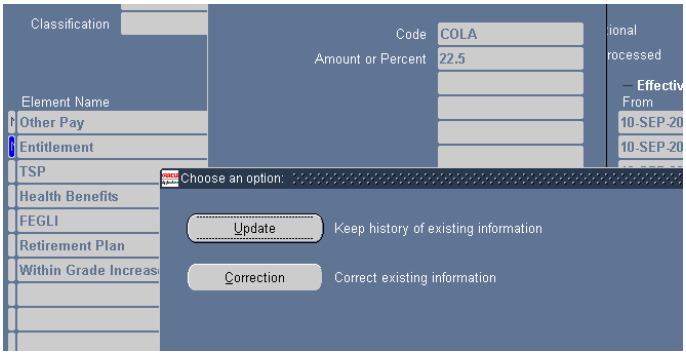
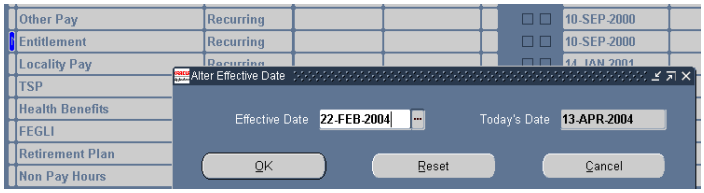
Non-Foreign Entitlements, Continued

Step	Action
2	When the new value(s) are entered, the system will ask the user to specify whether the action being taken is a correction or update. Click <**Correction**> and save the entry. 

Modifying an Existing Authorization

- "Modify" means that the authorization is being changed to reflect a different amount/percent value at a point in time AFTER the original authorization. The absence of an action indicator in the Entitlement area requires that the user be accurate in the process being done and the intent of the change.

Step	Action
1	Navigate to the Assignment → Entries and date track to the Effective Date From value reflected for the new value being entered. 

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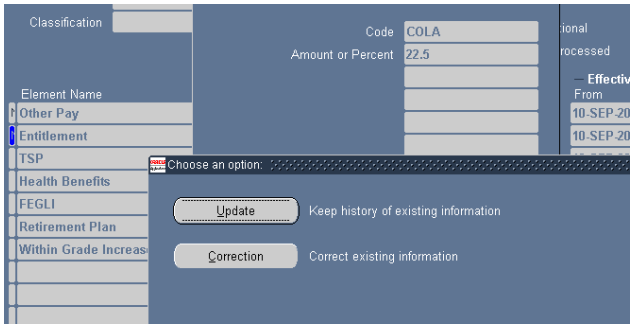
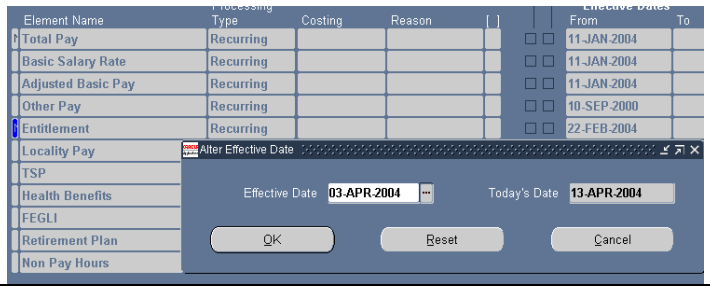
Non-Foreign Entitlements, Continued

Step	Action
2	When the new values are entered, the system will ask the user to specify whether the action being taken is a correction or update. Click <**Update**> and save the entry. 

Terminating an Existing Authorization

- "Terminate" means that the authorization is being ended at a point in time AFTER the original authorization. The absence of an action indicator in the entitlement area requires that the user be accurate in the process being done to ensure the appropriate NOAC to the payroll interface. **The appropriate effective date for earlier termination of the authorization must reflect the day following the day the payment is to be stopped. If the payment is to be made through 10 July, the termination action processed should reflect an effective date of 11 July. This will ensure the employee receives the proper allowance amounts for 10 July.** The intent of the termination is to close the existing entry and NOT start a new one.

Step	Action
1	Navigate to the Assignment → Entries and date track to the Effective Date From value to the effective date of the entitlement termination. 

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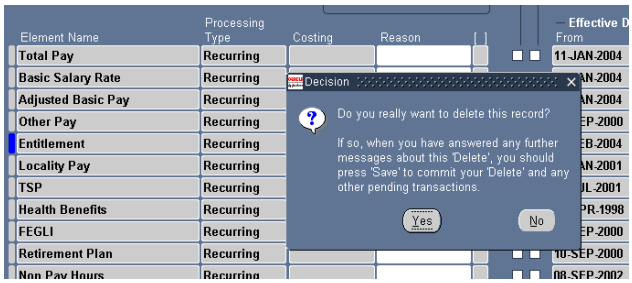
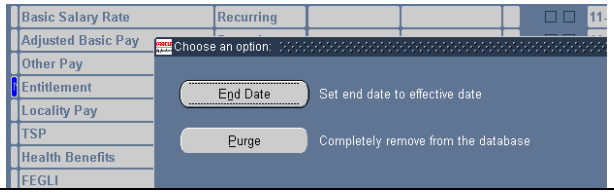
Non-Foreign Entitlements, Continued

Step	Action
2	The element entry will not be opened to accomplish the termination. The values in the entry should remain for historical purposes. After selecting the entry to be terminated, click the RED X.
3	The system will question the user's intent to delete the entry with the following message. Click the Yes button. 
4	User will be prompted to specify whether the entry is to be end-dated or purged. Select the End Date button to accomplish the termination. Pay affecting entries may not be purged and business rules are provided to prohibit use of the Purge button for Entitlement entries. 

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Non-Foreign Entitlements, Continued

Step	Action
5	The Entitlement entry disappears from the screen temporarily. Click the save button to complete the termination action and refresh the view (CNTL F11) to view the end-dated Entitlement entry.

Element Name	Processing Type	Costing	Reason	[ ]			Effective Dates From	To
Total Pay	Recurring						11-JAN-2004	
Basic Salary Rate	Recurring						11-JAN-2004	
Adjusted Basic Pay	Recurring						11-JAN-2004	
Other Pay	Recurring						10-SEP-2000	
Entitlement	Recurring						22-FEB-2004	03-APR-2004
Locality Pay	Recurring						14-JAN-2001	
TSP	Recurring						01-JUL-2001	
Health Benefits	Recurring						30-APR-1998	
FEGLI	Recurring						10-SEP-2000	

Creating or Correcting a Historical Entitlement Entry

- The processes and procedures documented for current entitlement entry management apply to historical or missing entries as well. There is one significant consideration that will impact the ability to successfully process. The employee record must reflect an assignment history as of the date of the entitlement action being entered. The scenarios described here should only apply rarely as most agencies have been in DCPDS for a significant enough time to have assignment history in place to support entitlement authorizations. An exception may be the recently centralized databases that were processed through the DCPDS M2M procedures.

- Creating an entry that should have existed in the record previously must be evaluated to determine the impact on the payroll system as well as how DCPDS history must be stored.

  - ✓ If the entry has never been updated at the payroll system, normal entry to DCPDS with payroll interface flow is necessary. The employee's assignment history may have to be created through the DoD reconstruct process before the entitlement authorization can be accomplished.
  - ✓ If the entry has already been populated to the payroll system and the employee has been properly paid, the entry may be stored in DCPDS as of the earliest assignment start date. The payroll system will not be adversely impacted by this update because the 5EN transaction will simply overlay the existing authorization with the new effective date.

Continued on next page

Non-Foreign Entitlements, Continued

- Correcting an entry that carries an effective date earlier than the earliest assignment start date also requires review to determine impact to both DCPDS and the payroll system.

  - ✓ If the corrected value must be interfaced to payroll for retroactive processing, the employee's assignment history will have to be created through reconstruct followed by the corrective action.
  - ✓ If the correction is not needed at payroll, the action may be handled in DCPDS as a modification with an effective date equal to that of the earliest assignment.

Payroll Interface Specifications for Entitlements

- Entitlement data is provided to payroll through electronic interface using the standard 500-character format. The entitlement code will flow in position 210, EMPL-ENTITLEMENT. The entitlement name selected from the LOV determines the value that will be provided to DCPS.

ENTITLEMENT NAME	THEN EMPL-ENTITLEMENT WILL BE:
Benefit Allowance GTMO	L
COLA	C
Education Allowance Education Travel	2
Extra Duty (Dorm Supervisor)	Z
Extra Curricular Activity/Stipend	Y
Foreign Language Proficiency Pay (FLPP)	X
Fringe Benefits	A
Non-Foreign Post Differential	D
Physicians Comparability Allowance	M
Recruitment Incentive	O
Remote Site-Offshore Allowance	N
Special Retention Allowance	S
Subsistence Expense Allowance (SEA)	I
Temporary Quarters Subsistence Allowance (TQSA)	J

- The LAST ACTION CODE entry determines the Nature of Action Code (NOAC) to be used (see table below).

IF *LAST ACTION CODE* IS:	THEN *NOAC* WILL BE:
Initiate	5EN – Establish a new authorization
Modify	5EN - Modify an existing authorization
Terminate	5ED - Terminate an authorization
Correct	5EC - Correct an existing authorization

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Non-Foreign Entitlements, Continued

Automated LQA Reconciliation Process

1. In accordance with Department of State Standardized Regulation (DSSR) Section 077.2, reconciliation of the amounts paid to an employee for Living Quarters Allowance to the amounts the employee has actually expended is required for the following circumstances:

   a. Employee initially occupies economy quarters in the preceding twelve-month period.

   b. Employee changes economy quarters in the preceding twelve-month period.

   c. Employee may request reconciliation at any time.

   d. More frequent reconciliation may be deemed necessary as indicated in Section 134.16 of the DSSR because of excessive fluctuation in utilities or other quarters costs.

2. When authorizations are established for utilities and other quarters expenses, the amounts are estimated based on previous histories of the quarters or other reasonably reliable comparisons to similar quarters in the area. The reconciliation process allows for review of actual expenditures to equalize the authorizations after the first year. Generally, there will be no change in the rent amounts authorized if the original authorization was based on a lease that covered the term of residence**.**

3. **BEFORE BEGINNING**: Ensure the LQA authorization is present in the employee's DCPDS record with the appropriate beginning date reflected in the element *Effective Date From* date. Proceed with the appropriate instructions in paragraph 4.

4. Following the procedures outlined will accomplish electronic submission of actual expended amounts. The payroll technician must intervene to roll the amounts forward. The process allows for electronic adjustments to determine over or under payment during the previous authorization period resulting in faster payment of amounts due the employee and debt processing when necessary.

Continued on next page

Non-Foreign Entitlements, Continued

a. The period of reconciliation will be from the date of current authorization reflected in the element entry and the end of pay period (see Note 1) in which the reconciliation is completed. If the period of reconciliation covers more than one authorization period, each element entry will be corrected to reflect the re-determined authorization amounts.

b. Upon completion of a review of appropriate receipts or statements and compilation of expended amounts select the appropriate situation and complete the steps as indicated.

Note 1: Accomplishing reconciliation through the end of pay period may not be appropriate for LQA termination reconciliation. In that case, the last date of LQA payment will be appropriate. In addition, a reconciliation that results from occupation of a different residence will be through the day before the authorization for the new residence is effective.

Note 2: Reverse interface processes that accumulated LQA payment amounts in DCPDS for use in the reconciliation process are no longer required with implementation of the electronic reconciliation procedures provided in this section. System changes will be requested in both DCPDS and DCPS to discontinue the processes. Documentation of related items has been removed from this processing guide.

LQA Reconciliation Processing Steps, Situation 1

"Partial Year Reconciliation" for Rent and Utilities (Expenses have to be prorated to a yearly amount for input into DCPDS). LQA reconciliation in this situation requires that the employee's expense be totaled up for the period being reconciled and divided by the number of days in that reconciliation period. Then that daily rate is multiplied by the number of days in the year (affected by Leap Years). This gives a "grossed up" amount that will represent what the total expenses would have been for the full year. This is so that the daily rate that DCPS pays will cover the expenses that the employee would have incurred during the period that the employee is eligible for LQA. DCPS ensures that employees don't earn more than the maximum LQA authorized, based on the location of the employee. This is required for both Rent and Utilities.

Employee is entitled to LQA in a foreign area. The employee's entitlement ends on July 15. The employee submits supporting paperwork for a final reconciliation covering the period from January 1 – July 15.

1. Calculate the number of calendar days included in the reconciliation period (January 1 – July 15):

   - ✓ 196 days - regular calendar year
   - ✓ 197 days – leap year

2. Calculate the daily LQA rate for the reconciliation period

   - ✓ $40.82 per day – regular calendar year ($8,000 divided by 196 = $40.82)
   - ✓ $40.61 per day – leap year ($8,000 divided by 197 = $40.61)

3. Calculate the full annual rate of LQA expense:

   - ✓ 365 days – regular calendar year ($40.82 x 365 = $14,899.30)
   - ✓ 366 days - leap year ($40.61 x 366 = $14,863.26)

4. Compare the amount calculated in Step 3 with authorized LQA maximum.

5. Process the LQA transaction with the calculated rate or the maximum rate, whichever is less.

DCPS will use the annual rate entered to calculate the daily rate and generate the appropriate entitlement for the dates authorized.

LQA Reconciliation Processing Steps, Situation 2

The employee assignment date is earlier than the LQA authorization date. This record converted to DCPDS before the system repair was made to store the entry with the actual LQA beginning date, thus requiring an additional step to resolve the authorization date issue first. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 30 July 1999
LQA authorization origination date is 1 Oct 1999
Authorization has not been modified or changed since initiated
Conversion from legacy system to DCPDS, established the LQA entry with a start date of 30 Jul 1999

Step 1: Resolve the erroneous element start date

- Navigate to People / Combined Person & Assignment Form / Assignment / Entries / Civ Living Quarters Allowance
- Date track to the erroneous element start date (30-Jul-1999) use CTRL F11 to refresh the entries
- Change the *Last Action Code* to “CANCEL”
- When decision box appears click “CORRECTION”
- Click Save - - Save will produce PAY500 with NOA 001, effective date of 30 July 1999 and Corrected NOA 5EN
- Click the RED X to delete the entry.
- When asked if the user really wants to delete the record click YES
- When asked “End Date” or “Purge”, select “End Date”
- Again click Save to store the end-dated entry
- Date Track to the ACTUAL LQA Authorization Start Date (1-Oct-1999), use CTRL F11 to refresh the entries
- Select the first empty entry line on the screen, open the LOV, and select Civ Living Quarters Allowance
- Click Entry Values to open the DDF
- Populate the correct data for the entry. (Show the last action value as Initiate)
- Save the entry by clicking the Save button. PAY500 with NOA 5EN and actual effective date will be created
- Reset the date-track to the current date, refresh the entries screen (CTRL F11) and verify the Civ Living Quarters Allowance entry values and *Effective Date From* date.

LQA Reconciliation Processing Steps, Situation 2, Continued

Step 2: Correct the original authorization data based on the receipts provided by employee

- Reconciliation update is done as of the date of the authorization. Date track to 1-Oct-1999 and hit CTRL F11 to refresh the entries.
- Select Civ Living Quarters Allowance and open the Entry Values
- Key in the corrected Rent or Utilities amount and hit TAB key
- When option box appears, select "Correction"
- Change *Last Action Code* to "Correct"
- Save the entry. PAY500 will be produced with NOA 002 and effective date equal to the date to which date-tracked. Corrected NOA reflects 5EN.

Step 3: Establish the revised authorization effective immediately following the reconciliation period

- Date track to 1 April 2001 and hit CTRL F11 to refresh the view
- Last Action value will be "Modify"
- Update the fields that require revision to newly authorized amounts (rent and/or utilities)
- Save the entry
- The modification will set the record for the next payment and reconciliation period

END OF SITUATION 2 PROCESSING

LQA Reconciliation Processing Steps, Situation 3

The employee assignment is later than the LQA authorization date. Deployment to DCPDS took place after the assignment start date and the previous assignment does not already exist in the modern database. This record converted to DCPDS **before** the system repair was made to store the entry with the actual LQA beginning date, thus requiring an additional step to resolve the authorization date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001
LQA authorization origination date is 1 Jan 2000
Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000
Authorization has been modified or changed since initiated 1 Sep 2000
Conversion from legacy to modern established the LQA entry with a start date of 25 Feb 2001

Step 1: Establish the employee assignment that existed on 1 Jan 2000

- Identify or establish a position record matching the position of assignment as of the 2000 date
- Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization

Step 2: Insert the LQA Authorization as it existed on 1 Jan 2000

- Navigate to People Combined Person & Assignment Form / Assignment / Entries
- Date Track to 1 Jan 2000, press CTRL F11 to refresh the entries
- Click into the first available entry field and select Civ Living Quarters Allowance from the LOV
- Last Action value will be “Initiate”
- Update all fields with the values that applied as of 1 Jan 2000. If the values were a result of reconciliation rather than a new authorization, be sure to put in the newly authorized amounts determined by the reconciliation process.
- Save the entry. NOAC 5EN will be written to payroll and should not modify the existing authorization. Action accuracy is critical in this process.

Step 3: Resolve the erroneous element start date

- Navigate to People / Combined Person & Assignment Form / Assignment / Entries / Civ Living Quarters Allowance

LQA Reconciliation Processing Steps, Situation 3, Continued

- Date track to the erroneous element start date (25 Feb 2001). Use CTRL F11 to refresh the entries
- Change the *Last Action Code* to "CANCEL"
- When decision box appears, click "CORRECTION"
- Click Save - - Save will produce PAY500 with NOA 001, effective date of 25 Feb 2001 and Corrected NOA 5EN
- Click the RED X to delete the entry
- When asked if the user really wants to delete the record click YES
- When asked "End Date" or "Purge", select "End Date"
- Again click Save to store the end-dated entry
- Date Track to the ACTUAL LQA Authorization Start Date (1-Sep-2000). Use CTRL F11 to refresh the entries
- Select the first empty entry line on the screen, open the LOV, and select Civ Living Quarters Allowance
- Click Entry Values to open the DDF
- Populate the correct data for the entry. (Show the last action value as Modify)
- Save the entry by clicking the Save button. PAY500 with NOA 5EC and actual effective date will be created.
- Reset the date-track to the current date, refresh the entries screen (CTRL F11) and verify the Civ Living Quarters Allowance entry values and *Effective Date From* date.
- This action will end date the 1 Jan 2000 entry.

Step 4: Correct the original authorization data based on the receipts provided by employee

- Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and hit CTRL F11 to refresh the entries.
- Select Civ Living Quarters Allowance and open the Entry Values
- Key in the corrected Rent or Utilities amount and TAB to the next field
- When option box appears, select "Correction"
- Change *Last Action Code* to "Correct"
- Save the entry. PAY500 is produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA reflects 5EN.
- Date track to the modification entry date (1-Sep-2000) and use CTRL F11 to refresh the entries
- Select Civ Living Quarters Allowance and open the Entry Values
- Key in the corrected Rent or Utilities amount and hit TAB key
- When option box appears, select "Correction"
- Change *Last Action Code* to "Correct"
- Save the entry

LQA Reconciliation Processing Steps, Situation 3, Continued

All entries applicable to the reconciliation period must be updated in this fashion. Be sure the sequence of update is oldest to newest.

Step 5: Establish the revised authorization effective immediately following the reconciliation period

- Date track to 1-Jan-2001 and use CTRL F11 to refresh the view
- Last Action value will be "Modify"
- Update the fields that require revision to newly authorized amounts (rent and/or utilities)
- Save the entry
- The modification will set the record for the next payment and reconciliation period

END OF SITUATION 3 PROCESSING

LQA Reconciliation Processing Steps, Situation 4

The employee assignment is later than the LQA authorization date. Deployment to DCPDS took place after the assignment start date and the previous assignment does not already exist in the database. This record converted to DCPDS **after** the system repair was made to store the entry with the actual LQA beginning date. The example provided below reflects dates used for the example record only. User must insert the correct dates for the employee record being reconciled.

Example Record Considerations:

Employee assignment date is 25 Feb 2001
LQA authorization origination date is 1 Jan 2000
Reconciliation Period is 1 Jan 2000 thru 31 Dec 2000
Conversion from legacy to modern established the LQA entry with a start date of 1 Jan 2000.

Step 1: Establish the employee assignment that existed on 1 Jan 2000

- Identify or establish a position record matching the position of assignment as of the 2000 date
- Using the 911 Record Reconstruct capability, create the assignment that was in effect on the date of the LQA authorization

Step 2: Correct the original authorization data based on the receipts provided by employee

- Reconciliation update is done as of the date of the authorization. Date track to 1-Jan-2000 and use CTRL F11 to refresh the entries.
- Select Civ Living Quarters Allowance and open the Entry Values
- Key in the corrected Rent or Utilities amount and TAB to the next field
- When option box appears, select “Correction”
- Change *Last Action Code* to “Correct”
- Save the entry. PAY500 is produced with NOA 002 and effective date equal to the date to which date-tracked Corrected NOA reflects 5EN
- Date track to the modification entry date (1-Sep-2000) and hit CTRL F11 to refresh the entries
- Select Civ Living Quarters Allowance and open the Entry Values
- Key in the corrected Rent or Utilities amount and hit TAB key
- When option box appears, select “Correction”
- Change *Last Action Code* to “Correct”
- Save the entry

LQA Reconciliation Processing Steps, Situation 4, Continued

Step 3: Establish the revised authorization effective immediately following the reconciliation period

- Date track to 1-Jan-2001 and use CTRL F11 to refresh the view
- Last Action value will be "Modify"
- Update the fields that require revision to newly authorized amounts (rent and/or utilities)
- Save the entry
- The modification will set the record for the next payment and reconciliation period

END OF SITUATION 4 PROCESSING

Module 8

Chapter 7

Foreign Language Proficiency Pay (FLPP)

Chapter Overview

Introduction This chapter provides guidance for updating Foreign Language Proficiency Pay (FLPP) in DCPDS to flow via the automated interface to DCPS to ensure accurate and consistent maintenance of entitlement data across the Department of Defense (DoD).

On July 26, 2005, DoD issued a memorandum that revised DoD's policy for Foreign Language Proficiency Pay (FLPP) for Department of Defense (DoD) civilian employees performing intelligence duties (10 USC 1596). The revision changed the maximum amount of FLPP an employee could receive per pay period from $150 to $500. The five different pay rates established in the July 20, 1993, policy memorandum has been eliminated in this revision. Now supervisors can authorize any amount up to $500 per pay period based on one or more of the following language skills, difficulty in recruiting or retaining employees with the same proficiencies, extent to which employee performs tasks requiring proficiency, number of critical languages employee is proficient in and other criteria DoD determines are significant.

On November 3, 2006, DoD issued a memorandum that established DoD's policy and delegated authority for payment of FLPP to eligible DoD employees assigned non-intelligence duties requiring proficiency in foreign languages identified as necessary for national security interests provided in 10 USC 1596a. This policy does not apply to Intel DoD employees. FLPP shall be calculated as a percentage of the employee's adjusted rate of basic pay not to exceed five percent.

CAUTION! The documentation and information provided here does not constitute policy nor does it relieve the user of responsibility to obtain current authorization information, DoD instructions and guidance, or agency policy determinations.

Chapter Overview, Continued

Chapter Contents

Topic	See Page
Chapter Overview	1
General Processing Information for Foreign Language Proficiency Pay (FLPP)	3
Payroll Interface Specifications for Entitlements	9

Before You Begin

- Before FLPP can be awarded, the employee's position data element 'Language Required' must reflect a valid value and the employee's US Fed Language SIT must reflect a valid language.

- FLPP can only be created, changed, or terminated via the Foreign Language Proficiency Pay RPA NOAs 0926, 0927, and 0928 for Appropriated and Tech employees.

- Users should enter the FLPP amounts on page 2 of the RPA only. The amount will then flow to the RPA → Extra Information → Foreign Language Proficiency Pay DDF.

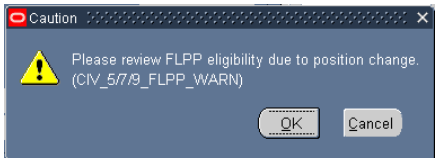
- Users are allowed to update only the FLPP certification date (outside of the RPA process) through the People → Enter and Maintain → Assignment → Entries → Foreign Language Proficiency Pay. Changes to FLPP amounts must be done via NOA 0927 Chg in Foreign Language Proficiency Pay or NOA 002 Correction to the NOA 0926 action.

- Employees are not eligible to continue FLPP payments when moving from Intel to Non-Intel positions. If employee receiving FLPP under one policy (i.e. Intel) changes positions that would fall under a different FLPP policy (i.e. Non-Intel), the original FLPP authorization must be terminated via NOA 0928 Termination Foreign Language Proficiency Pay one day prior to the new position change. If FLPP is authorized under the new position, a new FLPP authorization must be started with NOA 0926 Foreign Language Proficiency Pay.

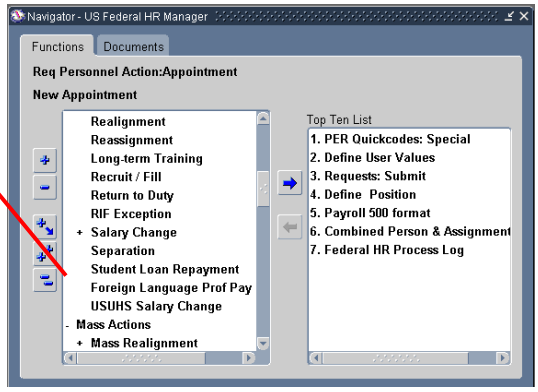
Continued on next page

Chapter Overview, Continued

Note: Caution notice to the user that FLPP should be reviewed for accuracy and applicability when there is a change in position. Therefore, when an employee's position is changed via a Request for Personnel Action (RPA), user will receive a Caution notice to review the employee's continued eligibility for FLPP.



General Processing Information for Foreign Language Proficiency Pay (FLPP)

Step	Action
1	**Navigation Path: Request for Personnel Action → Foreign Language Prof Pay** To start an employee's entitlement to Foreign Language Proficiency Pay (FLPP), users must process a NOA 0926, Foreign Language Proficiency Pay. To change an employee's entitlement to Foreign Language Proficiency Pay (FLPP), users must process a NOA 0927, Chg in Foreign Language Proficiency Pay. To terminate an employee's entitlement to Foreign Language Proficiency Pay (FLPP), users must process a NOA 0928, Termination Foreign Language Proficiency Pay. **NOAs 0926, 0927, and 0928** 

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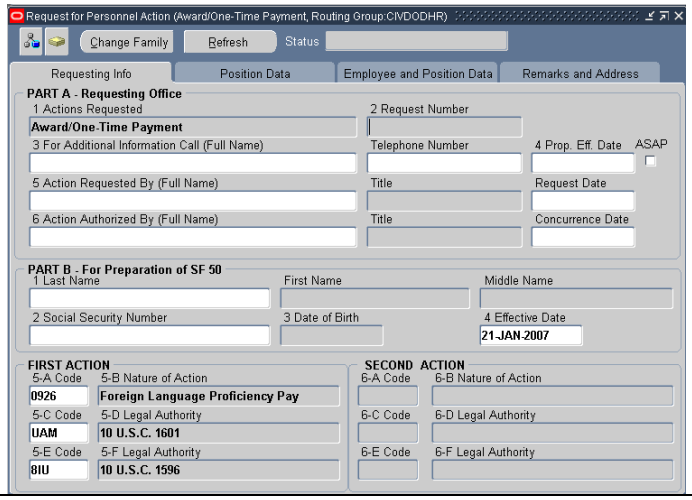
General Processing Information for Foreign Language Proficiency Pay (FLPP), Continued

Step	Action
2	Enter the appropriate NOA in block 5A of the RPA **AFTER** entering the effective date and employee name.



Step	Action
3	Different Legal Authority Codes (LACs) are used to document FLPP for Intel and Non-Intel employees **Note:** Business edits are in place to ensure the correct LACs are entered for each condition.

Code	Legal Authority
6AA	Reg 9901.361(b)
8IU	10 U.S.C. 1596
8IV	10 U.S.C. 1596a
UAM	10 U.S.C. 1601

IF	AND	THEN	AND
NOA equals:		**1st LAC equal:**	**2nd LAC equal:**
0926, 0927 or 0928	Intelligence Position Indicator equals 1 (Non-Intel)	8IV	
0926, 0927 or 0928	Intelligence Position Indicator equals 2 (Intel)	UAM	8IU

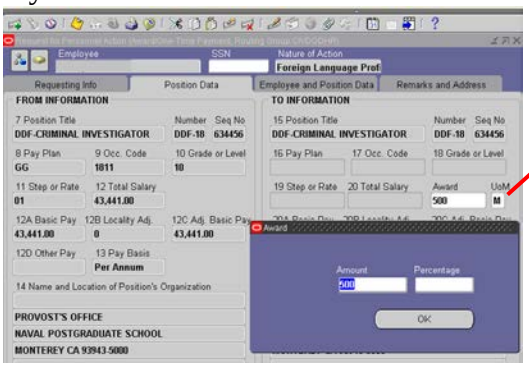
Continued on next page

General Processing Information for Foreign Language Proficiency Pay (FLPP), Continued

Step	Action
4	Users are required to enter the bi-weekly FLPP amount in the Award window in the RPA.

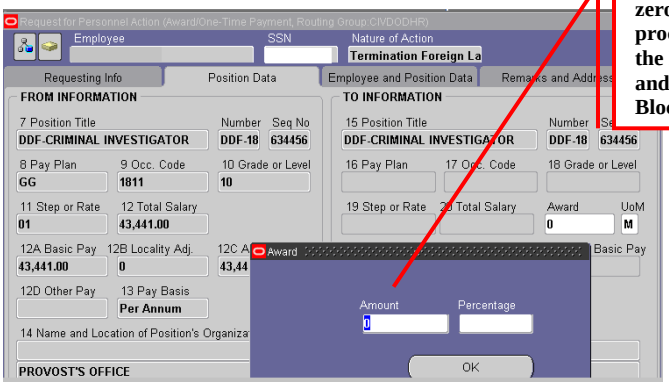
IF NOA equals	AND	THEN
0926 or 0927	Intelligence Position Indicator equals 2 (Intel)	User must enter an amount not to exceed $500
0926 or 0927	Intelligence Position Indicator equals 1 (Non-Intel)	User must enter an amount not to exceed 5% of the bi-weekly Adjusted Basic Pay
0928		User must enter 0 in the Award Amount

For NOAs 0926 Foreign Language Proficiency Pay and 0927 Chg in Foreign Language Proficiency Pay:



Users will need to enter M for Money

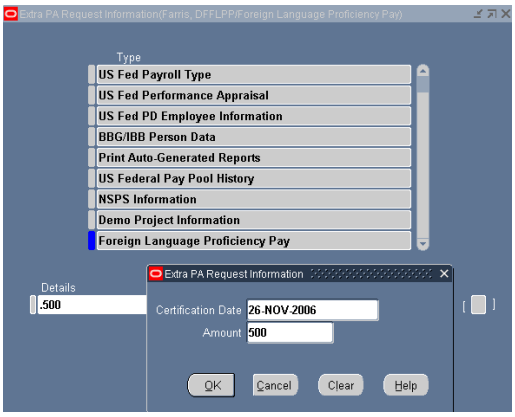
For NOA 0928 Termination Foreign Language Proficiency Pay:



Award Amount must reflect a zero before update to HR is processed. This will ensure that the FLPP element is end-dated and the NPA shows $0.00 in Block 20.

Continued on next page

General Processing Information for Foreign Language Proficiency Pay (FLPP), Continued

Step	Action
5	Once the dollar amount has been entered in the Award window, it is automatically populated to the RPA → Extra Information → Foreign Language Proficiency Pay DDF. For NOA 0926, user will be required to enter the Certification Date. For NOA 0927, the FLPP Certification Date from the employee's record will populate into the RPA → Extra Information → Foreign Language Proficiency Pay DDF. User has the capability to over-ride the Certification Date in this DDF. **Note:** Users should not update the Amount data element in the RPA → Extra Information → Foreign Language Proficiency Pay DDF. If the FLPP amount needs to be changed, user should go back to page 2 of the RPA and enter the correct amount. 

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General Processing Information for Foreign Language Proficiency Pay (FLPP), Continued

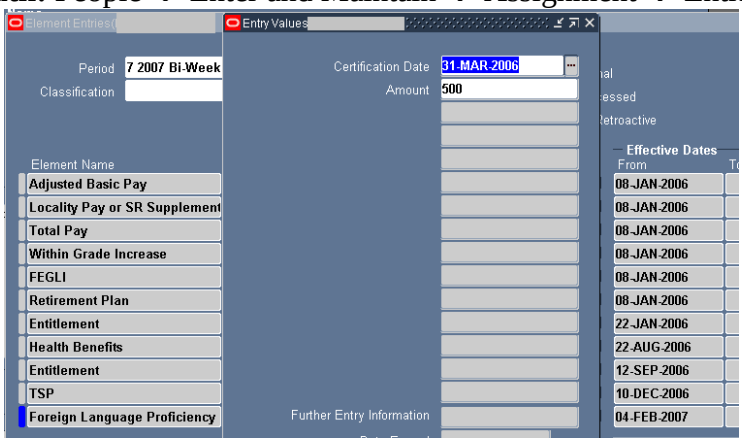
Step	Action
6	The table below describes what remarks are auto-populated or required inputs by user. **Note:** There are business edits in place to ensure the correct remarks are entered for each condition.

IF NOA equals:	AND Remark equals	AND	THEN Remark is:
0926 or 0927	Z28		Auto-populated
0926	Z29	Intelligence Position Indicator equals 2 (Intel)	Required input by user
0926	Z30		Auto-populated
0926 or 0927	Z31	Intelligence Position Indicator equals 2 (Intel)	Required input by user
0927	Z33		Auto-populated
0928	Z36		Auto-populated
0926 or 0927	Z74	Intelligence Position Indicator equals 1 (Non-Intel)	Required input by user

Remark Codes	Condition	Description
Z28	All	FLPP is not a part of basic pay and is not counted towards retirement, insurance, or other benefits related to basic pay.
Z29	Intel	Foreign Language Proficiency Pay (FLPP) in the amount of $_____ per pay period authorized in accordance with 10 USC 1596.
Z30	All	Foreign Language Proficiency Pay based on _____.
Z31	Intel	FLPP will terminate effective _____ unless proficiency is recertified IAW OSD Memorandum of 26 Jul 2005.
Z33	All	Foreign Language Proficiency Pay (FLPP) adjusted from $_____ to $_____ per pay period.
Z36	All	Termination of Foreign Language Proficiency Pay effective _____.
Z74	Non-Intel	FLPP will terminate effective _____ unless proficiency is Recertified IAW OSD Memorandum of 3 NOV 2006.

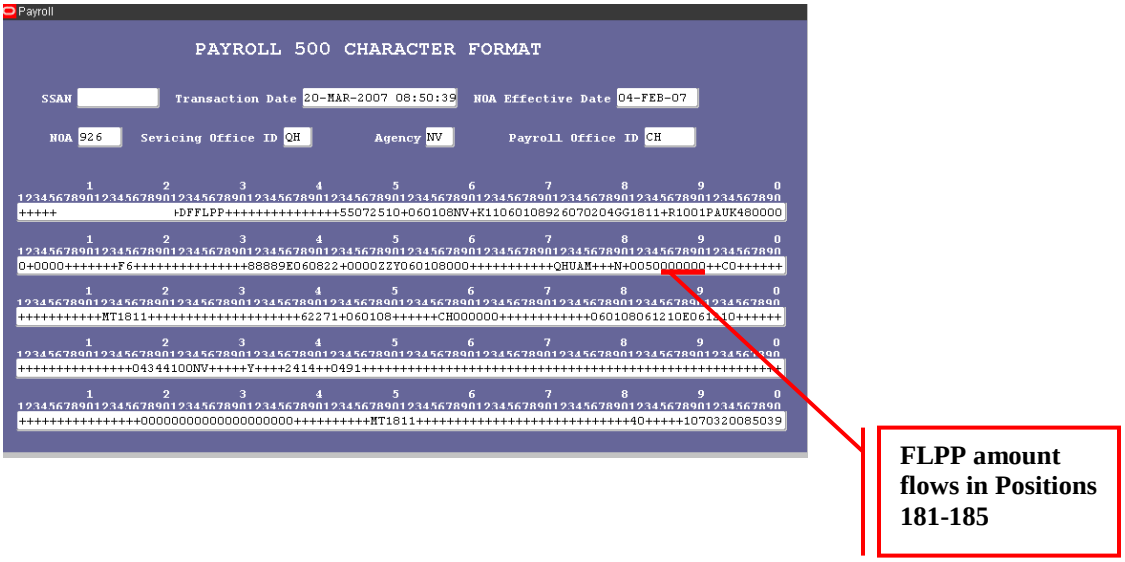
Continued on next page

General Processing Information for Foreign Language Proficiency Pay (FLPP), Continued

Step	Action
7	Upon Update to HR, DCPDS will create a Recurring Assignment Element – Foreign Language Proficiency Pay (NOA 0926), create a new Foreign Language Proficiency Pay Element and end-date the old element (NOA 0927) or end-date the existing Foreign Language Proficiency Pay Element (NOA 0928). For NOAs 0926 and 0927, the Foreign Language Proficiency Pay element effective date will be the RPA effective date. For NOA 0928, the Foreign Language Proficiency Pay element will be end-dated as of the RPA effective date. **Navigation Path:** People → Enter and Maintain → Assignment → Entries 

Payroll Interface Specifications

A separate Pay500 will generate for NOAs 926, 927, and 928. The effective date in columns 73-78 will be the RPA effective date. The FLPP amount will flow in columns 181-185 (Amount Award) for NOAs 926 and 927; for NOA 928, these columns will be blank.



Module 9

Non-Appropriated Funds (NAF) Using the DCPDS

Module Overview

Purpose

This module introduces the information you need to process actions for Non-Appropriated Fund (NAF) Employees**.** Currently, the DCPDS only includes NAF employees serviced by Army, Air Force and the Defense Logistics Agency.

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Processing NAF Mass Appraisals	2
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Module Overview, Continued

Before You Begin

- The format for processing NAF actions is the same as processing appropriated fund employee actions, except a different RPA is used.
- All the fundamentals of the system as explained in Module 1, Fundamentals, apply to NAF, i.e., Logging On, Navigation List, Switching Your User Responsibility, Changing Your Password, etc.
  - Your system administrator will set up your account and access privileges ("responsibility" categories).

Terms

Term	Definition
Responsibilities	Designations of your system privileges and access. A system administrator establishes your user account with one or more "responsibilities" assigned to access only those functions, forms, and data necessary to perform your duties. Example: CIVDOD NAF HR Manager and CIVDOD NAF Personnelist
Roles	Designations that describe each member's workflow activities within a routing group or groupbox. You can be assigned multiple roles in a routing group. Example: A user who can initiate RPAs might also be able to approve them. You can use workflow routing regardless of your role(s).

NAF Categories of Responsibilities

Categories of responsibilities include (but are not limited to):

- CIVDOD NAF HR Manager (Air Force) (Army)
- CIVDOD NAF Personnelist (Air Force) (Army)
- CIVDOD NAF Supervisor (Air Force) (Army)

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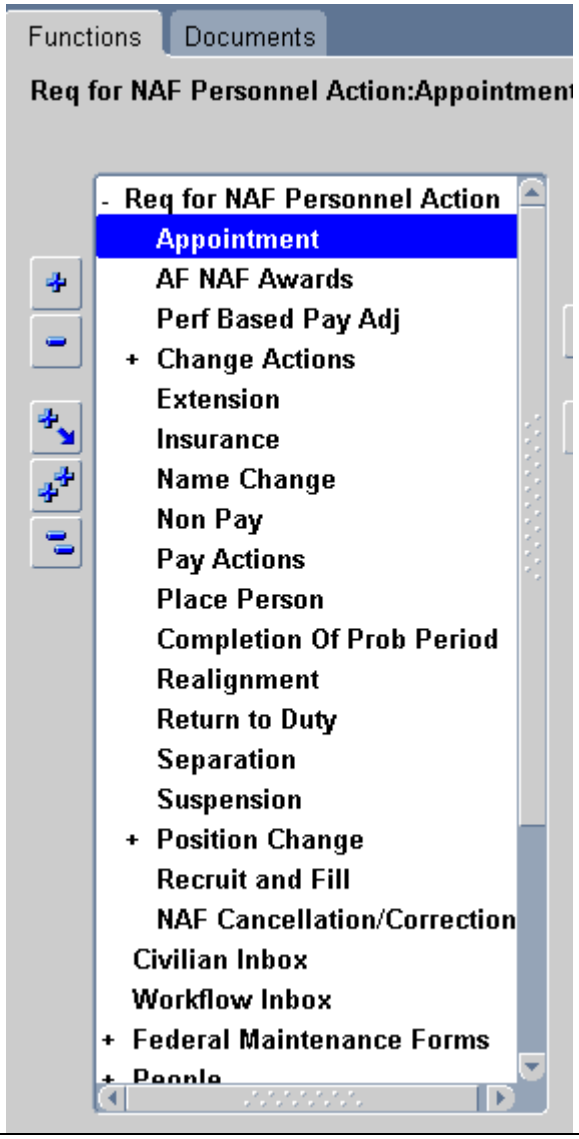
Module Overview, Continued

NAF Personnelist Navigation List

The Navigation List shown below reflects the Air Force view. There will be slight differences between the Air Force and Army.



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Module 9

Chapter 1

Building NAF Positions

Chapter Overview

Introduction

This chapter explains the position structures used in building NAF positions. It outlines data fields and flexfields unique to NAF-unique flexfields and also describes the data to be entered and maintained.

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Building a NAF Position	2
Navigating to the Position Window	3
Completing the Position Window and Flexfields	4
Completing Extra Information	11
Validating the Position	18
Exiting the Position	18
About this Position	18
Building a NAF Position's Organization Address (POA)	19
Accessing and Completing the Organization Window	19
Completing the Additional Organization Information	22

Building a NAF Position

Purpose

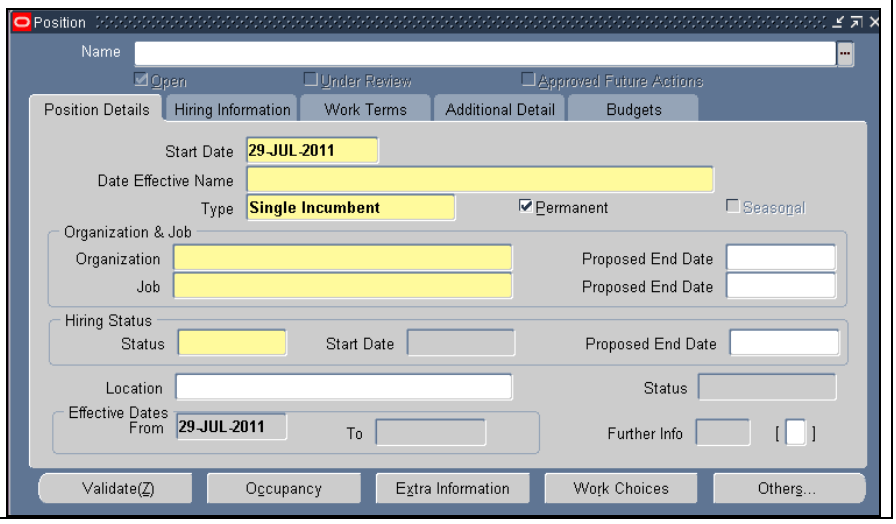
This section guides you through the steps of building a NAF position. A key responsibility of an HRO is the function of building positions in a serviced organization. A position is required before an applicant can be appointed.

Before You Begin

- Business rules related to specific types of positions will dictate required data fields.
- Some data items NOT used by NAF will auto-populate. In those instances, you must open the flexfield, close, and save the information in order to pass the edits necessary to validate the position.
- Some of the most frequently used data auto-populates from a previous entry when you open the flexfields.
  - In most cases, you have the ability to override the information if incorrect or if you need to change it.
  - In order for the information to store in the system, the flexfield must be opened, closed, and saved even if no changes are made.
- You must validate the position at the main position window once all the **required data** has been input.
- If a new position address is required, you must build it before you build your position. See **Building a Position's Organization Address (POA).**
- **CAUTION:** The position will validate without the POA, but you are unable to view the position if the **Security List Maintenance** is run, and will require System Administration assistance.
- For new positions below the PAS Code (AF) or UIC (Army/DLA) level, the **Position's Organization (POA)** is updated locally. This information opens in the "TO" and "FROM" data fields on the RPA. All NAF POA's begin with "NAF"

Building a NAF Position

Navigating to the Position Window

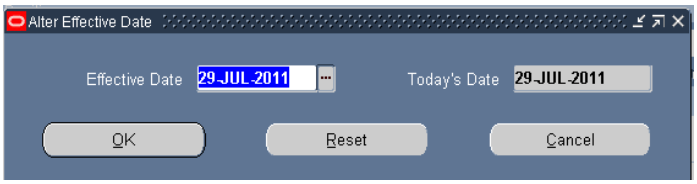
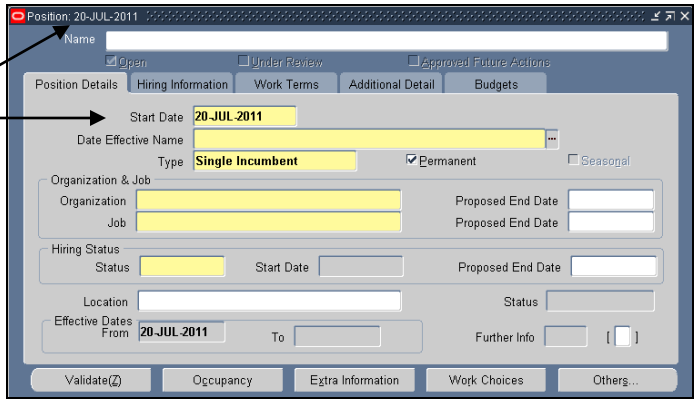
Step	Action
1	Select your responsibility from the **Responsibilities** window; i.e., CIVDOD NAF Personnelist (AF).
2	Click the <**OK**> button. The **Navigator List** opens.
3	**Navigation Path** →*Work Structures* → *Position* → *Description*
4	The **Find Position** window opens. Use this window to query (Find) a position or begin (New) building a position.
5	In the **Position** window, the cursor is in the ***Start Date*** data field and the current date is displayed. If you need to change the date, use the **Alter Effective Date** Method (Date Track): 

Building a NAF Position, Continued

Completing the Position Window and Flexfields

Examples provided are used for building an AF NAF position. Army, AF and DLA NAF are different in some cases due to the unique requirements of each Component.

Note: For consistency, use all caps (upper case) to complete the data fields.

Step	Action
1	Select the **Alter Effective Date** icon on the Toolbar. The **Alter Effective Date** window opens with the cursor in the Effective Date data field:  Change the ***Effective Date*** data field to a prior date by deleting the displayed date and entering a new date (DD-MMM-YYYY) or use the LOV. **Note:** Once you **save** the position, you cannot go back and change the ***Start*** date.
2	Select the **<OK>** button. The **Position** window opens with the new ***Start Date*** and the Altered Effective Date is show at the top of the screen.  Click in the ***Date Effective Name*** data field.

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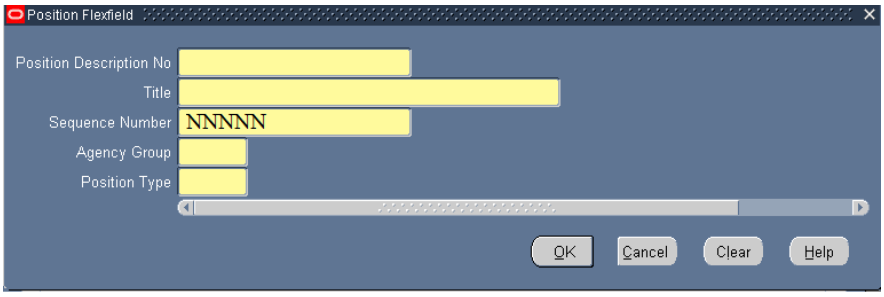
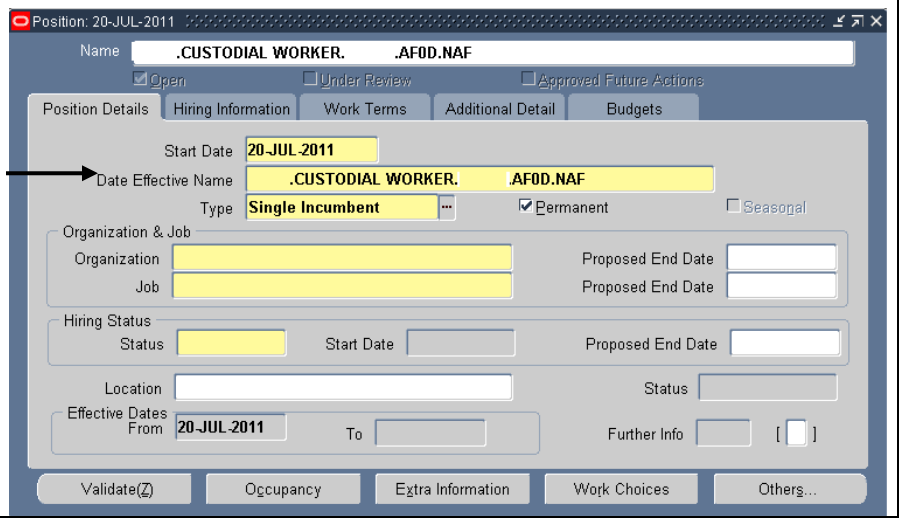
Building a NAF Position, Continued

Completing the Position Window and Flexfields (continued)

Step	Action
3	 The **Position** flexfield window opens. [**Tab**] to each data field using the LOV to select the appropriate information then select the **<OK>** button.
4	The **Position** window opens with the ***Date Effective Name*** data field populated with the values created separated by a period. 

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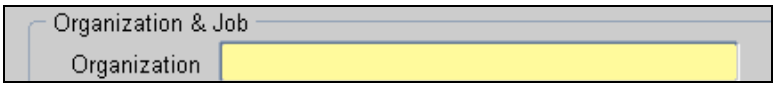
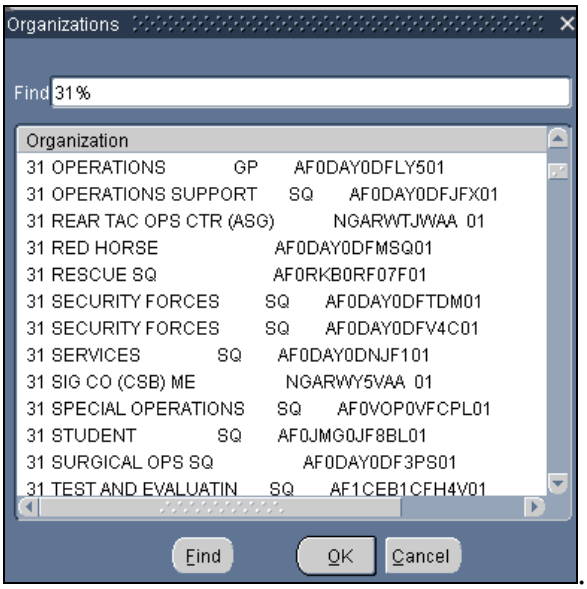
Building a NAF Position, Continued

Completing the Position Window and Flexfields (continued)

Step	Action
5	Click in the ***Organization*** data field then click the LOV to select the **Organization**. To avoid a long delay accessing this long list, enter reduction criteria. (Example: %31%). 
6	After selecting the **Organizations** select the <**OK**> button.  .

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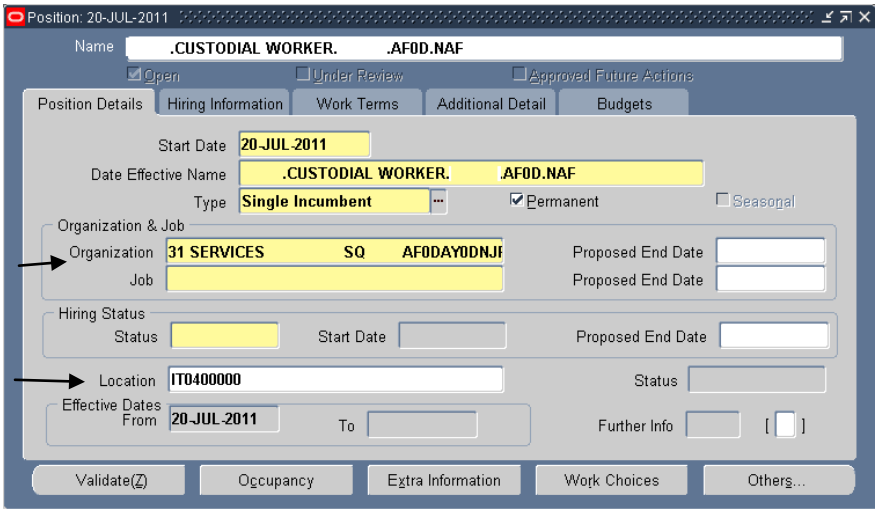
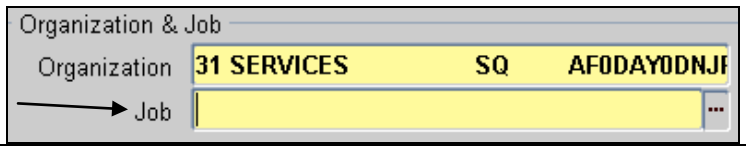
Building a NAF Position, Continued

Completing the Position Window and Flexfields (continued)

Step	Action
7	The **Position** window opens with ***Organization*** and ***Location*** data fields populated.  Organizations are centrally maintained at the PAS Code or UIC Level. Contact your component for adding an organization to the list. The ***Location*** data field (GSA Location) automatically populates from the organization selected and prints on the NPA. **Note:** If the duty location is different from the organization location, you can override it with the correct duty location.
8	Click in the ***Job*** data field and enter the four digits of the occupational series (Ex: 0189, 3566, etc.). Tab to display the description or select the LOV icon to invoke the jobs window enter a % then click the <**Find**> button select the job and select the <**OK**> button. 

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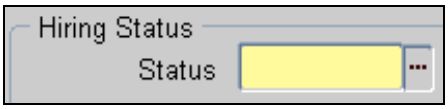
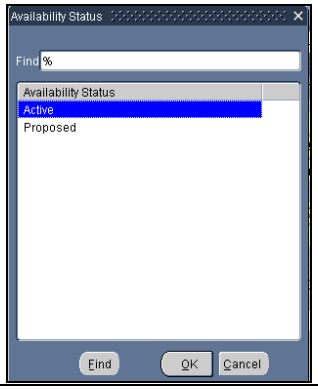
Building a NAF Position, Continued

Completing the Position Window and Flexfields (continued)

Step	Action
9	Click in the ***Status*** data field then select the LOV icon for the availability status list.  Ensure that 'Active' is highlighted and select the **<OK>** button. 
10	Click in the **Descriptive** Flexfield (after the Status Box) to add additional position details.

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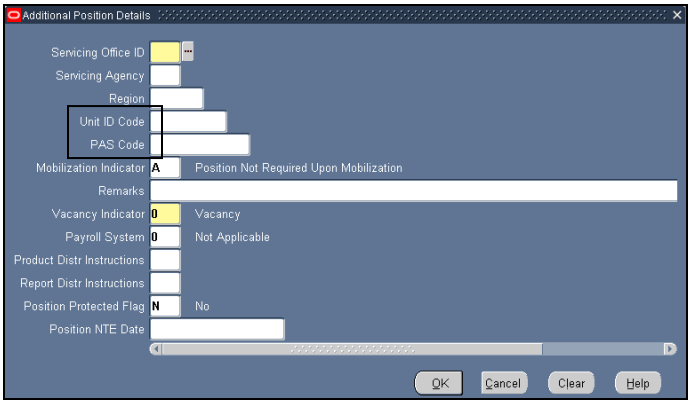
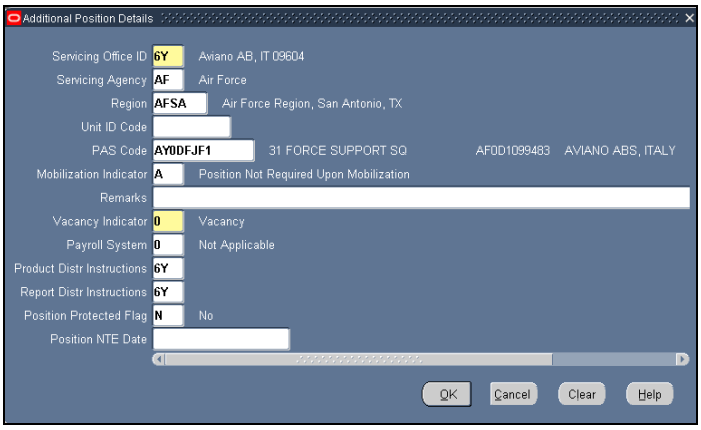
Building a NAF Position, Continued

Completing the Position Window and Flexfield (continued)

Step	Action
11	The **Additional Details** window opens. Use the LOVs or type the information in the data fields.  **Notes:** **1:** Army and DLA use the Unit ID Code. AF uses the PAS Code. **2:** The ***Servicing Office ID*** and ***Region*** must be consistent to enable automatic population of ***Personnel Office ID*** in the **US Government Position Group 1** Flexfield. **3**: ***Product Distr Instructions*** and ***Report Distr Instructions*** are based on ***Servicing Office ID*** and automatically populate during the initial entry with the ability to override. **Caution:** If you override either of the ***Product Distr Instructions*** and ***Report Distr Instructions*** elements, and later change the ***Servicing Office ID,*** you must ensure the codes are correct and make changes if required.  Select the<**OK**> button**.**

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Building a NAF Position, Continued

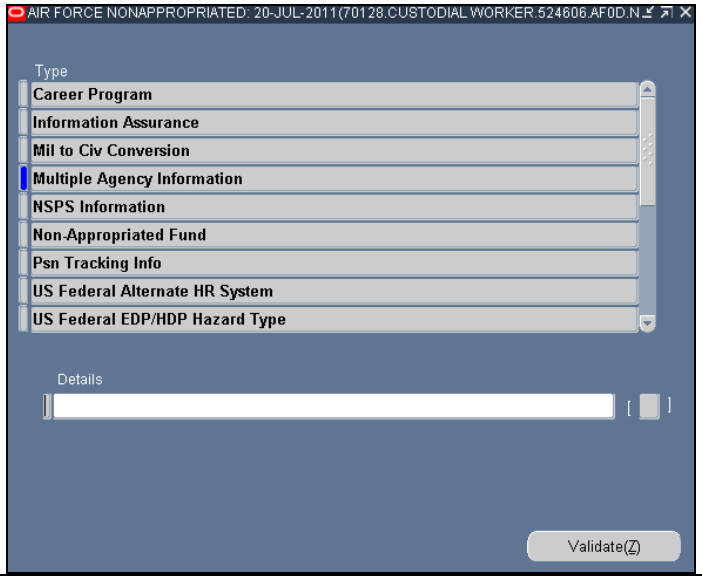
Completing the Position Window and Flexfield (continued)

Step	Action
12	The **Position** window opens with the **Descriptive** flexfield populated. [6Y]
13	Select the **Save** icon on the Toolbar. The message line at the bottom indicates: "Transaction complete: 1 records applied and saved." Status **Invalid** The ***Status*** field shows "Invalid" at this point.

Building a NAF Position, Continued

Completing Extra Information

Examples provided are used for building an AF NAF position. Army, AF, and DLA NAF are different in some cases due to the unique requirements of each Component.

Step	Action
1	Select the <Others> Others... button at the bottom of the **Position** window and select your specific function (Air Force Nonappropriated Fund, Army Nonappropriated Fund) in order to filter the results visible under Extra Information. **Notes:** **1.** DLA Nonappropiated Fund will use Army Nonappropriated Fund for this field. **2.** Directly selecting the <Extra Information> Extra Information button at the bottom of the **Position** window will retrieve all position extra information data fields, to include those not required by NAF.
2	The Extra Position Information window opens with position data on the Title Bar. Under 'Type', select <Multiple Agency Information> Multiple Agency Information then click in 'Details'. (The Details box will be blank.) 

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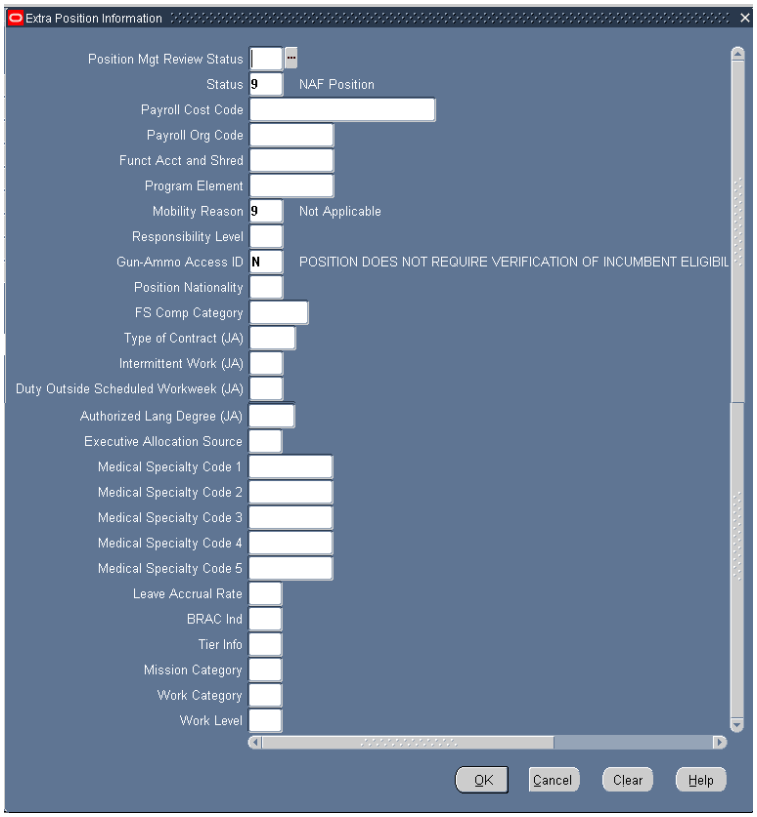
Building a NAF Position, Continued

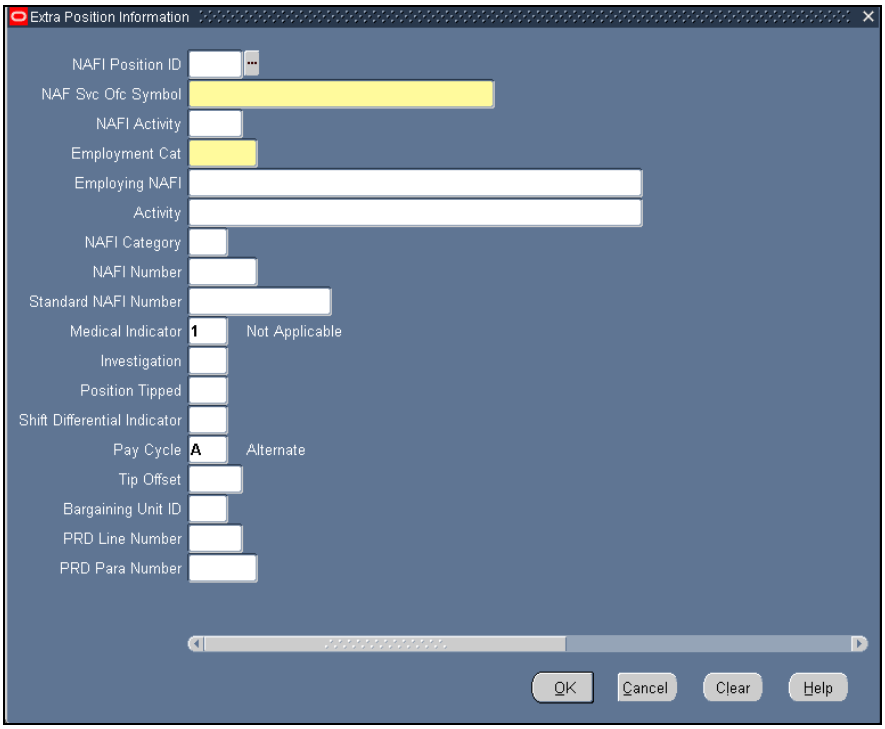
Completing Extra Information (Continued)

Step	Action
3	Click in ***Details.*** The <Multiple Agency Information> **Multiple Agency Information** flexfield opens with some fields populated.  **Note:** ***Status*** and ***Gun-Ammo Access ID*** are required data fields in order to successfully validate your position.
4	Type in the information in the data fields or use the LOVs.
5	Select the <**OK**> button then the ***Save*** icon**.**

Continued on next page

Building a NAF Position, Continued

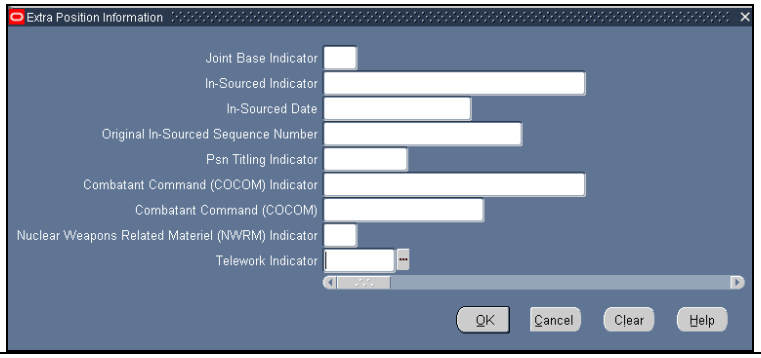
Completing Extra Information (Continued)

Step	Action
6	The **Extra Position Information** window opens again. Select <Non-Appropriated Fund> Non-Appropriated Fund from the list. Type in the information or use the LOVs to make a selection.  **Note:** There are a number of required data fields located in this area of DCPDS. Each Component may have fields that differ from one another to successfully validate your position. Check with the appropriate individuals to determine the additional data fields required for your agency.
7	Select the <**OK**> button then the ***Save*** icon**.** The message bar will indicate: "1 records applied and saved."

Continued on next page

Building a NAF Position, Continued

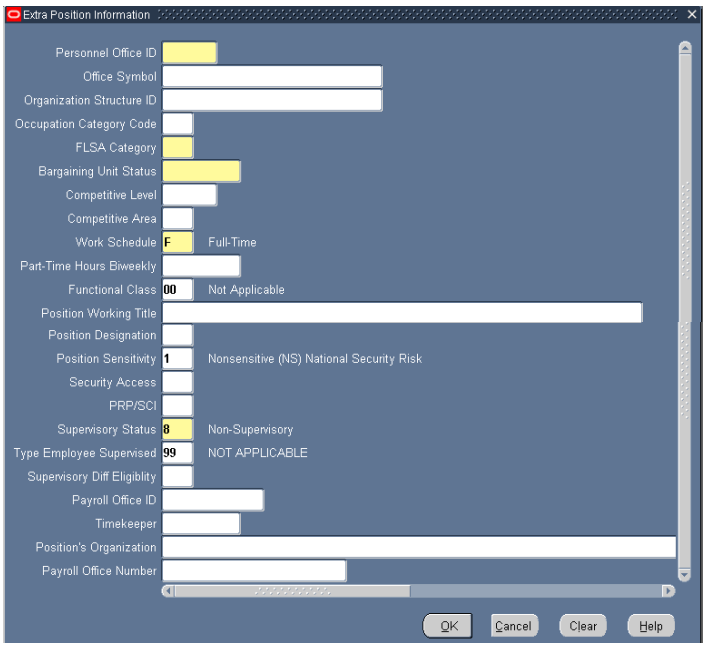
Completing Extra Information (Continued)

Step	Action
8	The **Extra Position Information** window opens again. Select Psn Tracking Info from the list. Click in the ***Telework Indicator*** and select the applicable value from the LOV. 
9	Select the <**OK**> button then the ***Save*** icon**.** The message bar will indicate: "1 records applied and saved."

Continued on next page

Building a NAF Position, Continued

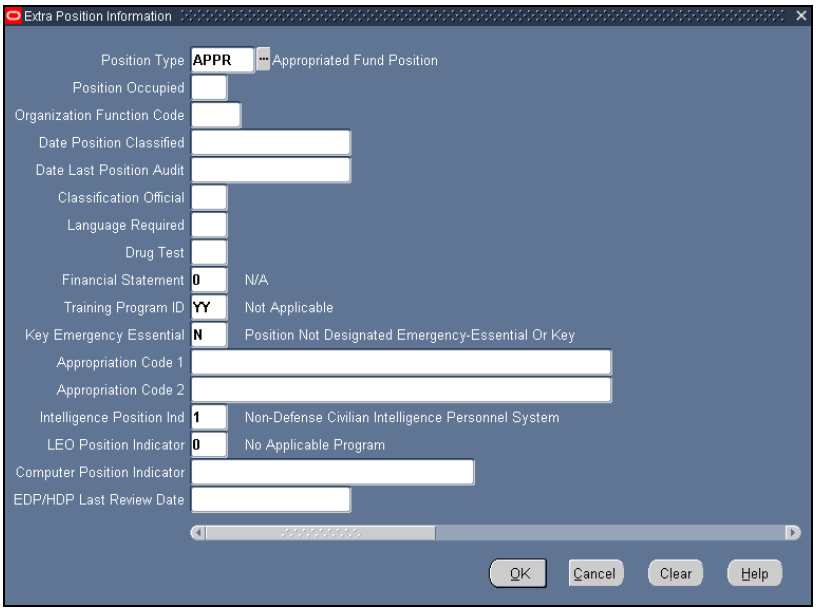
Completing Extra Information (Continued)

Step	Action
10	The **Extra Position Information** window opens again. Use the scroll bar to select US Federal Position Group 1. Click in ***Details*** data field. Type the information in the data fields or use the LOVs to select the appropriate data. All NAF positions require a value of "Y" in ***Work Schedule***.  **Notes:** **1.** Some data fields are auto-populated and should be changed if not correct for this position, or ignored, if not used. **Do not** delete the data. There are a number of required data fields located in flexfield. Each Component may have fields that differ from one another to successfully validate your position. Check with the appropriate individuals to determine the additional data fields required for your agency. **2.** The ***Servicing Office ID*** and ***Region*** entered earlier on the **Additional Position Details** window will give you a reduced list to make your selection for the ***Personnel Office ID***. If the two data items are not consistent, it will not populate or provide you with a reduced list. You must go back to the **Position** window, Descriptive flexfield **[ ]** and review previous input.

Continued on next page

Building a NAF Position, Continued

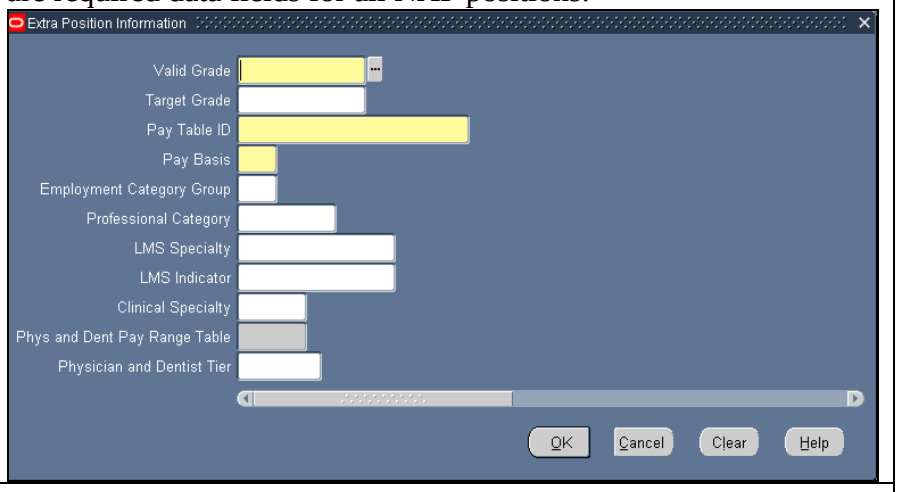
Completing Extra Information (Continued)

Step	Action
10 (cont)	**Caution:** The position will validate without the ***Position's Organization*** (POA), however; you will be unable to view the position if the **Security List Maintenance** is run, and will require System Administration assistance.
11	Select the ***Save*** icon.
12	On the **Extra Position Information** window, select **US Federal Position Group 2**.
13	Click in the ***Details*** data field. The flexfield opens. Use LOVs or type the information in the data fields. Select **<OK>** and Save.  ***Note: Position Type*** will initially appear with the value of "APPR." You will need to change the value to "NAF."

Continued on next page

Building a NAF Position, Continued

Completing Extra Information (Continued)

Step	Action
14	On the **Extra Position Information** window, select <US Federal Valid Grade Info> US Federal Valid Grade Info. Using the LOVs, select the appropriate data. ***Valid Grade, Pay Table ID, and Pay Basis*** are required data fields for all NAF positions. 
15	Select **Save**.

Building a NAF Position, Continued

Validating the Position

All positions must be validated prior to use.

Step	Action
1	Close the **Extra Position Information** window to return to the **Position window**.
2	Select the Validate(Z) button**.**
3	If the position does not validate, you will receive a dialog box with an error message of data fields to fix. • Retrieve the **Extra Position Information** Flexfield(s) and make the corrections. • After correcting, return to the **Position** window to save your changes and validate the data. • Repeat until the **Position** window opens "Valid" in the ***Status*** Box.
4	If the position validates, the ***Status*** Box on the **Position** window opens "Valid."

Exiting the Position

Returning to the Navigation List.

Step	Action
1	**Caution:** If you used the ***Alter Effective Date*** window to change the effective date of this position, click it again and click **"Reset"** to change the system date back to the current date.
2	Click **Action** and **Close** Form on the Toolbar, or click the **X** at the top right-hand corner on the **Position** window to return the **Navigation List**.

About this Position

Information on who created the position and when, the table name, who updated the position and when, etc. is contained in 'About This Record.'

Step	Action
1	Follow these steps to retrieve additional information about the position. Click **Help** on the toolbar and click **About This Record**.
2	The **About This Record** dialog box opens. It provides information on who created the position and when, the table name, who updated the position and when, etc.
3	Click the<**OK**> button to return to your action.

Building a NAF Position's Organization Address (POA)

Purpose

This section explains how to build a NAF **Position's Organization Address (POA).**

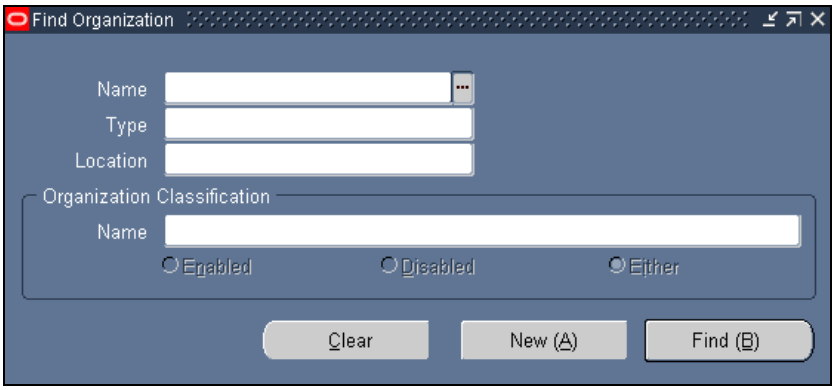
Note: This procedure will be required when a new organization has been added to the Position Hierarchy at the local level.

Definition

Position's Organization Address (POA) - populates the "***TO***" and "***FROM***" data fields on the Request for Personnel Action (RPA) for Army, Air Force and DLA NAF, and the Notification for Personnel Action (NPA) for Army and DLA NAF.

- When you build the position address, it will be available in building a position for a new organization.
- To access the address, use the **Building a NAF Position** procedure **after** you have completed **Building a NAF POA.**
- The ***Position's Organization*** data field is located in the **Extra Position Information** window in the ***US Government Position Group 1*** flexfield window**.**

Accessing and Completing the Organization Window

Step	Action
1	**Navigation Path** → *Work Structures* → *Organization* → *Custom* → **<Open>**.
2	The **Find Organization** window opens, select the **<New>** button. 

Continued on next page

Building a NAF Position's Organization Address (POA),
Continued

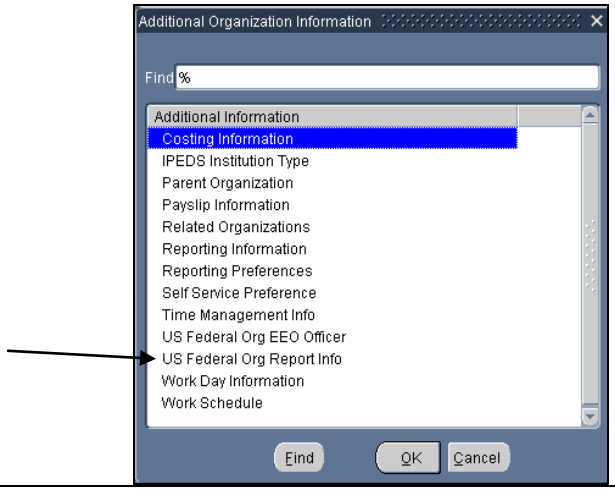
Accessing and Completing the Organization Window (Continued)

Step	Action
2 con't	The Organization window opens with the ***From Date*** data field populated with the current date, or your date tracked dated. ***Internal or External*** data field autopopulates with **Internal**. In the **Name** data field of the **Organization** window, enter the unique name to identify the position's address and select the **Save** icon. *Examples:* For AF NAF: NAFWT1CF1YQSVBME equates to a NAF record: WT1CF1YQ = PAS Code SVBME = Office Symbol For Army and DLA NAF: NAFW6D206DP1RHNPG3 equates to NAF record: W6D206 = UIC (must match the UIC entered into the position for which the POA will be used); DP1RHNPG3 = Standard NAFI (must match the Standard NAFI entered into the position for which the POA will be used) **Note:** If you built the position earlier, or will be effecting the action prior to the current date, set the **Alter Effective Date** to match; otherwise, the new POA will not be available on the LOV for Position's Organization. ***Location*** and ***Location Address*** are not required. Select the ***Save*** icon.

Continued on next page

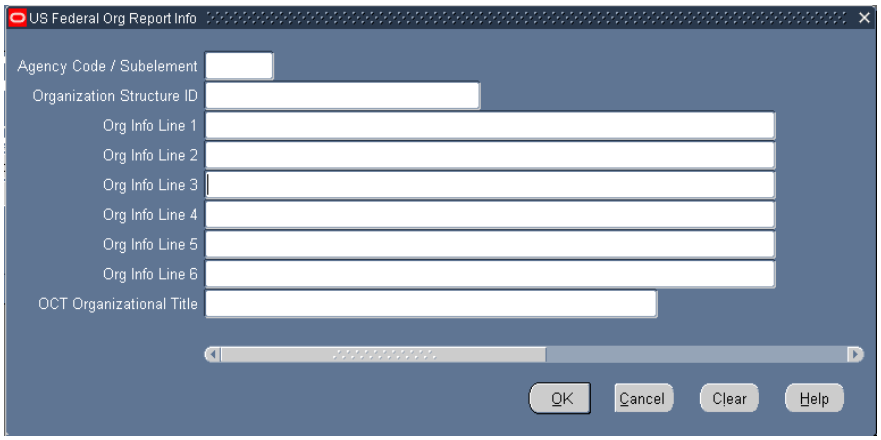
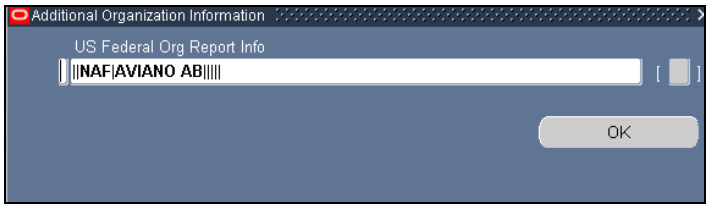
Building a NAF Position's Organization Address (POA),
Continued

Accessing and Completing the Organization Window (Continued)

Step	Action
3	In the ***Name*** data field under **Organization Classifications** select *Position's Organization.* This will cause the *HR Organization* to populate.
4	Select the ***Save*** icon.
5	Select the <**Others**> button and select ***US Federal Org Report Info***. Select the <**OK**> button. 

Building a NAF Position's Organization Address (POA), Continued

Completing the Additional Organization Information Flexfield

Step	Action
1	The **Additional Organization Information** window opens. Click in the *US Federal Org Report Info* block and the **US Federal Org Report Info** flexfield window opens.  **Caution:** The first two data fields must be left blank. (They **are not** connected to any other data fields, nor are they usable once you leave this form.)
2	Type in the organization address information in the Org Info Lines 1-3 in accordance with your agency's instructions. Each line allows up to 38 characters. Select the <**OK**> button
3	The **Additional Organization Information** Detail is populated with the Organization Address.  Select the **Save** icon, and then the<**OK**> button. When building another POA click on the **New** icon to begin a new POA.
4	The **Organization** window opens. The new **Position's Organization Address (POA)** is now available in the position by clicking the LOV for Position's Organization in ***US Federal Position Group 1*** flexfield window.
5	Select **File** on the Main Menu then **Close Form**

Module 9

Chapter 2

Building NAF Applicants

Chapter Overview

Introduction

To process an appointment action in the DCPDS, you must first enter the person as an applicant.

Chapter Contents

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Building NAF Applicants	3
Building a NAF Applicant	3
Building an Address	6
Accepting a NAF Applicant	7
Deleting or Purging a NAF Applicant	11

Continued on next page

Chapter Overview, Continued

Before You Begin

The system requires a two-day interim period between the date an applicant is entered and the date the person can be assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant.

Example: To appoint an applicant to a position effective August 19, a prior date of at least two days must be used for entering the applicant (e.g., 17 August or earlier).

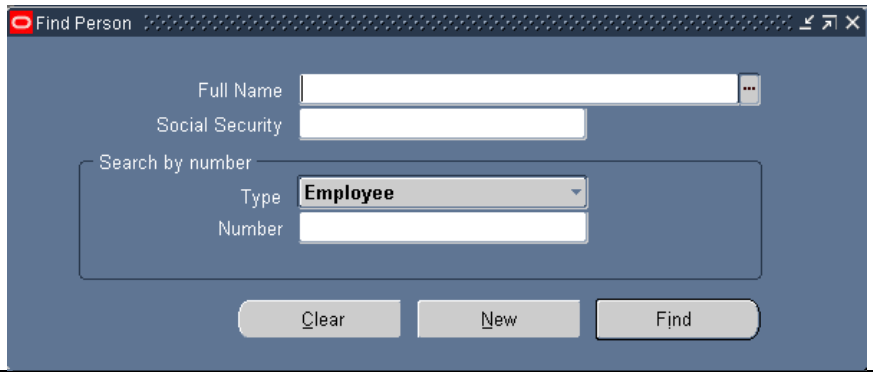
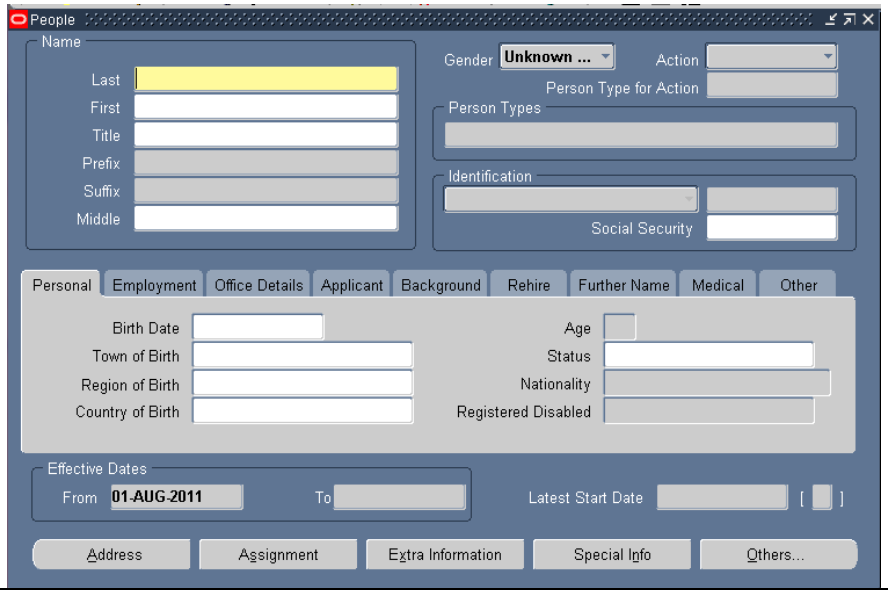
How to work around: Use the DateTrack feature to work around this business rule, to input and appoint the applicant on the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
- Alter the effective date again to at least one day forward from the date used to enter the applicant, and at least one-day before the appointment date; then, change the applicant's status to "Accepted."
- Reset the effective date to the current date to "appoint" the applicant.

Building NAF Applicants

Building a NAF Applicant

The following procedures describe how to build a NAF Applicant. Only the required data fields are described.

Step	Action
1	**Navigation Path** → People → *Enter and Maintain* → <**Open**>. The **Find Person** window opens. Select the<**New**> button. 
2	The **People** window opens: 

Continued on next page

Building a NAF Applicant (continued)

Step	Action

3	If you plan to appoint the applicant within the next two days, you need to alter the effective date in the system to meet the business rules described in the introduction. To do this:
	• Select **Alter Effective Date** on the Toolbar.
	• Alter the effective date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either:
	  • Type over the highlighted data in the ***Effective Date*** data field (which opens the current date). Use the format: DD-MMM-YYYY. Then select the**<OK>** button
	  • Click in the ***Effective Date*** data field and enter a date or select the LOV to display the calendar. Select a date, then the **<OK>** button
	The altered effective date opens on the Title Bar of the **People** window.

4	Your cursor will be in the ***LAST*** data field of the ***NAME*** Region. Enter the applicant data, as described below. **Note:** For consistency, use mixed case (upper and lower case) to complete the name data fields. **Caution**: Press **[Tab]** each time you want to navigate to the next data field. **Do not** use **[Enter]**.

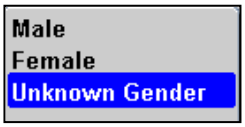
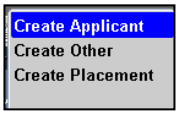
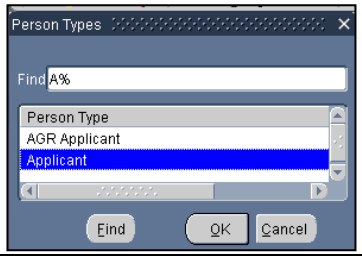
Data Field	Action
Last	• Type in the last name of the applicant. Press **[Tab]**.
First	• Type in the applicant's first name. • Press **[Tab]** several times until your cursor is in the ***Middle*** data field.

Continued on next page

Building NAF Applicants, Continued

Building a NAF Applicant (continued)

Step	Action
4 (cont)	

Data Field	Action
Middle	• Type in a middle name or initial • Press **[Tab]**. **Note:** If no middle name or initial, leave blank.
Gender	• Select either Male or Female.  Press **[Tab]**.
Action	• Select **Create Applicant** from the LOV.  • Select *Applicant* from the **Person Types** box. 

Social Security Number	• Type in the applicant's SSN.
	  • Use format NNN-NN-NNN (you must type in the dashes).
	  • Press **[Tab].**
	Note: If an employee holds two positions, each person record should be built with the correct SSN in this area. Follow component guidance for building dual SSNs for entry into the Appointment.

Birth Date	• Type in the applicant's birth date, using the format: DD-MMM-YYYY. • Press **[Tab]**.

Continued on next page

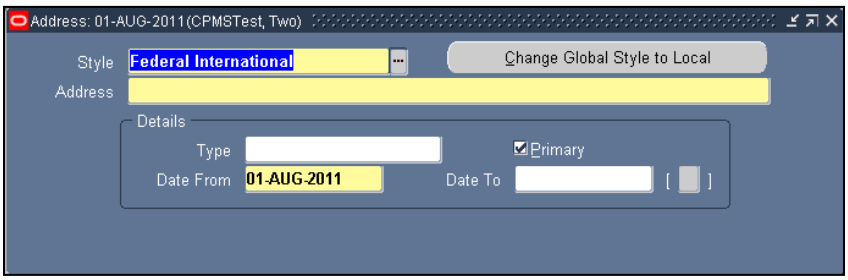
Building NAF Applicants, Continued

Building a NAF Applicant (continued)

Step	Action
5	Save your action. The Message Line at the bottom of the window indicates ***"Working…"*** followed by ***"Transaction complete: 1 Records applied and saved."*** **Note:** The system calculates the applicant's age and populates an Applicant Number in the ***Applicant*** data field.

Building an Address

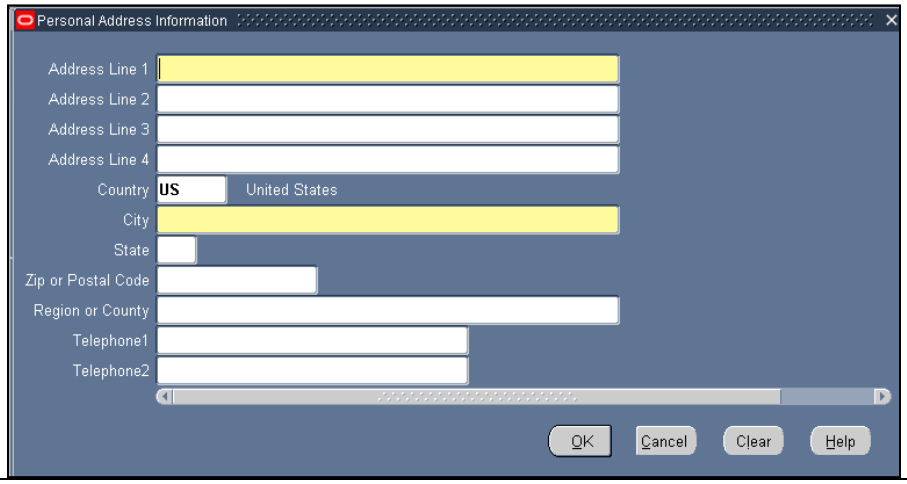
It is optional to enter an applicant's address when building an applicant. Component business rules will determine if it is required.

Step	Action
6	In the **People** window, select the<**Address**> button. The **Address** window opens. Click in the ***Address*** block. 

Continued on next page

Building an Applicant, Continued

Building an Address (continued)

Step	Action
6 cont	Enter the Address Information into Line 1. Press **[Tab]** to the City field. Enter the ***City*** data field and press **[Tab]** to move to the ***State*** data field. Enter the ***State*** or select from the LOV to select the state from the list. Enter the ***Zip Code*** Select the **<OK>** button. 
7	The system automatically fills a "check" in the box to indicate this is a primary residence. Save your work and close the window.

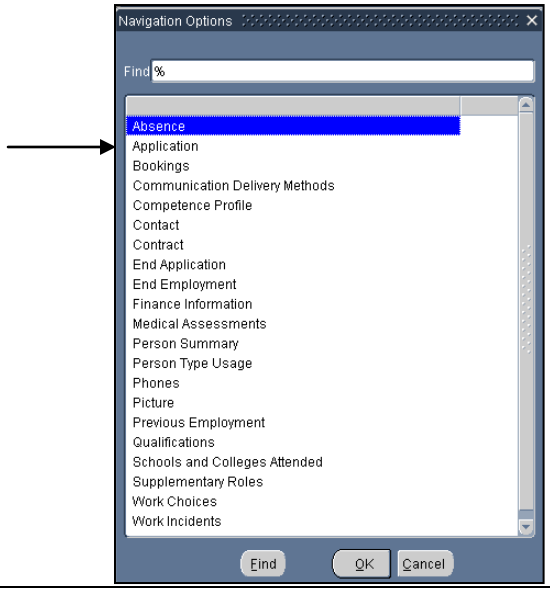
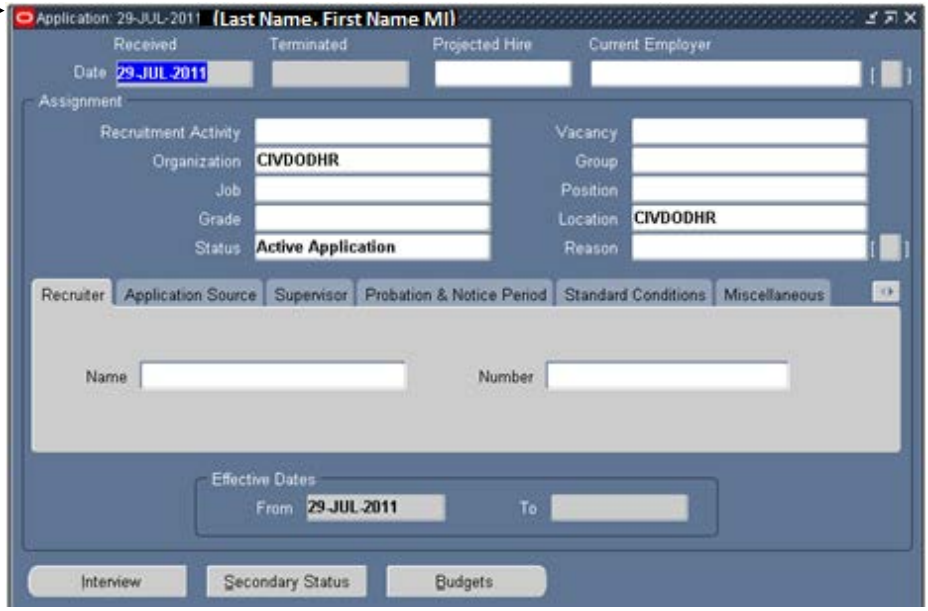
Accepting a NAF Applicant

You are now ready to "Accept" the applicant.

Step	Action
8	On the **People** window, select the **Alter Effective Date** button on the Toolbar, and change the effective date to one day after the date you input the applicant data. Select the**<OK>** button.
9	Select the **<Others>** button.

Building NAF Applicants, Continued

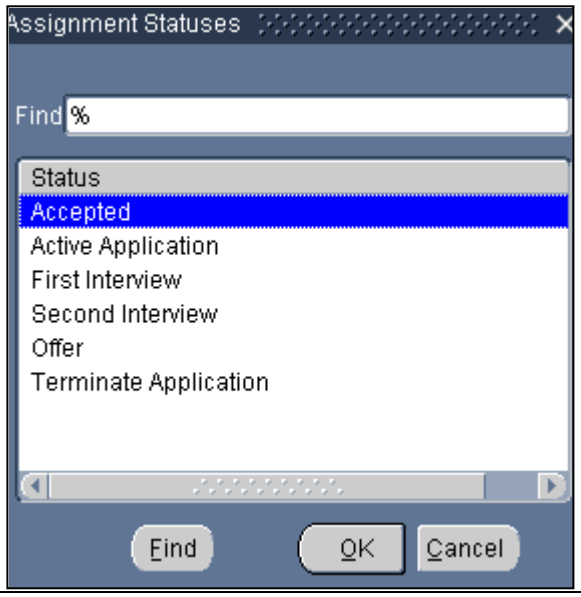
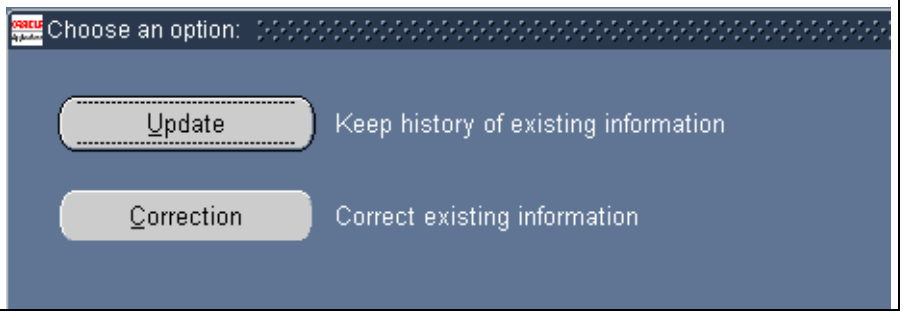
Accepting a NAF Applicant (continued)

Step	Action
10	The **Navigations Options** window opens. Select "**Application"** from the LOV then the **<OK>** button. 
11	The Application window opens with the applicant's name in the Title Bar.  **Note:** The Received Date data field populates.

Continued on next page

Building NAF Applicants, Continued

Accepting a NAF Applicant (continued)

Step	Action
12	In the **Assignment** Region of the **Application** window, override the **Organization** data field with the employee's correct organization. This allows you to see the applicant after **Security List Maintenance** runs. Click in the ***Status*** data field (it will display "Active Application" as the status). From the LOV, select **"Accepted"** from the LOV then select the <**OK**>. 
13	The ***Status*** data field now opens **"Accepted"** and an **Option** window appears asking to <**Update**> **(**keep the history) or <**Correction**> (correct existing information)**.** Select the<**Update**> button. 

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Building NAF Applicants, Continued

Accepting a NAF Applicant (continued)

Step	Action
14	Select the ***Save*** icon. The ***From*** date in the **Effective Dates** Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant).
15	The applicant is ready to be assigned to a position via the RPA. Return to the **People** window and reset the system date. • Select the **Alter Effective Date** button on the Toolbar. • Select the**<RESET>** button. This resets the effective date to the current date. Select the **<OK>** button.
16	Close the window and process the appointment action.

Deleting or Purging a NAF Applicant

Introduction

This section explains the steps for deleting applicants.

Deleting or Purging a NAF Applicant

You can delete an “accepted” applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** window opens. Enter the applicants and select **<Find>**.
2	The **People** window opens with the applicant data populated. Select the**<Others>** button.
3	The **Navigations Options** window opens. Select ***Application*** from the list and select the **<OK>** button.
4	The **Application** window opens with the applicant’s name in the Title Bar. With your cursor in the ***From*** data field (**Effective Dates Region**), alter the effective date to the day before this date. For example, if the ***From*** date is 02-Jul-2001, DateTrack to 30-Jun-2001.
5	Select the **Delete Record** icon on the Toolbar
6	A dialog box opens asking if you are sure you want to delete this record. Select the **<Yes>** button.
7	A decision box opens, select the - **<Next>** button to remove the next change, or the **<All>** button - to remove all scheduled changes, or select the **<Purge>** button - to completely remove from the database.
8	Select the ***Save*** icon

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Module 9

Chapter 3

NAF RPA

Chapter Overview

Introduction

This chapter describes the NAF RPA and the taskflow buttons to access unique NAF Descriptive Data Fields (DDF)s.

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Before You Begin

The NAF RPA within DCPDS prints on the SF 52. The NAF NPA for Army and DLA produces the Army DA Form 3434 and the NPA for Air Force produces the Air Force Form 2545.

NAF RPA

Purpose

This section provides an overview of the unique features of the NAF RPA. Consult your Component for specific information.

Navigation

Army and Air Force have a separate RPA Navigation List. DLA currently utilizes the Army RPA Navigation list.

Responsibilities and navigation for Army and DLA:

CIVDOD NAF HR Manager (Army)
CIVDOD NAF Personnelist (Army)

Navigation Path → *Req for NAF Personnel Action* → *Appointment* → **<Open>**

Responsibilities and navigation for Air Force:

CIVDOD NAF HR Manager (AF)
CIVDOD NAF Personnelist (AF)

Navigation Path → *Req for NAF Personnel Action* → *Appointment* → **<Open>**

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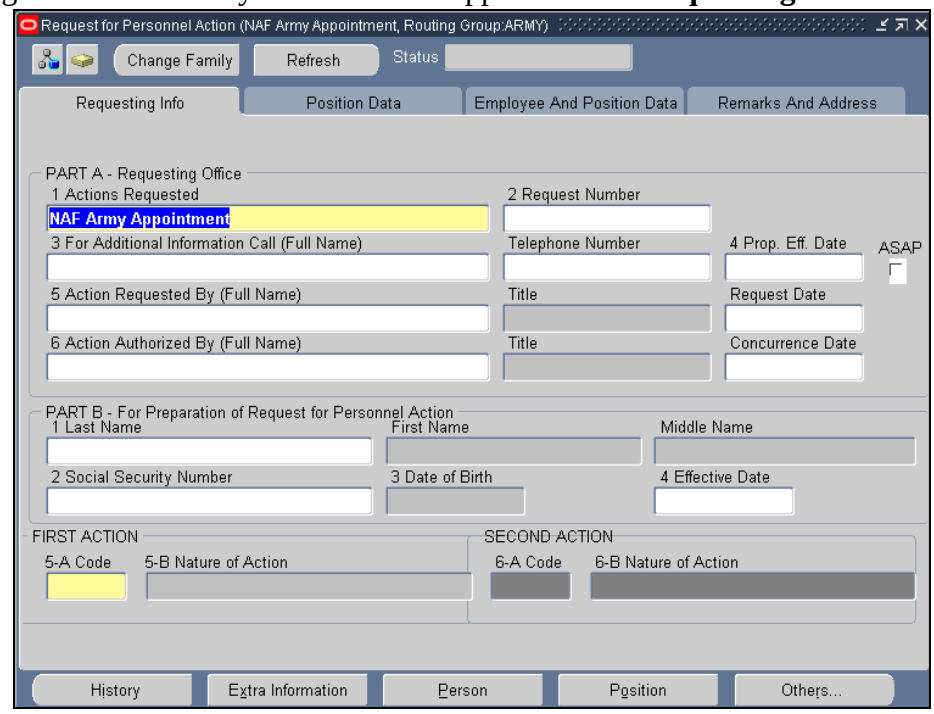
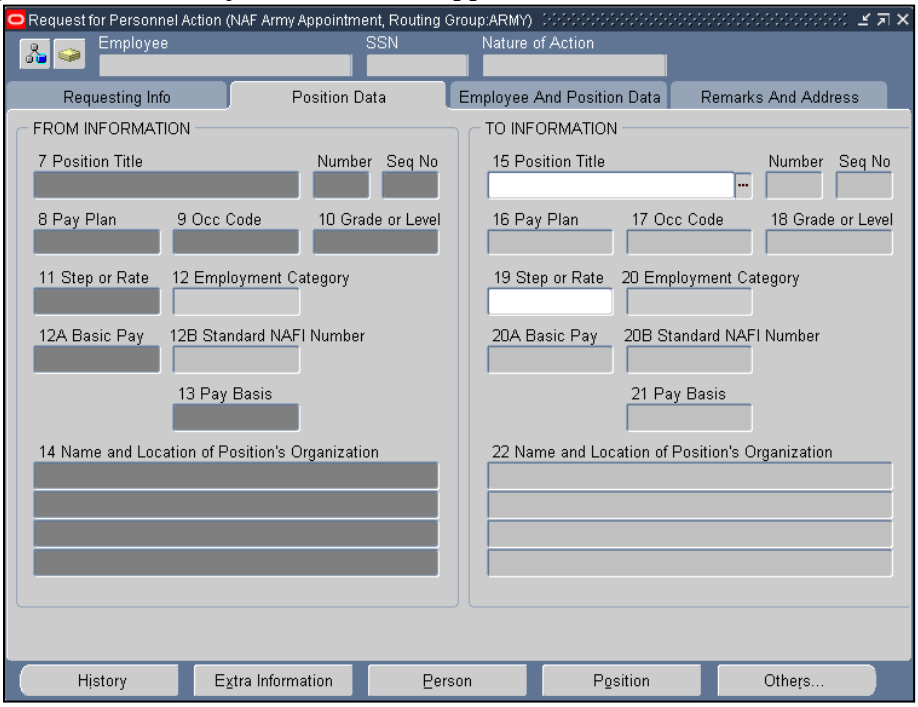
NAF RPA, Continued

Navigation (Cont)

Page 1 of 4 of a Army or DLA NAF Appointment – **Requesting Info**:



Page 2 of 4 of a Army or DLA NAF Appointment – **Position Data**:



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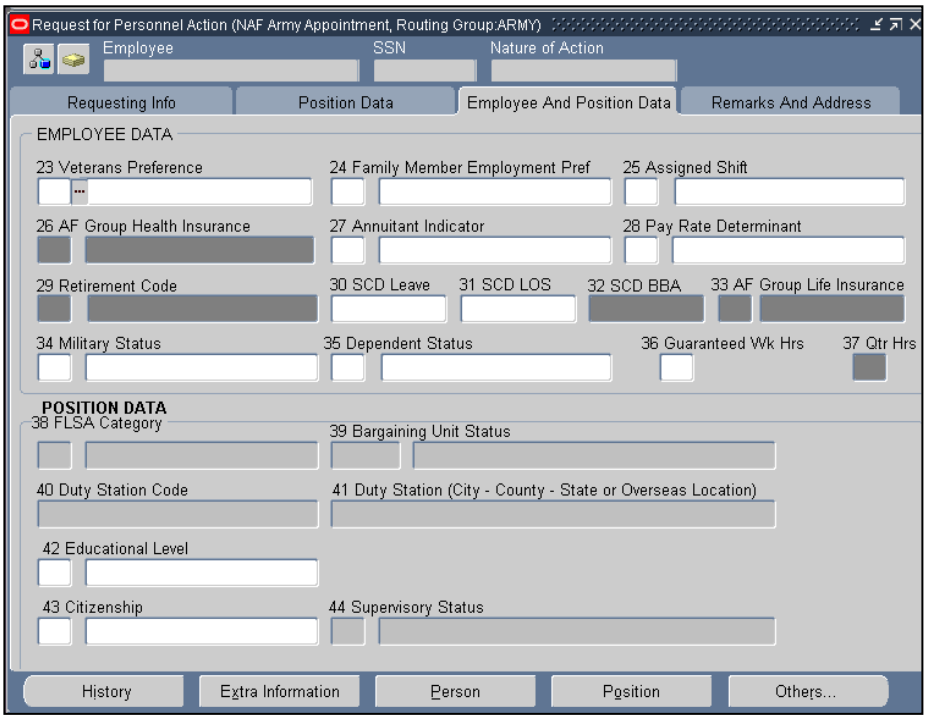
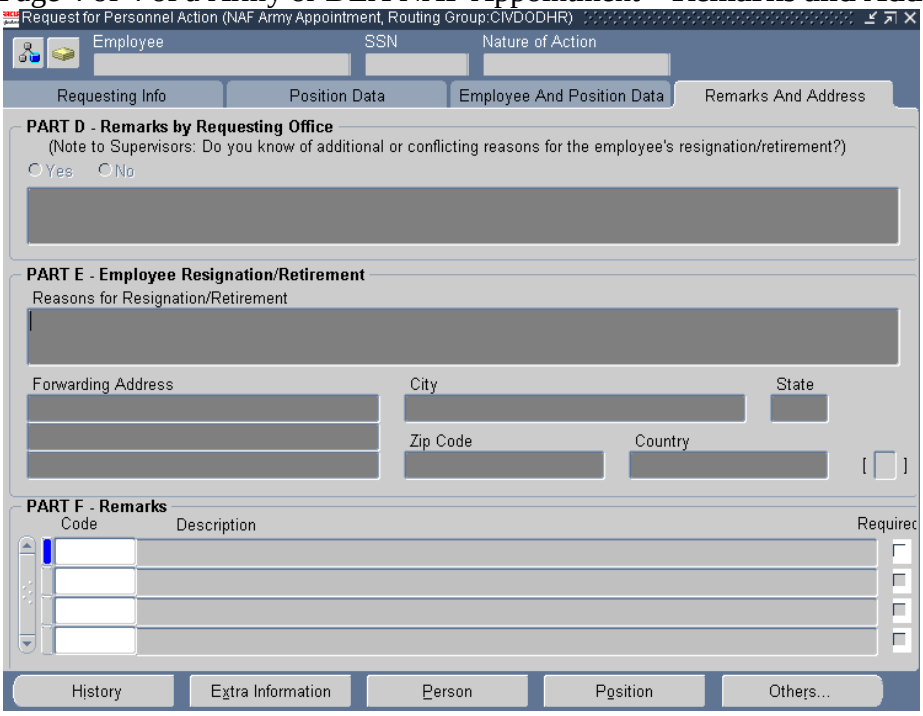
NAF RPA, Continued

Navigation (Cont)

Page 3 of 4 of a Army or DLA NAF Appointment – **Employee And Position Data**:



Page 4 of 4 of a Army or DLA NAF Appointment – **Remarks and Address**:



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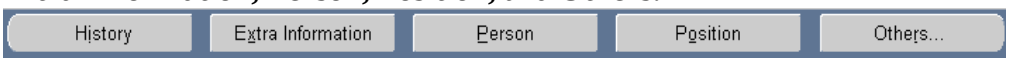
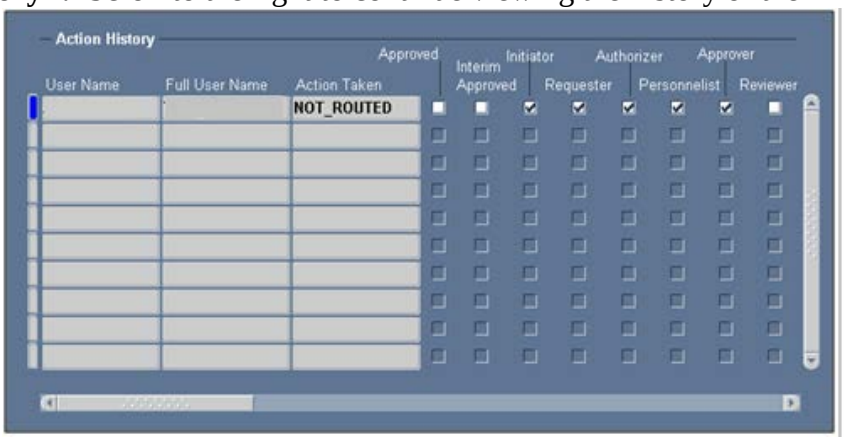
NAF RPA, Continued

Taskflow Buttons

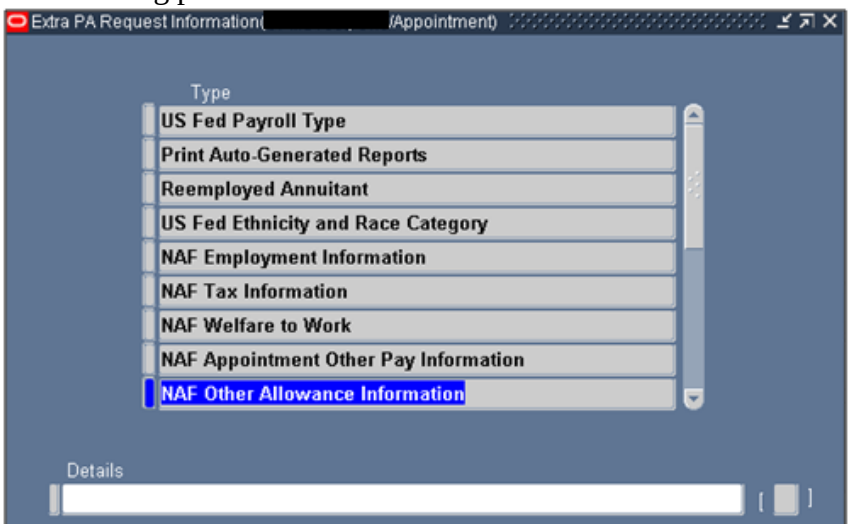
There are five Taskflow Buttons at the bottom of the NAF RPA: **History, Extra Information, Person, Position,** and **Others.**



<History>: Scroll to the right to continue viewing the history of the RPA:



<Extra Information>: These are single occurring fields and store most of the employee information. You will only see the fields associated with the type of NOA being processed.



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Accessing the Extra Information Flexfields

Step	Action
1	Select **US Fed Payroll Type** from the Extra Information list.
2	Click in the ***Details*** Box. The **US Fed Payroll Type** window opens.
3	Use the LOV icon to make a selection. Select the **<OK>** button to update the flexfield.
4	Repeat process for those fields required by your Component. **Note:** As you complete the **Extra Information** flexfields, **save** the RPA to your in box at least one time.

NAF RPA, Continued

Remaining Taskflow Buttons

<Person>: Displays the **People** window. There are five taskflow buttons which can be used to view information only. To update these flexfields, refer to:

- Module 1, Fundamentals:
  - Chap 5, Updating and Viewing the Employee Record
- Module 9, Non-Appropriated Funds (NAF) Using DCPDS:
  - Chapter 4, Updating and Viewing NAF Employee Records

<Position>: Displays the **Position** window for viewing position data. Refer to Module 2, Chapter 1, Building Positions for updating position data and Chapter 2, Building a NAF Position in this module.

<Others>: Army NAF/DLA NAF utilizes "Event History" found for tracking "Recruit/Fill" data. Not Applicable for Air Force NAF.

Saving and Routing the RPA

Saving the RPA

Select the Save icon to save the request for personnel action.

Or

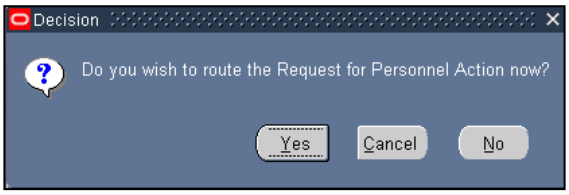
On the Main Menu Bar, select **File → Save**.

Or

Select **File → Save and Proceed**.

Routing the RPA

Once you have saved your RPA, a dialog box displays.



Select **<Cancel>** to stop the process and return to the RPA.

Or

Select **<No>** to save your action to this point and return to the RPA.

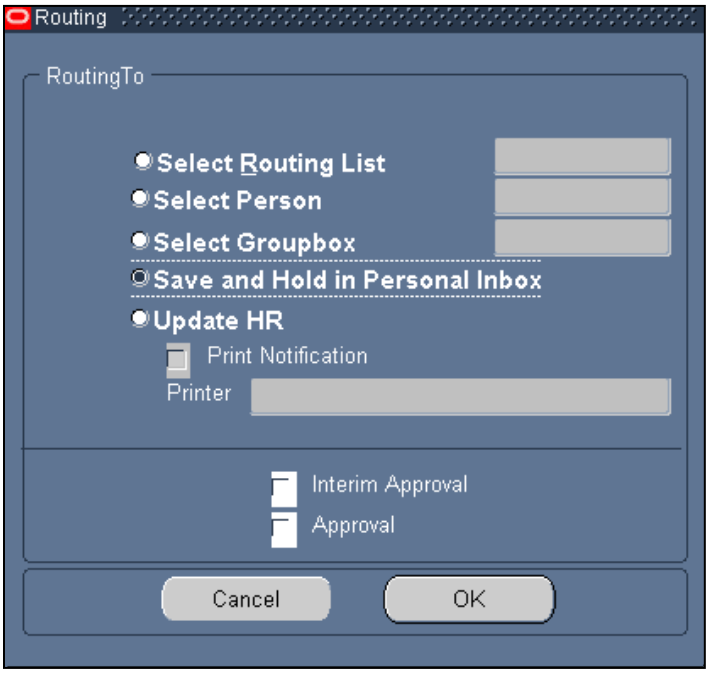
Or

Select **<Yes>** to display the **Routing** window.

Saving and Routing the RPA, Continued

Routing Window

The **Routing** Window provides several options for processing your RPA. Select the option based on your role in the routing of your RPA.



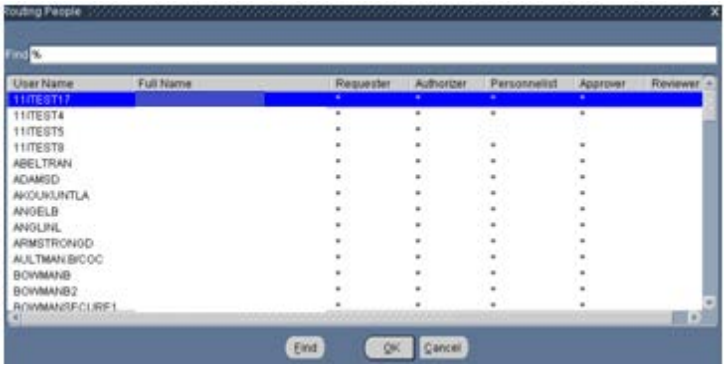
Notes:

- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** window may be grayed out based on your role and responsibility.

Continued on next page

Saving and Routing the RPA, Continued

Routing Window (continued)

Routing To Region	Description/Function
Select Routing List	Select *Select Routing List* then select the LOV icon to display a **Routing Lists** window. The listing defines the order in which a personal inbox or groupbox receives the workflow notification. Select the correct routing list then select **<OK>** to populate the data field. Then select **<OK>** on the **Routing** window to route the action.
Select Person	Select *Select Person* then select the LOV icon to display a **Routing People** window to route the action with a listing of individuals based on their role. Select the correct individual to route the action too. Select **<OK>** to populate the data field, then select **<OK>** on the **Routing** window to route the action to the correct person. 

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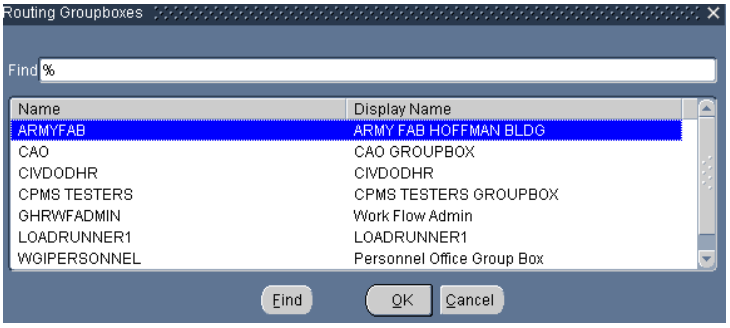
Saving and Routing the RPA, Continued

Routing Window (continued)

Routing To Region	Description/Function
Select Groupbox	Click the *Select Groupbox* then select the LOV icon to display **Routing Groupboxes** window. A groupbox contains a group of people who share a common function in the RPA process. The Groupbox could contain members of an office, branch, workgroup, etc. Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members.  Select the correct Groupbox for routing the action based on its role in the RPA process. Select **<OK>** to populate the data field, then select **<OK>** on the **Routing** window to route the action.
Save and Hold in Personal Inbox	Select this option if you have not finished working on the RPA. It will be saved in your Civilian Inbox. You can then select and complete the RPA action at a later time. Select **<OK>** to save the RPA to your workflow Inbox. **Note:** The system automatically defaults to the Save and Hold in Personal Inbox option. You **must** save the action to your Inbox in order to query the RPA from your Inbox after the action has processed.

Continued on next page

Saving and Routing the RPA, Continued

Routing Window (continued)

Routing To Region	Description/Function
Update HR	You can select ***Update HR*** only if you have the assigned role and responsibility of updating the DCPDS database. This procedure will generate a Notification of Personnel Action (NPA). DCPDS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information. Selecting ***Update HR*** automatically places a "√" in the ***Print Notification*** box if the effective date on the RPA is a current or past date. **Note:** DCPDS does an edit on the RPA when the ***Update HR*** option is selected; notifying you of corrections that need to be made before any **Update HR** can occur.
Print Notification	Discussed in the next procedure of this chapter.
Approval	Select the *Approval* box on the **Routing** Window if you are assigned the role of ***Approver***.
Interim Approval	Not applicable for NAF.
<Cancel>	Select **<Cancel>** to stop the process and return to the RPA.
<OK>	Select **<OK>** to process the action and ***Update HR*** or to route the action to another inbox. **Note:** Follow the instructions if an **Error Message** occurs.

Printing the RPA/NPA

Printing

There are several methods you can use to print the RPA or NPA.

1. Print a Request for Personnel Action or a Notification of Personnel Action from the **Routing** window.
2. On the Main Menu Bar select **File** → **Print**.
3. Select the Print button on the Toolbar.

Printing from the Routing Window

This print action is performed when you ***Update HR*** from the **Routing** Window.

Step	Action
1	Select the box next to ***Print Notification***. The system places an "X" in the box and the ***Printer*** data field is highlighted.
2	Click in the ***Printer*** data field, a **Printers** window opens listing all the printers that the system administrator has made available.
3	Select the correct printer and **<OK>** to automatically populate the printer data field.
4	Select **<OK>** on the **Routing** window to print the action. **Note:** You cannot print a future action with a future effective date.

Continued on next page

Printing the RPA/NPA, Continued

Printing from the Menu Bar or the Toolbar

Step	Action
1	Select **File →Print** on the Main Menu Bar or select the **Print** button on the Toolbar.
2	The **Printing** window displays. You have the option of printing the Request for Personnel Action (RPA). The Notification of Personnel Action (NPA) is grayed out until on or after the effective date of a finalized personnel action.
3	Make your selection based on the action you are completing.
4	Select the ***Printer*** data block to display a listing of printer options. Select the correct printer and **<OK>** to automatically populate the ***Printer*** data field.
5	Select **<OK>** on the **Printing** window to print the action. A **Note** window displays with information about your printing request.
6	Select **<OK>**.

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Module 9

Chapter 4

Updating and Viewing NAF Employee Records

Chapter Overview

Introduction

This chapter explains the process for updating and viewing NAF employee records without using an RPA, i.e., education and appraisals. Descriptive flexfields display data fields used for NAF personnel.

Chapter Contents

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Updating an Employee's Address	3
Updating and Viewing Assignment Information	5
Updating Extra Person Information	9
Updating Special Information	10

Before You Begin

The **People** window is used to update NAF employee information when an RPA/NPA is **not required**. Taskflow buttons to access the DDFs and SITs are:

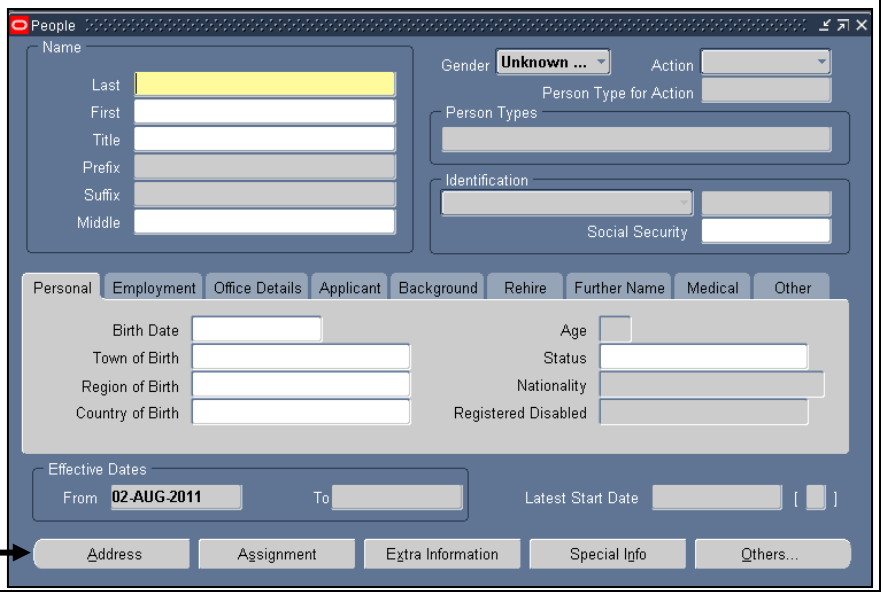
- **Assignment** (Links the Person record with the Position record for viewing only)
- **Extra Information** (Single occurrence data)
- **Special Info** (Multiple occurring data)
- **Others** (Additional pay data)

Note: These DDFs reflect Army, Air Force and Defense Logistics Agency(DLA) data. While the flexfields are the same, each component determines which data fields are to be completed.

Updating NAF Records

Accessing the People Window

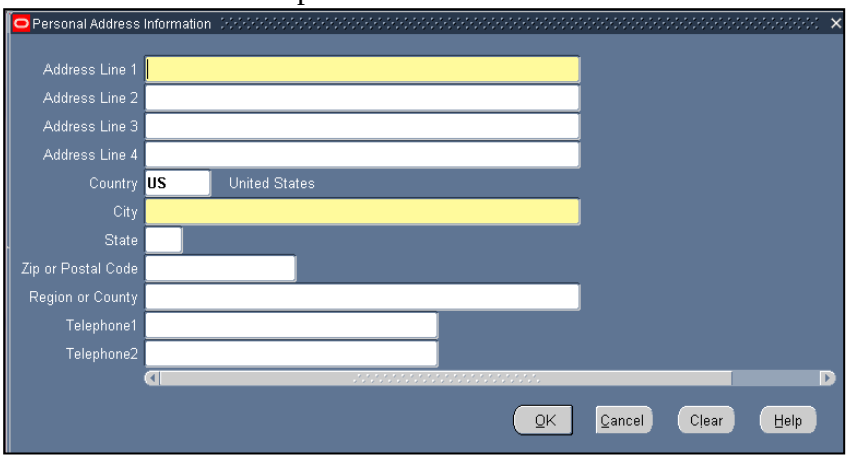
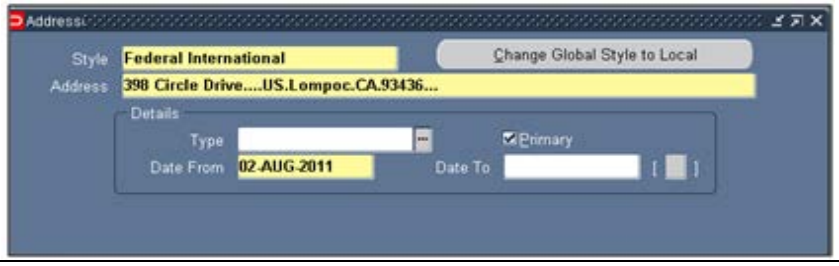
This window is used to update an employee's record with data that does not require an NPA, i.e., appraisals, non-monetary awards, training, etc.

Step	Action
1	**Navigation Path** → *People* →*Enter and Maintain* → <**Open**>. The **Find Person** window opens.
2	Query for the employees by their name. The **People** window opens with five taskflow buttons: • **Address** • **Assignment** • **Extra Information** • **Special Information** • **Others** 

Updating NAF Records, Continued

Updating an Employee's Address

The Address window is available for updating and maintaining addresses.

Step	Action
1	To update the employee's address, select the <**Address**> button. The **Address** window opens.
2	Click in the **Address** data field. The **Personal Address Information** window opens. Enter the address information.  Select <**OK**>.
3	The **Address** window opens with the address information. 

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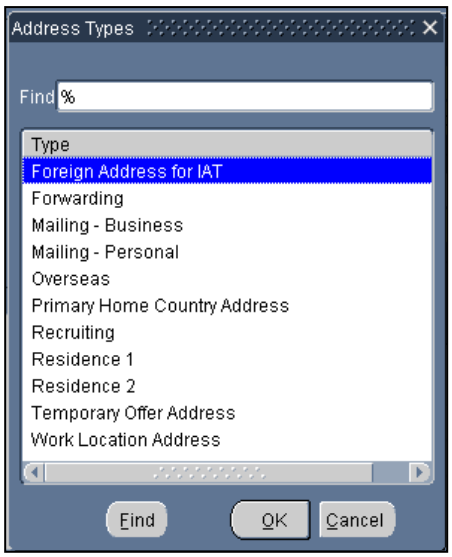
Updating NAF Records, Continued

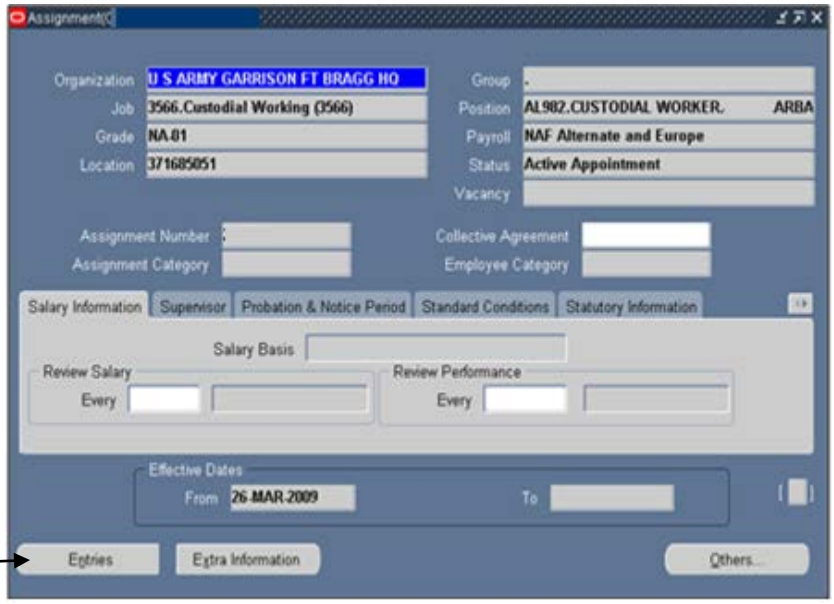
Updating a NAF Employee's Address (continued)

Step	Action
4	To include the type of address, click the LOV icon in the ***Type*** data field to select.  There is only one **Primary** address. You must deselect the check mark in the **Primary** Box for other addresses.
5	Select <**OK**> then the **Save** icon. Exit the window. **Note:** Normally Date Track is not used for updating addresses. In those rare cases where there is a compelling reason to do so, be sure to reset the system back to the current date.

Updating NAF Records, Continued

Updating and Viewing Assignment Information

The **Assignment** window identifies the employee's position data and position number. You use this number when querying the **Position** to view and update other position data. A simple method is: Highlight the entire **Position** data field, and copy it (**Ctrl C** or **Edit**-copy from the menu), then paste the number into the **Position** window to run a query.

Step	Action
1	In the **People** window, select the <**Assignment**> button. The window opens showing position data. There are three taskflow buttons. NAF uses Entries and Extra Information only. • <**Entries**> • **<Extra Information>** • <**Others**> 

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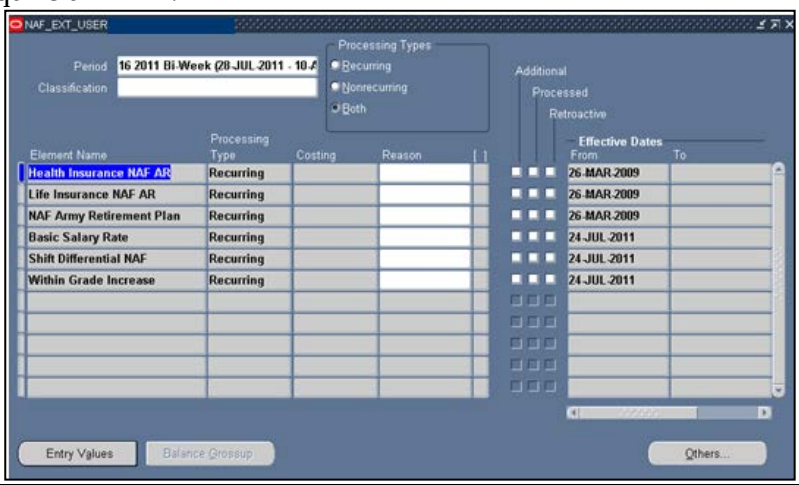
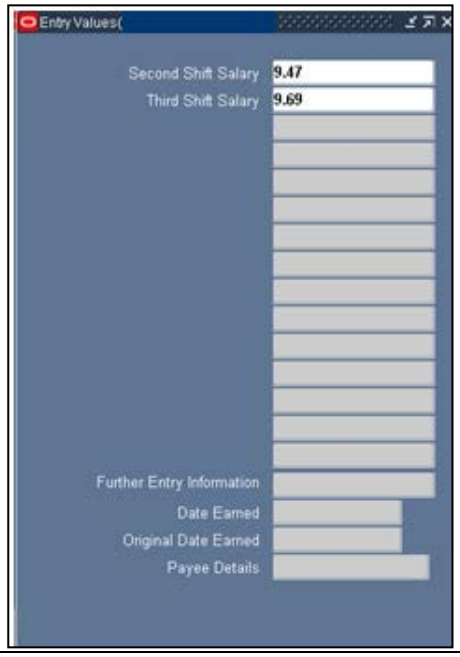
Updating NAF Records, Continued

Updating and Viewing Assignment Information (continued)

Step	Action
2	Select the <**Entries**> button. The window contains pay, benefits, and entitlements and the ***Period*** data field contains current pay period information. The data can be recurring or non-recurring. **Note:** If you need to see prior information, date track to that pay period. You can update some of the information if it does not require an NPA. 
3	In the **Element Name** column, select the element to view then The <**Entry Values**> button. 

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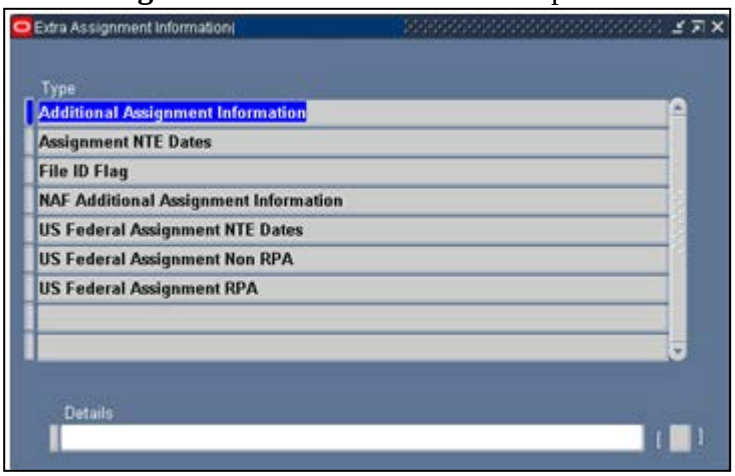
Updating NAF Records, Continued

Updating and Viewing Assignment Information (continued)

Step	Action
4	To add new element entries, place your cursor in the first blank **Element Name** line. Select the LOV icon for the element entry you want to add. (As a reminder, you may need to use Date Track to reflect the correct pay period.)
5	Select the <**Entry Values**> button. The associated **Entry Values** window opens.
6	Enter the information then select the **Save** icon.
7	Close the window.
8	On the **Assignment** window, select the <**Extra Information**> button. Assignment Extra Information contains read-only data for NAF. To update the information contained in these fields, an RPA is required.
9	The **Extra Assignment Information** window opens:  **Note:** The **File ID Flag** DDF is not used for NAF, even though it has NAF descriptions.

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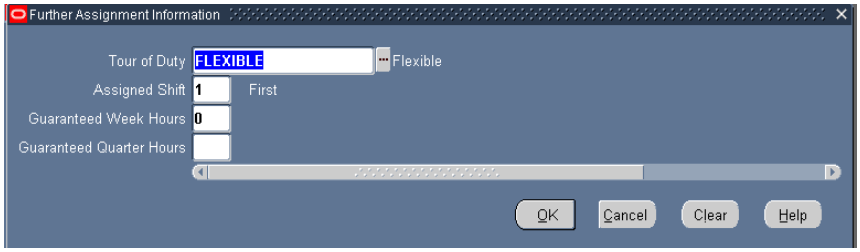
Updating NAF Records, Continued

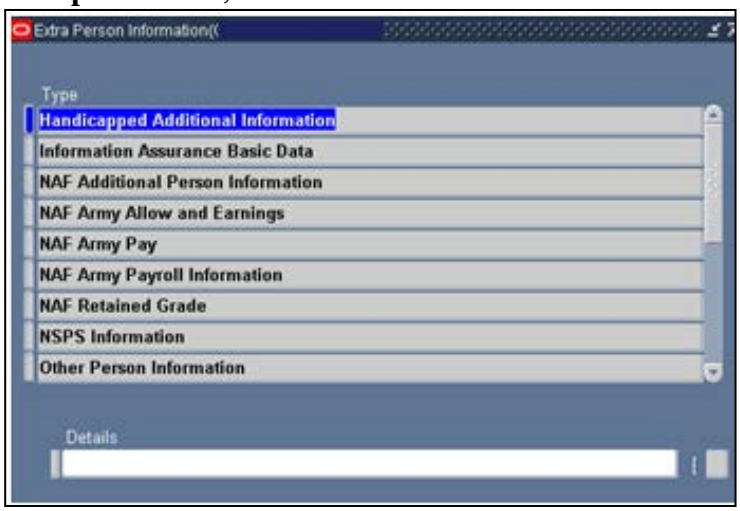
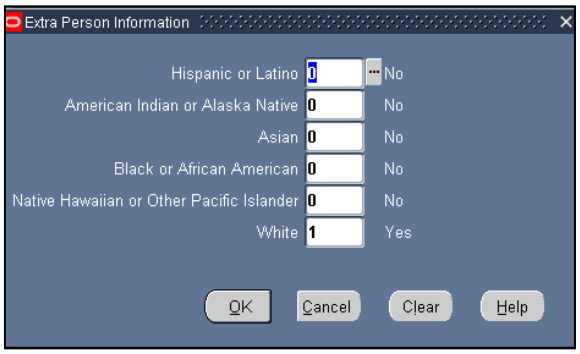
Updating and Viewing Assignment Information (continued)

Step	Action
10	To view information contained in these fields, select the field then click in the **Details** data field. 
11	After making the selection select the <**Cancel**> button.
12	Repeat these steps to view the remaining **Extra Assignment Information** types.
13	Close the **Assignment** window to return to the **People** window.

Updating NAF Records, Continued

Updating Extra Person Information

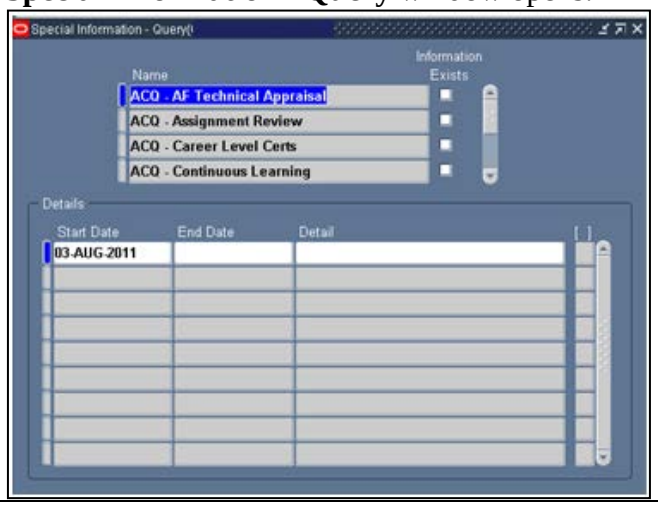
Extra Person Information displays as <Extra Information> on the People window. Normally this stores information that occurs one time in an employee's record. If it is updated, the new information replaces the old values. Use the following steps to access the different Types:

Step	Action
1	In the **People** window, select the <**Extra Information**> button 
2	Use the scroll bar to move the Record Indicator to select the **Type** to be viewed or updated, Click in the **Details** data field to open window. 
3	Use the LOVs to select data or type in the required data, and then select <**OK**>.
4	Repeat the previous steps to go through all of the required **Extra Person Information Types.**
5	Upon completion, select the save icon and exit the **Extra Person Information** window.

Updating NAF Records, Continued

Updating Special Information

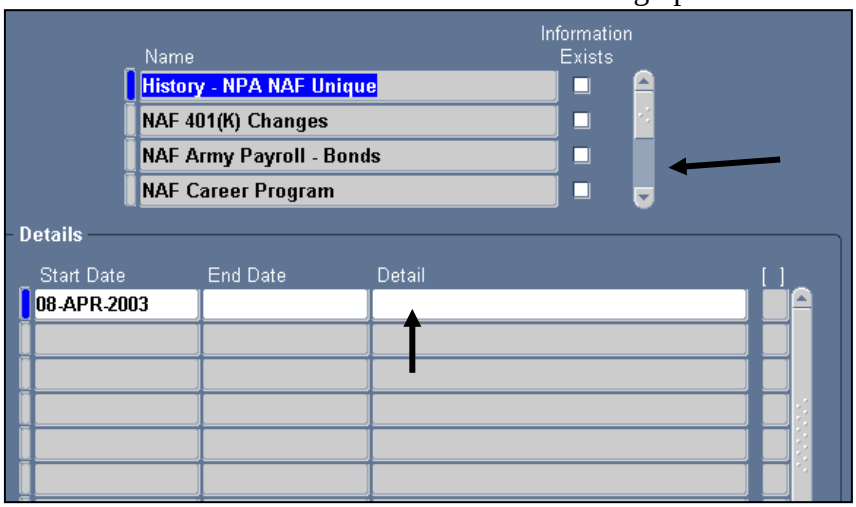
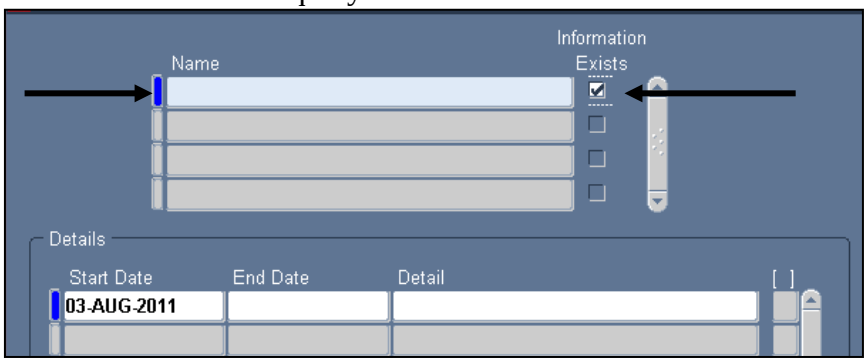
Special Information stores multi-occurrence information, i.e., appraisals, training, etc. Use the following steps to access them:

Step	Action
1	In the **People** window, select the<**Special Info**> button. The **Special Information - Query** window opens. 
2	There are two methods to query for specific a Special Information Type (SIT). The first is method to query is by title with a particular word or acronym such as "NAF". Place the cursor in the first **Name** field. Press F11, then type in %NAF%. Followed by pressing both the **CTRL + F11** buttons to execute the query.

Continued on next page

Updating NAF Records, Continued

Updating Special Information (continued)

Step	Action
3	All **Special Information** types with **NAF** in the name will appear. Use the Scroll bar to view all the flexfields. Select the record **Name** then double click in the **Detail** Box to bring up the flexfield. 
4	The second method to query is by "Information Exists". Query SITs that contain information from the record by placing the cursor in the first **Name** field and Press F11. Check (√) the **Information Exists** block then press both the **CTRL + F11** buttons to execute the query. 

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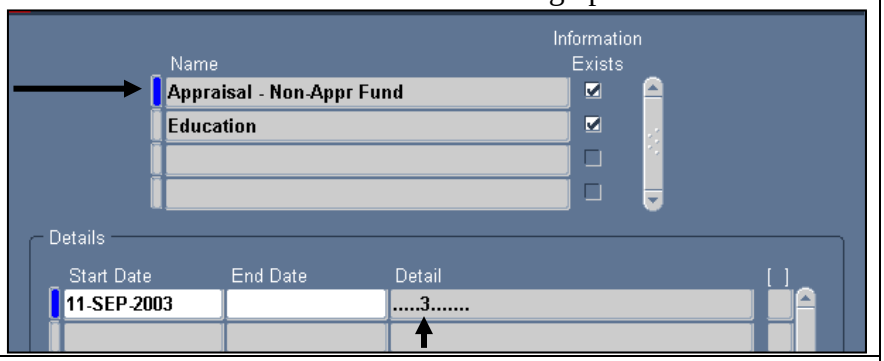
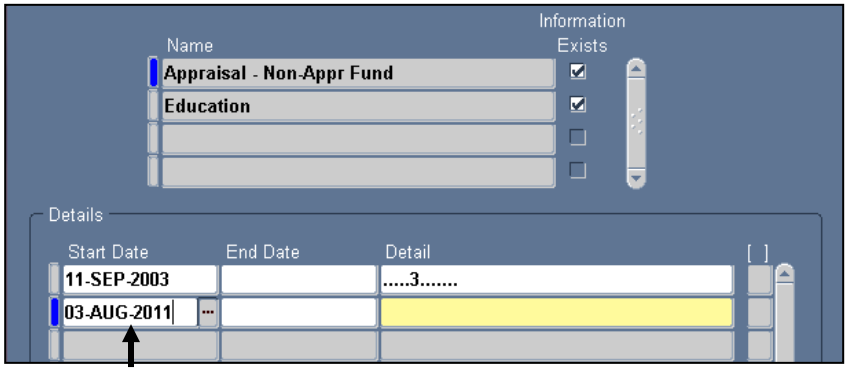
Updating NAF Records, Continued

Updating Special Information (continued)

Step	Action
5	All **Special Information** types with information contained in the employee record appear. Notice that the **Start Date** is 11-Sep-2003 in the example shown. This is the last input date for the employee Appraisal – Non-Appr Fund. Select the record **Name** then double click in the **Detail** Box to bring up the flexfield. 
6	To add new information in the SIT, click in the gray block under the Start Date. In the example, the space under 11-Sep-2003 was used.  This new **Start Date** autopopulates.

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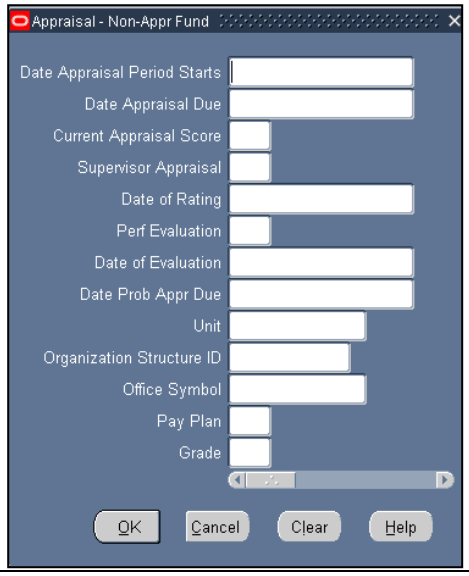
Updating NAF Records, Continued

Updating Special Information (continued)

Step	Action
7	Click in the yellow **Detail** block to add information. 
8	Enter the required data. Then select<**OK**>.
9	Upon completion, exit the **Special Information** window and return to the **People** window. Select **Save** and **Exit** the window.

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Module 10

Local Nationals in the DCPDS

Module Overview

Purpose

This module introduces the information you need to process actions for Department of Defense Local Nationals (LNs) located in overseas areas. Currently, there are 12 countries that have ***unique*** LN roles and responsibilities. They are:

Azores	Japan
Belgium	Korea
Cuba	Saudi Arabia
Egypt	Germany
Iceland	Turkey
Italy	United Kingdom

An LN generic role is used for non-specified countries; e.g., LN Personnelist, LN Classifier, etc.

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Before You Begin

The format for processing LN actions is the same as processing Appropriated Fund employee actions. However, each country has unique data fields and Descriptive Data Fields (DDFs) to simplify the processes.

- The Request for Personnel Action (RPA) is the same except:
  - Some of the data fields are grayed out.
  - The SSAN is not auto-populated. (The data field is grayed out.)
  - The SSAN is input via the **Extra Information** Taskflow Button, selecting the **Local National Unique Data** *Type* and typing the SSAN in ***Employee ID Number*** data field.
  - There are only two ***Authority Codes*** on appointment actions, the remaining are grayed out.
  - **Extra Information** Taskflow Button will contain most of the employee information.

LN Responsibility List

Designated users will only see the roles and responsibilities for their country on the **Navigator** Window. For example, a user in Germany may see one or more of the following responsibilities:

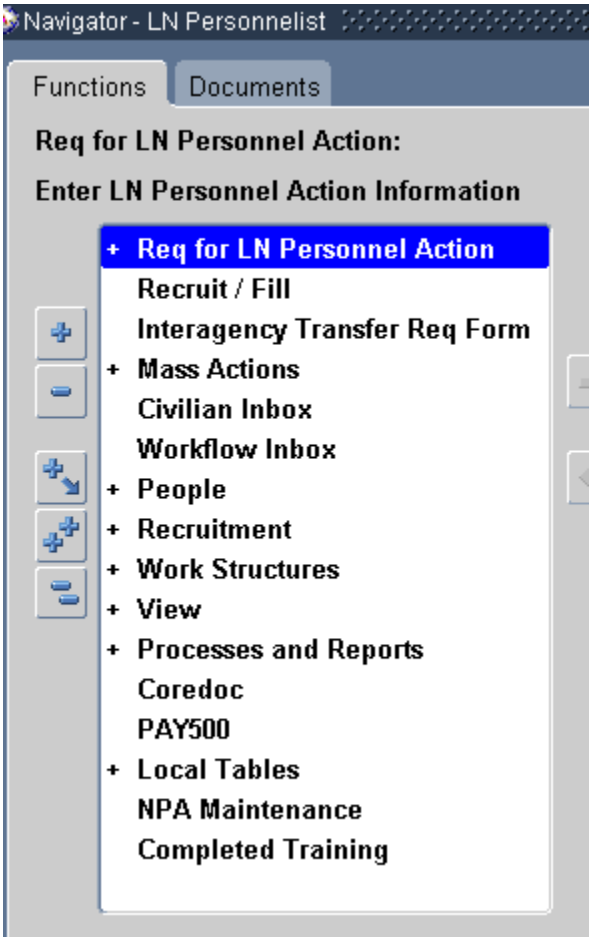
CIVDOD LN HR MGR – GERMANY
LN Classifier – Germany
LN Personnelist – Germany
LN Resource Manager – Germany
LN Supervisor – Germany

Continued on next page

Module Overview, Continued

LN Personnelist Navigation List - Generic

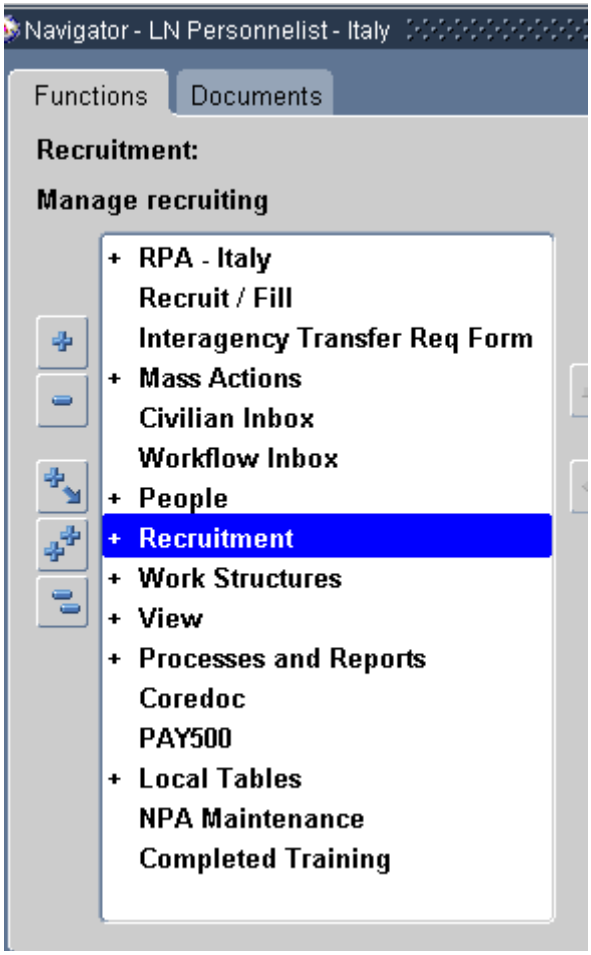
Below is an example of the **Navigation List** that is displayed when the generic LN Personnelist responsibility is selected.



Module Overview, Continued

LN Personnelist Navigation List – Italy

Each specified country has a distinct LN Personnelist **Navigation List**. This is an example of the LN Personnelist – Italy **Navigation List**.



Continued on next page

Module Overview, Continued

RPA LN Navigation List

Each specified country has a distinct RPA LN **Navigation List**. This is an example of Italy's expanded LN RPA **Navigation List**.

Module 10

Chapter 1

Building Local National Positions

Chapter Overview

Introduction

This chapter explains the position structures used for Local National (LNs) positions in the DCPDS. It outlines the unique data fields required for LNs.

Chapter Contents

Topic	Page
Overview	1
Building an LN Position	2
Accessing the Position Window	2
Building an LN Position	2

Before You Begin

Building an LN position is the same as an Appropriated position, except there are unique LN Descriptive Data Fields (DDFs) that are used when appropriate.

Note: Some position fields are auto-populated by the system. Users determine if the value that is auto-populated is appropriate or should be changed.

Building an LN Position

Purpose This section explains how to build an LN position.

Accessing the Position Window

Step	Action
1	Select your responsibility from the **Responsibilities** window, i.e., LN Classifier, LN Personnelist, etc.
2	**Navigation Path** → *Work Structures* → *Position* → *Description* → <**Open**>

Building an LN Position

Step	Action
1	In the **Position** window, follow the steps in Module 2, Chapter 1, Building Positions, starting with the section, "Completing the **Position** window and flexfields."
2	Continue the steps in section, "Completing the **Additional Details** window", in Module 2, Chapter 1.
3	Click the<**Others**> button at the bottom of the **Position** window. The **Navigation Options** window opens.
4	Select the appropriate Agency (Ex: **Air Force Local National**, **Army Local National**, **and Navy Local National**).
5	Click the<OK> button. The **Extra Position Information** window with position type (DDFs) displays.
6	Complete the **Extra Position Information** data fields as described in Module 2, Chapter 1, section "Completing the **Extra Position Information**
7	Continue following the steps in Module 2, Chapter 1, Section "Completing the **Multiple Agency Information** window, through "Validating the Position."
8	<**Validate**> the position.
9	Select the<**Save**> button. You can now use the validated position in your actions.
	Note: The Position Organization Address (POA) build is what prints on the RPA.

Module 10

Chapter 2

Building Local National Applicants

Chapter Overview

Introduction

To process an appointment action in DCPDS, the person must be an applicant. You can do this using one of the following methods.

1. If a Talent Acquisition System (TAS) (e.g., USA Staffing or Resumix) is used for the recruitment and selection process, information about the applicant may automatically flow from the system to DCPDS.
2. If a TAS is not used, enter the applicant data through the process explained below (referred to as "building" an applicant in the DCPDS).

Chapter Contents

Topic	Page
Before You Begin	2
Building LN Applicants	3
Accepting an LN Applicant	6
Deleting or Purging an LN Applicant	9

Continued on next page

Chapter Overview, Continued

Before You Begin

DCPDS requires a three-day process to have an applicant built, accepted, and assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant to a position.

Example: To appoint an applicant to a position effective 10 February, a prior date of at least three days must be used for entering the applicant (e.g., 8 February or earlier).

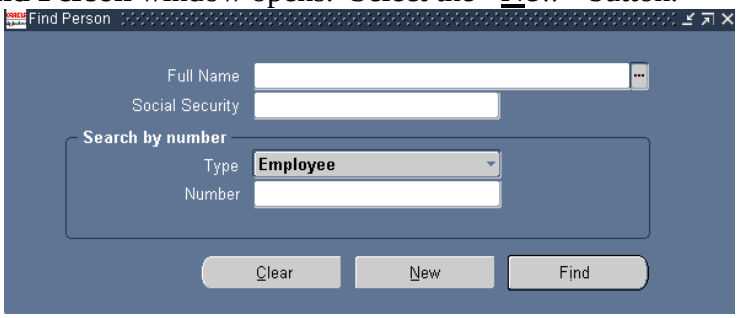
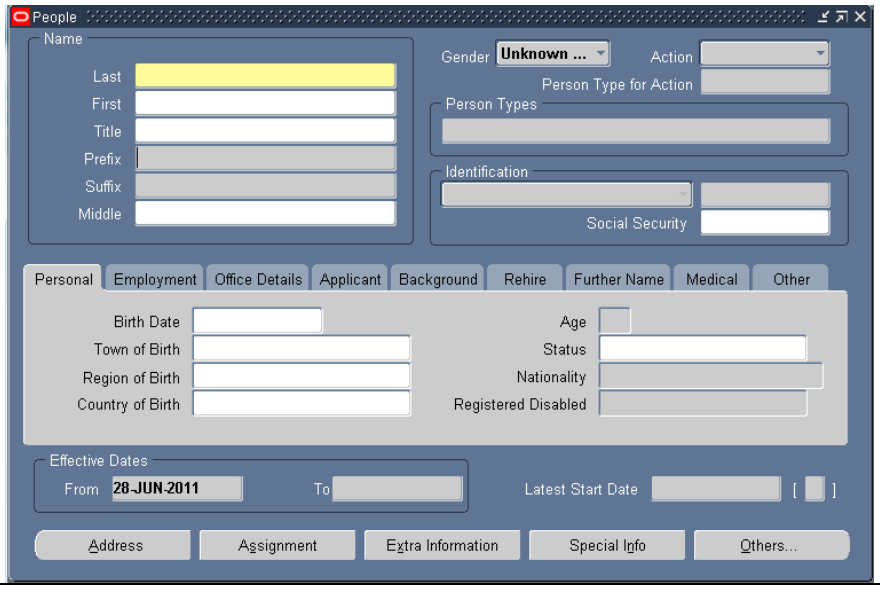
How to work around: Use the DateTrack feature to work around this business rule, to build, accept, and appoint the applicant on the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
- Alter the effective date again to at least one day forward from the date used to build the applicant, and at least one day before the appointment date; then, change the applicant's status to "Accepted."
- Reset the effective date to the current date to "appoint" the applicant.

Building LN Applicants

Building an LN Applicant

The following procedures describe how to build an LN Applicant. Only the required data fields are described.

Step	Action
1	**Navigation Path** → People → *Enter and Maintain* → <**Open**>. The **Find Person** window opens. Select the <**New**> button. 
2	The **People** window opens: 

Continued on next page

Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Action

3	If you plan to appoint the applicant within the next two days, you need to alter the effective date in the system to meet the business rules described in the introduction. To do this:
	• Click the **Alter Effective Date** icon on the Toolbar.
	• Alter the effective date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either:
	  • Type over the highlighted data in the ***Effective Date*** data field (which opens the current date). Use the format: DD-MMM-YYYY. Then click **<OK>**.
	  Or
	  • Click in the ***Effective Date*** data field and click the LOV to display the calendar. Click a date, and then click **<OK>**.
	The altered effective date appears on the Title Bar of the **People** window.

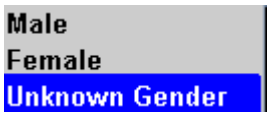
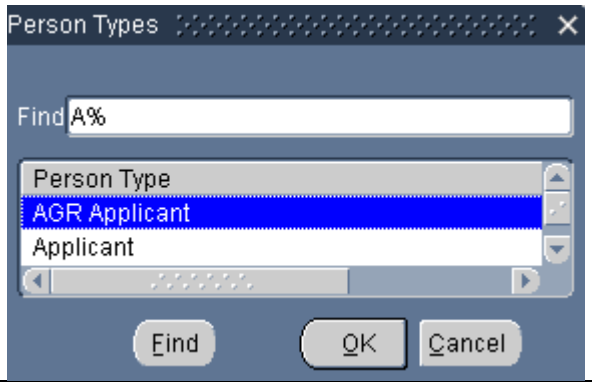
4	Your cursor will be in the ***LAST*** data field of the ***NAME*** Region. Enter the applicant data, as described below. **Caution:** Press [**Tab**] each time you want to navigate to the next data field. **Do not** use [**Enter**].

Data Field	Action
Last	• Type in the last name of the applicant. **Hyphens may be used.** The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Follow your business rules entering the applicants' name.

Continued on next page

Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Action	
4 (Cont)	**Data Field**	**Action**
	First	• Type in the applicant's first name. • Press [**Tab**] several times until your cursor is in the ***Middle*** data field.
	Middle	• Type in a middle name or initial, if appropriate. • Press [**Tab**].
	Unknown Gender	• Select the "M" key for *Male* or "F" for *Female* or make your selection from the LOV.  Press **[Tab]** or click in the ***Action*** data field.
	Action	Select the LOV icon and select **Create Applicant.**
	Person Type for Action	• Click the LOV and select **Applicant**. • Click the<**OK**> button. 
	Social Security Number	**Note:** Leave this data field blank. It will be entered in the appointment process.
	Employee	• No action – automatically populated.
	Applicant	• No action – automatically populated

Continued on next page

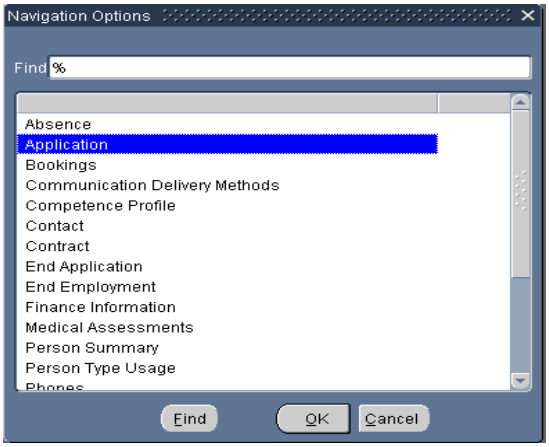
Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Action
4 (Cont)	**Data Field** / **Action** **Birth Date** — • Type in the applicant's birth date, using the format: DD-MMM-YYYY.
5	Click the ***Save*** icon. The spinning Internet globe indicates the system is working, followed by ***"Transaction complete: 1 Records applied and saved.:,*** bottom left of screen. **Note:** The system calculates the applicant's age and populates an Applicant Number in the ***Applicant*** data field.

Accepting an LN Applicant

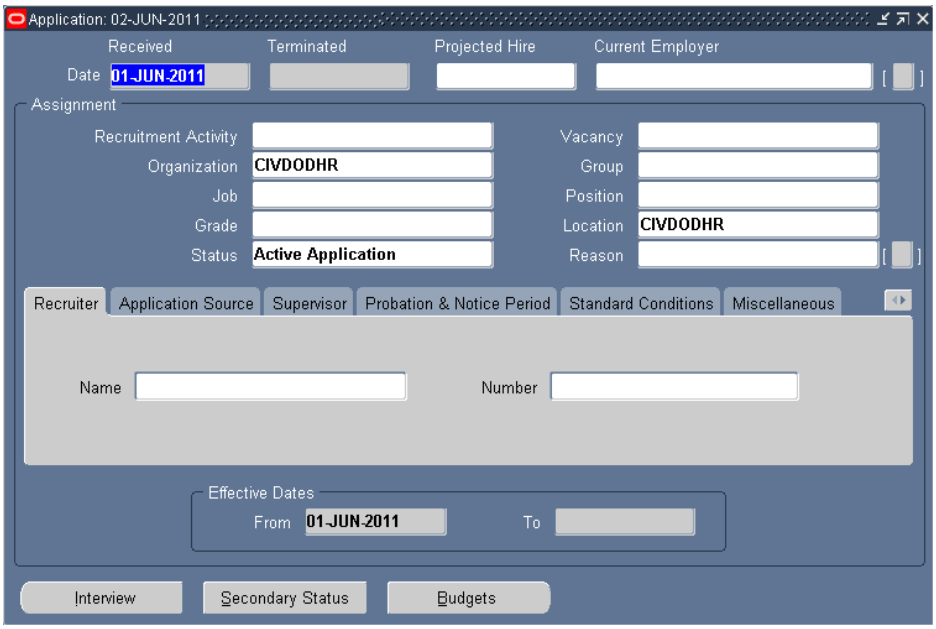
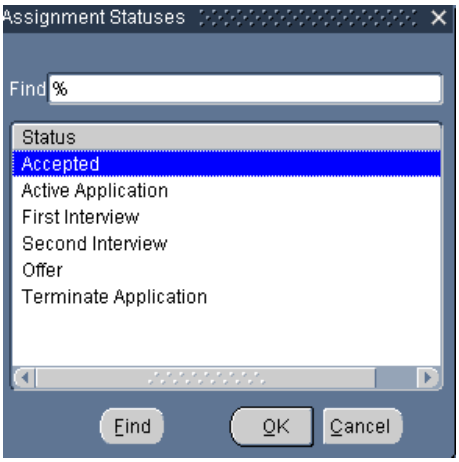
You are now ready to "Accept" the applicant.

Step	Action
6	On the **People** window, click the Alter Effective Date icon on the Toolbar, and change the effective date to one day after the date you input the applicant's data. Select the **<OK>** button.
7	Select the **<Others>** button.
8	The **Navigations Options** window opens. Select "**Application"** from the list and click the **<OK>** button. 

Continued on next page

Building LN Applicants, Continued

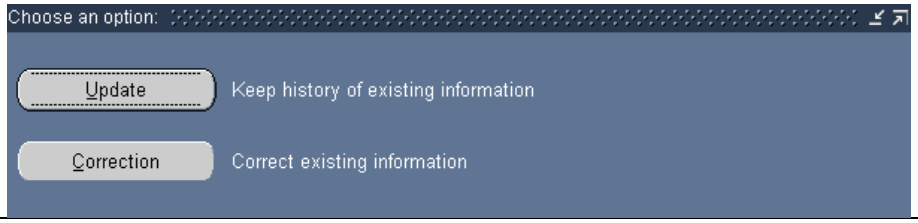
Accepting an LN Applicant (continued)

Step	Action
9	The **Application** window opens with the applicant's name in the Title Bar.  **Note:** The ***Received Date*** data field populates.
10	In the **Assignment** Region of the **Application** window, click in the ***Status*** data field (Active Application will be displayed). Select the LOV icon then select **"Accepted"** from the list and click the **<OK>** button.  The ***Status*** data field now displays **"Accepted".**

Continued on next page

Building LN Applicants, Continued

Accepting an LN Applicant (continued)

Step	Action
11	An **Option** window opens, asking you to choose **<Update>** or **<Correction>.** Select the **<Update>** button. 
12	Select the ***Save*** icon The ***From*** date in the **Effective Dates** Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant). Exit the windows and return to the **People** window to reset the system date.
13	The applicant is ready to be assigned to a position via the RPA. • Select the **Alter Effective Date** icon on the Toolbar. • Select the**<RESET>** button this resets the effective date to the current date • Select the**<OK>** button.
14	Close the window and process the appointment action.

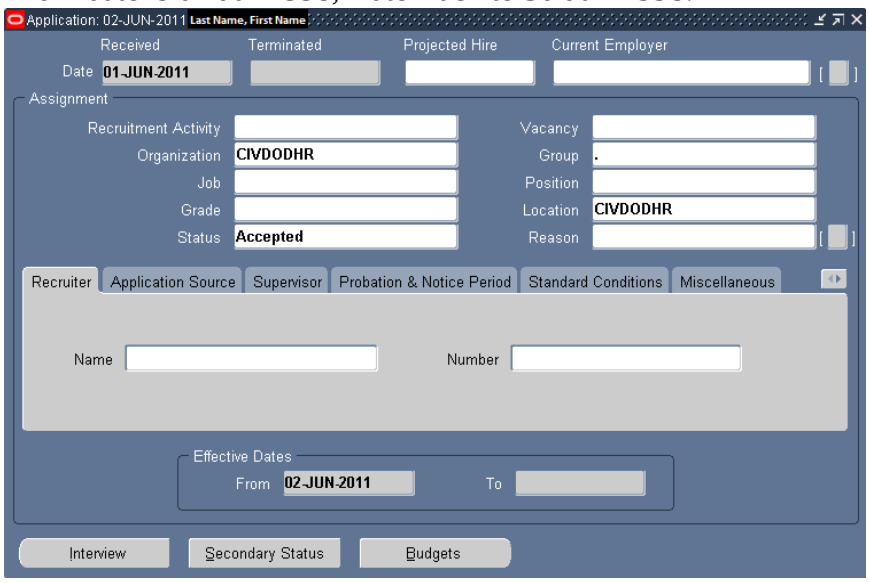
Deleting or Purging an LN Applicant

Introduction

This section explains the steps for deleting LN applicants.

Deleting or Purging an LN Applicant

You can delete an “accepted” LN applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → **<Open>**. The **Find Person** window opens. Query for the LN applicant. Then Click the **<Find>** button.
2	The **People** window opens with the LN applicant data populated. Click the**<Others>** button.
3	The **Navigations Options** window opens. Select ***Application*** from the list then click the**<OK>**button
4	The **Application** window opens with the LN applicant’s name in the Title Bar. With your cursor in the ***From*** data field, alter the effective date to the day before this date. For example, if the ***From*** date is 02-Jul-1998, DateTrack to 30-Jun-1998. 

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Deleting or Purging an LN Applicant, Continued

Deleting or Purging an LN Applicant (continued)

Step	Action
5	Click the **Delete Record** on the Toolbar.
6	A popup dialog box opens asking, "Do you really want to delete this record?" If you are sure you want to delete this record. Click the **<Yes>** button.
7	A decision box opens, asking which action to perform: **<Next>** - to remove the next change, or **<All>** - to remove all scheduled changes, or **<Purge>** - to completely remove from the database.

To Remove Acceptance of the LN Applicant.	To Purge the LN Applicant Record.
1. Select **<Next>**. This will remove acceptance of the LN applicant.	Select **<Purge>**. This will remove the LN applicant from the database.
2. Select **Save**.	
3. Reset the DateTrack date.	
4. Close the **Application** Window. The **People** Window opens.	
5. Select the **Delete Record** button on the Toolbar.	
6. A **Dialog Box** opens, asking if you are sure you want to delete the record. Select the**<Yes>** button.	
7. Select the ***Save*** icon.	

Module 10

Chapter 3

Local National Request for Personnel Action

Chapter Overview

Introduction

This chapter describes the Local National (LN) Request for Personnel Action (RPA) and the taskflow buttons to access unique LN Descriptive Data Fields (DDF)s.

Chapter Contents

Topic	Page
Overview	1
Before You Begin	2
Local National Request for Personnel Action	3
Taskflow Buttons	6
History	6
Extra Information	6
Accessing the Extra Information DDFs	7
DDFs Used with Most Local National Actions	8
Remaining Taskflow Buttons	9
Local National NOAs	9
Local National NOA Families	9
Local National Request for Personnel Action Navigation List	9
Local National Forms	10

Continued on next page

Chapter Overview, Continued

Before You Begin

- The LN RPA process is the same as the Appropriated Fund RPA, except:
  - Some of the data fields are grayed out and the information must be input through the **Extra Information** Taskflow Button DDFs, i.e. **Awards, Separations**, etc.
  - A SSN is not used by local national employees, therefore the SSN is not auto-populated on page 1 of the RPA. Local National records use the Employee ID number instead located by selecting the **Extra Information** Taskflow Button. Select the **Local National Unique Data** *Type*. Click the ***Details*** area and input the Employee ID Number in the ***Employee ID Number*** data field.
  - There are unique NOAs for each country. Those prefixed with an "X" must only be used with a correction action.
  - There are three ***Authority Codes*** for LN actions, which may be optional depending on the country.
  - **Extra Information** Taskflow Button contains most of the necessary employee information in the DDFs.
  - **Special Information (SITs)** Taskflow Button contains multiple occurrence fields, i.e., training, appraisals, language, etc.
  - **Italy** and **Germany** users must refresh the RPA (use the Refresh Button at the top of the RPA) prior to update to invoke salary computations.

Note: Just as with the Appropriated Fund actions, the <**Person**>, <**Position**>, and <**Others**> Taskflow Buttons are used only to view information. You cannot update this information through the RPA. Most updates must be processed separately on the **Position** or **People** Windows.

See also

Follow the process for completing an RPA as described in Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.

Local National Request for Personnel Action

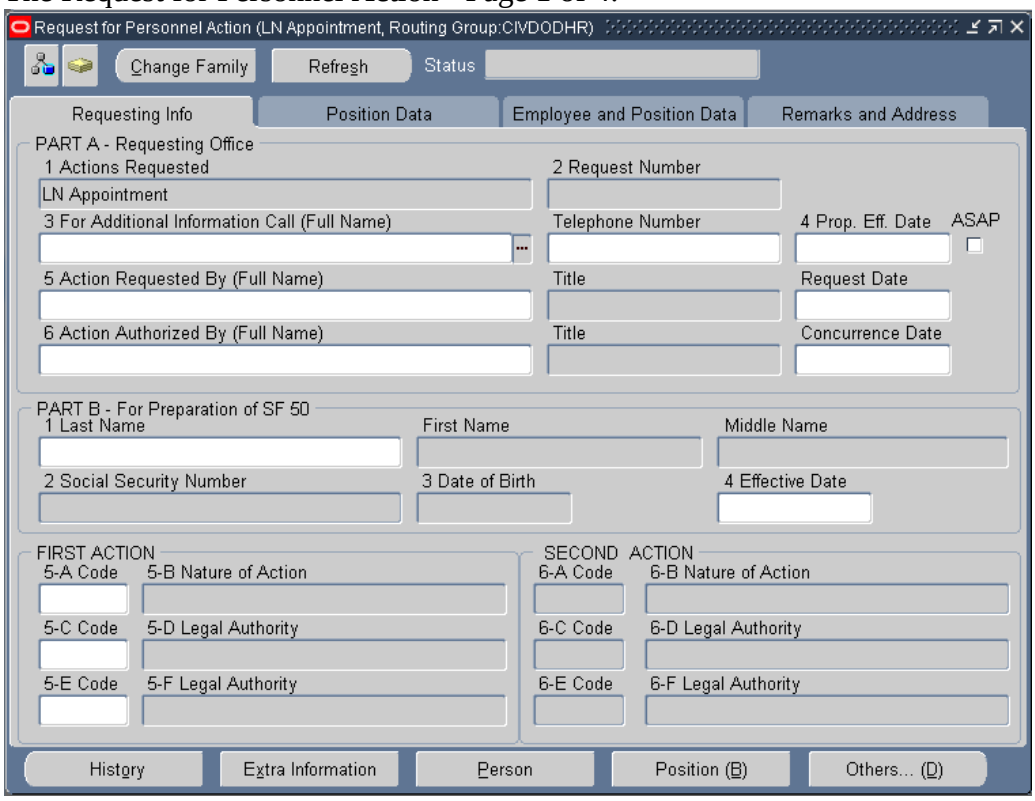
Purpose

This section illustrates the LN RPA using an Appointment Action.

LN Request for Personnel Action Window

Navigation Path → *Req for LN Personnel Action* →*LN Appointment* → **< Open>**

The Request for Personnel Action - Page 1 of 4:



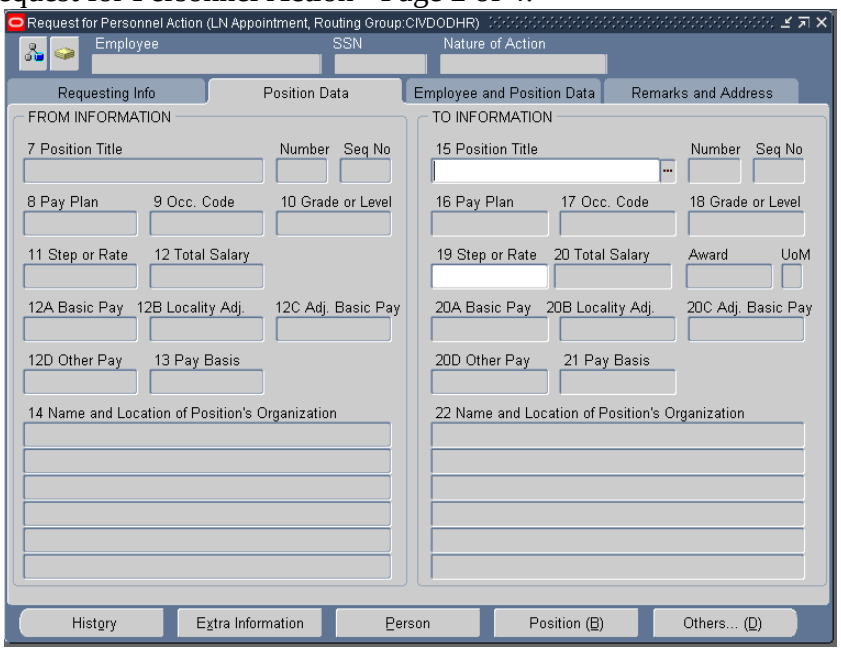
SSN is not available for LN records in this format. It is entered in the ***Employee ID Nbr*** on the **Extra Information → LN Unique Data** DDF.

Continued on next page

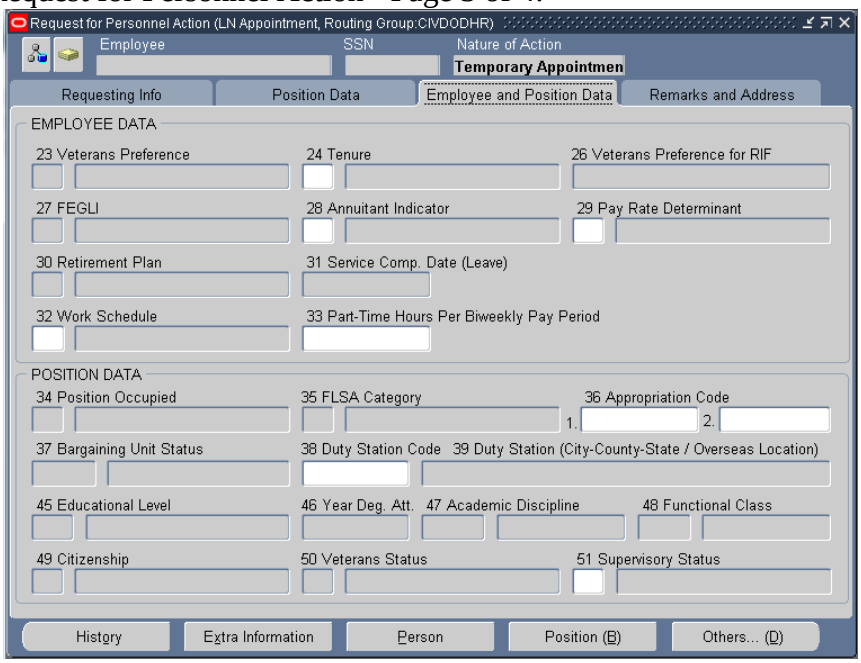
Local National Request for Personnel Action, Continued

LN Request for Personnel Action Window (Cont)

The Request for Personnel Action - Page 2 of 4:



The Request for Personnel Action - Page 3 of 4:



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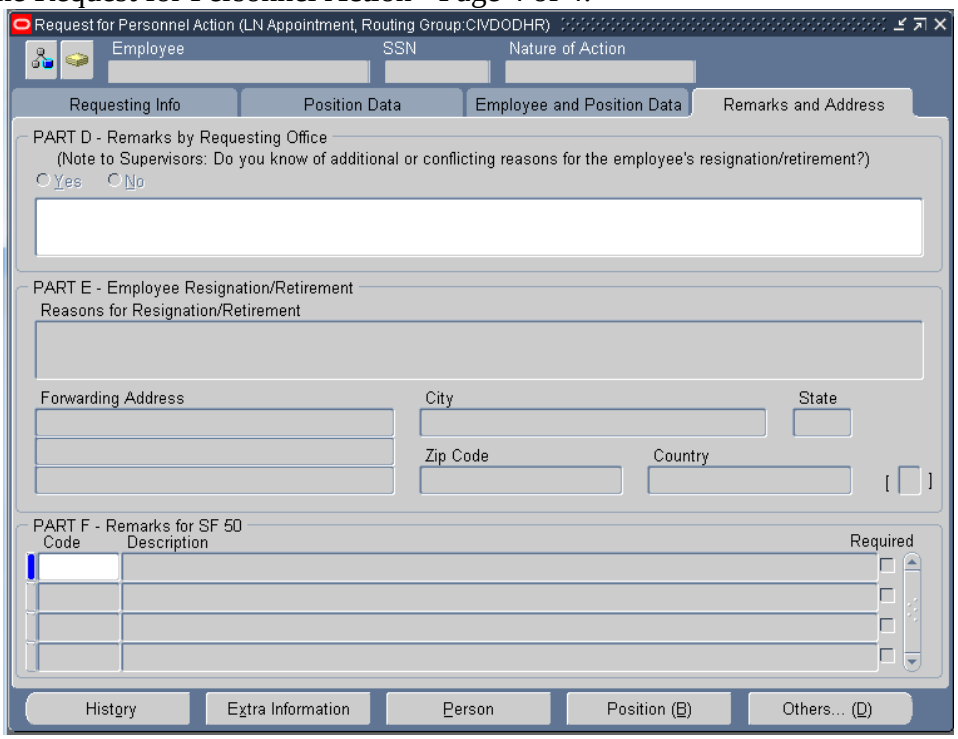
Local National Request for Personnel Action, Continued

The Request for Personnel Action - Page 4 of 4:



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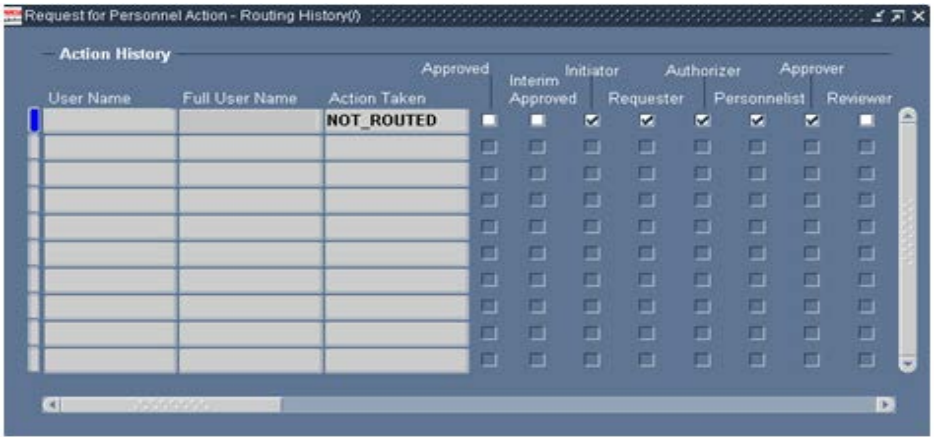
Local National Request for Personnel Action, Continued

Taskflow Buttons

There are five Taskflow Buttons at the bottom of the LN RPA: **History**, **Extra Information**, **Person**, **Position (B)**, and **Others…(D)**. They work the same as those on the Appropriated Fund RPA.

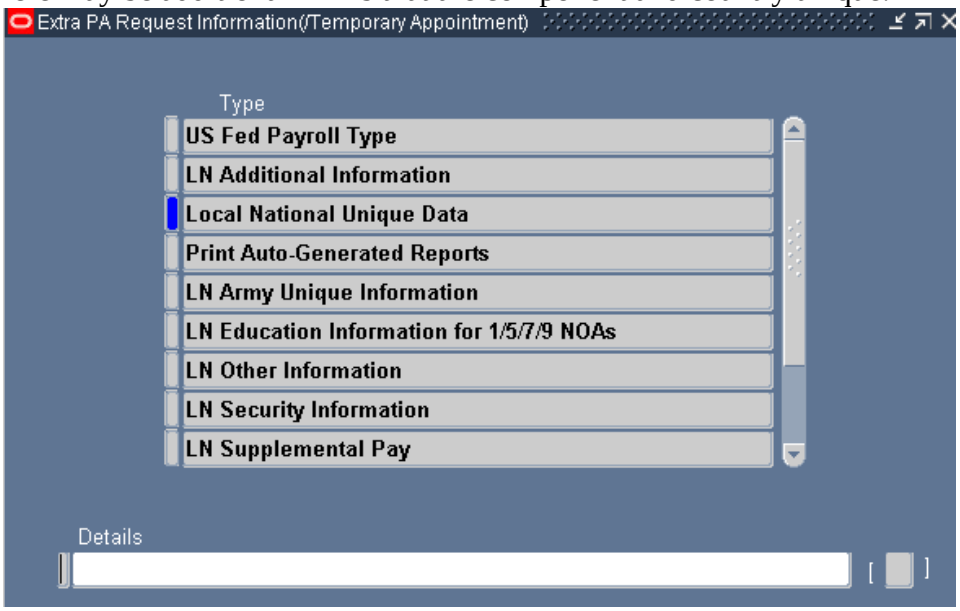
History

<History>: Use the scroll bar at the bottom of the window to scroll to the right to view additional information on the LN RPA.



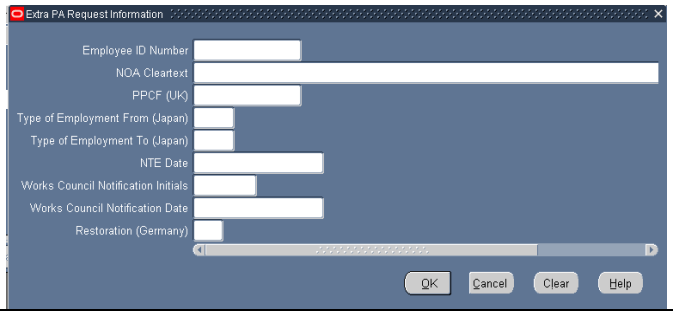
Extra Information

There are 12 **Extra Information** *Types* **(DDFs)** that are used by all countries. There may be additional DDFs that are component and country unique.



Local National Request for Personnel Action, Continued

Accessing the Extra Information Appointment Types

Step	Action
1	Place the *Current Record Indicator* next to **Extra Information** *Type*. It will be highlighted. For example, the **Local National Unique Data** *Type*.
2	Click in the ***Details*** area to display the **Extra PA Request Information** window 
3	Enter data, select **<OK>** and <**Save**>.

DDFs Used with Most LN Actions

Use the above steps to access and input information in the required data fields. Examples of the remaining **Extra Information** *Types* follow.

US Fed Payroll Type: Use the LOV to populate the ***Payroll Type***, by selecting the appropriate pay cycle (monthly, biweekly, etc.). Must complete all data types on new appointments
LN Additional Information
Local National Unique Data
Print Auto-Generated Reports
LN Army Unique Information
LN Education Information for 1/5/7/9 NOAs
LN Other Information
LN Security Information
LN Other Information
LN Supplemental Pay: This DDF allows input of more than one entry. After completing the DDF, place the cursor on the next available line on the **Extra PA Request Information** window and click to add another supplement type
LN Global Information
LN Optional Information
LN Pay & Hours Information: Fill in the ***Weekly Hours*** data field on Appointment and Conversion actions, so it will print on the RPA and NPA.

Local National Request for Personnel Action, Continued

Remaining Taskflow Buttons

<Person>: Only used for viewing the person data, cannot be updated on the RPA. (See Chapter 4, Updating and Viewing LN Employee Records in this module.)

<Position>: Only used for viewing position data. (See Chapter 1, Building LN Positions in this module.)

<Others>: **Not used on the RPA for LNs**.

LN NOA s

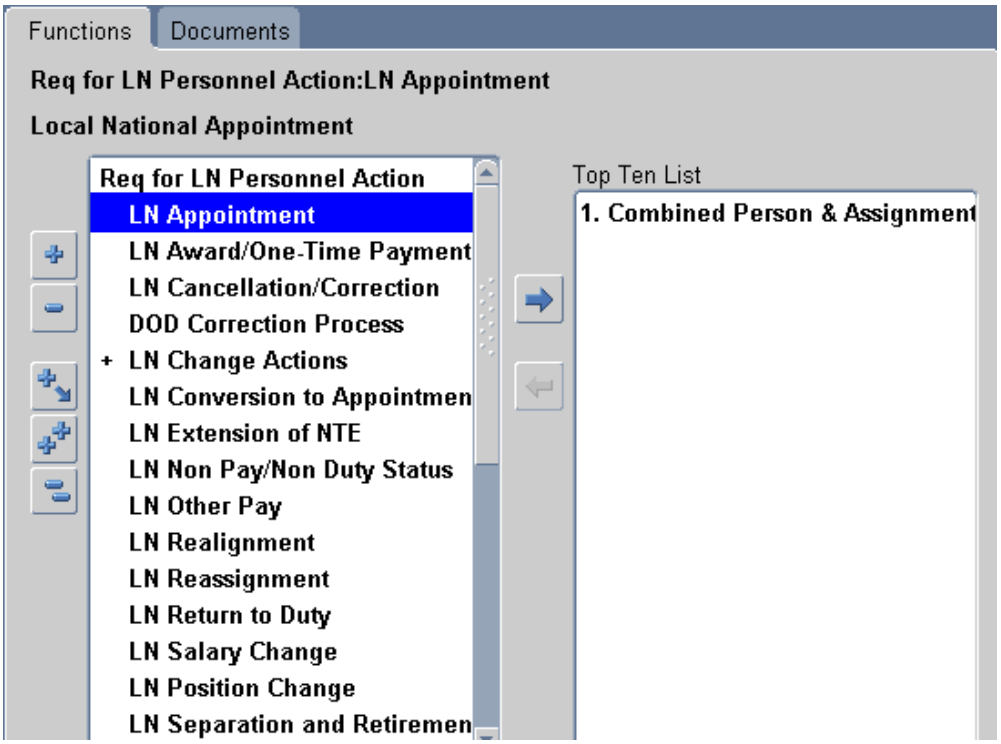
All LN NOAs will have 4 characters i.e. 170B, 5955, or 59CI. The X-prefixed NOAs are used only on correction actions.

LN NOA Families

The LN NOA Families are listed below in the order as displayed on the RPA **Navigation List**. Generic LN RPAs are used as an example. These families are the same as those used by other countries.

Note: The X prefixed NOAs **are not used** with these actions. They are used only on correction actions through the DoD correction process.

LN Request for Personnel Action Navigation List



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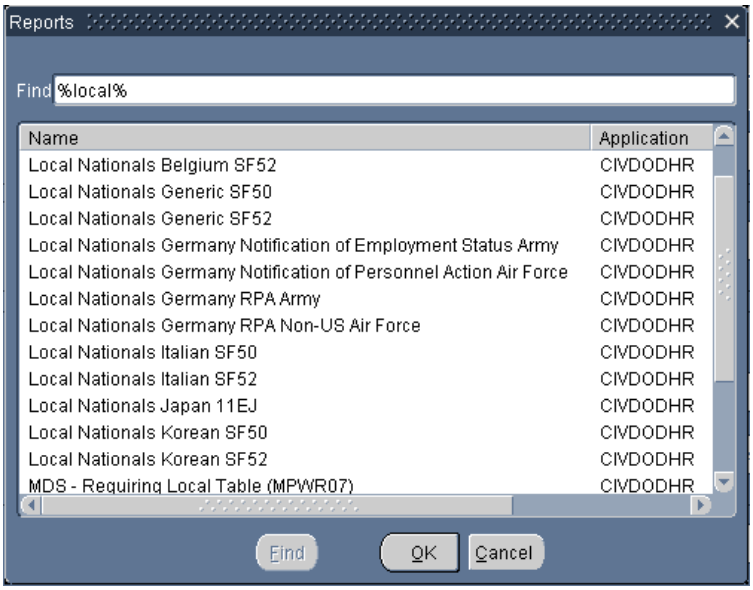
Local National Request for Personnel Action, Continued

LN Forms The following forms are used for LNs processing.

Country	Forms
Local Nationals Belgium	SF 52
Local Nationals Germany	AE690-60B – Notification of Employment Status Army AF Form 825 - Notification of Personnel Action Air Force (Non-US) AE690-60A - RPA Army USAFE Form 52 - RPA Non-US Air Force
Local Nationals Italy	SF 50 (Italian Version) SF 52 (Italian Version)
Local Nationals Japan	USFJ Form 11EJ
Local Nationals Korea	SF 50 (Korean Version) SF 52 (Korean Version)
Local Nationals Generic – (All other countries that are not specifically identified above)	SF 50 SF 52



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Module 10

Chapter 4

Updating and Viewing Local National Employee Records

Chapter Overview

Introduction

This chapter explains the process for updating and viewing Local National (LN) employee records without using an RPA, i.e., training, education, appraisals, etc. Most countries use the Descriptive Data Fields (DDFs) illustrated. Germany LN DDFs are used as examples. Unique DDFs used by other specified countries are also illustrated.

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Topic	Page
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Updating Local National Records	2
Accessing the People Window	2
Updating an LN Employee's Address	3
Viewing Assignment Information	4
Updating Extra Person Information	7
Updating Special Information	9
Updating Others	10

Before You Begin

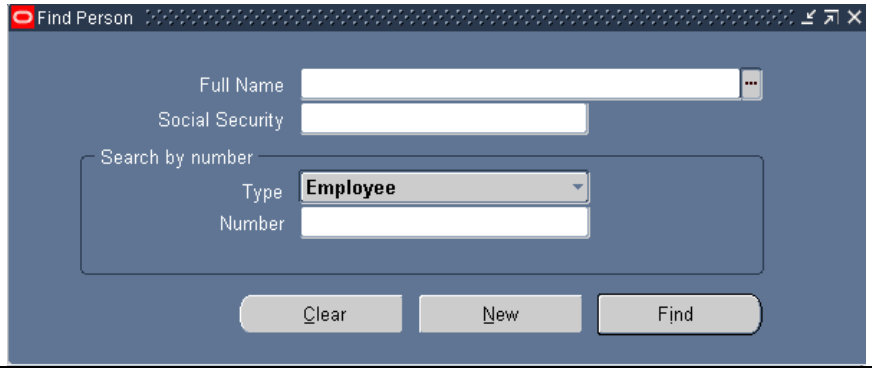
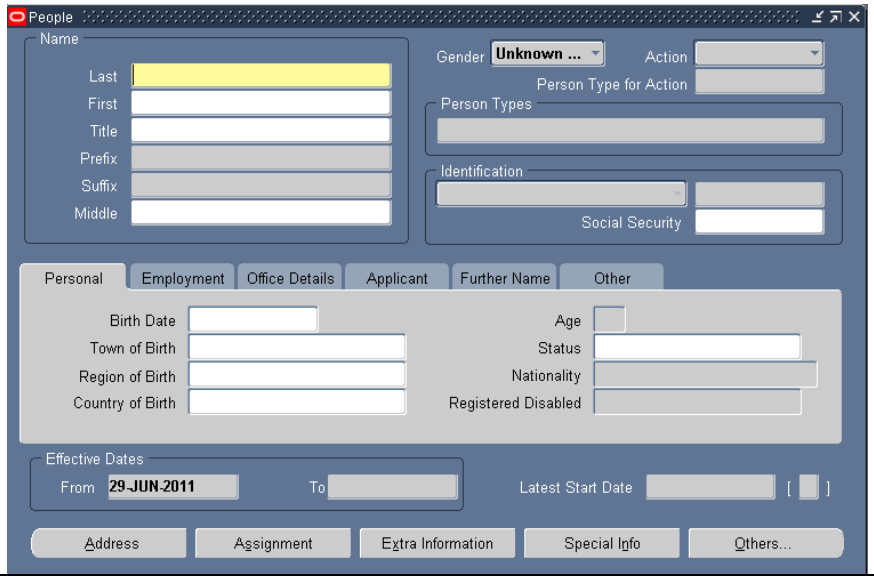
The **People** window is used to update LN employee information when an LN RPA/NPA is **not required**. Taskflow Buttons used are:

- **Address**
- **Assignment** (Links the Person record with the Position record for viewing purposes only)
- **Extra Information** (Contains single occurrence data)
- **Special Info (SITs)** (Allows for multiple occurrences of data)
- **Others** (Additional pay data - used only by **Cuba** – There is no payroll interface for other LN employees.)

Updating LN Records

Accessing the People Window

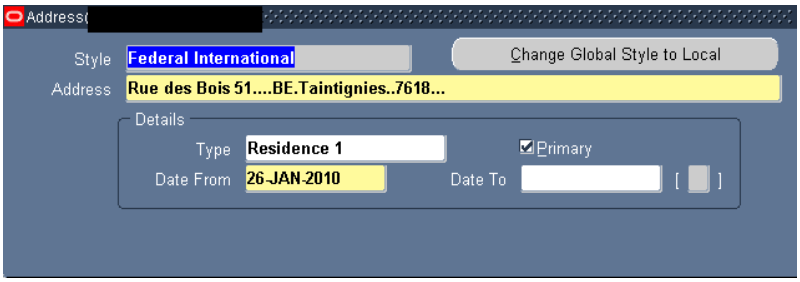
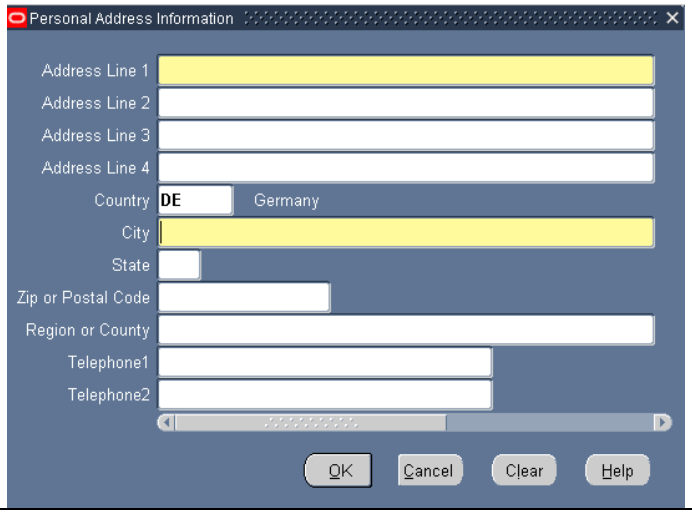
This window is used to update an employee's record with data that does not require an NPA; e.g., appraisals, non-monetary awards, training, etc.

Step	Action
1	**Navigation Path** → *People* → *Enter and Maintain* → <**Open**>. The **Find Person** window opens. 
2	Query for the employee by name, Sequence Number, Applicant Number, or Employee ID number. The **People** window opens with the employee data populated and five Taskflow Buttons. • **Address** • **Extra Information** • **Assignment** • **Special Info** • **Others…** 

Updating LN Records, Continued

Updating an LN Employee's Address

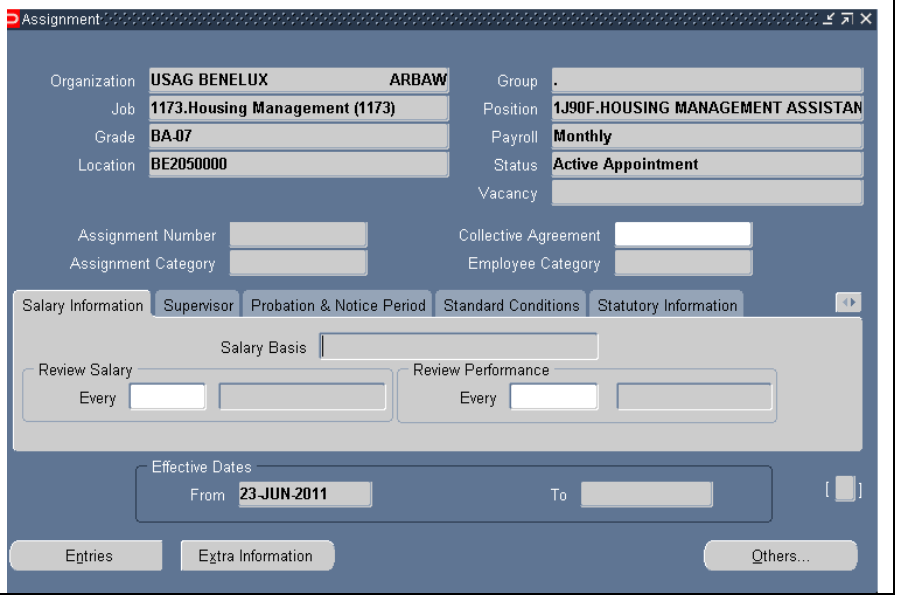
The **Address** window is used by those countries that maintain LN address information. The address is not updated by payroll as for Appropriated Fund records.

Step	Action
1	In the **People** window, determine if you need to change the current date. If the effective date of the change is not the current date, click **Alter Effective Date** on the Toolbar and input the correct date.
2	To update the employee's address, select the<**Address**> button. The **Address** window opens with the Federal International defaulting in the **Style** data field. 
3	Click in the **Address** data field to enter the address information. Use the LOV to select the country. 
4	After entering the address information, select the <**OK**> button and then the ***Save*** icon.
5	Exit the window. **Note:** If you **Altered the Effective Date**, you must reset the date to the current date.

Updating LN Records, Continued

Viewing Assignment Information

The **Assignment** window identifies the employee's position data and position number. You can use this number to retrieve the **Position** to view and update other position data. A simple method is to highlight the entire **Position** data field, copy it (**Ctrl C** or **Edit – Copy** from the Main Menu Bar), then paste the number into the blank **Position** window to execute a query.

Step	Action
1	In the **People** window, select the<**Assignment**> button the window opens showing position data. There are three Taskflow Buttons on this window. • <**Entries**> • <**Extra Information**> • <**Others**> 

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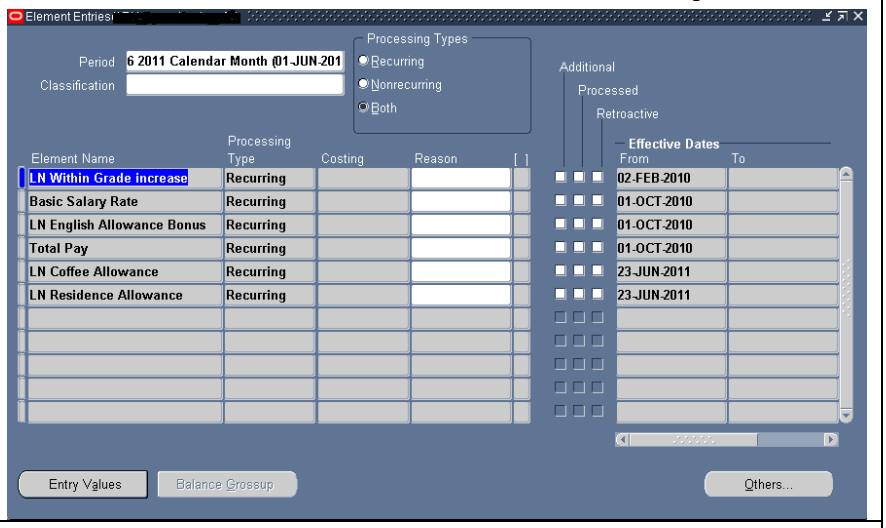
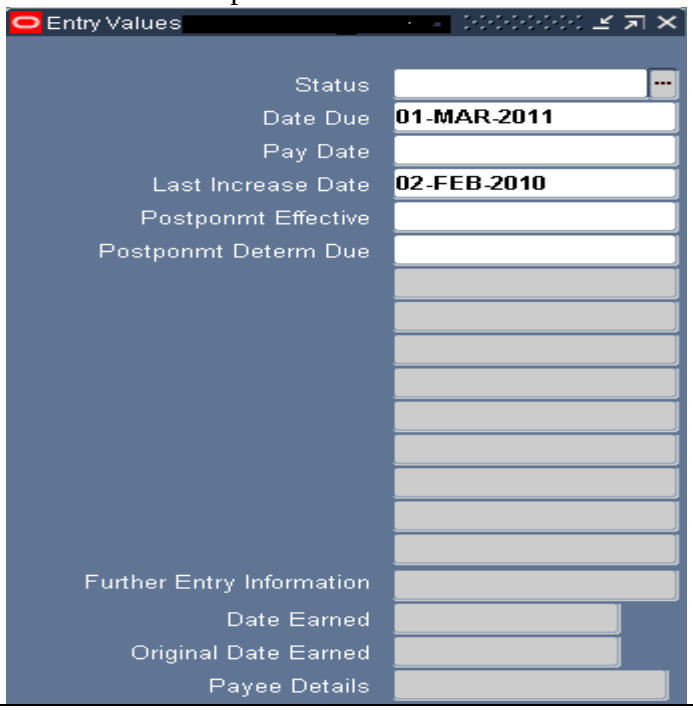
Updating LN Records, Continued

Viewing Assignment Information (continued)

Step	Action
2	Select the<**Entries**> button. The window opens. It contains pay-related information for the current pay period. Use DateTrack if you need to view past data. You can update some of the information or add an element, if RPA/NPA is not required. 
3	In the **Element Name** column select the element to view, i.e., **LN Within Grade Increase**. Select the<**Entry Values**> button. The **Entry Values** window opens. 

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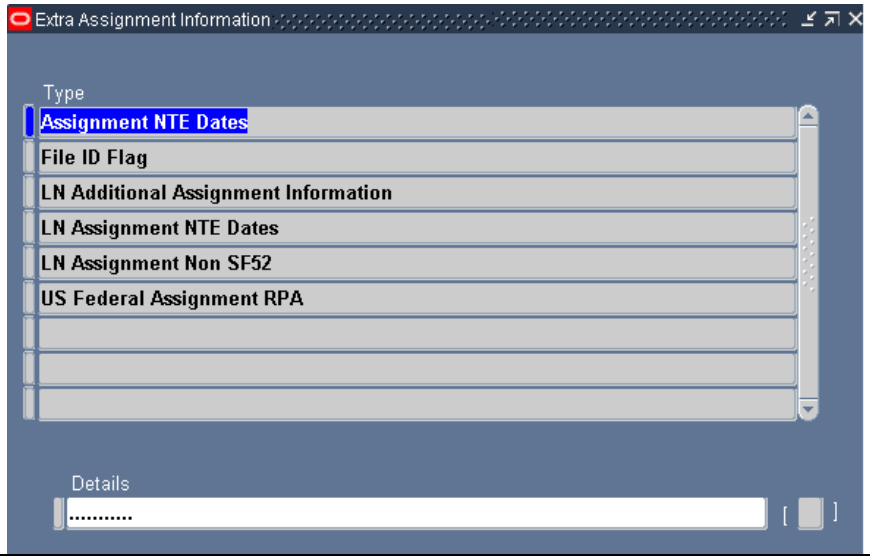
Updating LN Records, Continued

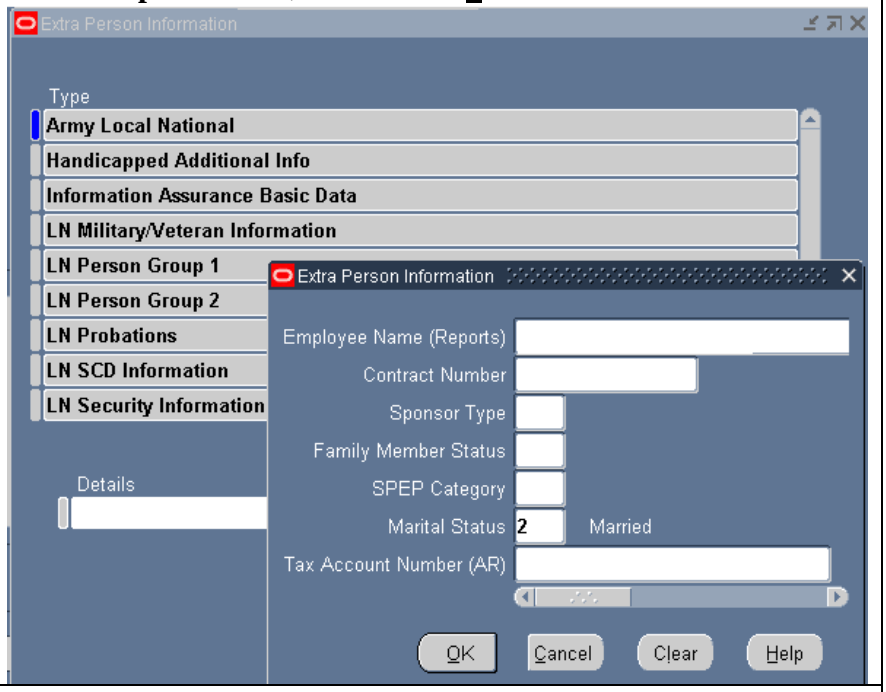
Viewing Assignment Information (continued)

Step	Action
4	**Save** work and close both windows to return to the <**Assignment**> window
5	On the Assignment window, click the <**Extra Information**> button.
6	The **Extra Assignment Information** window opens. 
7	Use the scroll column to select the *Type* needed then click in the ***Details*** data field. Repeat this step for each *Type* to be viewed.
	Examples of Types: **Assignment NTE Dates** **File Flag ID** **LN Additional Assignment Information** **LN Assignment NTE Dates** **LN Assignment Non SF52** **US Federal Assignment RPA**
8	**Save** work after inputting data in each of the data fields. Select the <**OK**> button to return to the **Assignment** window. Close the windows and return to the **People** window.

Updating LN Records, Continued

Updating Extra Person Information

Extra Person Information stores information that occurs one time in an employee's record. If it is updated, the new information replaces the old values. Use the following steps to access the different *Types*.

Step	Action
1	In the **People** window, select the<**Extra Information**> button. 
2	Use the scroll column to select the ***Type*** to be viewed or updated.
3	Select in the ***Details*** data field. To open window (DDF)
4	View or enter any required data. Into the field then select the <**OK**> button
5	Repeat the above Steps for each required *Type* and DDFs.

Continued on next page

Updating LN Records, Continued

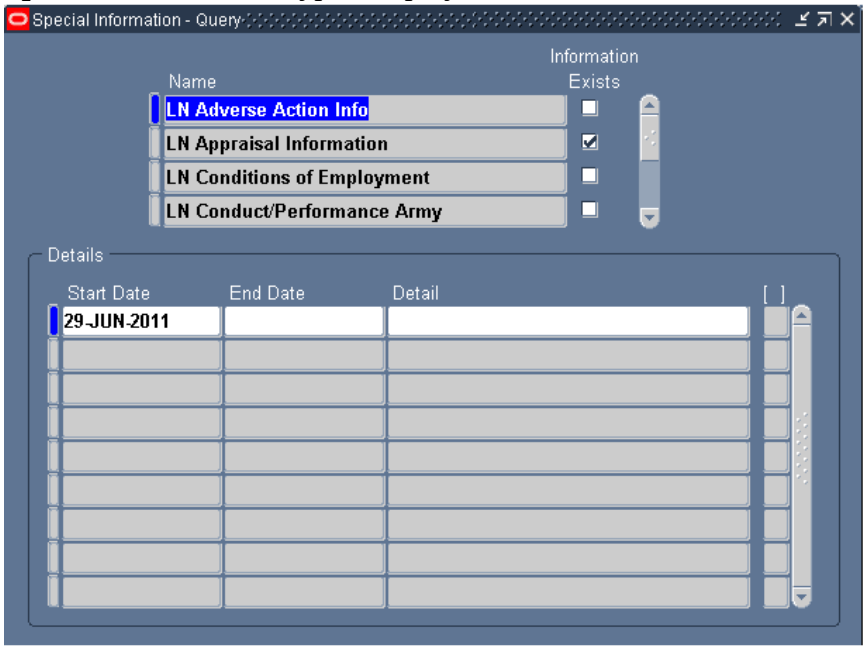
Updating Extra Person Information (continued)

Step	Action
5 (cont)	These are the examples of remaining *Type:* **Army Local National** **Handicapped Additional Info** **LN Military/Veteran Information** **Information Assurance Basic Data** **LN Person Group 1** **LN Person Group 2** **LN Probations** **LN SCD Information** **LN Security Information** **LN Separation and Retirement** **Local National Conduct/Performance** **Navy Security Information** **Personnel Contingency Area** **US Federal Retained Grade**
6	Upon completion, exit the **Extra Person Information** window and return to the **People** window.

Updating LN Records, Continued

Updating Special Information

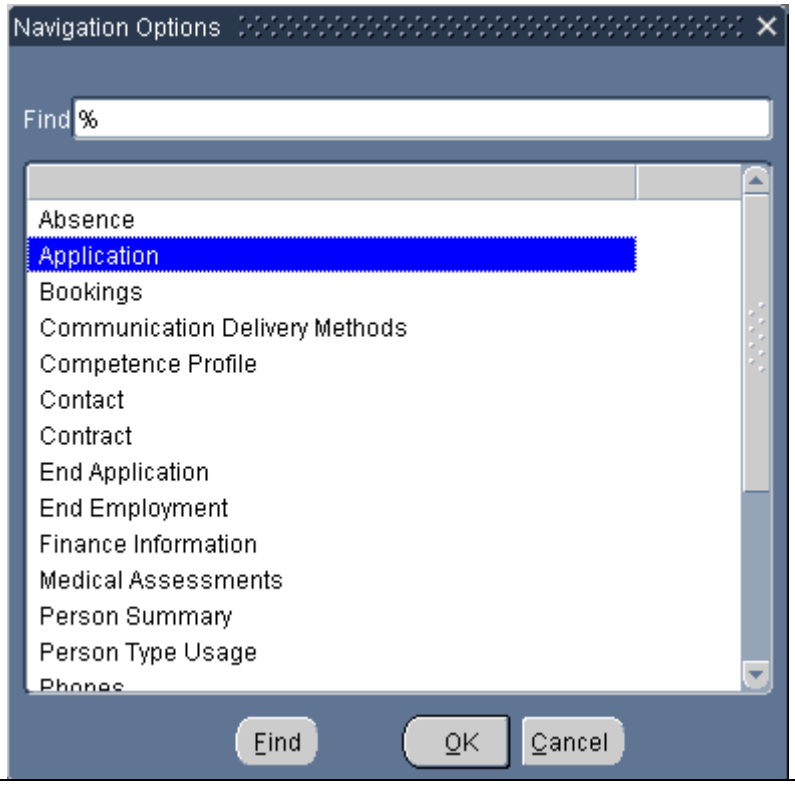
The **Special Information** (SIT) Taskflow Button stores multi-occurrence information; e.g., appraisals, training, etc. The following steps are used to access the SIT.

Step	Action
1	In the **People** window, click the<**Special Info**> button. The **Special Information** window opens with the employee's name.
2	Query for the LN SITs. Press the F11 key to clear the **Name** data field enter %LN% then press CTRL + F11 keys together The **LN Special Information** *Types* display.  **Note:** There are other SITs that may not begin with "LN" that may be necessary to use.
3	Select the **Name** of the SIT and click in the **Detail** data field to open window. Examples: **LN Adverse Action Info** **LN Appraisal Information** **LN Conditions of Employment** **LN Conduct/Performance Army** **LN Education Information** **LN Language Information**
4	Upon completion, exit the **Special Information** window and return to the **People** window. **Save** your work.

Updating LN Records, Continued

Updating Others

The <**Others**> Taskflow Button is used only to accept applicants. See this module, Chapter 2, Building Local National Applicants, section, "Accepting an LN Applicant."

Step	Action
1	

Module 10

Chapter 5

Local National Mass Actions

Chapter Overview

Introduction

This chapter explains how to process Local National (LN) mass actions.

- Mass Awards; preview and final
- Mass Appraisals; preview and final
- Mass Realignment; preview and final
- Mass Salary; preview and final

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Chapter Overview, Continued

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Processing LN Mass Appraisals

Purpose

This section explains how to process LN mass appraisals for a group of similar appraisals.

Before You Begin

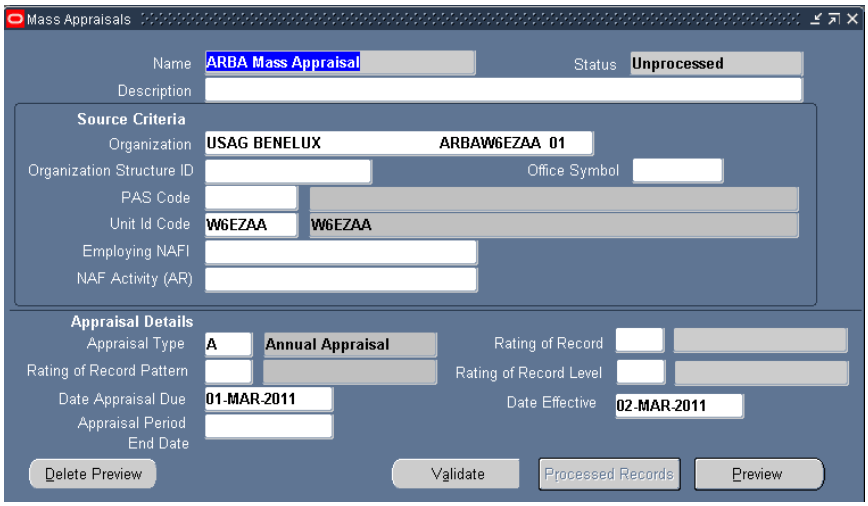
- Use mass appraisals when you want to update multiple records at one time.
- When you process LN mass appraisals, the People Record in HR is updated.
  - An RPA is not produced as it is with other mass actions.
  - There is no NPA (LN SF 50 equivalent form) generated.
- You can export the data from the **Preview** window to an Excel spreadsheet.

Who Does It

The capability to create and execute a mass appraisal is available only in the LN Personnelist or CIVDOD LN MGR responsibility.

Processing LN Mass Appraisals, Continued

Processing a Mass Appraisal (Continued)

Step	Action
1	**Navigation Path** → *Mass Actions* → *Mass Appraisal Final* → **<Open>**. **Notes:** • The **Mass Appraisal (Preview)** window is available as a "rough draft" window. It is exactly like the **Mass Appraisal (Final)** window. Mass appraisals can only be processed in this window. • Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.
2	The **Mass Appraisal (Final)** window opens with three taskflow buttons. With your cursor in the ***Name*** data field, type in a unique name for the appraisal action you are creating.  **Note:** The ***Status*** data field is system-generated to show how far your mass appraisal has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.

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Processing LN Mass Appraisals, Continued, Continued

Processing a Mass Appraisal (Continued) (continued)

Step	Action

3	• The ***Description*** data field is free text you type in to describe your action and can accommodate 100 characters.
	• The **Source Criteria** Region allows you to enter data to define the employees to be included in the Mass Appraisal process.
	  • The ***Organization*** data field must be completed.
	  • The other data fields merely allow you to further define the select criteria, if desired.
	• The **Appraisal Details** Region must be completed for Appropriated Fund actions, because of OPM CPDF edits. LNs are not subject to the edits, however some data fields are required:

Data Field	Description
Appraisal Type	Automatically populates with Code A. You can overwrite it with codes on the LOV.
Rating of Record	As required by SOFA
Rating of Record Pattern	Not required for LNs.
Rating of Record Level	As required by SOFA
Date Appraisal Due	Required for LNs.
Date Effective	Required for LNs.
Appraisal Period End Date	Not required for LNs.

Previewing Your Action

Clicking the <**Preview**> button on the **Mass Appraisals (Final)** window opens the **Mass Appraisals (Preview)** window. Based on the information input in the Source Criteria on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN. The names for the mass appraisal can be viewed and selected or deselected. Follow the steps below to preview the action.

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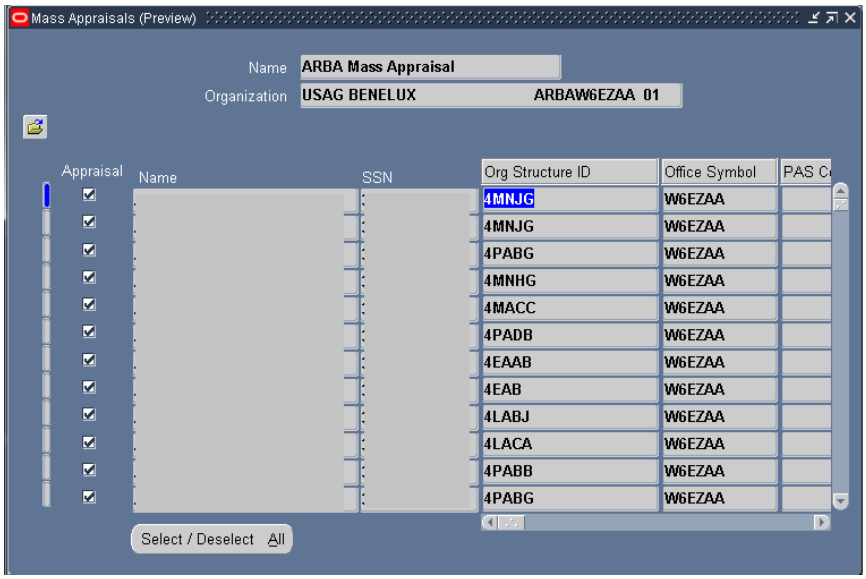
Processing LN Mass Appraisals, Continued, Continued

Previewing Your Action (continued)

Step	Action

4	In the **Mass Appraisals (Final)** window, click the **<Preview>** button. The **Preview** window opens with data elements populated from the previous window.
	 
	
	Note: The check mark in the **Appraisal** checkbox indicates the name on the line is included in the mass appraisal action. Deselect the check mark if the name is <u>not</u> to be included.
	• If a large number of names appear on the window, but only a few are to be included:
	  • Click the <**Select/Deselect All**> button to remove the check mark from the checkboxes.
	  • Then select the names to be included by individually placing a check mark in the checkbox next to the names.

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Processing LN Mass Appraisals, Continued, Continued

Previewing Your Action (continued)

Step	Action
4 (Cont)	The **Appraisal** checkbox opens next to the ***Name*** and ***SSN*** columns. The LN ID appears in the SSN column. You can scroll through the remaining columns with the ***Name*** and ***LN ID*** always visible. Information may or may not populate the columns. The remaining columns are provided below with annotations. (N/A) means not required for LNs.

Column	Column
Org Structure ID	**Target Bonus Indicator (Demo)** (N/A)
Office Symbol	**Target Bonus Reason (Demo)** (N/A)
PAS Code (Air Force only)	**Target Appraisal Type** (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)
PAS Code Description	**Target Rating of Record** (Required input from LOV)
Unit Id Code (Army or Navy only)	**Target Rating of Record Level (**N/A)
Unit Id Code Description	**Target Rating of Record Pattern** (N/A)
Employing NAFI (N/A)	**Target Factor (AF)** (N/A)
NAF Activity (AR) (N/A)	**Target Date Appraisal Due**
Pay Plan	**Target Date Effective**
Pay Plan Description	**Target Appraisal Period End Date** (N/A)
Grade	**Comments** (free form for your use only - Optional)
Performance Constraint Indicator (Demo) (N/A)	**Name**
	National Identifier

Continued on next page

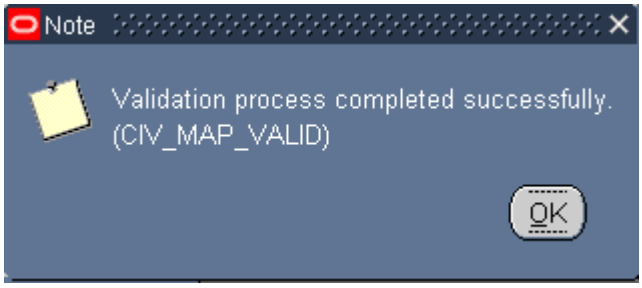
Processing LN Mass Appraisals, Continued, Continued

Previewing Your Action (continued)

Step	Action
5	Click the ***Save*** icon and exit the window to return to the **Mass Appraisals (Final)** window.
6	Click the**<Execute>** button to run the business rules for the process and identify any errors that occurred. • You can check the Process Log to determine if errors or warnings occurred, and make any necessary corrections. • The business rules in effect for individual update of a record (direct update of the SIT) also apply to the mass process.

Validating the Mass Appraisal

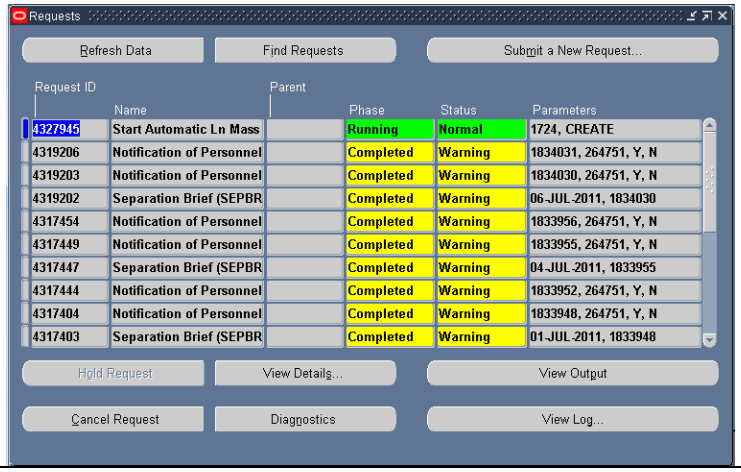
Clicking the <**Validate**> button on the **Mass Appraisals (Final)** window opens a Message Box. Click the <**Validate>** button after Preview has been completed to ensure there are no rejects before Executing the action.

Step	Action
7	Click the **<Validate>** button on the **Mass Appraisals (Final)** window to display a Message Box with the following "Validation process completed successfully."  Click the **<OK>** button. If an Error Message Box does not appear move to step 12
8	If an Error Message Box appears it indicates that required data items that have not been entered. Follow the next 2 steps to correct
9	Navigate to *Process and Reports → View Request* **<Open>** the find request window opens click the **<Find>** button The Requests window opens with a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.

Continued on next page

Processing LN Mass Appraisals, Continued, Continued

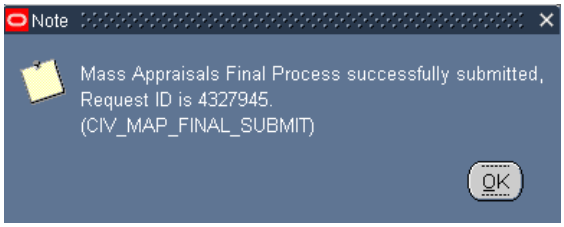
Validating the Mass Appraisal (continued)

Step	Action
10	Find the **Request ID** that was assigned in the previous note of successful completion. Click the **<View Log>** button to error message window, view the message 
11	Return to **Mass Appraisals (Final)** window Correct the actions, then Save your work.

Processing LN Mass Appraisals, Continued, Continued

Executing the Mass Appraisal

Clicking the <**Execute**> button on the **Mass Appraisals (Final)** window processes your action by submitting it to update the database.

Step	Action
12	Select the **<Execute>** button on the **Mass Appraisals (Final)** window a Message Box will appear indicating "Mass Appraisals Final Process successfully submitted."  Select **<OK>**. The **Mass Appraisals (Final)** window opens. **Note:** Once you have "Executed" or "Processed" the action, a new row of data is entered into each employee's record (**LN Appraisal Information SIT**) if the record validated. The Taskflow Buttons (**Execute**, **Validate**, and **Preview**) are grayed out.

Processing LN Mass Awards

Purpose

This section explains how to process LN mass awards for a group of similar award actions. The process is available for all countries.

- A manager, supervisor, or designated organizational person may initiate and preview the action, and then notify the personnelist by phone or email with the file "name" created for the mass award.
- A personnelist will then execute the mass award.

Before You Begin

- A Mass Award is a collection of individual awards processed en masse to save Modern DCPDS users time, effort, and keystrokes. The personnel actions required to document each award can be processed with an individual RPA when the following conditions are the same:
    - Effective date.
    - Nature of action.
    - Authority code.
- For LNs, certain fields must be completed on the Award Details DDF, before you can initiate the preview process.
- You cannot change individual award amounts; i.e., percentage or salary amount, once you have "executed" the action.
- If actions process without error, NPAs (SF 50, or the country equivalent of the SF 50) are generated for each employee record included in the mass process as future actions in the Routing History Table.
- If an error occurs with one of these selected records, the process routes the RPA to the groupbox assigned to the record's registered Personnel Office Identifier (POI). If the POI is not registered, then the process routes to the system's default groupbox – GHRWFADMIN.
- Legal Authority Codes/Remarks are not required for Mass Awards.

If an RPA was used to create the award (usually a monetary award), then you must do a Correction-Cancellation RPA to delete it.

Who Does It

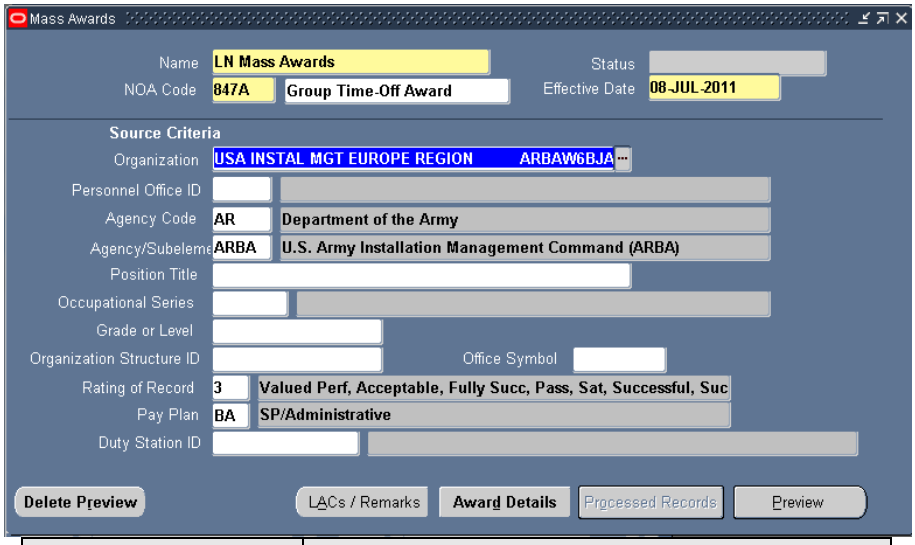
The capability to **execute** a mass award is only available in the LN Personnelist or CIVDOD LN HR MGR responsibility.

Processing LN Mass Awards, Continued

Creating a Mass Award File

Managers, supervisors, or personnelists may initiate a Mass Award File. If a manager or supervisor creates the file, they need to notify the appropriate personnelist to "execute" it. If the award is not within the **current pay period**, date track to the date needed on the **Element Entries** window and follow the steps in this procedure.

Step	Action
1	**Navigation Path** → *Mass Actions* →*Mass Awards Final* → **<Open>**.
2	The **Mass Awards (Final)** window opens with four taskflow buttons. Each time the user utilizes a taskflow button, the system automatically saves the current entries.



Taskflow Buttons	Description
Delete Preview	.
LACs/Remarks	Not required for LNs.
Award Details	The same entries used on the individual RPA Award DDF.
Preview	Begins the selection criteria process. Once you select to **Preview**, all previous data entered cannot be modified. If modification is necessary, you must create a new Mass Award file.

Continued on next page

Processing LN Mass Awards, Continued

Creating a Mass Award File (continued)

Step	Action
3	With your cursor in the ***Name*** data field, type in a unique file name for the award you are creating. **Note**: This unique file name is used for executing the process. If a manager initiates the Mass Award, this file name must be provided to the personnelist to extract and then execute the mass award.
4	With your cursor in the ***NOA Code*** data field, click the LOV to select the code or type it in. (OPM no longer requires LACs/Remarks for Mass Awards).

5	Type in a date in the ***Effective Date*** data field (or use the LOV).
	Note:
	• ***Name***, ***NOA***, and ***Effective Date*** are required fields which auto populate the **Award Details** DDF:
	  • ***UoM***,
	  • ***Award Type*** and
	  • ***Date of Award Earned***.

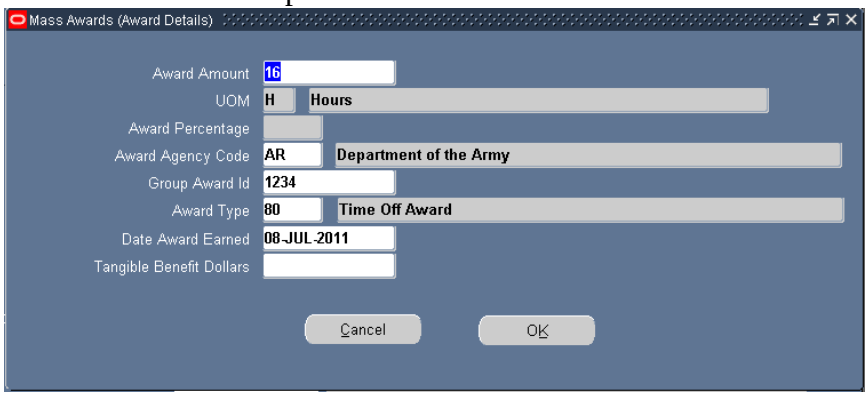
6	The ***Status*** data field is system generated to show the progress of your Mass Award once executed. No action is required in this data field.
7	In the **Source Region**, click the LOV to choose either the ***Organization***, or ***Personnel Office ID***. ***Agency Code*** and ***Agency/Subelement Code*** data fields are optional. However, there is an increase in system performance when you select an organization as one of the parameters. **Note:** You can use wildcards to populate some data fields; e.g., (FP%) - to extract organization codes that begin with FP; (G%) - to get all pay plans beginning with a G, etc.
8	Select the LOV icon or type in the information in the following (Optional) data fields: ***Position Title***, ***Occupational Series***, ***Grade or Level***, ***Organization Structure ID, Office Symbol***, ***Rating of Record***, ***Pay Plan***, and ***Duty Station ID*** data fields.
9	Select the<**Award Details**> button.

Continued on next page

Processing LN Mass Awards, Continued

Creating a Mass Award File (continued)

Step	Action

10	The **Mass Awards (Award Details)** window opens data fields are populated depending on the ***NOA Code*** selected from the previous window. For example, if the ***NOA Code*** is 840A, the following Awards Detail DDF opens:
	 
	
	In this example, the ***UOM*** is **M** (Money). The ***Award Type*** is **9L**, which you can overwrite, if needed.
	
	• ***UoM, Award Type, Date Award Earned*** automatically populate based on the information entered on the **Mass Award** Form.
	• User must enter:
	  • ***Award Amount*** or ***Award Percentage*** (not both)
	  • ***Group Award ID*** **(**leave blank)
	  • Award Agency Code
	  • Tangible Benefit Dollars (when required)
	
	Note: If ***NOA Code*** of 846A, 847A, or 846B_ (Korea unique) is selected, ***UOM*** will be **H** (Hours). ***Award Type*** will be 80

11	With your cursor in the ***Award Amount*** data field, type in the amount, ***OR*** Select the ***Award Percentage*** data field and type in a percentage. For example, one and a half percent would be entered as 1.5 (no percent sign). **Note:** The ***Award Percentage*** data field only applies to performance Awards.

Continued on next page

Processing LN Mass Awards, Continued

Creating a Mass Award File (continued)

Step	Action
12	With your cursor in the ***Award Agency Code*** data field, type in the information or click the LOV and click the agency granting the award; e.g., AR for Army.
13	***Group Award Id is required if award is effective before 1 Oct 2000 -*** no longer required by OPM if the award is effective on or after 1 Oct 2000.
14	***Award Type*** automatically populates for Time Off Awards. Use the LOV or type in the correct information, if needed.
15	***Date Award Earned*** populates with the current date or you can input another date.
16	Type in dollar amount in ***Tangible Benefit Dollars*** data field, if required.
17	Select the **<OK>** button to return to the **Mass Awards (Final)** window.

Previewing a Mass Award File

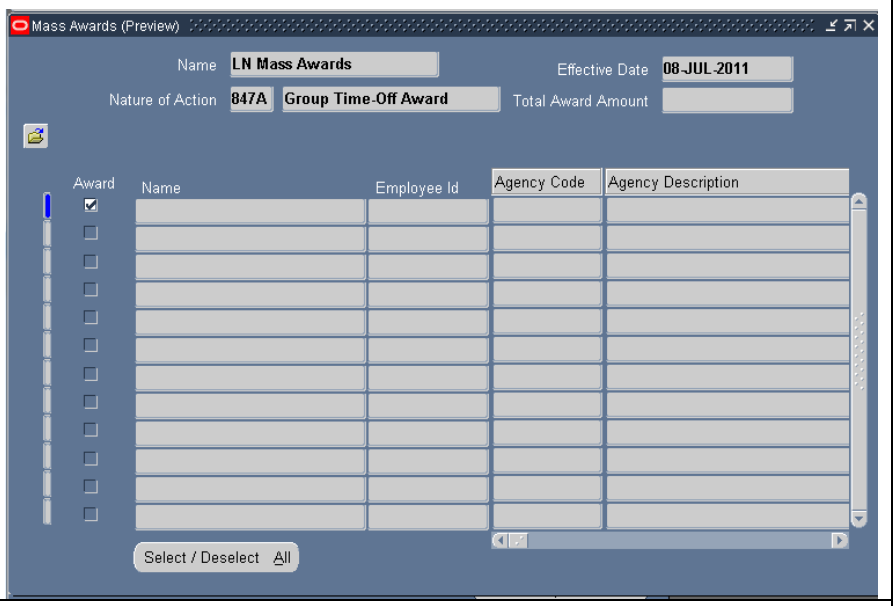
You may preview a file created on the **Mass Awards (Preview)** window and names can be viewed, selected, or deselected.

Note: Once you select Preview, all previously entered data cannot be modified (except for ***Award Amount*** which must be changed individually.) If other modifications of the data are necessary, a new Mass Award file must be created.

Continued on next page

Processing LN Mass Awards, Continued

Previewing a Mass Award File (continued)

Step	Action
18	In the **Mass Awards (Final)** window, click the <**Preview**> button. The window opens with data elements populated from the previous windows.
	Name and *SSN* are included in the columns a second time so they will appear on the downloaded product, in the event you export the awards preview folder to a spreadsheet. 
19	You can scroll through the remaining columns with the *Name* and *SSN* always visible by using the scroll bar at the bottom of the window. The ***Award Salary*** data field must be identified in all records for the percentage to calculate properly. **Note:** If you change the **Target Award Amount**, the cumulative **Total Award Amount** at the upper right hand corner of the window (beneath Effective Date) changes, too.
20	Save your action by clicking ***Save*** icon on the Toolbar and exit the window.

Processing LN Mass Awards, Continued

Changing a Mass Award File

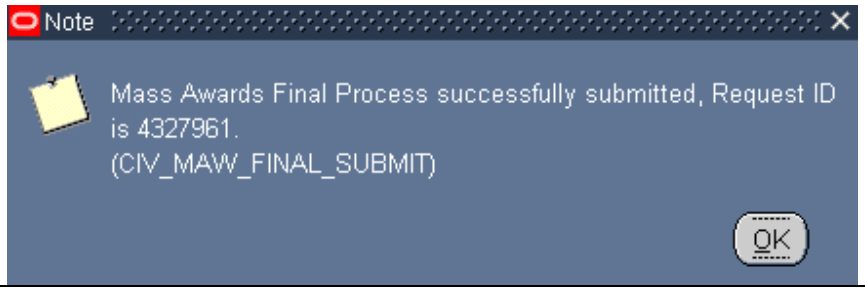
You have one option to change the file before it is "executed." You can only change the ***Target Award Amount*** to a dollar amount from a percentage.

Step	Action
1	The personnelist will open the **Mass Award (Final)** window and click the **<Preview>** button.
2	The **Mass Awards (Preview)** window opens. To change the dollar amount, place your cursor in the ***Target Award Amount*** data field and substitute the desired dollar amount for the ***Percentage of Award Salary Amount***. **Note:** The system deletes the information in the ***Target Award Percentage*** data field when the dollar amount is input. • When all modifications of the **Preview** Folder are complete, the user must save the changes and exit the **Preview** Folder. • The **Preview** Folder can be changed and saved as many times as necessary by the user. • The **Preview Folder** contains all records in the database that meet the selected criteria • ***Total Award Amount*** is the total of all award amounts for the records selected based on the initial source criteria. (It will not change when selections are altered.) • You may deselect or select all records or individually. • You may modify ***Award Amount***, and it must be done individually.

Processing LN Mass Awards, Continued

Executing a Mass Award File

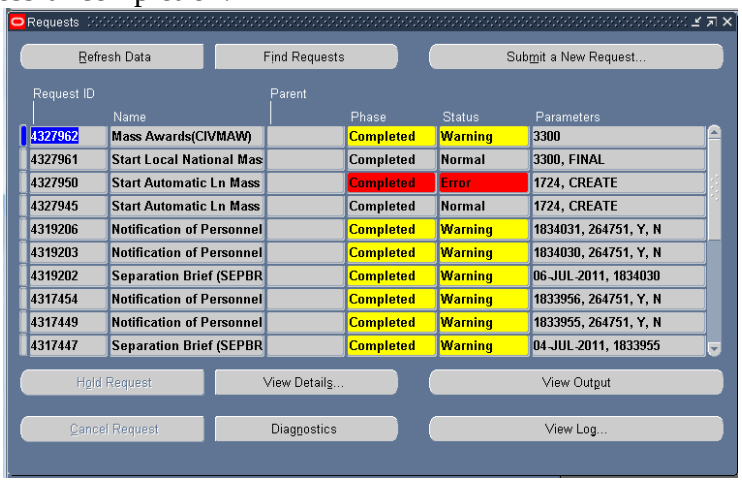
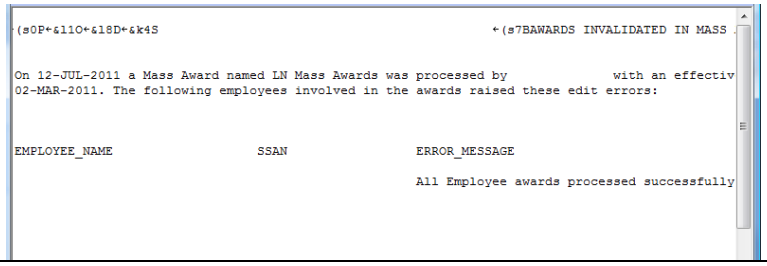
This procedure shows the steps to process or "execute" a mass award file to update the database.

Step	Action
1	Click the <**Execute**> button. A Message Box opens and states "Mass Awards Final Process successfully submitted, Request ID is 
2	Click the<**OK**> button. • If the actions process without an error, RPAs are created for the selected records as future actions in the Routing History Table. • If an error occurs with one of these selected records, the process routes the RPA to the groupbox assigned to the record's registered Personnel Office Identifier (POI) or to the GHRWFADMIN Groupbox. **Notes:** • Once you have "Executed" or "Processed" the action, the <**Preview**> button is grayed out on the **Mass Awards (Final)** window. • Individual award actions that **do not** successfully pass the business rules will create an RPA for the Award, and flow to the designated utility groupbox for failed automatic actions, normally "WGI Personnel."

Processing LN Mass Awards, Continued

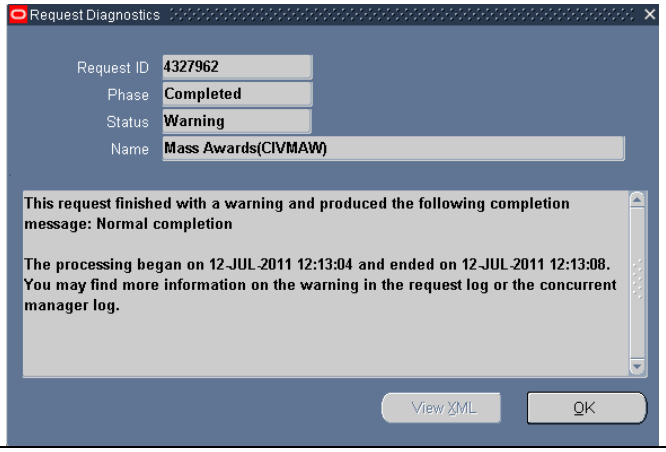
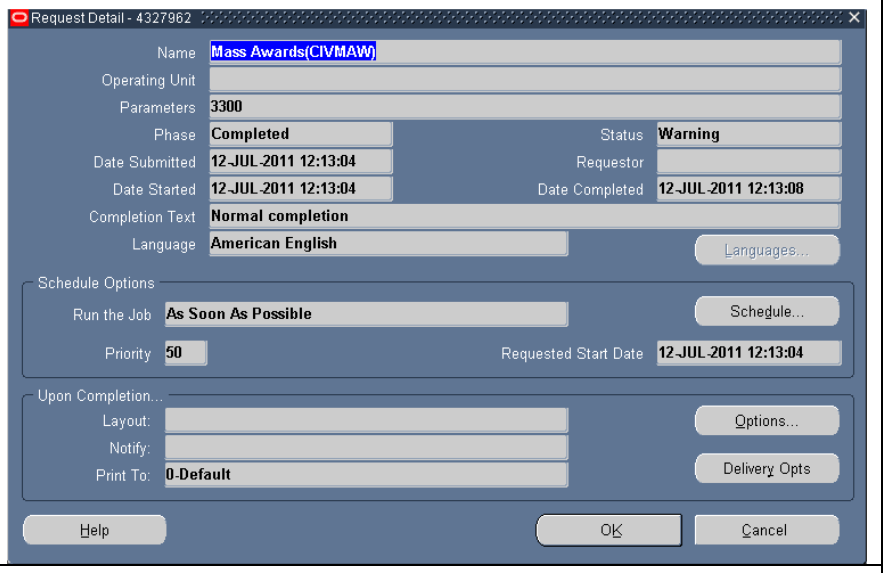
Viewing the Status of a Mass Award File

To view the status of the executed mass award file, use the Request ID in the message generated in the final step of processing. For example: “137688” in the previous step. Follow these steps for viewing your requests:

Step	Action
1	Navigate to *Process and Reports* → *View Request* <**Open**> the find request window opens click the <**Find**> button The Requests window opens with a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.
2	Find the **Request ID** that was assigned in the previous note of successful completion.  If the **Status** Column indicates “Pending” or “Running,” use the click to Refresh Data button until the status column reads: “Completed.”
3	Select the<**View Log**> button to display a log of how a request ran.
4	Select the <**View Output**> button to view the output of a successfully completed request on screen. 

Processing LN Mass Awards, Continued

Viewing the Status of a Mass Award File, (Continued)

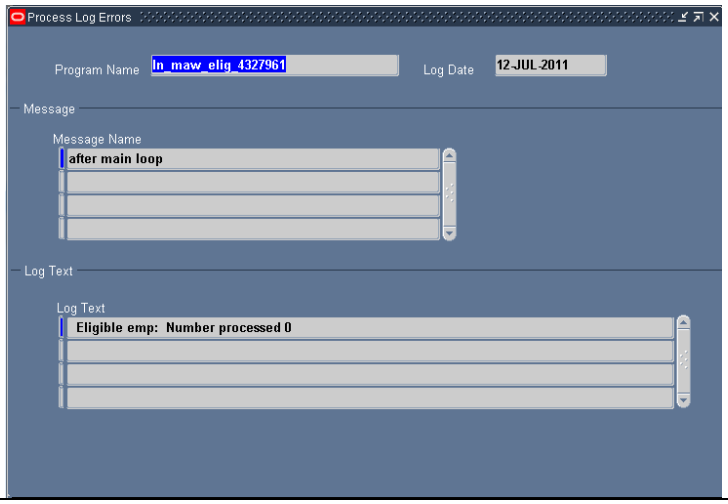
Step	Action
5	Select the <**Diagnostics**> button. The **Request Diagnostics** window opens for your review. 
10	Select the <**View Details**> for more detailed information on the file**.** The **Concurrent Requests** window opens: 
11	Contact your System Administrator for assistance in reviewing the **Request Log** or the **Concurrent Manager Request Summary** to locate and correct specific errors.

Processing LN Mass Awards, Continued

Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system opens a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's groupbox or system's default groupbox.

Step	Action
1	**Navigation Path** → *Federal Maintenance Forms* →Process Log → **<Open>**.
2	The **Process Log Errors** window opens with the request number as the last part of the ***Program Name*** data field. The **Log Text** Region opens the reason for the error(s). Use the scroll bars to read the remaining information. 
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process "Futures," which reprocesses all actions noted as future in the Routing History Table to update the database. The **Process Log** referenced above will also contain the details on all records successfully completed and processed with errors.

Processing LN Mass Realignment

Purpose

This section explains how to process LN Mass Realignment for **NOA Code 790A, Realignment.** An LN Mass Realignment occurs when:

- A group of employees and their positions move due to an organization change, such as a reorganization;
- The employees stay in the same agency, i.e., Army; and
- There is no change in the employees' position, grade or pay.

When a mass realignment occurs, all employees assigned to the affected function or organization are assigned to the new organization.

Before You Begin

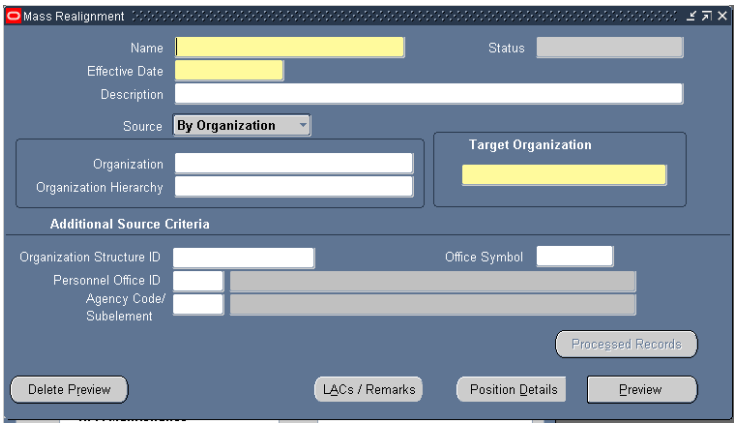
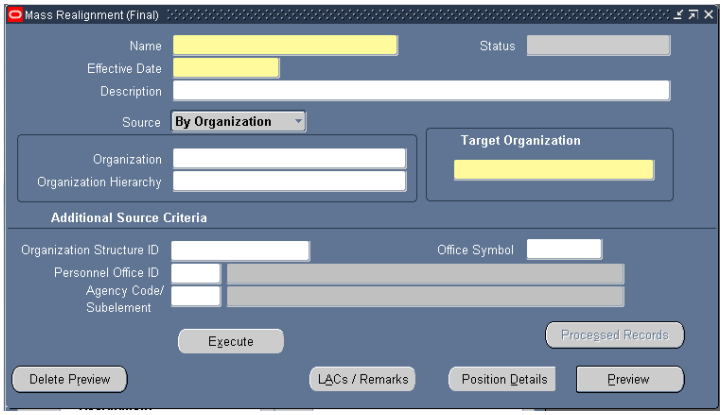
- Use Mass Realignment when you want to update multiple records at one time for the **NOA Code 790A, Realignment.**
- When you process LN Mass Realignment, the People and Position Record in HR is updated.
- You can export the data from the **Preview** window to an Excel spreadsheet.

Who Does It

The capability to create and execute a Mass Realignment is available only in the LN Personnelist or CIVDOD LN MGR responsibility.

Processing LN Mass Realignment

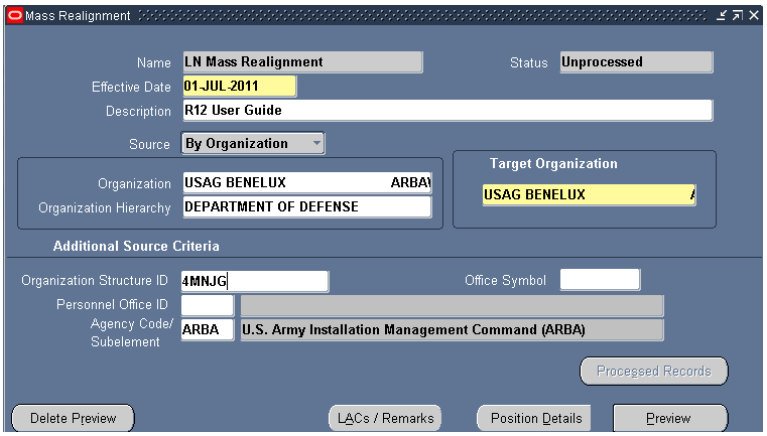
Processing a Realignment

Step	Action
1	**Navigation Path** →*Mass Actions* → *Mass Realignment Preview* → **<Open>**. The **Mass Realignment** window opens.  Or, **Navigate To** →*Mass Actions* → *Mass Realignment Final* → **<Open>**. The Mass Realignment (Final) window opens. 
	Note: The **Mass Realignment** window is available as a "rough draft" window. It is exactly like the **Mass Realignment (Final)** window, You can create the LN Mass Realignment by clicking either menu item. Mass Realignment can only be processed in the **Mass Realignment (Final)** window. Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.

Continued on next page

Processing LN Mass Realignment, Continued

Processing a Realignment (continued)

Step	Action
2	The **Mass Realignment** window opens with four Taskflow Buttons: <**Delete Preview**>, <**LACs/Remarks**>, <**Position Details**>, and <**Preview**>.
3	With your cursor in the ***Name*** data field, type in a unique name for the Mass Realignment action you are creating. **Note:** The ***Status*** data field is system-generated to show the progress of your Mass Realignment, once executed; e.g., Unprocessed, Submitted, Processed. No action is required in the data field. 

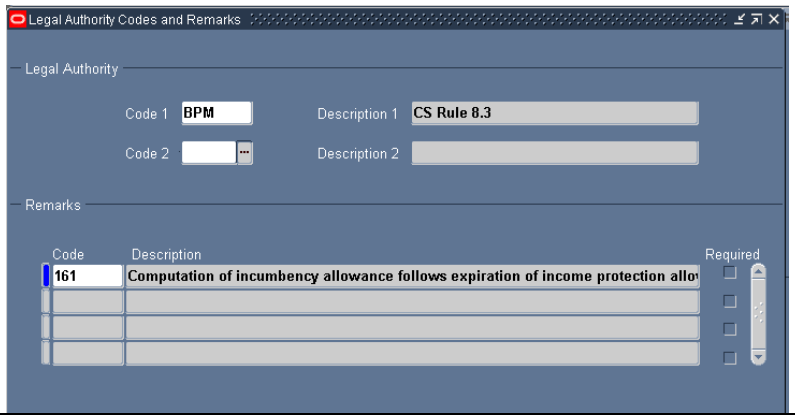
Continued on next page

Processing LN Mass Realignment, Continued

Processing a Realignment (continued)

Step	Action

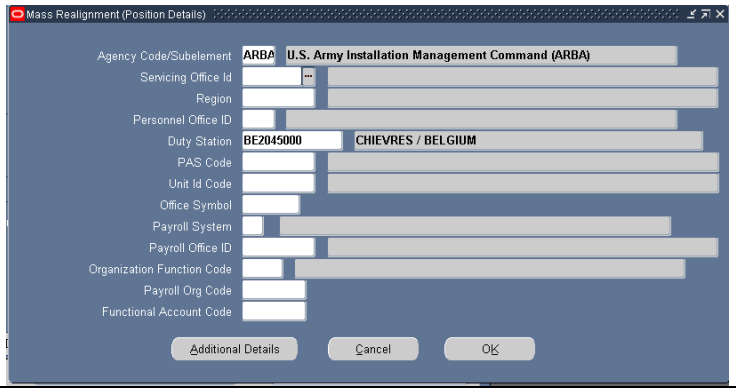
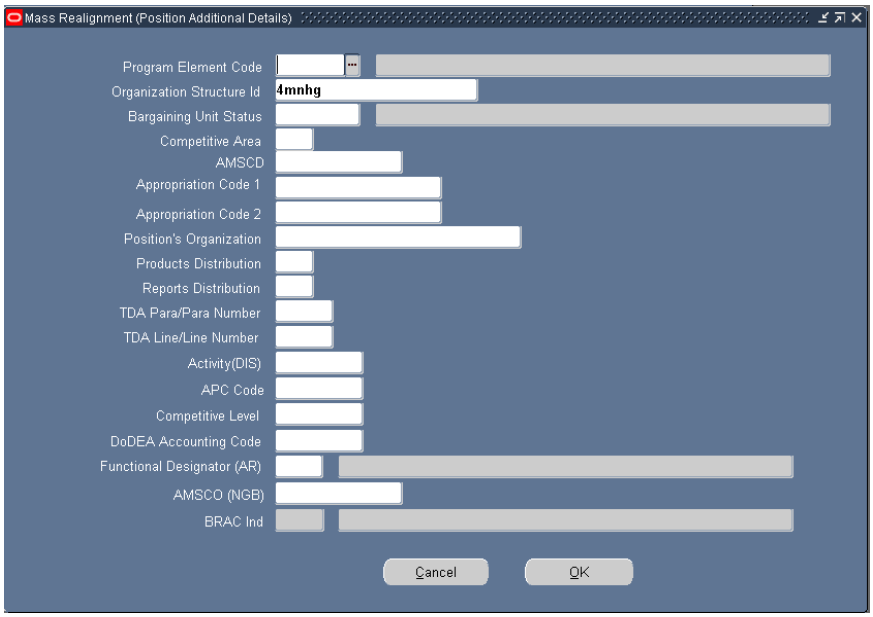
4	Enter data in the remaining data fields:
	• ***Effective Date***
	• **Description**
	The **Source** Area allows you to enter data to define the employees to be included in the Mass Realignment.
	• Enter data in the following or use the LOV:
	  • ***Organization***
	  • ***Target Organization***
	  • ***Organization Hierarchy*** **(**Optional**)**
	The **Additional Source Criteria** is optional, but input allows you to further refine the records to be included in the Mass Realignment.
	  • ***Organization Structure ID***
	  • ***Office Symbol***
	  • ***Personnel Office ID***
	  • ***Agency Code/SubElement***

5	Select the<**LACs/Remarks**> button. The **Legal Authority Codes and Remarks** window opens complete the data fields as required 

Continued on next page

Processing LN Mass Realignment, Continued

Processing a Realignment (continued)

Step	Action
6	Click the<**Position Details**> button. The **Mass Realignment (Position Details)** window opens**.** 
7	Enter information ONLY to those data fields that will change as a result of the Mass Realignment.
8	Select the<**Additional Details**> button The **Mass Realignment (Position Additional Details)** window opens. Again, enter information only into those data fields that will be changing as a result of the Mass Realignment.  Select the <**OK**> button A message Box opens with “No changes to apply.” Select the<**OK**> button

Continued on next page

Processing LN Mass Realignment, Continued

Processing a Realignment (continued)

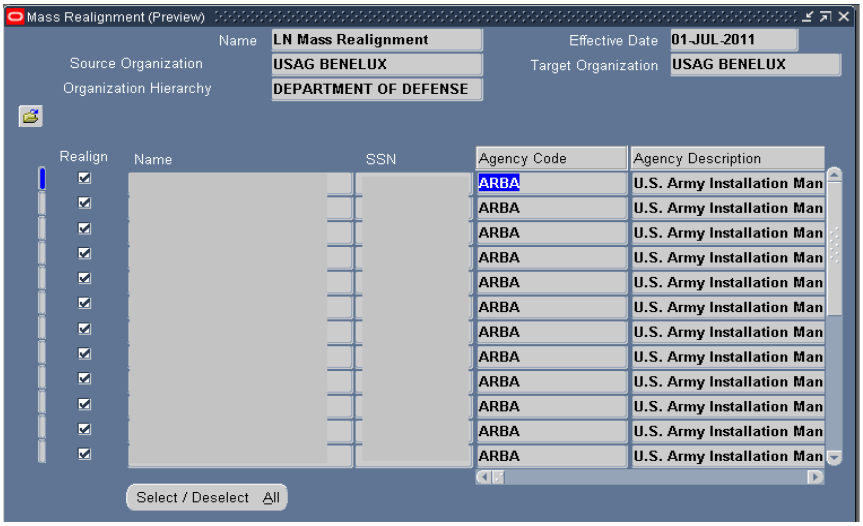
Step	Action
9	The **Mass Realignment Position Details** window reopens.
10	Click the <**OK**> button. To return to the **Mass Realignment** window.

Previewing and Executing the Realignment

Selecting the <**Preview**> button on the **Mass Realignment (Final)** window opens the **Mass Realignment (Preview)** window.

- Based on the information input in the Source area on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.
- The names for the Mass Realignment can be viewed and selected or deselected.

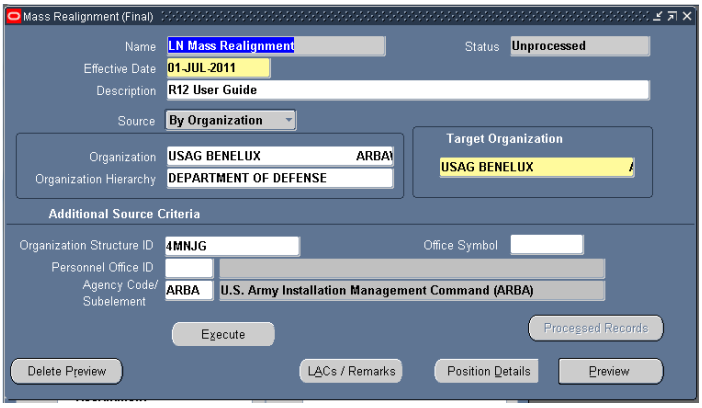
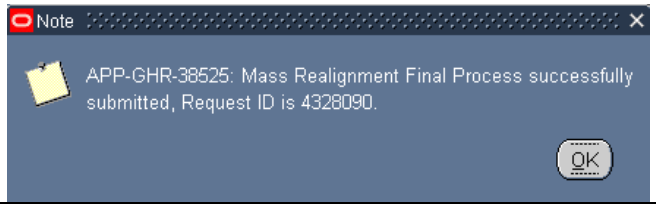
Follow the steps below to preview the action. Some edits are country specific.

Step	Action
1	In the **Mass Realignments (Final)** window, click the<**Preview**> button. The **Mass Realignment (Preview)** window opens with data elements populated from the previous window.  **Note:** You can scroll through the remaining columns with the *Name* and *LN ID* always visible by using the scroll bar on the bottom of the **Preview** Window. Information may or may not populate the columns.

Continued on next page

Processing LN Mass Realignment, Continued

Previewing and Executing the Realignment (continued)

Step	Action
2	Select the ***Save*** icon and exit the window to return to the **Mass Realignment (Final)** window. 
3	Select the<**Execute**> button on the **Mass Realignment (Final)** window a Message Box indicates "Mass Realignment Final Process successfully submitted." 
4	Select <**OK**>. The **Mass Realignment (Final)** window opens.
5	Select **Save**. **Note:** Once you have "Executed" or "Processed" the action: • Each employee's position record updates. • RPAs are produced.
6	Viewing the **Status** and locating errors is the same as in the Mass Awards section of this chapter.

Processing LN Mass Salary

Purpose

This section explains how to process LN mass salary for **NOA Code 894A, Pay Adjustment** and the **NOA Code 893A, Within Grade Increase (WGI).** It is not country specific and is available for LN use.

Before You Begin

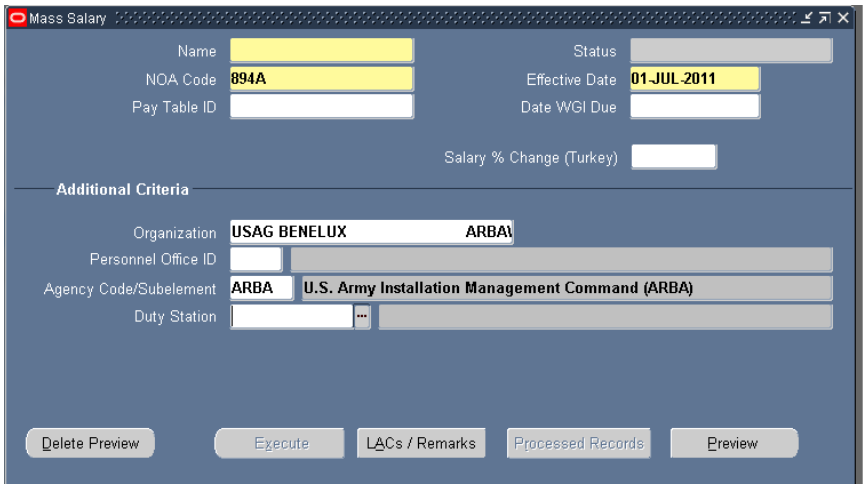
- Use mass salary when you want to update multiple records at one time for the **NOA Code 894A, Pay Adjustment** or the **NOA Code 893A, WGI.**
- When you process LN mass salary, the People Record in HR is updated.
  - An RPA is not produced as it is with other mass actions.
  - If actions process without error, NPAs (SF 50), or the country equivalent of the SF 50) are generated for each employee record included in the mass process as future actions in the Routing History Table.
- You can export the data from the **Preview** window to an Excel spreadsheet.

Who Does It

The capability to create and execute a mass salary is available only in the LN Personnelist or CIVDOD LN HR MGR responsibility.

Processing LN Mass Salary

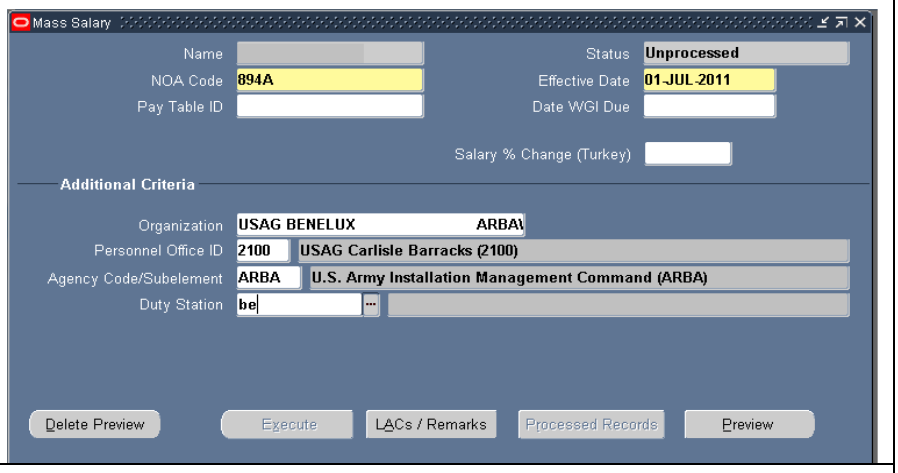
Processing a Mass Salary

Step	Action
1	**Navigation Path** → *Mass Actions* → *Mass Salary Preview* → **<Open>**. **Notes:** • The **Mass Salary** window is available as a "rough draft" window. It is exactly like the **Mass Salary (Final)** window, but without the **<Execute>** Taskflow Button. You can create the LN Mass Salary by clicking either menu item. Mass Salary can only be processed in the **Mass Salary (Final)** window. • Components may want to use both forms; however, for security reasons, limit the number of personnel who can execute.
2	The **Mass Salary** window opens with four Taskflow Buttons: <**Delete Preview**>, <**LACs/Remarks**>, and <**Preview**>. <**Execute**> is grayed out. 

Continued on next page

Processing LN Mass Salary, Continued

Mass Salary (continued)

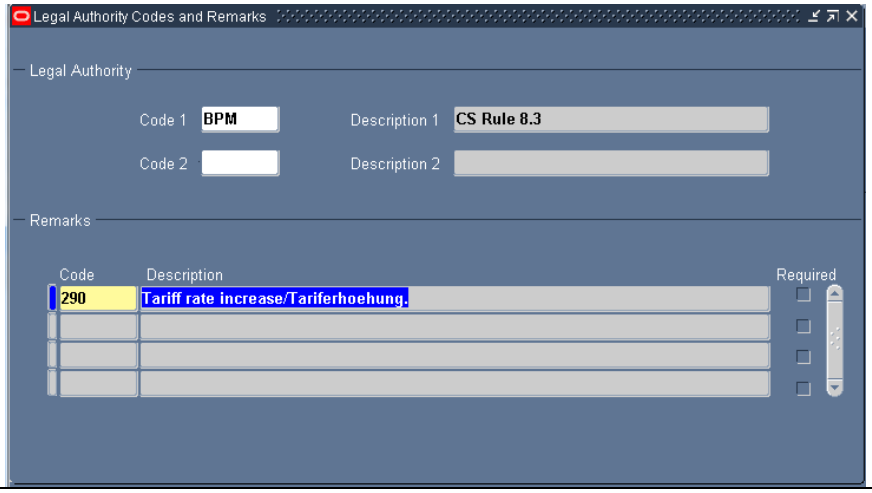
Step	Action
3	With your cursor in the ***Name*** data field, type in a unique name for the mass salary action you are creating. **Note:** The ***Status*** data field is system-generated to show the progress of your mass salary once you save your action; e.g., Unprocessed, Submitted, etc. 

4	Enter data in the remaining data fields:
	• ***NOA Code***
	• ***Pay Table ID*** *(Unless a WGI is the action)*
	• ***Effective Date***
	• ***Date WGI Due*** (*if a WGI is the action)*
	• **Additional Criteria** Area allows you to enter data to define the employees to be included in the Mass Salary process.
	Notes: These areas are optional.
	• **WGIs:** If you need to limit the select process to more than just the ***DT WGI Due***. Usually, you process all WGIs due on the same date.
	• **Pay Adjustments:** If you need to limit the select process to more than just the *Pay Table ID*. Usually you process all pay adjustments required by a pay table change.
	  • Enter data in the following, if needed:
	  • ***Organization***
	  • ***Personnel Office ID***
	  • ***Agency Code/Subelement***
	  • ***Duty Station***

Continued on next page

Processing LN Mass Salary, Continued

Mass Salary (continued)

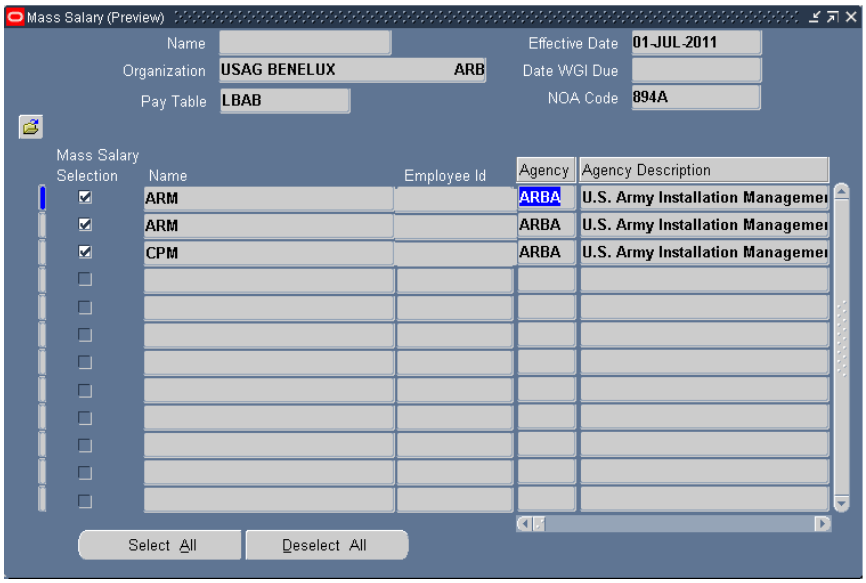
Step	Action
5	Select the LACs/Remarks button and input using the LOV provided. 

Processing LN Mass Salary, Continued

Previewing Your Action

Clicking the<**Preview**> button on the **Mass Salary (Preview)** window opens the **Mass Salary (Preview)** window.

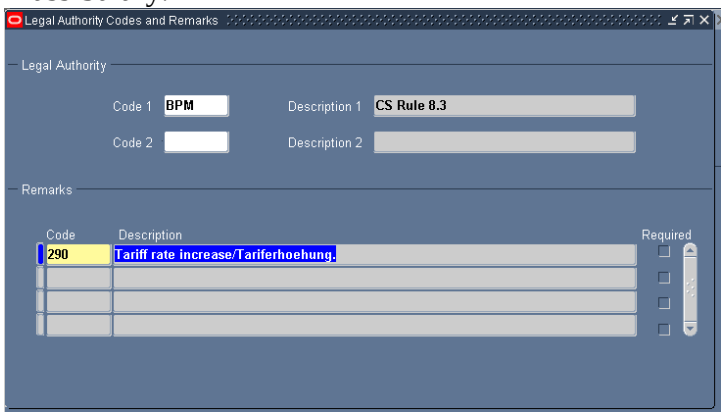
- Based on the information input in the **Additional Criteria** on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.
- The names for the Mass Salary can be viewed and selected or deselected.

Step	Action
1	On the **Mass Salary (Preview)** window, select **<Preview>**. The **Mass Salary (Preview)** window opens with data elements populated from the previous window.  The Mass Salary checkbox opens next to the *Name* and *SSN* columns. You can scroll through the remaining columns with the *Name* and *LN ID* always visible. Information may or may not populate the columns.
2	Select the ***Save*** icon and exit the window to return to the **Mass Salary (Final)** window.

Continued on next page

Processing LN Mass Salary, Continued

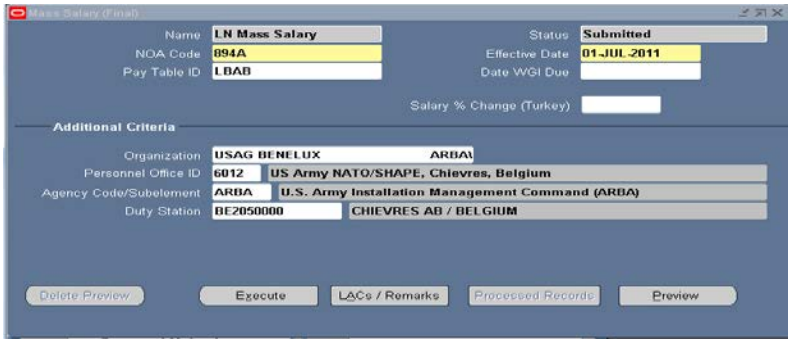
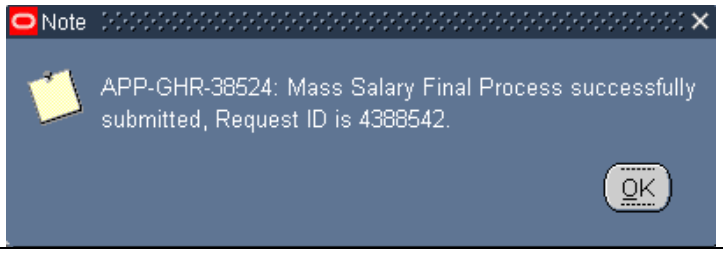
Previewing Your Action (Continued)

Step	Action
3	Select the<**LACs/Remarks**>button. The window opens. Input the proper data needed. It must be completed prior to executing the Mass Salary.  Select **Save** to return to the **LN Mass Salary Preview** window.

Processing LN Mass Salary, Continued

Executing the Mass Salary

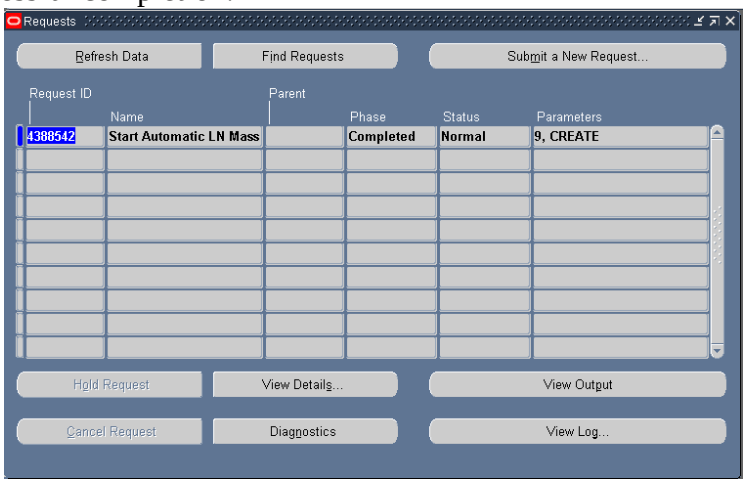
Follow these steps to execute the **LN Mass Salary Final** and update the database.

Step	Action
1	Select the **<Execute>**button on the **Mass Salary (Final)** window. 
2	A Message Box states "Mass Salary Final Process successfully submitted." 
3	Select the **<OK>**button. The **Mass Salary (Final)** window opens.
4	Select the ***Save*** icon. **Note:** Once you have "Executed" or "Processed" the action: • A new row of data is entered into each employee's record (**Element Name**). The **<Preview>**button is grayed out on the **Mass Salary (Final)** window.

Processing LN Mass Salary, Continued

Viewing the Status of a Mass Salary File

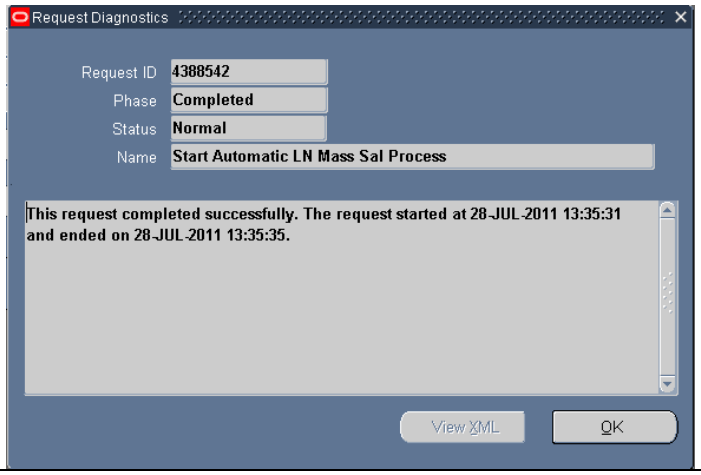
To view the status of the executed mass salary file, use the **Request ID** in the message generated in the final step of processing. For example: "4388542" in the previous step. Follow these steps for viewing your requests:

Step	Action
1	Navigate to *Process and Reports* → *View Request* <**Open**> the find request window opens. Select the <**Find**> button. The Requests window opens with a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.
2	Find the **Request ID** that was assigned in the previous note of successful completion.  If the **Status** Column indicates "Pending" or "Running," use the click to Refresh Data button until the status column reads: "Completed."
3	Select the<**View Log**> button to display a log of how a request ran.
4	Select the <**View Output**> button to view the output of a successfully completed request on screen.

Continued on next page

Processing LN Mass Salary, Continued

Viewing the Status of a Mass Salary File (Continued)

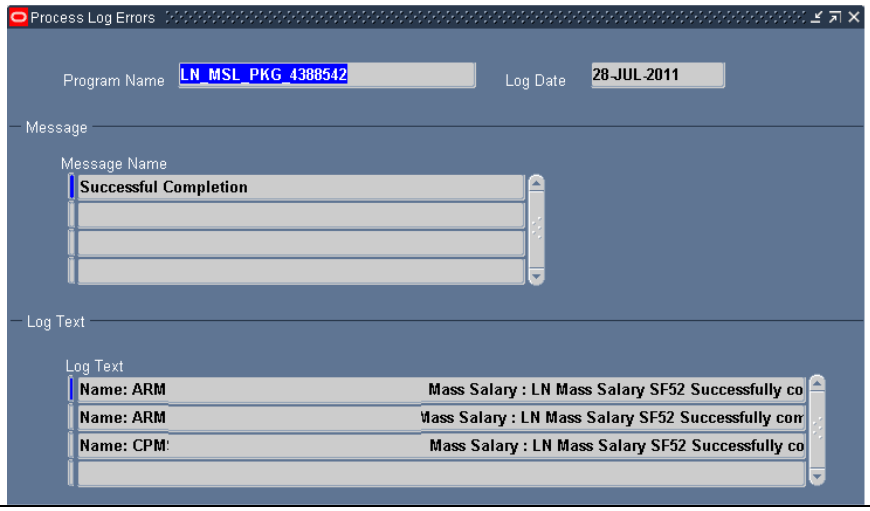
Step	Action
5	Select the <**Diagnostics**> button. The **Request Diagnostics** window opens for your review. 

Processing LN Mass Salary, Continued

Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system opens a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's groupbox or system's default groupbox.

Step	Action
1	**Navigation Path** → *Federal Maintenance Forms* →Process Log Federal →**<Open>**.
2	The **Process Log Errors** window opens with the request number as the last part of the ***Program Name*** data field. Search the Program Name with %4388542% and F11. The **Log Text** Region opens the reason for the error(s). Use the scroll bars to read the remaining information. 
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process "Futures," which reprocesses all actions noted as future in the Routing History Table to update the database. The **Process Log** referenced above will also contain the details on all records successfully completed and processed with errors.

Module 11

Reports

Module Overview

Purpose

The purpose of this module is to familiarize you with DCPDS and how to use it. A report generates a summary or display of information. This chapter addresses predefined, user requested reports. It also explains the tools and functionality common to all users of the system.

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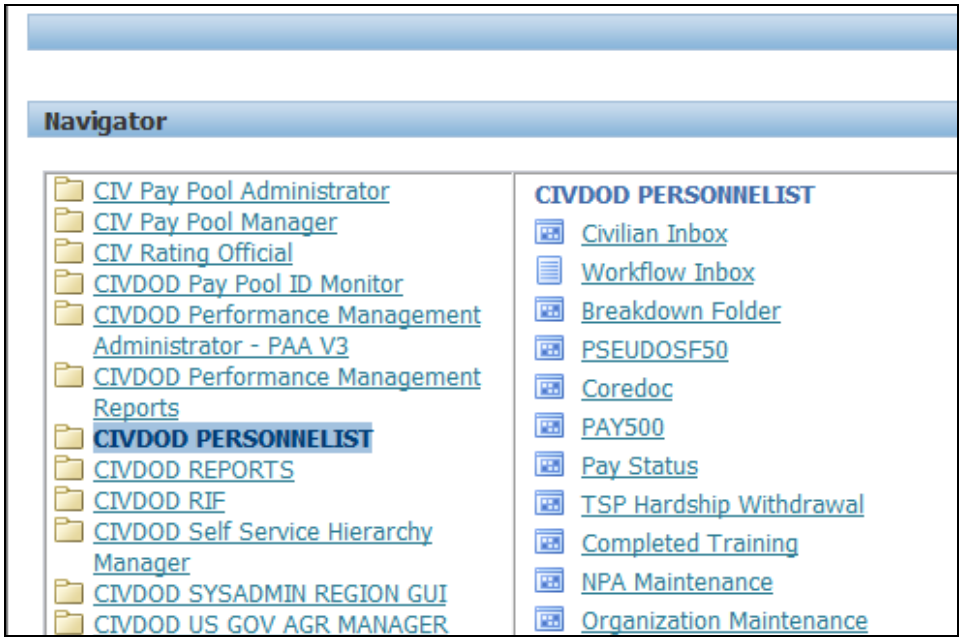
Module Overview, Continued

Responsibilities

Your access to reports is based on your assigned responsibility and business rules.



Terms

Term	Definition	Example
Ad Hoc	User-created reports using a query tool.	List of Vacant Positions
Batch Print	Process which causes daily execution of hard copy NPAs based on effective date following Futures. May be executed any time during the day to produce an individual NPA. Performed by the System Administrator.	Promotion Change to Lower Grade Termination of Detail

Continued on next page

Module Overview, Continued

Terms (continued)

Term	Definition	Example
Concurrent Processing	A feature that allows you to run a report or application at the same time you are using the system to process actions. It runs reports and applications as concurrent processes. Your system administrator may control the scheduling of long-running processes; e.g., big reports to avoid overloading your system.	
Futures	Process which causes other reports to be executed. Should run nightly.	RPA Processing Mass Pay WGI
EUL	End User Layer. Encapsulates complicated sequel statements normally required to get the data into a user-friendly ad hoc query tool.	
Parameter	A report variable whose values you can change each time you run a report.	
SQL	Standard Query Language is an inquiry language used to access relational databases.	
Standard Request Submission	Predefined reports you can choose by entering a set of parameters when you submit the report. These reports run in batch mode, through concurrent processing.	Date Position Obligation Expires
Suspense	Managed by system administrator to produce daily transactions due on that date. Performed by the System Administrator.	NPA-Conversion Dates NPA-Termination of Appointment LWOP Expiration

Continued on next page

Module Overview, Continued

Report Types

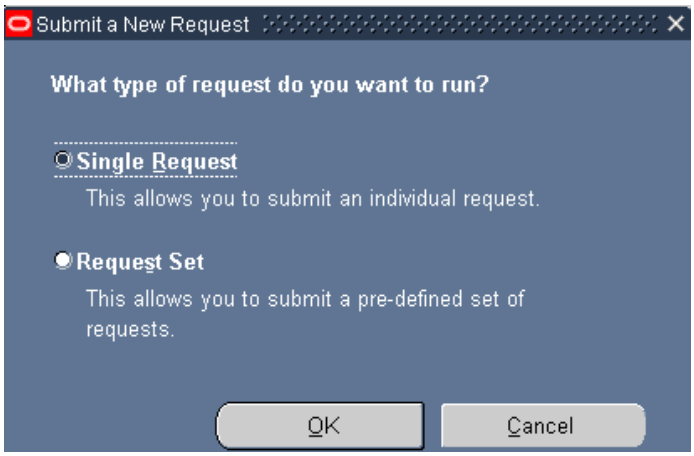
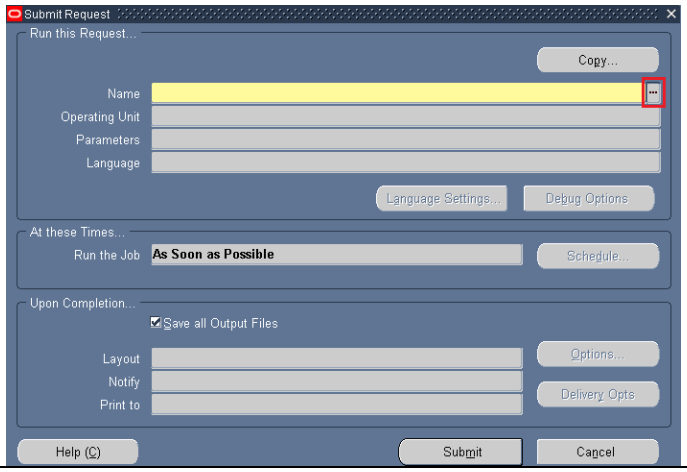
The table below outlines the main categories of inquiry and reporting tools available.

Type	Explanation
Ad Hoc	You can create your own ad hoc reports by using DCPDS-compatible query tools. These techniques are not addressed in this User Guide. Talk with your system administrator for more information on creating ad hoc reports.
Civilian Serving Unit Application Database	You can also access the Civilian Serving Unit Application Database (CSU) database for predefined reports.
Date Track History	You can view the changes to date tracked information over time through Dated Information and Date Tracking (described in Module 1, Chapter 4).
Inquiry Windows	These are primarily used for on-line viewing such as the RPA. Folders (described in Module 1, Chapter 6) are included in this category.
System Generated Reports	These run automatically, based on business rules. Your system administrator determines when systems generated reports run (i.e., during the day, overnight, etc.). These reports include: • Suspense • RPA Processing • Auto WGI • Payroll Reverse Interface • Mass Pay Process • Specific Record Conditions

Continued on next page

Module Overview, Continued

Report Types

Type	Explanation
User Requested Reports	These are predefined reports available to you through a list based on your logon responsibility (access privileges) and include: • Individual Record Information • Payroll Interface Report • Personnel/Payroll Reconciliation Reports Select 'Submit Processes and Reports' to begin. Select 'Single Request' and then the OK button.  **Note:** Some reports are both suspense generated and user requested, i.e., Notification of Expiration of Overseas Tour. The 'Submit Request' window becomes available. Select the ellipsis to review list of available reports. 

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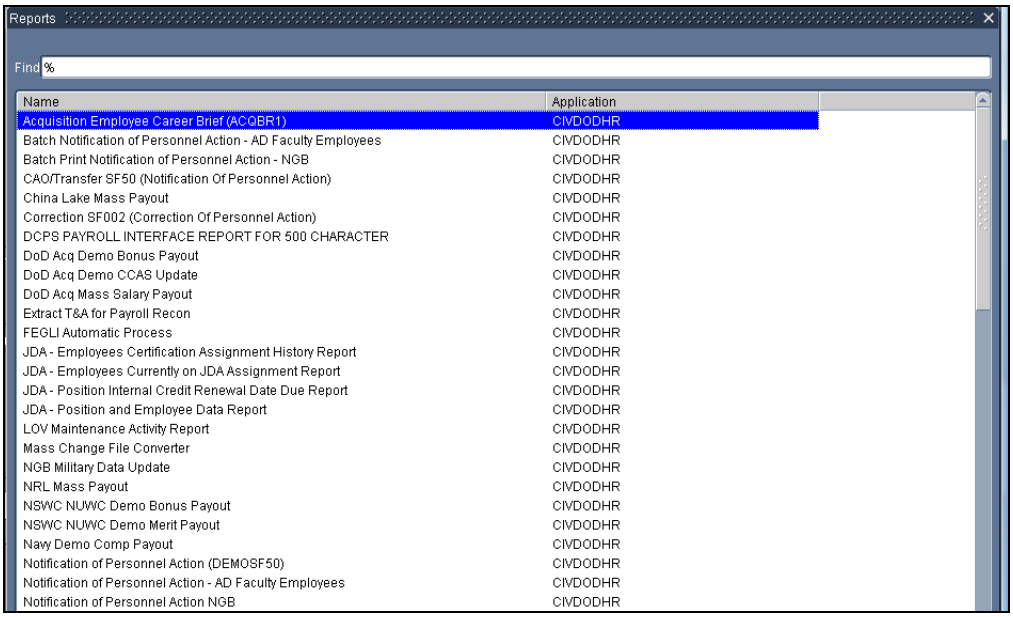
Module Overview, Continued

List of Reports

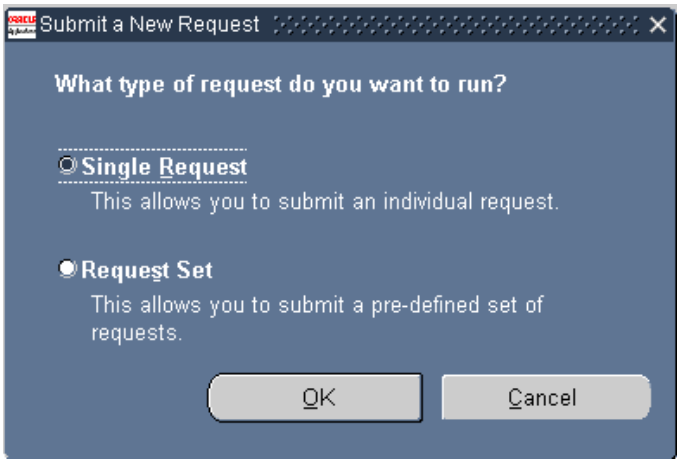
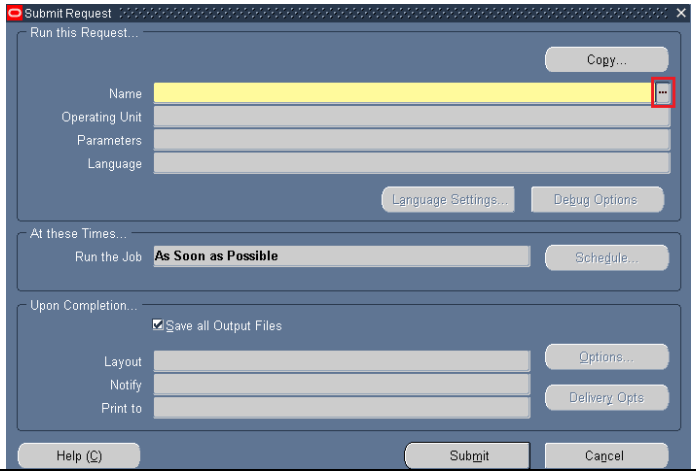


Name	Application
Acquisition Employee Career Brief (ACQBR1)	CIVDODHR
Batch Notification of Personnel Action - AD Faculty Employees	CIVDODHR
Batch Print Notification of Personnel Action - NGB	CIVDODHR
CAO/Transfer SF50 (Notification Of Personnel Action)	CIVDODHR
China Lake Mass Payout	CIVDODHR
Correction SF002 (Correction Of Personnel Action)	CIVDODHR
DCPS PAYROLL INTERFACE REPORT FOR 500 CHARACTER	CIVDODHR
DoD Acq Demo Bonus Payout	CIVDODHR
DoD Acq Demo CCAS Update	CIVDODHR
DoD Acq Mass Salary Payout	CIVDODHR
Extract T&A for Payroll Recon	CIVDODHR
FEGLI Automatic Process	CIVDODHR
JDA - Employees Certification Assignment History Report	CIVDODHR
JDA - Employees Currently on JDA Assignment Report	CIVDODHR
JDA - Position Internal Credit Renewal Date Due Report	CIVDODHR
JDA - Position and Employee Data Report	CIVDODHR
LOV Maintenance Activity Report	CIVDODHR
Mass Change File Converter	CIVDODHR
NGB Military Data Update	CIVDODHR
NRL Mass Payout	CIVDODHR
NSWC NUWC Demo Bonus Payout	CIVDODHR
NSWC NUWC Demo Merit Payout	CIVDODHR
Navy Demo Comp Payout	CIVDODHR
Notification of Personnel Action (DEMOSF50)	CIVDODHR
Notification of Personnel Action - AD Faculty Employees	CIVDODHR
Notification of Personnel Action NGB	CIVDODHR

Continued on next page

Submitting the Report

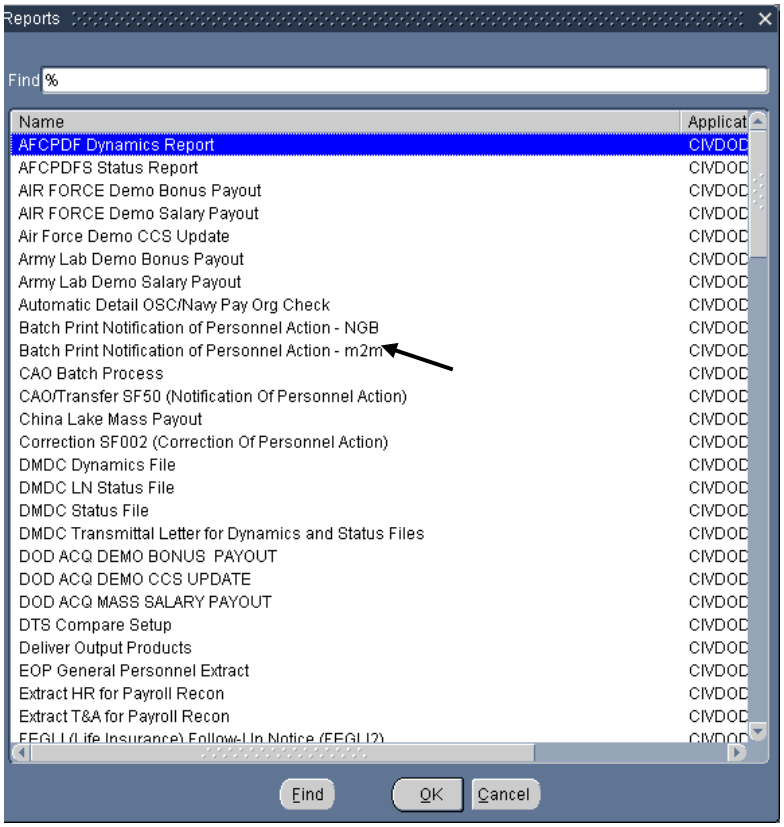
Accessing the Submit Requests Window

Step	Action
1	**Navigation Path** *Processes and Reports* > Submit *Processes and Reports*. The **Submit New Requests** window Opens: Accept default of Single Request and select **<OK>** button. 
2	It is in this window you select the request you wish to run and then set Parameters, Schedule, and Completion Options for it. With the cursor in the 'Request Name' field, Select the ellipsis button on the right to display the report menu. 

Continued on next page

Submitting the Report, continued

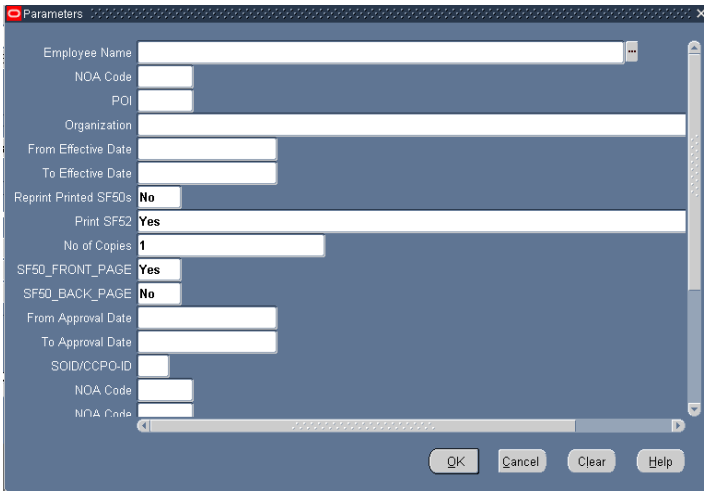
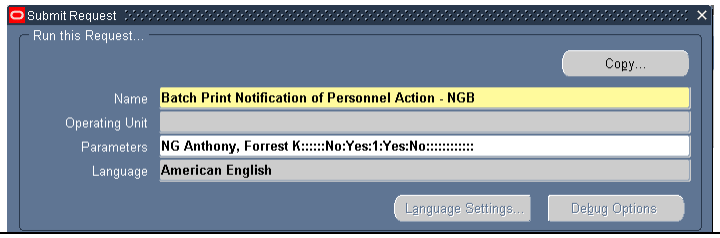
Accessing the Submit Request Window (Continued)

Reports	Action
	Select the *Report* you wish to run by utilizing the scroll bar to the right to make the selection. Then Select **<OK>** button  **Note:** The list of reports and programs from which you can select is based on your log-on responsibility.

Continued on next page

Submitting the Report, continued

Accessing the Submit Request Window (Continued)

Steps	Action
3	If you selected a report that requires parameter values, a **Parameters** window automatically opens. Parameters are values that restrict information displayed in your report request.  Use the ellipsis button in the parameters window to select a value for each data field. Then Select **<OK>** button. **Note:** Depending on the report selected the parameter window data fields will vary.
4	The **Parameters** window closes and the parameter values display in the data field. 
5	Select the <Submit> Submit button to process request. If the print options and scheduled times do not need to be changed skip steps **6** and **7** and go to the ***Viewing a Requested Report*** section. **Note:** Steps 6 and 7 are ***Optional*** for submitting a request. Follow these steps only if changes to the Print Style and Scheduled Time need to be changed.

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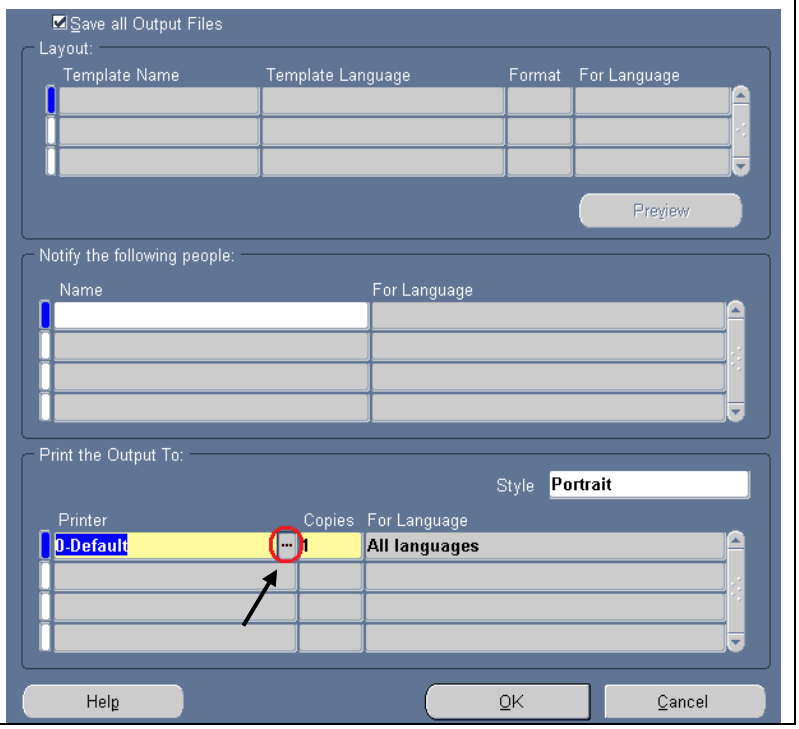
Submitting the Report, continued

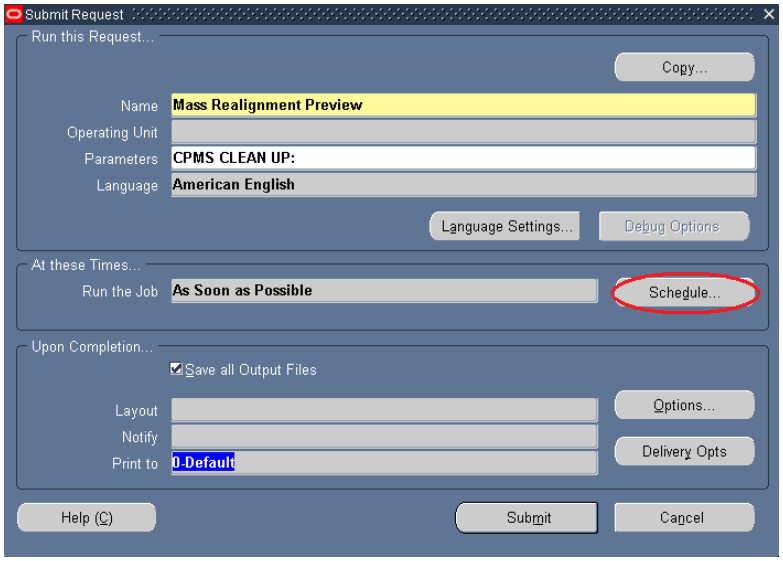
Report Options

Reports	Action
6	Select <Options> button Options... to open the **Print Options** window. 

Continued on next page

Submitting the Report, continued

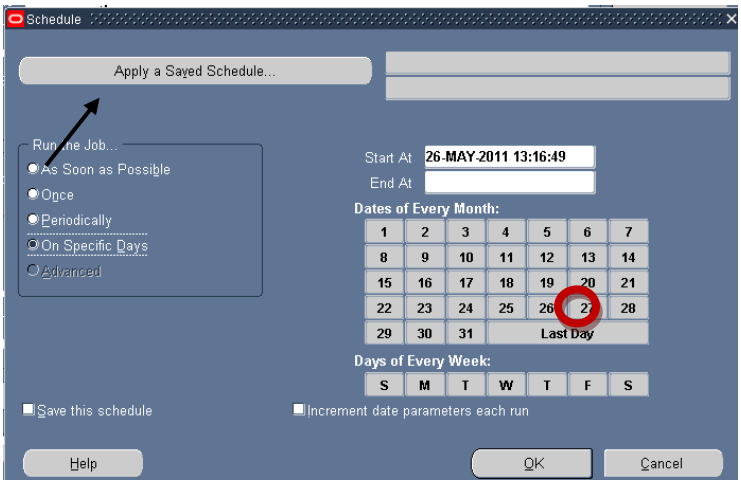
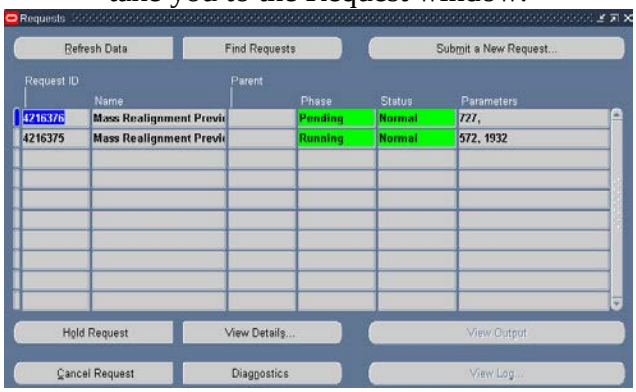
Report Options (Continued)

Print Option Window	Options
Save Output	A Check Mark in the **Save all Output Files** box allows you to view your report on-line. If you do not wish to view the report on-line, Select the check box to deselect this option.
Printer	Select the ellipsis button ... if you want to select a printer other than that which is displayed.
Copies Field	If you want to print more than one copy, type in the number of copies you want to print.
Style	Place your cursor in box and the ellipsis button ... will be available to select a print style other than that which is displayed (some requests may have a required style option that you cannot change). Select OK button to continue. 

Continued on next page

Submitting the Report, continued

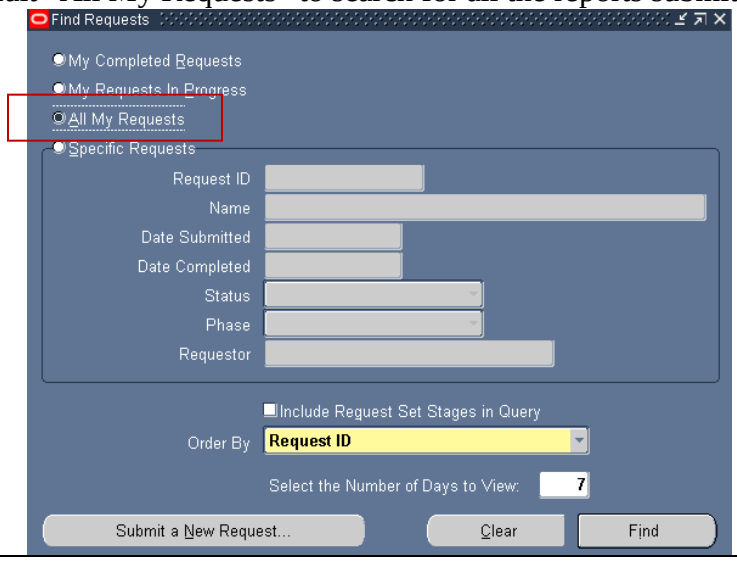
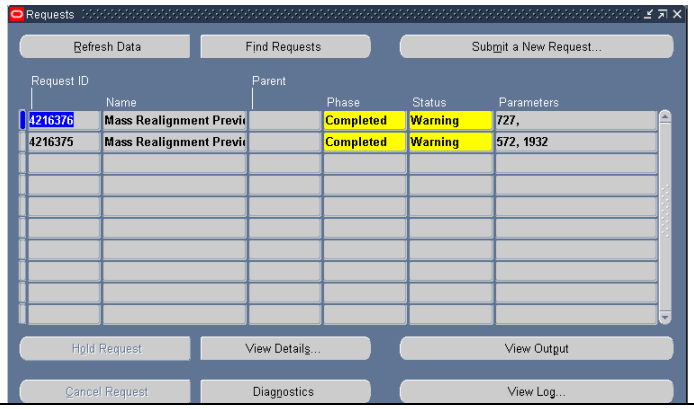
Report Options (Continued)

Step	Action
7	**On Specific Days -** If Specific Days value is selected a new data field window will open. The **Start At** defaults to the current Date and Time to indicate when to submit the request. You can either type in a date and time or you can Select the ellipsis button to use the calendar feature.  To select a specific period of time Select and Highlight the Date or Days the request will run every day at the specified time until you cancel the request or enter a date and time in the ***End AT*** data field. Select <**OK**> button to close window.
	Select <**Submit**> button. After submitting the Report Oracle will take you to the Request window.  Please refer to the ***Viewing a Requested Report*** Section.

Viewing a Requested Report

Navigating to the Concurrent Requests Window

Use the **Requests** Window to view a list of all of your concurrent requests that are scheduled to run in the next 24 hours, have completed within the past 24 hours, or are currently running.

Step	Action
1	**Navigation Path** Processes and Reports > View Requests > <**Open**>. Since all reports, programs, and requests are run as concurrent requests in Oracle Applications, you can navigate to the Requests window to view the progress of all of your concurrent requests
2	The Find **Requests** window opens. Enter either specific criteria in the Find Requests window and Select <**Find**> button, or accept the default "All My Requests" to search for all the reports submitted. 
3	The Request window will open displaying a *Request ID*, *Phase*, *Status*, *Report Name*, and Parameters used to run the request. 

Continued on next page

Viewing a Requested Report, Continued

Viewing Information in the Concurrent Requests Summary Window

The **Requests** window displays with Six columns.

Columns	Information Displayed
Request ID	The Request ID field represents a number generated by Oracle to distinguish each request
Name	The name field is a description of the request
Phase	A concurrent request has a life cycle consisting of the following phases: • Pending • Running • Completed • Inactive
Status	The status column indicates normal completion or will give an error indicator
Parameters	Parameter selections used to run the concurrent request.

Continued on next page

Viewing a Requested Report, Continued

Viewing Information in the Concurrent Requests Summary Window (continued)

Phase	Status	Meaning
Pending	Normal	Request is waiting in queue to run.
	Standby	Program to run the request is incompatible with other program(s) currently running.
	Scheduled	Request is scheduled to start at a future time or date.
	Waiting	A "child" request is waiting for its "parent" request to mark it ready to run. For example, a request in a request set that runs sequentially must wait for a prior request to complete.
Running	Normal	Request is running normally.
	Paused	"Parent" request pauses for all its "child" requests to finish running.
	Resuming	All requests submitted by the same "parent" request (in a request set) have completed running. The parent request resumes running.
	Terminating	Request has been canceled (via Cancel Request button).
Completed	Normal	Request completed successfully.
	Error	Request failed to complete successfully.
	Warning	Request completed with warnings.
	Canceled	Pending or inactive request has been canceled (via Cancel Request button).
Inactive	Disabled	Program to run request is not enabled. Contact your system administrator.
	On Hold	Pending request has been placed on hold (via Hold Request button).
	No Manager	No manager is defined to run the request. Check with your system administrator.

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Viewing a Requested Report, Continued

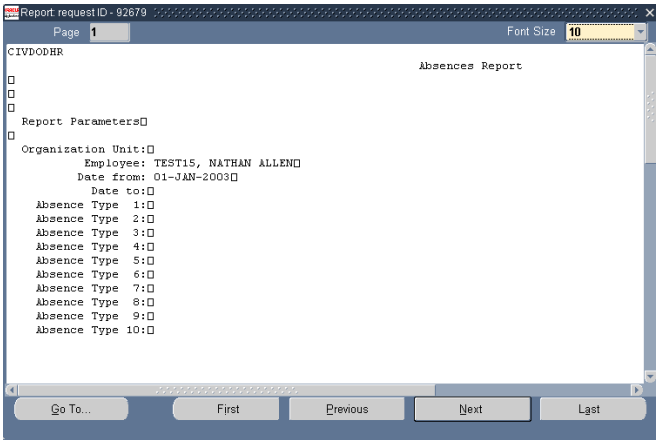
Viewing Information in the Concurrent Requests Summary Window (continued)

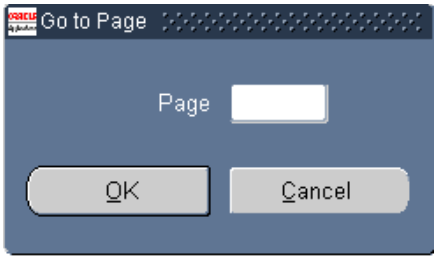
Task Flow Buttons	Information Displayed
Refresh Data	Use this button to refresh the data in order to display updated progress of your requests.
Find Request	Use this button to search for additional requests
Submit new Request	Use this button to submit a new request.
View Detail	Use this button to view detailed information about your requests, for example, submission date and scheduling.
Diagnostic	Displays diagnostic information such as when it ran and if it completes successfully.
View Output	Displays an online view of your report.
View Log	Displays the log file containing information regarding arguments used and other technical information.
Old Request	While a report is pending the “Hold Request” button will allow the request to be help out of the processing pool.
Cancel Request	When a report begins running the “Cancel Request” button will allow a request to be cancelled.

Continued on next page

Viewing a Requested Report, Continued

Viewing Information in the Concurrent Requests Summary Window (continued)

Step	Action
4	Select the report to view then Select <**View Output**> button to open the report.  Within this screen you can use the scroll bar to view the report or use the buttons at the bottom of the screen. The functions are Listed:

Task Flow Buttons	Information Displayed
Go To	Allows you to enter a particular page and Select <**OK**> button 
First	Returns you to the first page of the report.
Previous	Takes you to the previous page.
Next	Moves you to the next page in the report.
Last	Takes you to the last page of the report.

Continued on next page

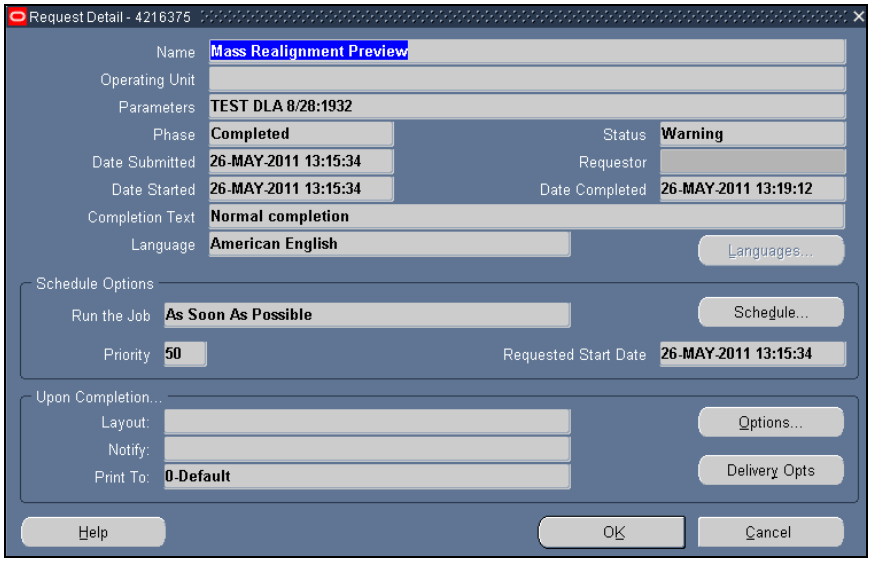
Viewing a Requested Report, Continued

Viewing Information in the Concurrent Requests Summary Window (continued)

Step	Action
5	To view the Log file Select **<View Log>** button to open window. The log file will show any errors that may have occurred with the PL/SQL scripts ran to produce the report. The task flow button works the same as in viewing the report.

```
Printing output file.
               Request ID : 4216376
        Number of copies : 1
                  Printer : 0-Default

lp: The printer or class was not found.
APP-FND-00500: AFPPRN received a return code of failure from routine FDUPRN. Program exited with status 1

Cause: AFPPRN received a return code of failure from the OSD routine FDUPRN. Program exited with status 1.

Action: Review your concurrent request log file for more detailed information.
+-------------------------------------+


Finished executing request completion options.

+-----------------------------------------------------------------------------+
Concurrent request completed
Current system time is 26-MAY-2011 13:19:20
```

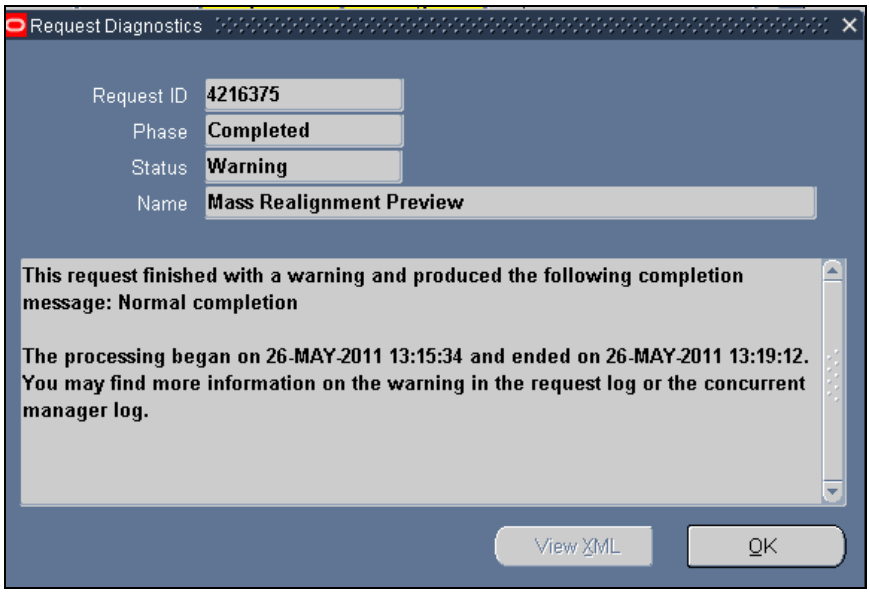
6	Select the report you wish to view the details on and Select **<View Details>** button. This window will display all the information about the report such as Parameters, Requestor and Date and time.



Continued on next page

Viewing a Requested Report, Continued

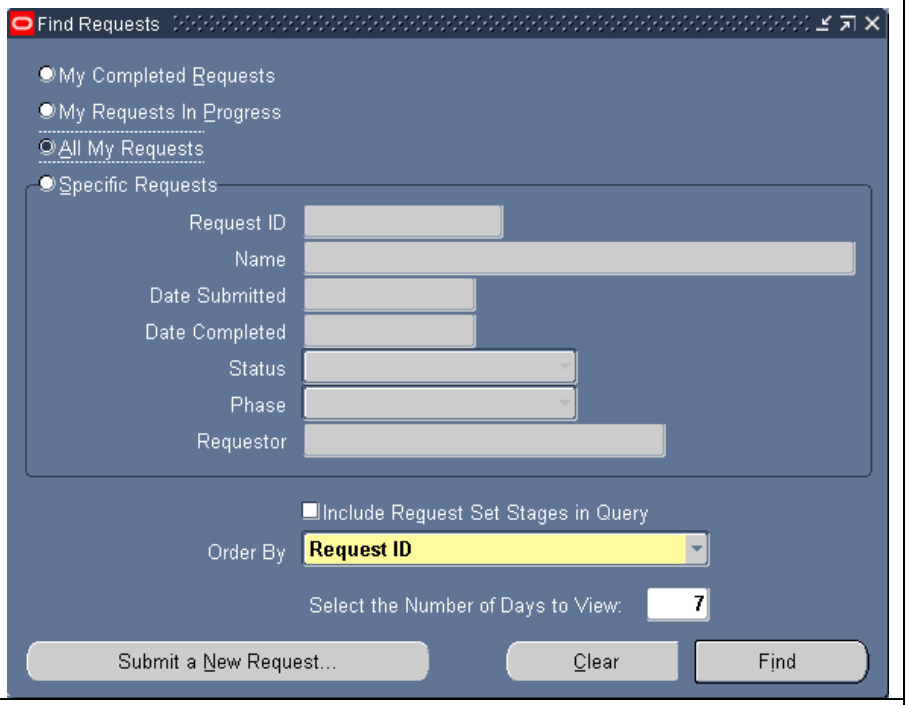
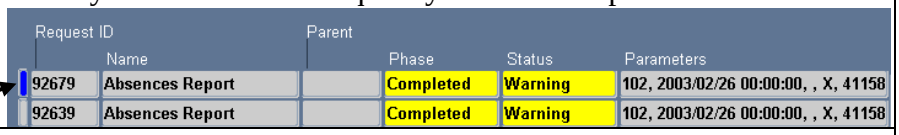
Viewing Information in the Concurrent Requests Summary Window (continued)

Step	Action
7	Select the report you wish to view the Diagnostics details on and Select < **Diagnostics**> button. This window will display the diagnostics as to why the report did not complete its run. 
8	Select the Find Requests button to display the initial find request screen to change you search criteria or view more requests that have been run.
9	Select the Submit a New Request... button to submit a new request.
10	Select Refresh Data button to update Status.

Reprinting Requests

Reprinting a Request

To provide information to reprint the output, after a request is run.

Step	Action
1	Navigate to the **Concurrent Requests Summary** window: **Navigation Path** > *Processes and Report* > *View Requests* > <**Open**>.
2	You are directed to the *Find Requests* window. Use this window to specify the types of requests you want to reprint by Selecting **<FIND>** button and retrieving all request. Or enter specific criteria into the data fields on the find request window. 
3	Move your cursor to the request you want to reprint. 
4	Select **<Tools>** **<Reprint/Republish>** from the main menu

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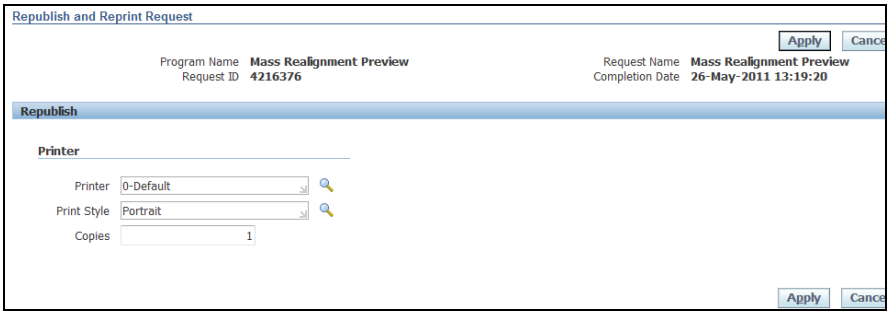
Reprinting Requests, Continued

Reprinting a Request

Step	Action
5	When you choose *Reprint/Republish*, a window appears allowing you to enter a printer, print style and number of copies for reprinting of the request. Select <**OK**> button in the Republish and Reprint Request window to reprint the request.  **Note:** This menu entry is disabled if the request has not yet run.

Module 11

Chapter 1

EEOC_FIRES Reporting Capability

Chapter Overview

Introduction

This chapter explains how to create two reports – EEOC_FIRES Status Report and EEOC_FIRES Dynamics Report. These reports, once generated, reports will only be available in a pipe-delimited text file. These reports will be available only through **US Federal HR Manager** and **CIVDOD EEO** responsibilities. This user's guide and the screen shots associated with it were created using the **CIVDOD EEO** responsibility.

Background

The EEOC_FIRES Status and Dynamics Reports were created in DCPDS to provide a new reporting capability for EEOC. Once the reports are generated, Components will submit the reports following guidance.

Chapter Contents

Topic	Page
Creating an EEOC_FIRES Status Report	2
Creating an EEOC_FIRES Dynamics Report	5
Viewing and Saving the EEOC_FIRES Status and Dynamics Reports	8

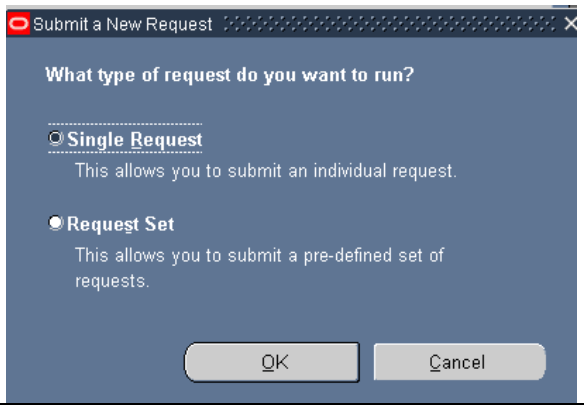
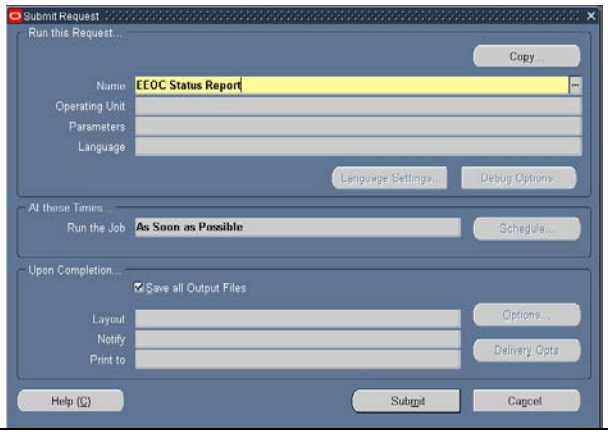
Before you Begin

Components will determine access to the responsibilities needed to create the reports.

Creating an EEOC_FIRES Status Report

Creating an EEOC_FIRES Status Report

This section guides you through the steps needed to create an EEOC_FIRES Status Report.

Step	Action
1	On the **Navigation List** → *Submit Processes and Reports* →
2	On the Submit a New Request Screen, click OK 
3	On the Submit Request Page, type 'EEOC Status Report' in the NAME field and press the TAB Key 

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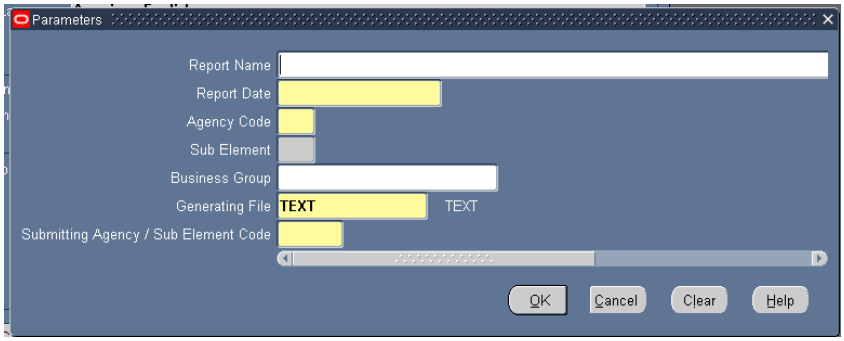
Creating an EEOC_FIRES Status Report, Continued

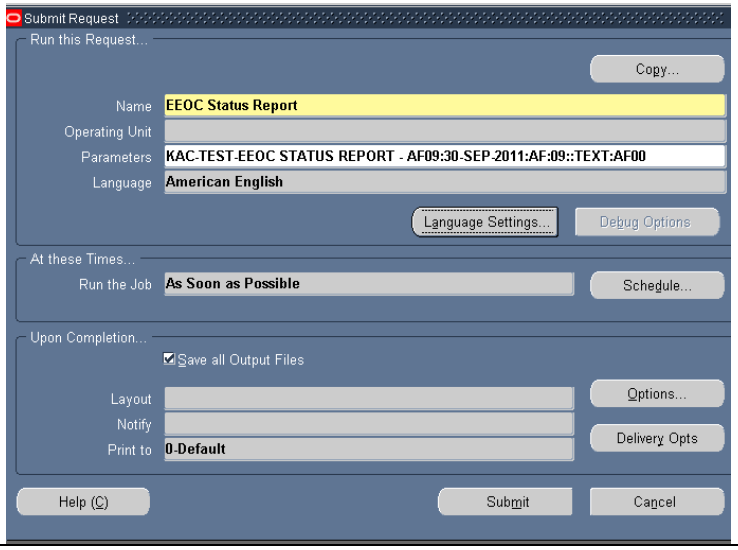
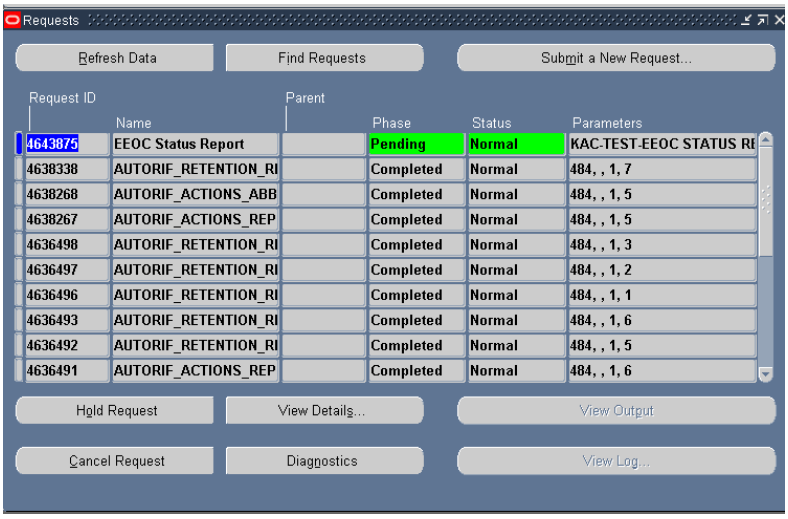
Creating an EEOC_FIRES Status Report (continued)

Step	Action
4	EEOC Status Report Parameters Screen  The following data fields will be available for update in the EEOC Status Report Parameters Screen. All fields highlight in yellow are required (1) Report Name – free flowing text (2) Report Date – typically the end of the fiscal year (30-Sep-2011) (3) Agency Code – Use the ellipses associated with the field to select the correct code. (i.e., AF) (4) Sub Element – Once the Agency Code is input, the Sub Element field will become available and only the codes associated with the Agency Code will be available. (i.e., 09) (5) Business Group – Use the ellipses associated with the field to select a value if appropriate. (6) Generating File – defaults to Text – use the ellipses to change the value to HML. (7) Submitting Agency/Sub Element Code – Use the ellipses to select the correct value, only those values identified by EEOC will be available to select from (AF00). Once all fields have been updated, select the OK Button to return to the Submit Request Page

Continued on next page

Creating an EEOC_FIRES Status Report, Continued

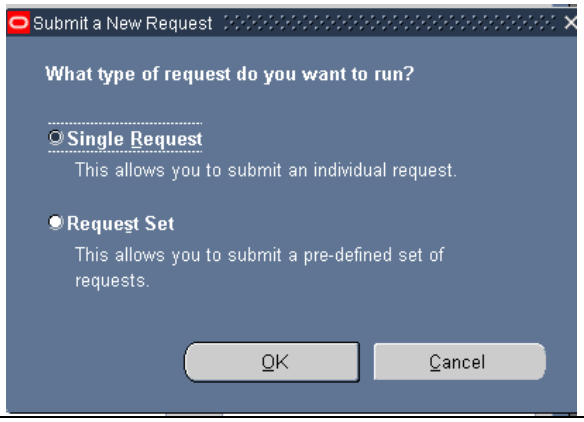
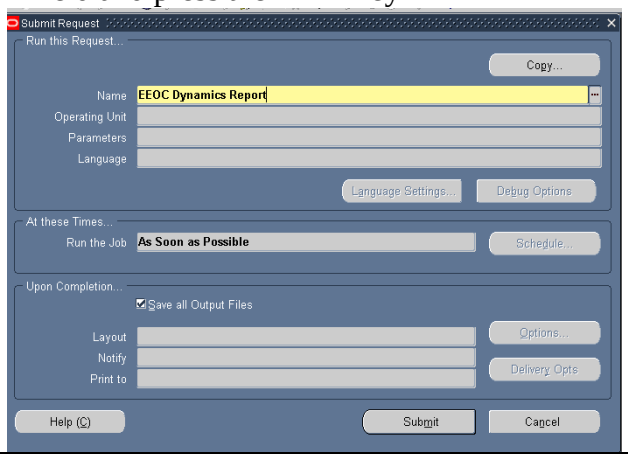
Creating an EEOC_FIRES Status Report (continued)

Step	Action
5	From the Submit Request Screen, click the Submit Button to generate the report. 
6	The user will be directed to the Requests Screen. Click the Refresh Data Button until the Phase shows Completed.  Generating the report may take up to an hour.

Creating an EEOC_FIRES Dynamics Report

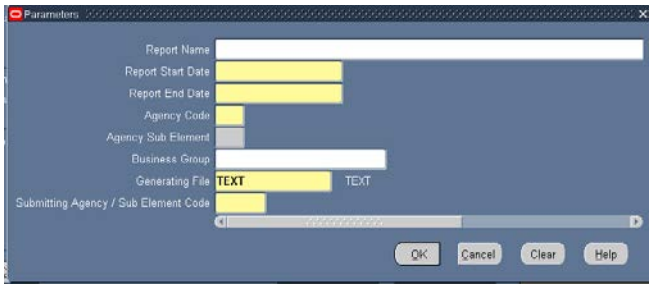
Purpose This section guides you through the steps needed to create an EEOC_FIRES Status Report.

Creating an EEOC_FIRES Dynamics Report

Step	Action
1	On the **Navigation List** → *Submit Processes and Reports*
2	On the Submit a New Request Screen, select OK. 
3	On the Submit Request Page, type 'EEOC Dynamics Report' in the NAME field and press the TAB Key 

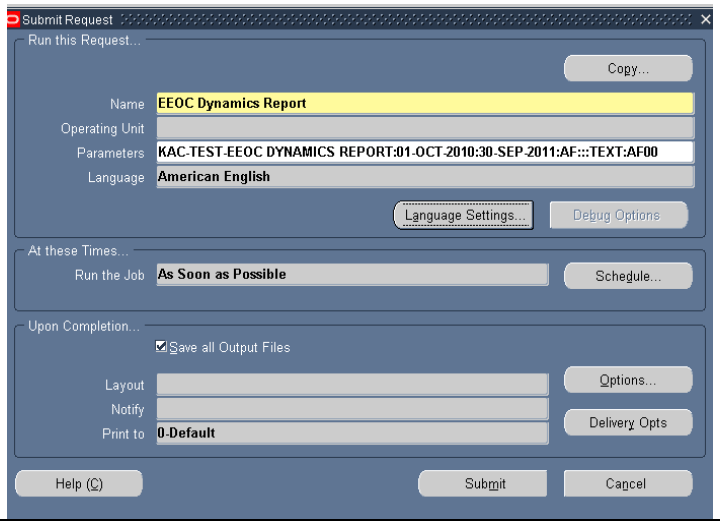
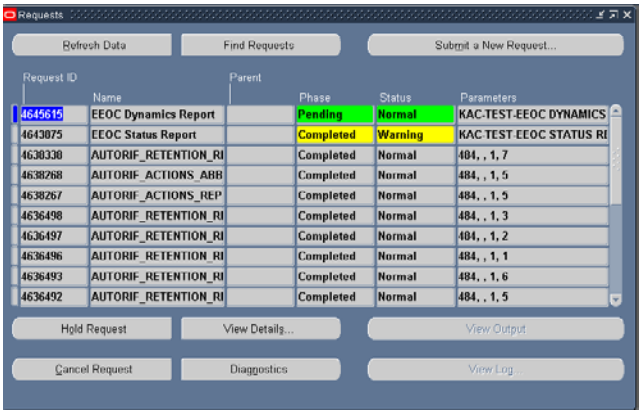
Continued on next page

Creating an EEOC_FIRES Dynamics Report, Continued

Step	Action
4	EEOC Dynamics Report Parameters Screen  The following data fields will be available for update in the EEOC Dynamics Report Parameters Screen. All fields highlight in yellow are required • Report Name – free flowing text • Report Start Date – typically the beginning of the fiscal year of the reporting year (1-Oct-2010) • Report End Date – typically the end of the fiscal year of the report year (30-Sep-2011) • Agency Code – Use the ellipses associated with the field to select the correct code. (i.e., AF) • Sub Element – Once the Agency Code is input, the Sub Element field will become available and only the codes associated with the Agency Code will be available. (i.e., 09) • Business Group – Use the ellipses associated with the field to select a value if appropriate. • Generating File – defaults to Text – use the ellipses to change the value to HML. • Submitting Agency/Sub Element Code – Use the ellipses to select the correct value, only those values identified by EEOC will be available to select from (AF00). Once all fields have been updated, click the OK Button to return to the Submit Request Page

Continued on next page

Creating an EEOC_FIRES Dynamics Report, Continued

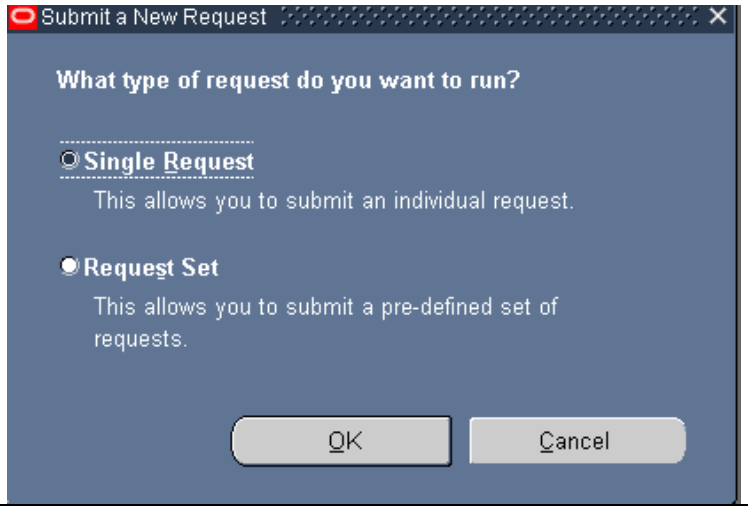
Step	Action
5	From the Submit Request Screen, click the Submit Button to generate the report. 
6	The user will be directed to the Requests Screen. Click the Refresh Data Button until the Phase shows Completed.  Generating the report may take up to an hour.

Viewing and Saving the EEOC_FIRES Status and Dynamics Report

Purpose

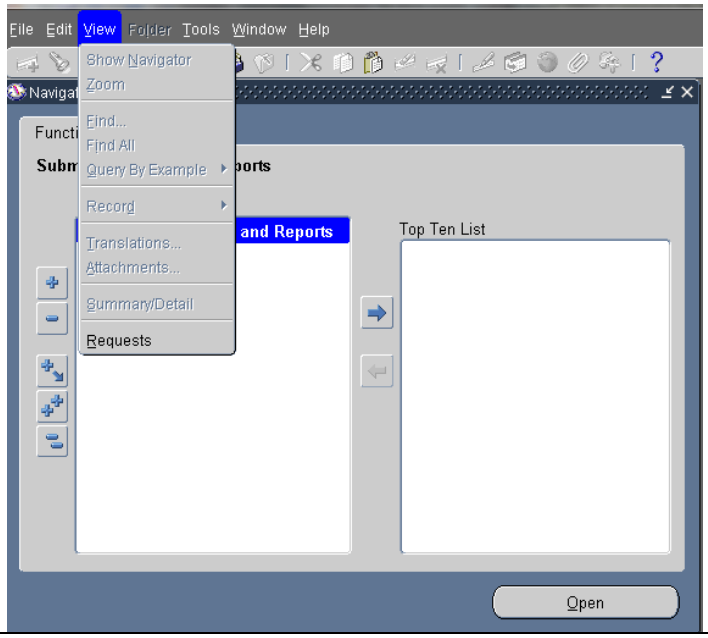
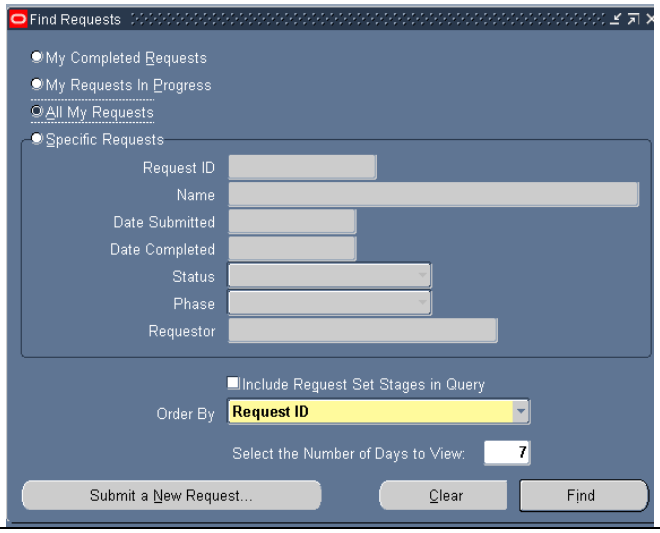
This section guides you through the steps needed to view and save the EEOC_FIRES Status and Dynamics Report

View and Saving the EEOC_FIRES Status and Dynamics Report

Step	Action
1	On the **Navigation List** → *Submit Processes and Reports*
2	On the Submit a New Request Screen, click Cancel 

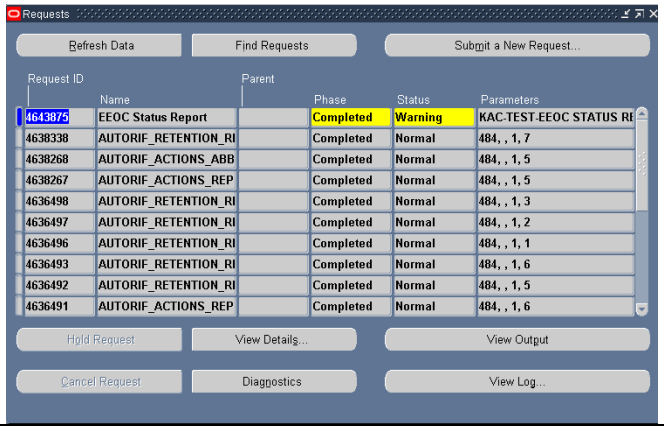
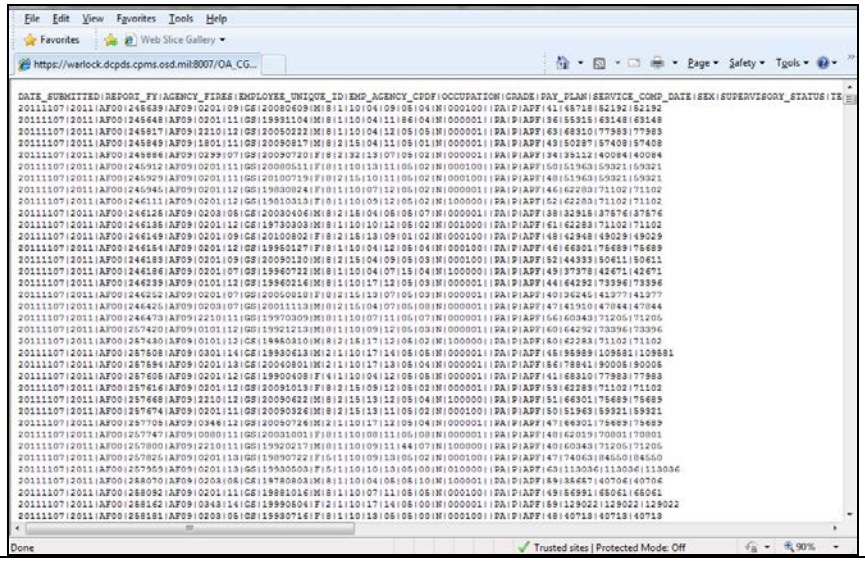
Continued on next page

Viewing and Saving the EEOC_FIRES Status and Dynamics Report, Continued

Step	Action
3	On the toolbar, click View and then Requests 
4	At the Find Requests Screen, click the Find Button 

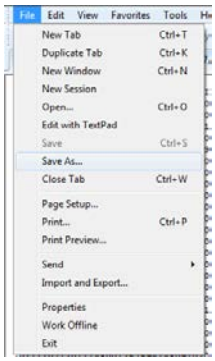
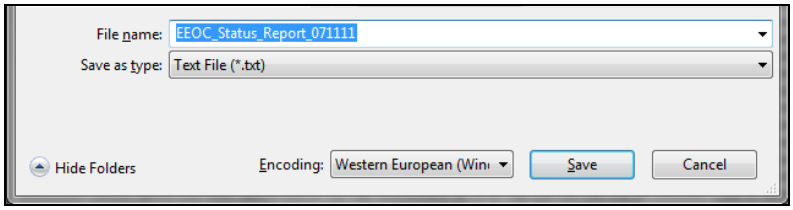
Continued on next page

Viewing and Saving the EEOC_FIRES Status and Dynamics Report, Continued

Step	Action
5	On the Request Screen, locate your report. If the Phase does not read Completed, click the Refresh Data Button. You may have to click it several times, until the phase changes to Completed. 
6	One the Phase reads Completed, to view and save the report, click the View Output Button
7	Upon click the View Output Button, the user will be directed to a web page that contains the report. 

Continued on next page

Viewing and Saving the EEOC_FIRES Status and Dynamics Report, Continued

Step	Action
8	To save the report, click File on the Toolbar and then Save As  And then navigate to the directory where you want to save the report and click the Save Button.  Your reports are now ready to be submitted to EEOC through your normal reporting channels.

Module 12

Demonstration Projects Using the DCPDS

Module Overview

Purpose

This module provides information you need to manage the demonstration projects that test new ideas in human resource management. Currently, there are seven DoD Demo Projects in effect as outlined in the Chapter Titles of this Module.

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Terms

Term	Definition
CCAS	Contribution-Based Compensation and Appraisal System
CCS	Contribution-Based Compensation System
FEPCA	Federal Entitlement, Pay, and Compensation Act
GPPA	Guide to Processing Personnel Actions

Before You Begin

Demo Projects:

- Provide a structure for testing change in the government's personnel management system.
- Are the vehicles an agency or organization uses to obtain the authority to waive existing personnel law and regulations in order to propose and test interventions for its own personnel management system.
- Have rules for personnelists that can be very different from those applying to civil service positions in general.
- Have unique pay plans.
- Have the same Demo Project - CCAS Flexfield, if they use the CCAS area.

Employees in Demo Projects:

- Are Appropriated Fund employees.
- Are not entitled to pay retention.
- Are entitled to maintain their existing rate of pay if affected by a Reduction in Force (RIF) or placed through the Priority Placement Program (PPP).
- Are entitled to all FEPCA entitlements (e.g., relocation and recruitment bonuses, retention allowances, and supervisory and staffing differentials).
- Have a step of "00" in their records.
- Can be placed on a Detail (See Processing a Detail, in Module 4, Staffing Using the DCPDS).

Continued on next page

Module Overview, Continued

Before You Begin (continued)

Employee actions:

- Have all normal RPA processes and NOAs used, except NOAs 892 (QSI) and 893 (WGI).
- Have one customized NPA (SF-50) that that can be used by any or all demo projects. This custom SF50 was established for printing roman numerals in the "Grade" block.
- Will print customized NPAs, but you must deselect the check box on the **Routing** Window of the RPA.
- Should reflect the Demo Pay Plan instead of the GS Pay Plan in the ***From*** and ***To*** Regions; and the ***Grade*** may print as a Roman numeral in the ***From*** and ***To*** Regions instead of a number; e.g., "II" vs. "02," on some Demo NPAs.

Demo Project Location Codes

Code	Description
2	SPAWAR Demo Project
3	NSWC/NUWC Warfare Centers Demo Project
4	NRL Demonstration Project
5	Office of Naval Research (ONR) Demo Project
6	SPAWAR 1105 Demo Project
7	NAWC Demo Project
A	AF Laboratory Personnel Demo Project
R	Army Laboratory Personnel Demo Project
Q	Department of Defense Acquisition Demo Project

Continued on next page

Module Overview, Continued

Demo Project Pay Plans

Demo Pay Plan	Description
DA	Demonstration Administration (Navy)
DB	Demonstration Engineers and Scientists (Army)
DE	Demonstration Engineers and Scientists Technician (Army)
DG	Demonstration General (Navy)
DJ	Demonstration Administration (Army)
DK	Demonstration General Support (Army)
DO	Business Management and Professional Career Path, AF Research Lab. AF Only
DP	Demonstration Professional (Navy)
DR	Demonstration Scientists and Engineers (Air Force)
DS	Demonstration Specialist (Navy)
DT	Demonstration Technical (Navy)
DU	Mission Support Career Path. AF Research Laboratory. Air Force Only
DV	Demonstration Artisan (Army)
DX	Technician Career Path. Air Force Research Laboratory. Air Force Only
DZ	Demonstration Artisan Supervisor (Army)
NC	NRL Administrative Support
ND	Demonstration Scientific and Engineering
NG	Demonstration General Support
NH	Business Management and Technical Management Professional
NJ	Technical Management Support
NK	Administration Support
NO	NRL Administrative Specialist/Professional
NM	Supervisor/Manager
NP	NRL Science and Engineering Professional
NR	NRL Science and Engineering Technical
NT	Demonstration Administrative & Technical (Navy)

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Module 12

Chapter 1

Air Force Laboratory Personnel Demonstration

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the Air Force Laboratory Personnel Demo Project.

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Air Force Lab Demo - Mass Processes	10
AF Mass Salary Payout	10
AF Mass CCS Update	12
Demo Bonus Payout	13

Conversion into AF Lab Demo: All current employees are converted into Lab Demos using NOA 890, with authority code Z2U. As of 27-Jun-2010 Air Force Lab can now utilize the *Army Mass Conversion into Demo* process. This process does not include a position build for Air Force, nor does it include a WGI Buy-in. The mass process outputs NOA 890 SF50s.

Elements Unique to AF Lab Demo

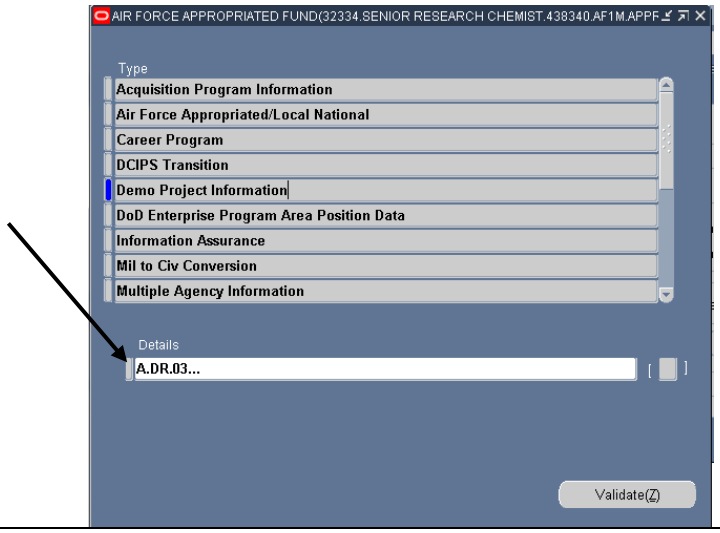
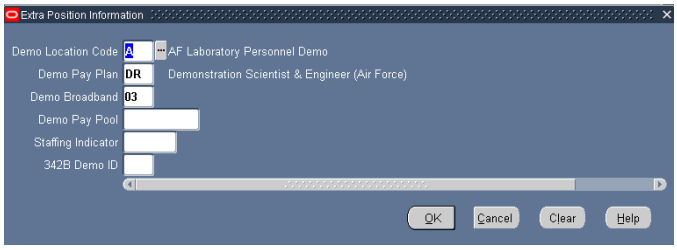
- AF Demo Pay Plan (values DR, DO, DU, DX)
- Position: Demo Broadband, Demo Pay Plan
- Details: Demo Broadband, Demo Pay Plan
- Person Special Information: Demo Bonus Amount, Demo Bonus Year (Also used by DoD Acquisition Demo)

Air Force Lab Demo - Position Builds

Purpose This section explains the steps for building Air Force Lab Demo Positions.

Note: The Pay Table ID is "PD01" for these employees.

Position Actions

Step	Action
1	Refer to Module 2, Position Management and Classification Using the DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section, Building a Position.
2	When completing the **Extra Position Information** window, select **Demo Project Information**. Click the ***Details*** data field. 
3	The **Extra Position Information** Flexfield opens. Type in the data or use the LOV. The ***Demo Location Code*** for this project is A. Enter the Demo Pay Plan and Demo Broadband. Click the **<OK>** button. Then click ***Save*** icon on the Toolbar.  **Note:** Ensure the Demo Pay Plan and Grade are built in the **Extra Position Information** window - **US Government Valid Grade Info** in the ***Details*** data field. Business rules require Valid grade and Target grade information to match the Broadband and Demo Pay Plan.

Continued on next page

Air Force Lab Demo - Personnel Actions

Purpose

This section explains the steps for processing personnel actions for Air Force (AF) Lab Demo employees (***Demo Location Code*** = **A**; ***Pay Plan*** = **DR, DO, DU, DX**; and ***Step*** = **00**).

Personnel Actions

All RPA processes and GPPA NOAs are used for this demo, except for the NOAs identified below as "Not Eligible." The ***Authority Code*** is usually **Z2U** (Public Law 103-337), applies to NOAs 001, 002, 1##, 3##, 5##, 7##, 8## (except 885 and 892), and 991.

NOAs	Explanation
Not Used:	
885	Performance Awards – Not Eligible
892	Quality Salary Increase - Not Eligible
893	WGI - Not Eligible
888	WGI Denial - Not Eligible
Used:	
877	Special Act or Service Award - Dollar limits do not apply for the AF Lab demo, so it accepts any amount.
816	Relocation Bonus - no percent limits.
991	Demo Bonus

Entitlements

The following describes the eligibility and non-eligibility of AF Lab Demo employees.

Eligible for:	Not Eligible for:
Locality Pay	Pay Retention except for RIF and PPP (but have no consideration)
All FEPCA Entitlements	Premium Pay
	Administratively Uncontrollable Overtime (AUO)
	Supervisory Differential
	Special Pay Rates
	Staffing Differential

Air Force Lab Demo - Appraisal Input

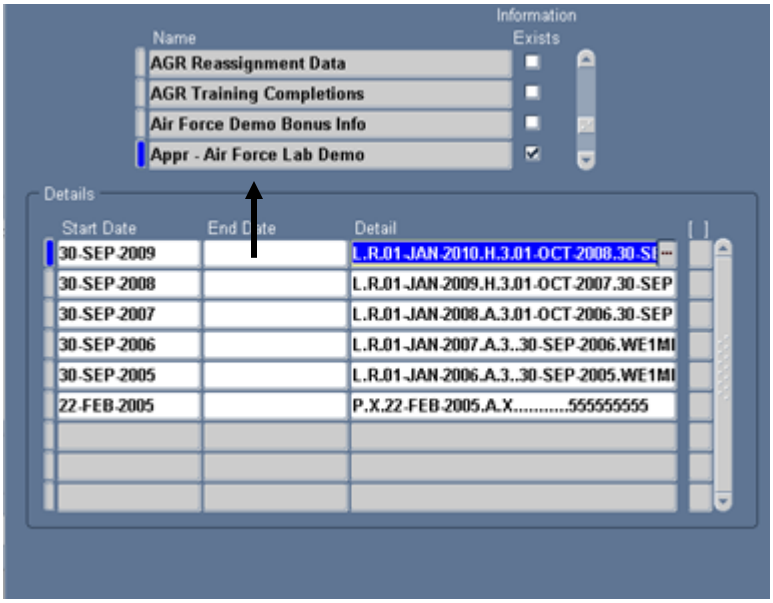
Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Appraisal Information.

Appraisal Input

Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** will automatically populate only the date the first appraisal is due.

- When it is time to input the appraisal, you **<u>will not</u>** enter it in the **US GOV PERF APPRAISAL** Flexfield.
- You will enter the appraisal in the **Appr - Air Force Lab Demo** name data field using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.

Step	Action
1	In the populated **People** window, click the <**Special Info**> button. To open the **Special Information** window.  Scroll down and select **Appr - Air Force Lab Demo**. Click in the **Detail** data field.

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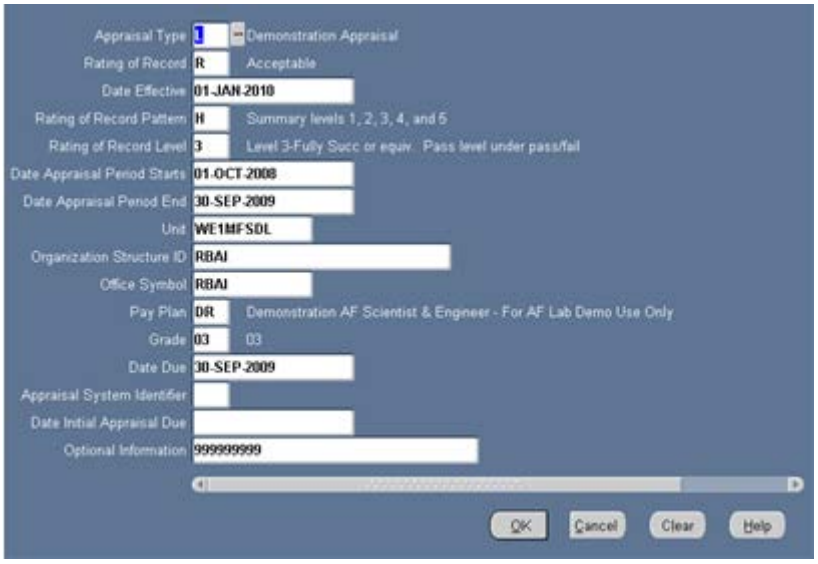
Air Force Lab Demo - Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	The **Appr - Air Force Lab Demo** window opens. Type in the data or use the LOV. Click the **<OK>** button. The ***Detail*** data field populates with the data. 
3	Save your action by clicking ***Save*** icon on the Toolbar. **Note:** Using the data from **Appr - Air Force Lab Demo**, the system automatically populates the Fed appraisal area. The appraisal rating code; however, is converted from Air Force alpha values to the equivalent OPM numeric values in order to flow to CPDF properly.

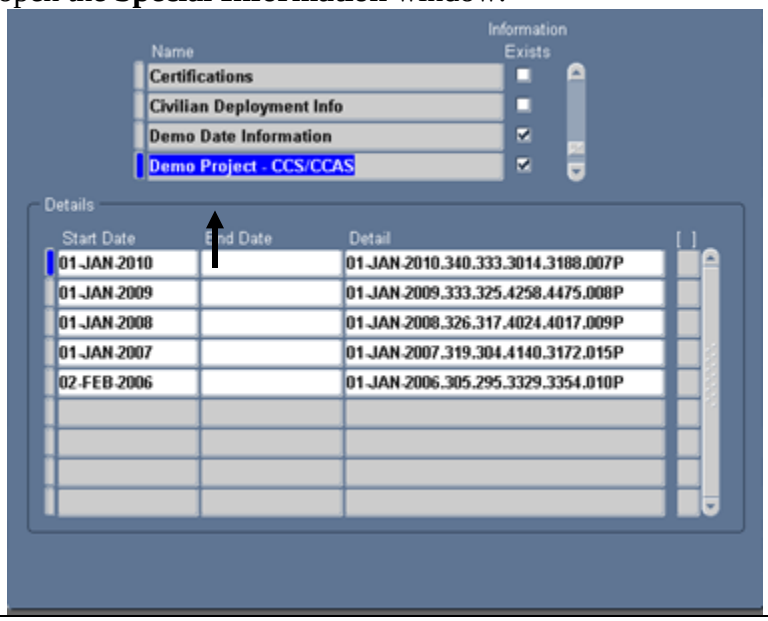
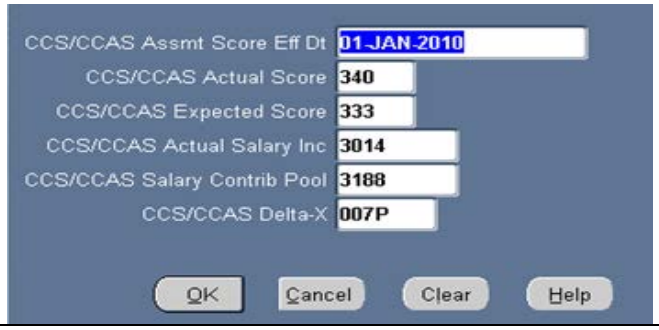
Air Force Lab Demo - CCS Appraisal Input

Purpose

This section explains how the CCS appraisal data is input into the employee's record.

CCS Appraisal Data Input

After accessing an employee to the system, and entering the appraisal data, which in turn automatically populates the US GOV PERF APPRAISAL, enter the CCS/CCAS data when needed using the following steps.

Step	Action
1	In the populated **People** window, click the<**Special Info**> button. To open the **Special Information** window. 
2	Scroll down and select **Demo Project – CCS/CCAS**. Click in the ***Detail*** Data Field to open the **Demo Project – CCS/CCAS** Flexfield: 
3	Type in data or use the LOV to enter data. Click the<**OK**> button. The ***Details*** data field populates with the information.
4	Save your action by clicking **Save** icon on the Toolbar.

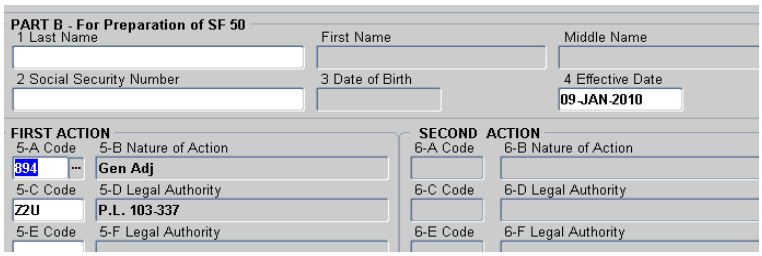
Air Force Lab Demo Payout

Purpose

This section explains how to process a Demo Payout.

Demo Payout

NOA 894, Gen Adj, is used with ***Authority Code*** Z2U. Each demo payout can be done individually or in Mass. When input individually, there is no salary calculations performed automatically. Salary is calculated manually. Mass salary calculations are computed by the system (See the Mass Process Procedures in this chapter for details). To input the payout manually, one by one, follow the steps in Module 3, Processing Requests for Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Salary Change* → *Pay Adjustment* <**Open**>. The RPA opens. **Note:** Pay Adjustments that include a Broad Band select Pay Adjustment-Position Change to open the RPA.
2	Type in the Effective Date of the action. With the cursor in the ***Name*** data field in Part B of the RPA, click the LOV, and select the employee's name or type in the information. • Type 894 in ***5-A Code*** data field. Data field ***5-B-Nature of Action*** automatically populates with "Pay Adj." • Type Z2U in ***5-C Code*** data field. Data field ***5-D Legal Authority*** automatically populates with PL 103.337: 
3	Continue completing the RPA data fields as required. Click the ***Save*** icon on the Toolbar.

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Air Force Lab Demo Payout, Continued

Demo Payout (continued)

Step	Action
4	Remark Code used is 9A2 on all actions. Actions including a Broadband move use additional remark of 9A3.

5	To print the NPA (CUSTOM DEMO SF-50), you must:
	• Click the "X" in the Box next to ***Print Notification*** to deselect Fed version NPA.
	• **Not** select a printer.
	• Select "***Approval***." Click the <**OK**> button to automatically print the custom NPA.
	Note: The following applies to NPA (CUSTOM DEMO SF-50).
	• The ***Demo Pay Plan*** should print on the NPA ***FROM*** and ***TO INFORMATION*** Regions of the ***Pay Plan*** data fields as appropriate for the NOA.
	• The ***Broadband*** should print as a roman numeral in the ***FROM*** and ***TO INFORMATION*** Regions of the ***Grade*** or ***Level*** data fields as appropriate for the NOA.
	• Some reject messages on demo-unique items; e.g., "You are not authorized to use an NOA 892 or 893," will not appear until you get to this point. You must:
	  • First, complete all four pages of the RPA.
	  • Complete the <**Extra Information**> flex field.
	  • Route the RPA, save the RPA, and ***Update HR***.
	When you delete the "X" in the ***Print Notification*** area and click the **<OK>** button for approval, you will finally see the reject messages appear.

Air Force Lab Demo Bonus

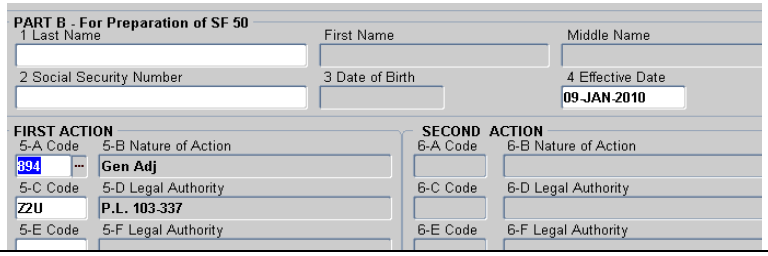
Purpose

This section explains the steps for processing an Air Force Lab Demo Bonus.

Demo Bonus

NOA **0991** is used for the Bonus pay out, with ***Authority Code*** Z2U. There is no dollar limit on the amount of a monetary award except for meeting Component business rules. For information on completing the RPA to input the bonus, refer to these modules:

- Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.
- Module 5, Workforce Relations Using the DCPDS, Chapter 3, Awards, Section, Entering a Monetary Award.

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Award/One-Time Payment* → **<Open>**.
2	The RPA opens. In Part B, enter the name of the employee receiving the bonus. 
3	Enter the ***Effective Date***, in data field 4 of **PART B – For Preparation of SF 50** Region.
4	With the cursor in the ***5-A Code*** data field, select the LOV for the Nature of Action Code. Select 0991, Air Force Demo Bonus Award. Type **Z2U** in ***5C Code*** data field to populate the Legal Authority.
5	Page 2 of the RPA is automatically populated except for ***Award and Unit of Measurement (UoM)*** data fields. Type in the amount of the bonus in the ***Award*** data field and an "M" for Money in the ***UoM*** data field.
6	Complete the remainder of the RPA.
7	Remark code used is 9AE.
8	Route the RPA. Save it and ***Update HR***.

Air Force Lab Demo - Mass Processes

Purpose

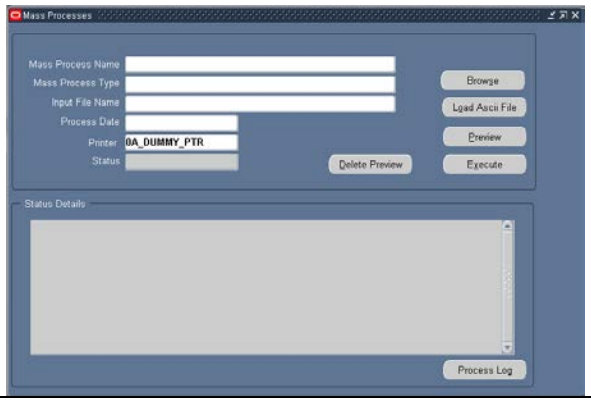
This section explains the procedures for Mass Processes:

- Air Force Demo Mass Salary Payout.
- Air Force Demo Mass CCS Update.
- Air Force Demo Bonus Payout.

Mass Process occurs outside the RPA (SF-52) process, through the Reports function. Each November, an updated guide to processing Demo Payouts is provided to components.

AF Demo Mass Salary Payout

For detailed information, follow the steps outlined in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports, and Submitting Report Requests.

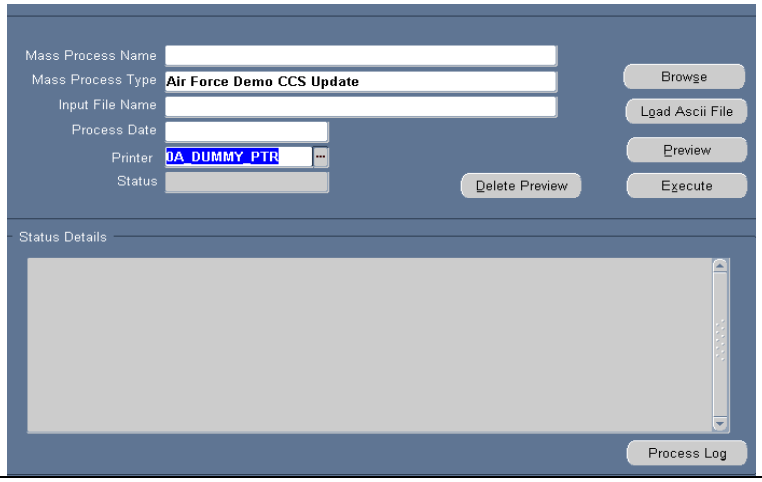
Step	Action
1	**Responsibility** *CIVDOD Demo Administrator.* **Navigation Path** → *Demo Mass Processes* → <**Open**>. The **Mass Processes** window opens. 
2	Place your cursor in the ***Mass Process Name*** data field and enter a name.
3	Select a process from the list of values. Example: ***Air Force Demo Salary Payout.***
4	Type in the file name to be uploaded or use the *Browse* button.
5	Enter the *Process Date* (DD-MON-YYYY). (Hint: this is actual date that process will be executed).
6	Select a printer name:
7	Select the <***Load Ascii File***> button. The system will load the records to the staging table and generate a message for failure or successful load.

8	Select the <**Preview**> button. **Note:** The system retrieves the data for all employees from the staging tables, and displays the *From* and *To* data in the Preview window. • User can select or deselect records. • Review the data displayed.
9	Select the <**Execute**> button. The system…. • Creates an RPA process. • Outputs the customized NPA (SF 50) instead of the Fed (NPA). • Outputs a payroll record and any other required interface records. • Updates the employee record. Once the process has completed, the Demo NPAs can be printed.

Air Force Lab Demo - Mass Processes, Continued

AF Demo Mass CCS Update

Also see Chapter 8: Demo Mass Pay Adjustment Guidance - 2011.

Step	Action
1	Using the CIVDOD Demo Process Administrator responsibility, navigate to Mass Demo Processes. 
2	Provide a name in the *Mass Process Name* field.
3	Select ***Air Force Demo CCS Update*** type from the drop down.
4	Enter the name of the file to be uploaded, or use the *Browse* button to select the file name.
5	Enter the Process Date (DD-MON-YYYY) (Hint: this is not the effective date, it is date the process will be executed).
6	Select Printer (0-Default) No printer settings are needed since this process **does not** output an NPA.
7	Click the<**Submit**> button.

Air Force Lab Demo - Mass Processes, Continued

AF Demo Bonus Payout

For details, follow the steps outlined in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports, Section, and Submitting Report Requests.

Step	Action
1	Repeat the steps outlined on the preceding page for AF Demo Mass Salary Payout, except for the ***Mass Process Type*** field, select ***Air Force Demo Bonus Payout***.
2	Select the<**Preview**> button and select or deselect any records.
3	Click the<**Execute**> button **Note:** The process: • Creates an RPA with ***NOA* 991** and ***Authority Code* Z2U**. • Outputs the Customized NPA (not Fed version). • Outputs a payroll record and any other required interface records. • Updates the employee record: creates US Fed Award entry, with award type "1M", and Special Information "Air Force Demo Bonus Info" Bonus Year and Bonus Amount. Once the process completes, you may print the NPAs. The award amount prints in the "***To Salary***" data field and all other data for salary is blank.

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Module 12

Chapter 2

Army Laboratory Personnel Demonstration

Chapter Overview

Introduction This chapter explains how DCPDS is used to manage the personnel assigned to the Army Laboratory Personnel Demonstration Project.

Chapter Contents

Topic	Page
Overview	1
Army Lab Demo - Position Builds	2
Army Lab Demo - Personnel Actions	5
Army Lab Demo - Appraisal Input	6
Army Lab Demo – Demo Payout	8
Army Lab Demo – Demo Bonus	11

Army Lab Demo - Position Builds

Purpose This section explains the steps for building Army Lab Demo Positions.

Step	Action
1	This section explains the steps for building Army Lab positions. The Army Lab Demo has a total of 9 Laboratory demonstration projects. Position extra information *Demo Project Information* contains a field ***342B Demo ID*** to identify each lab:

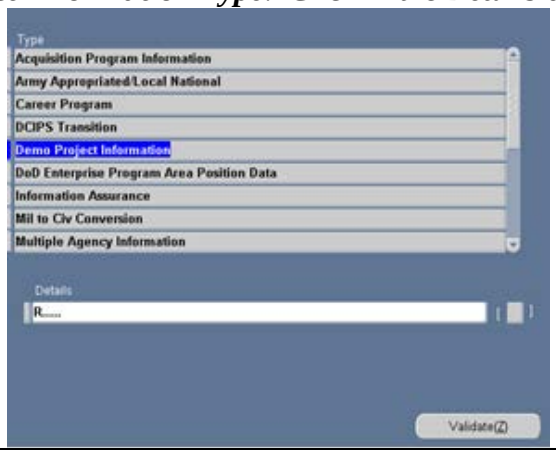
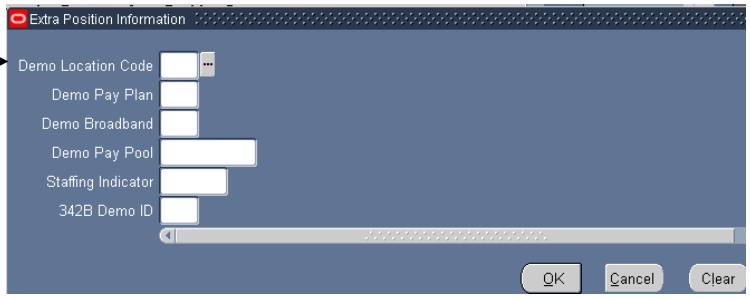
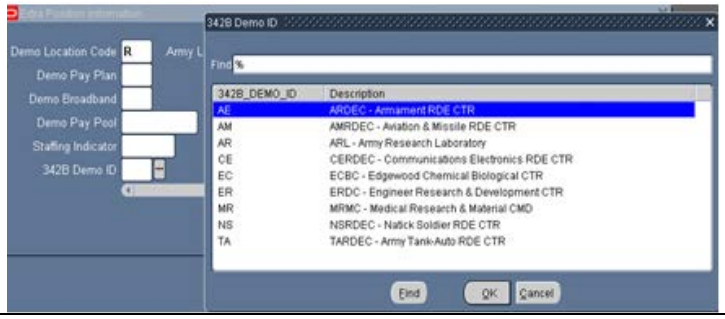
Lab Demo	Acronym	342B Demo ID
Army Research Laboratory	ARL	AR
Engineer Research and Development Center	ERDC	ER
Medical Research and Material Command	MRMC	MR
Aviation and Missile Research, Development & Engineering Center	AMRDEC	AM
Communications Electronics Research, Development, and Engineering Center	CERDEC	CE
Natick Soldier Research, Development and Engineering Center	NSRDEC	NS
Edgewood Chemical Biological Center	ECBC	EC
Armament Research, Development and Engineer Center	ARDEC	AE
Tank-Automotive Research, Development and Engineer Center	TARDEC	TA

2	Refer to Module 2, Position Management and Classification Using the DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section – Building a Position.

Continued on next page

Army Lab Demo - Position Builds, Continued

Purpose (Continued)

Step	Action
3	When completing the **Extra Position Information** window, select **Demo Project Information *Type***. Click in the ***Details*** data field. 
4	The **Extra Position Information** Flexfield opens. Type in **R** or use the LOV in ***Demo Location Code***. Do not input ***Demo Pay Plan*** and ***Demo Broadband***. Select the **<OK>** button then click the ***Save*** icon on the Toolbar.  ***342B Demo ID*** must also be input for all Army Lab Demo positions to identify the specific Army Lab Demonstration Project. 

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Army Lab Demo - Position Builds, Continued

Purpose (Continued)

Step	Action
5	**Note:** ***Demo Pay Plan*** and ***Demo Broadband*** are left blank. Pay Plans and Grades are maintained in **US Gov Valid Grade Information**. Ensure the GS Pay Plan(s) applicable to this demo are built in the **Extra Position Information** window – **US Government Valid Grade Info *Type*** in the ***Details*** data field.
6	Open the **US Government Valid Grade Info Type**. Enter the pay plan and grade. Enter ***Pay Table ID*** value 0000**,** except for the following: **ARDEC = RAED, TARDEC = RTAR, ECBC = RECB, NSRDEC = RNSR**. Click ***Ok*** and save.
7	Continue with this section in the User Guide, to include Validating the Position section.

Army Lab Demo – Personnel Actions

Purpose

This section explains the steps for processing personnel actions for Army Lab Demo employees **(*Demo Location Code* = R**; ***Pay Plan* = DB, DE, DJ, DK, DV, DZ**; and ***Step* = 00)**.

Personnel Actions

All RPA processes and GPPA NOAs are used for this demo:
NOA 892 is used with Auth code Z2U – P.L. 103-337. When the TO step 00 is input in block 19 open fields for TO Basic Pay, To Locality, To Adjusted and To Total Pay fields in order for salary to be manually input. See Demo Pay Information DDF in Extra RPA Information. Only award types 84 and 8E are allowed. However, 8E will default in the DDF for award type.

For all pay actions, the ***Authority Code*** is usually Z2U (Public Law 103-337). On some NOAs, it is used as the 2nd Authority Code and not the first.

NOAs	Explanation
Not Used:	
885	Performance Awards – Not Eligible
893	WGI - Not Eligible
888	WGI Denial - Not Eligible
Used:	
877	Special Act or Service Award - Dollar limits do not apply for the AF Lab demo, so it accepts any amount.
816	Relocation Bonus - no percent limits.
991	Demo Bonus
892	Irreg Performance Pay

Army Lab Demo – Appraisal Input

Purpose

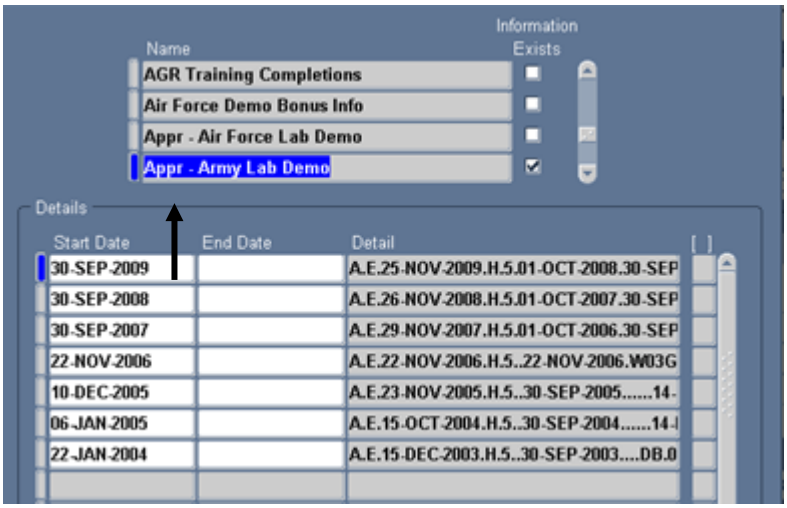
This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input

Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** will auto populate only the date the first appraisal is due.

Note: When it is time to input the appraisal, you **will not** enter it in the **US GOV PERF APPRAISAL** Flexfield.

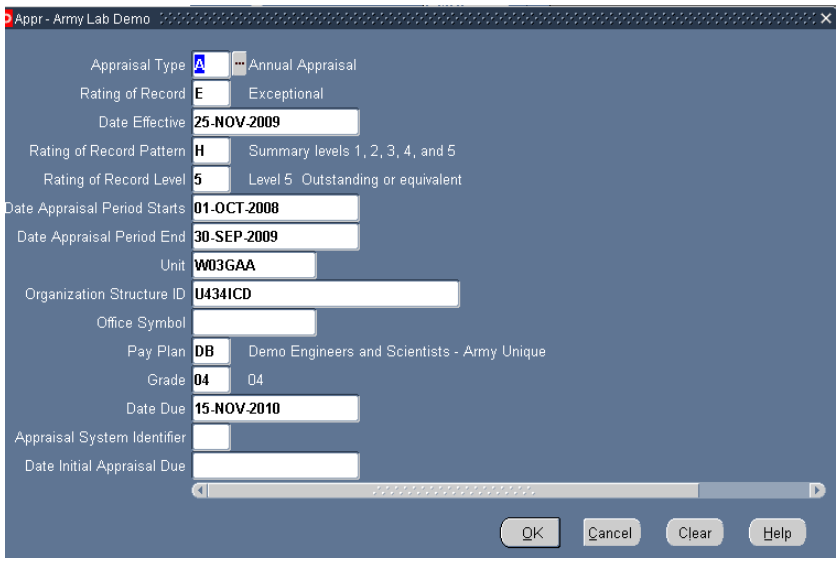
You will enter the appraisal in the **Appr - Army Lab Demo** ***Name*** data field using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record: Using the Special Information Type.

Step	Action
1	In the populated **People** window, select the <**Special Info**> button to open the **Special Information** Flexfield  Scroll down and select **Appr - Army Lab Demo**. Click in the **Details** data field.

Continued on next page

Army Lab Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	The **Appr – Army Lab Demo** Flexfield opens. Type in the data or use the LOV.  Select the **<OK>** button. The ***Detail*** data field populates with the data.
3	Select the ***Save*** icon on the Toolbar to save your action.
4	Using the data input, the system automatically populates the Fed appraisal area using the **Appr - Army Lab Demo Flexfield**. **Note:** The appraisal rating code is converted from Army alpha values to the equivalent OPM numeric values to flow to CPDF properly.

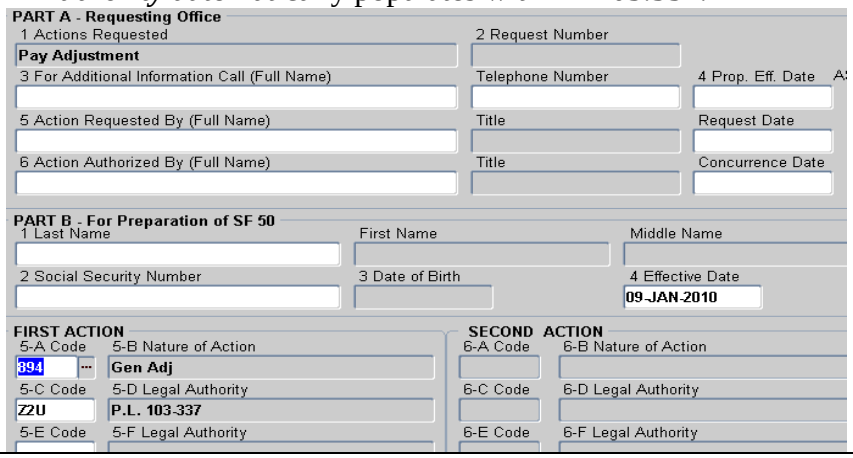
Army Lab Demo – Demo Payout

Purpose

This section explains how to process a Demo Payout.

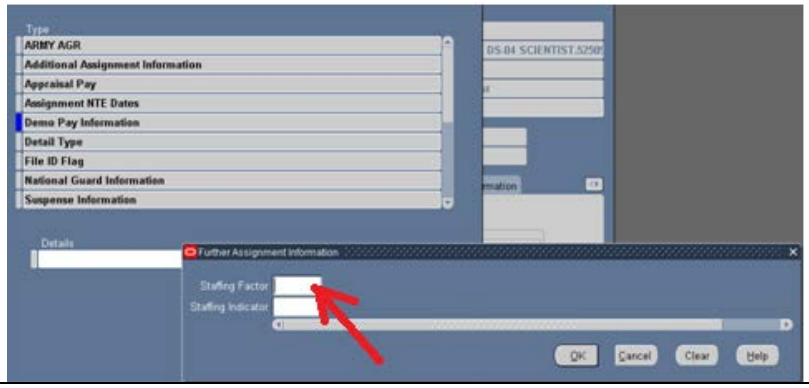
Demo Payout

NOA 894, Gen Adj, is used with ***Authority Code* Z2U**. Each demo payout is done individually, not in mass. There are no salary calculations performed automatically. Salary is calculated manually. To input the payout manually, one by one, use the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.

Step	Action
1	**Navigation Path** ⌫ *Request for Personnel Action* ⌫ *Salary Change* ⌫ *Pay Adjustment* <**Open**>. The RPA opens.
2	With the cursor in the ***Name*** data field, click in the LOV, and select the employee's name or type in the information.
3	• Type 894 in the ***5-A Code*** data field. Data field ***5-B Nature of Action*** automatically populates with "Gen Adj." • Type Z2U in data field ***5-C Code***. Data field ***5-D Legal Authority*** automatically populates with PL 103.337. 
4	Continue completing the RPA data fields as required. Select the ***Save*** icon on the Toolbar.

Army Lab Demo – Demo Payout, continued

Demo Payout, continued

Step	Action
5	**Note:** Two new fields have been added to DCPDS for tracking Staffing Supplement: 1) Staffing Supplement – Stored in People Enter & Maintain>Assignment>Entries. This field is to identify employees receiving a special rate supplement instead of locality Pay. The field is the same size and length as Locality Pay field. 2) Staffing Factor – Stored in Assignment Extra Information. This field is to hold the staffing factor percentage used to calculate the staffing supplement, and is a numeric field with a length of 3 places. 
6	Navigate to Extra Information – Review the DDF Demo Pay Information. Determine if ***Staffing Factor*** should be input for the record. This field is also available for the following RPA actions: 1##, 5##, 713, 702, 703, 894 and 890.

Continued on next page

Army Lab Demo – Demo Payout, continued

Demo Payout, continued

Step	Action

7	To print the NPA (CUSTOM DEMO SF-50), you must:
	• Click the "X" in the Box next to ***Print Notification*** to deselect the Fed version NPA.
	• **Not** select a printer.
	• Select "***Approval***."
	• Then select <**OK**> to automatically print the custom NPA.
	Note: The following applies to NPA (CUSTOM DEMO SF-50).
	• The ***Demo Pay Plan*** should print on the NPA ***FROM*** and ***TO INFORMATION*** Regions of the ***Pay Plan*** data fields as appropriate for the NOA.
	• The ***Broadband*** should print as a roman numeral in the ***FROM*** and ***TO INFORMATION*** Regions of the ***Grade*** data fields as appropriate for the NOA.
	• Some reject messages on demo-unique items; e.g., "You are not authorized to use an NOA 892 or 893," will not appear until you get to this point. You must:
	  • First, complete all four pages of the RPA.
	  • Complete the **<Extra Information>** flex field.
	  • Route the RPA, save it, and ***Update HR***.
	When you delete the "X" in the ***Print Notification*** area and select the <**OK>** button for approval, you will finally see the reject messages appear.

Army Lab Demo – Demo Bonus

Purpose

This section explains the steps for processing an Army Lab Demo Bonus.

Demo Bonus

NOA **840** is used for the Bonus pay out. The dollar limit is $10,000. To input the bonus, refer to these modules:

- Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.
- Module 5, Workforce Relations, Chapter 3 Awards Section: Entering a Monetary Award.

Step	Action
1	**Navigation Path** ⌫ *Request for Personnel Action* ⌫ *Award/One-Time Payment* ⌫ <**Open**>.
2	The RPA opens. In Part B, enter the name of the employee receiving the bonus.
3	Enter the ***Effective Date***, in Block 4.
4	With the cursor in the ***5-A Code*** data field, click the LOV for the Nature of Action Code. Select 840, Performance Award. Leave the Authority code blank.
5	Page 2 of the RPA is automatically populated except for ***Award and Unit of Measurement (UoM)*** data fields. Type in the amount of the bonus in the ***Award*** data field and an "M" for Money in the ***UoM*** data field.
6	Complete the remainder of the RPA.
7	Route the RPA. **Save** it and ***Update HR***.

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Module 12

Chapter 3

Office of Naval Research (ONR) Demonstration

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the ONR Demo Project.

Chapter Contents

Topic	Page
Overview	1
ONR Demo - Position	3
ONR Demo – Request for Personnel Action	8
Distinguished Contribution Allowance - RPA	10
Initiating an RPA	10
Incentive NOAs 815, 816, 827	12
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Appraisal Input	14
CCS	15
DCA Data	16
ONR Demo – Mass Appraisals	17
ONR Demo - Mass Payout	18

Chapter Overview, Continued

Before You Begin

The ONR Demo Project:

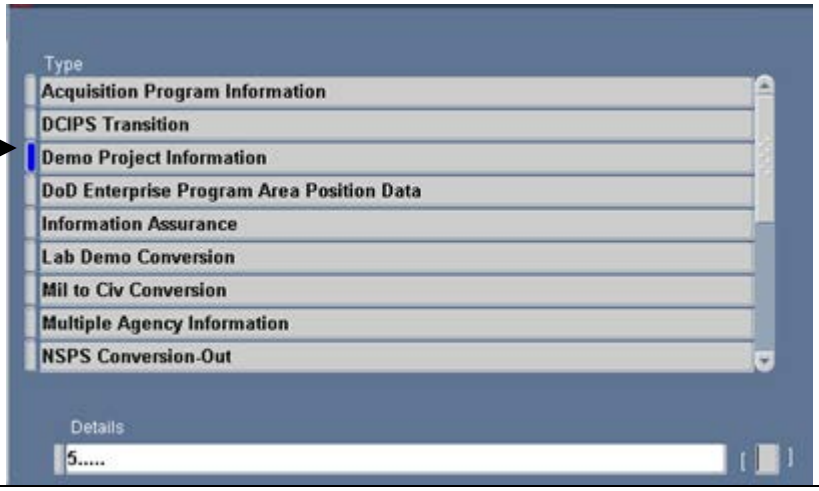
- Uses **Demo Location Code** = 5.
- Uses **Pay Plans:** NP, NO, NC.
- Valid **Pay plan/Grade** combinations: NP 01-05, NO 01-05, NC 01-03.
- Does not use the **Demo Pay Plan and Demo Broadband** located in the **Demo Project Information DDF.**
- **Grade** is printed as-is on the Standard SF50.
- ONR Demo uses legal authority code "Z2U" for all pay transactions, conversion into Demo, and appointment actions. Z2U is used as it exists on current tables.
- Pay rules for ONR Demo employees:
  - Base pay will be manually entered and DCPDS will auto-populate the locality rate associated with the position Geographic Location Code.
  - DCPDS will calculate the Adjusted and Total Pay rates.
  - The pay cap for this demo will be the EX level IV.
  - The aggregate limit pay cap would be EX level I.
  - Pay Rate Determinates will follow the same rules as NRL.
- ONR will use Pay Rate Determinants 0 for "Other" and 2 for "Maintained Pay". NRL employees are not entitled to special salary rate.
- ONR Demo employees are entitled to premium pay, administratively uncontrollable overtime (AUO), availability pay, recruitment bonus, retention allowance, distinguished contributions, and relocation bonus.

Office of Naval Research (ONR) - Position

Purpose

This section explains the steps for building ONR Demo Positions. ONR Demo code is 5. ONR uses the following pay plan grade combinations: NP 01-05, NC 01-03, NO 01-05. Pay Table ID is “R001”; however “0000” is flowed to DFAS.

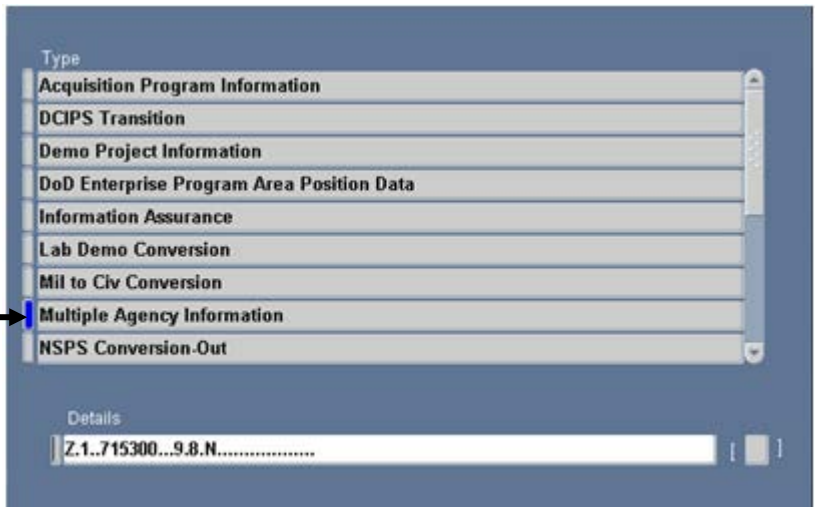
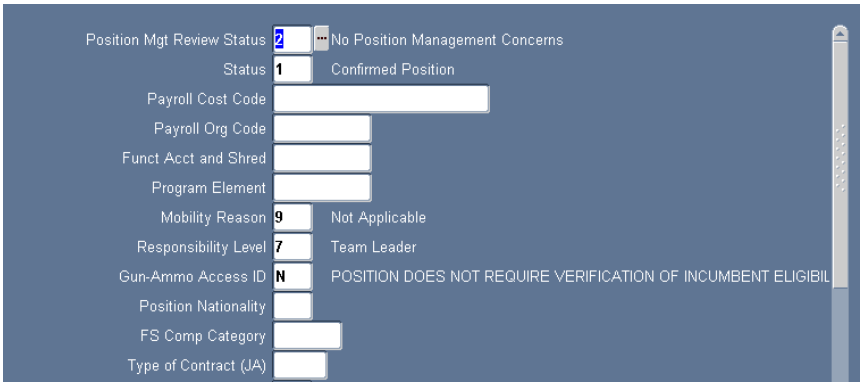
Building an ONR Demo Position

Step	Action
1	Refer to Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position, and follow the steps starting on Page 25 to build a position.
2	When completing the **Extra Position Information** Flex fields, select **Demo Project Information** first. Click in the ***Details*** data field. 
3	The **Extra Position Information** window Opens. Enter the ***Demo Location*** Code (5 for ONR), the only field needed for this Demo. **Do not** fill in the ***Demo Pay Plan*** or ***Demo Broadband*** data fields which are only used with the Acquisition Workforce Demo. Select <**OK**>.

Continued on next page

Office of Naval Research (ONR) - Position, Continued

Building an ONR Demo Position (continued)

Step	Action
4	In the **Extra Position Information** Flexfield, select **Multiple Agency Information** and click in the ***Details*** data field. 
5	The **Extra Position Information** window opens. Enter the appropriate data. **Note**: These data fields will use the same values as GS Appropriated Fund positions. There is no Demo-unique information in this window. Select the **<OK>** button. 

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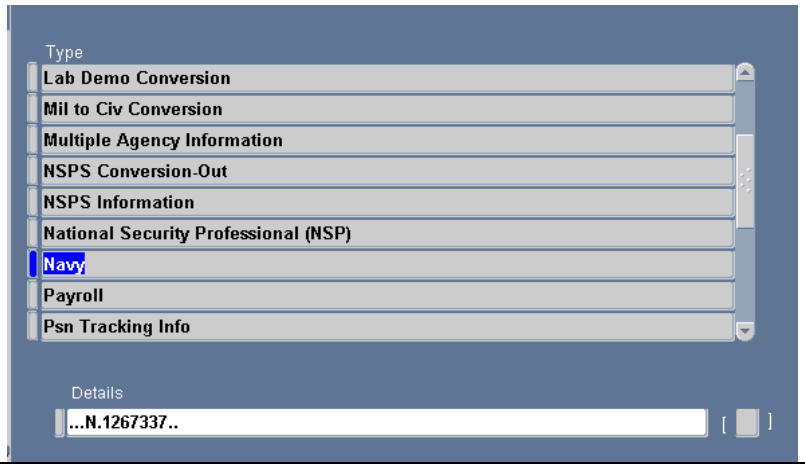
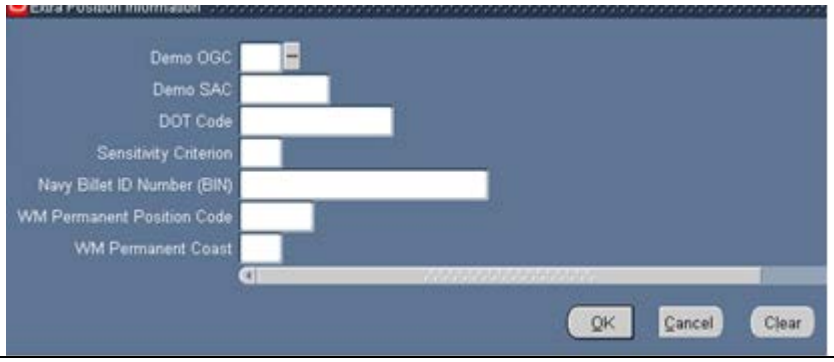
Office of Naval Research (ONR) - Position, Continued

Building an ONR Demo Position (continued)

Step	Action
6	In the **Extra Position Information** Flexfield, select **Navy** and click in the ***Details*** data field. 
7	The **Extra Position Information** window opens. Fill in the appropriate data. **Note**: These data fields will use the same values as the GS Appropriated Fund positions. There is no Demo unique information in this window. In the ***Demo OGC*** data field, type in the data or use the LOV. 

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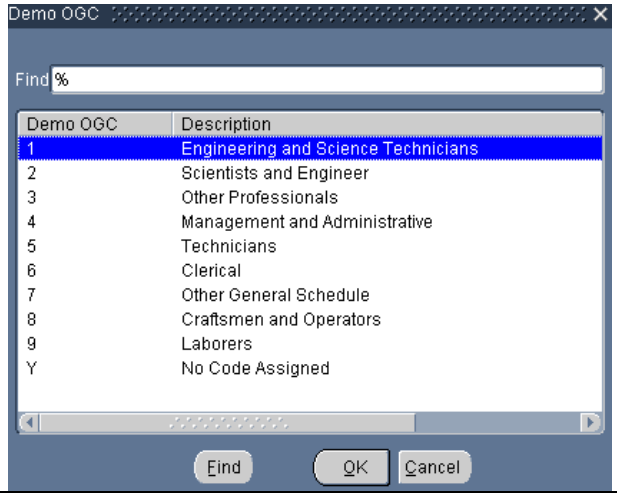
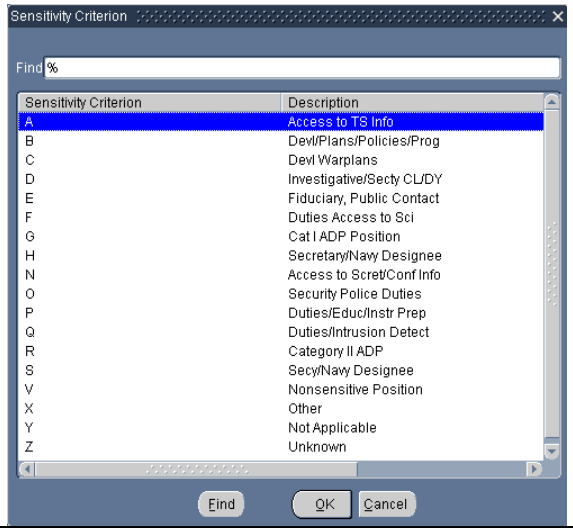
Office of Naval Research (ONR) - Position, Continued

Building an ONR Demo Position (continued)

Step	Action
8	If you use the LOV in ***Demo OGC*** data field**,** the **Demo OGC** Flexfield opens. Select an **Occupational Group Code** for the position. Select the **<OK>** button. 
9	The **Extra Position Information** window opens with ***Demo OGC*** and ***Sensitivity Criterion*** data fields populated. Enter the ***SAC*** (Specialty Area Code) if applicable.
10	If you want to change the default in ***Sensitivity Criterion***, click in the LOV and make a selection; e.g. "A." Select the **<OK>** button. 

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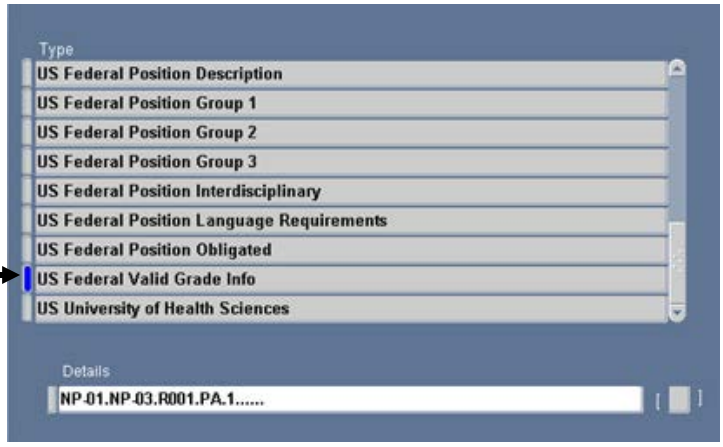
Office of Naval Research (ONR) - Position, Continued

Building an ONR Demo Position (continued)

Step	Action
10 (cont)	The ***Sensitivity Criterion*** is changed. Select **<OK>** and **Save.**
11	In the **Extra Position Information** Flexfield, select **US Federal Position Group1** and **US Federal Position Group2** and fill in the appropriate data fields. **Note:** Use the same values as GS positions. No Demo unique information is used except for ***Functional Code***. Demo uses a subset of the OPM functional codes; so, be sure to use the one on the position description.
12	In the **Extra Position Information** Flexfield, click **US Federal Valid Grade Info**. Click the ***Details*** data field to input ONR pay plans, Grades, and Pay Table ID.  **Note:** Valid Pay Plan and Grade combinations are: NP 01, 02, 03, 04, 05; NO 01, 02, 03, 04, 05; NC 01, 02, 03. GS data is inappropriate. **All** data must be Demo Pay Plan(s) applicable to this demo. Enter **R001** for Pay Table ID for ONR.
13	Continue completing position build by following this section in the User Guide, to include **Validating the Position** section.

Office of Naval Research (ONR) – Request for Personnel Action

Purpose

This section explains the steps for processing personnel actions unique to ONR Demo employees.

See Also

Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Actions

Personnel Actions

- All RPA processes and OPM NOAs are used for this demo:
- Appointments
- Awards: all except
  - 885 (Performance Award),
- Conversion to Appointments
- LWOP
- Change Actions
- Pay Actions (Pay Adjustment, Promotion, Change to Lower Grade,
- Temporary Promotion, Other Pay D810 Distinguished Contributions Allowance)
- Excluding the following actions:
  - 892 (WGI).
  - 893 (WGI).
  - 888 (WGI Denial).
- ***Pay Plans*** are equal to NP, NO, and NC.
- Any actions affecting pay (permanent or temporary) are documented using an RPA.
- The Standard SF50 is produced.
- The following ***NOA***s are specifically used by ONR to document actions. The ***Authority Code*** for these NOAs is usually **Z2U (P.L. 103-337)**.

NOAs	**Explanation**
D810	Change in Distinguished Contributions Allowance
815	Recruitment bonus
816	Relocation bonus
827	Retention
894	Pay Adjustment

Continued on next page

Office of Naval Research (ONR) – Request for Personnel Action, Continued

Personnel Actions (Continued)

NOAs	Explanation
3##	**Separations**: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s).

Distinguished Contributions Allowance – RPA

Purpose

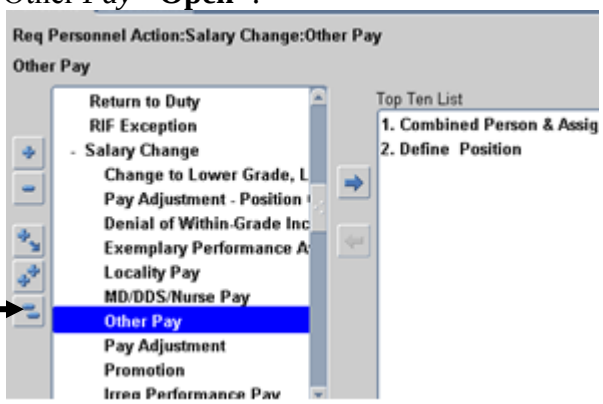
This section explains how to process a contribution allowance for an ONR Demo employee. NOA D810 is found in the Salary Change NOA family, Other Pay actions.

Explanation

NOA D810: This RPA process is used to document the Distinguished Contributions Allowance. After completing the RPA, enter the DCA data in the RPA extra information DDF Navy NRL Demo Projects DCA Data.

Initiating an RPA

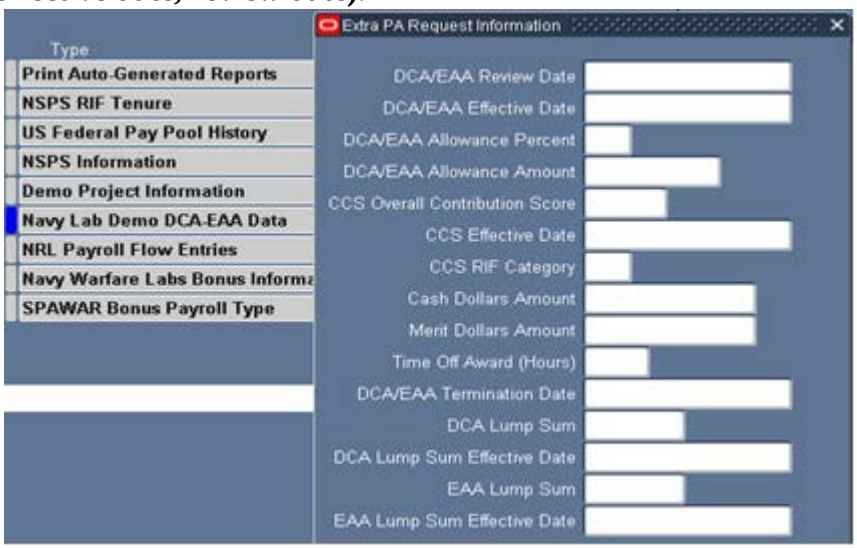
Follow these steps to process NOA D810 for an ONR Demo employee.

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Salary Change* → Other *Pay* <**Open**>. 
2	Enter the ***Effective Date***, then select employee name.
3	Enter the NOA in ***Block 5-A Code***, i.e., **D810.** ***Block 5-B Nature of Action*** populates with **Change in Distinguished Contributions Allowance.**
4	Enter the Legal Authority Code Z2U in **Block 5-C Code**.

Continued on next page

Distinguished Contributions Allowance - RPA, Continued

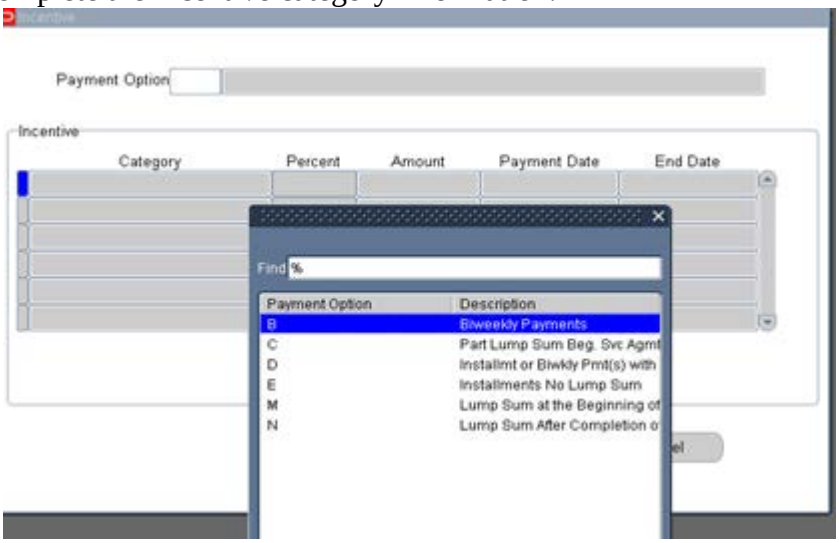
Initiating an RPA (Continued)

Step	Action
5	Select the <**Extra Information**> button at the bottom of the RPA. The **Extra PA Request Information** window opens.
6	Scroll down and select **Navy lab Demo DCA-EAA Data** – Click in the ***Details*** data field. The **Extra PA Request Information** window opens. Enter the **DCA Data (amount or percent, effective date, review date)**.  Select the <**OK**> button.
7	**Save** and route the RPA to the Approving Official.

Distinguished Contributions Allowance - RPA, Continued

Incentive NOAs
815, 816, 827

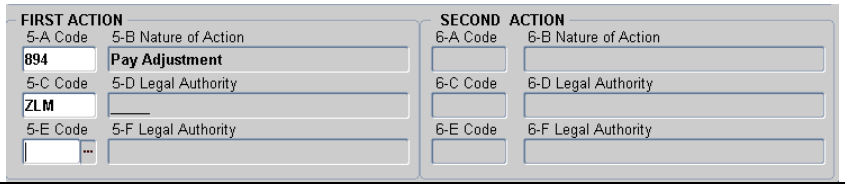
This RPA process is used to document the incentive allowances.

Step	Action
1	Navigate to Request for Personnel Actions <Incentives>. The **PA Request** form opens.
2	Enter the Effective Date and Employee
3	Select one of the following NOAs: 815 Recruitment Incentive 816 Relocation Incentive 827 Retention Incentive
4	Enter the LAC.
5	On Tab 2, select in the Total Pay field. A popup window will open for entering the payment options: Select the payment option and complete the incentive category information.  **Note:** For NOA 815 and 816, only option M is available.
6	For NOA 827, go to *Extra Information* and enter the Retention Review Date in the *US Fed Retention Incentive* information type.
7	Update the action. Then go to People/Enter & Maintain to verify record data.

Distinguished Contributions Allowance - RPA, Continued

Pay Adjustment

This RPA process is used to document the Annual Payout manual process

Step	Action
1	Navigate to Request for Personnel Actions → *Salary Change* →*Pay Adjustment* <**Open**>.
2	Enter the Effective Date in block 4.
3	Click in the ***Name*** data field of ***Part B – For Preparation of SF50*** Region. Click the LOV and select the employee's name or type in the information
4	Type 894 in ***Block 5-A*** of the ***FIRST ACTION*** Region. 
5	Continue to complete the RPA and **Save** it.
6	To print the NPA (CUSTOM DEMO SF-50), you must: • Check the box to select the Fed Standard SF50 NPA. • Select "***Approval***." • ONR does not use Roman numerals for grades.

ONR Demo – Person Record (Special Information and Extra Information)

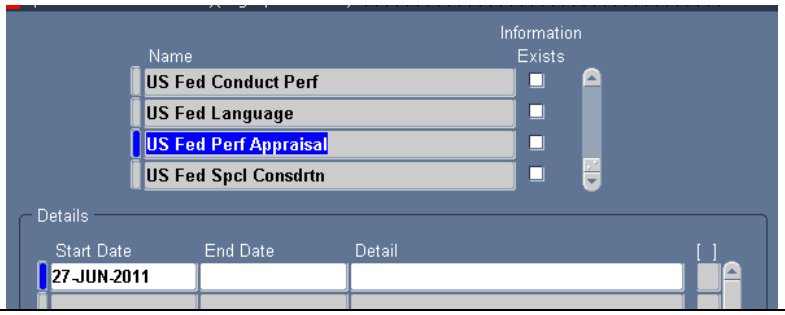
Purpose

This section explains how data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input

The ONR Demo utilizes the US Gov Appraisal. Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** automatically populates only the date the first appraisal is due and rating. The first appraisal is due immediately upon appointment.

- All employees entering into the Demo (whether a new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "X" (Not Rated) rating effective the same day as the entry into Demo.
- When it is time to input the appraisal, enter it in the **US GOV PERF APPRAISAL** Flexfield.
- Using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.

Step	Action
1	In the populated **People** window, select the <**Special Info**> button Scroll down and select **US Fed Perf Appraisal**. Click in the ***Details*** data field. 

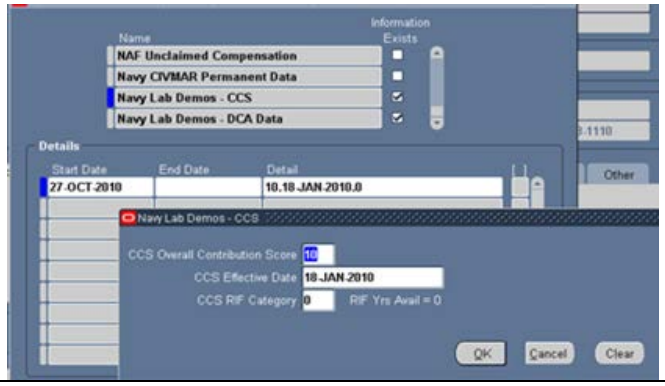
Continued on next page

ONR Demo – Person Record (Special Information and Extra Information), Continued

Appraisal Input (Continued)

Step	Action
2	This will then open up the SIT for input. Input all the appropriate elements for this demo and for your agency, then select **OK,** then **SAVE** the record. Below is a copy of what the screen looks like:

Contribution-Based Compensation System (CCS)

Step	Action
1	You will find the CCS data by navigating to People → Enter and Maintain → Special Info → **Navy Lab Demos - CCS**. This data is updated with the January Payout file. It is not updated directly in the record. 

Continued on next page

ONR Demo – Person Record (Special Information and Extra Information), Continued

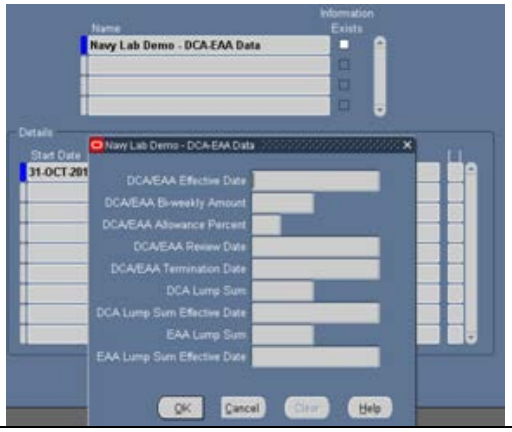
Contribution-Based Compensation System (CCS) (Continued)

Step	Action
2	The LOV associated with the CCS RIF Category has these values:

CCS RIF Category Code	Description
0	RIF YRS AVAIL = 0 – Employees within the over-compensated range without any portion of a General Increase
1	RIF YRS AVAIL = 1 – Employees receiving Maintained Pay or any portion of a General Increase but no Merit Increase or Contribution Award
2	RIF YRS AVAIL = 2 – Employees receiving a Merit Increase or Contribution Award
3	RIF YRS AVAIL = 3 – Employees receiving both a Merit Increase and Contribution Award or with a capped salary and receiving a Contribution Award and/or a Distinguished Contributions Allowance

DCA Data

Step	Action
1	**Distinguished Contribution Award Data.** This data can be found by navigating to People –> Enter and Maintain → Special Info → **Navy Lab Demos – DCA-EAA Data.** This data is updated with NOA D810 NOA in the Other Pay family.



ONR Demo – Mass Appraisals

Purpose

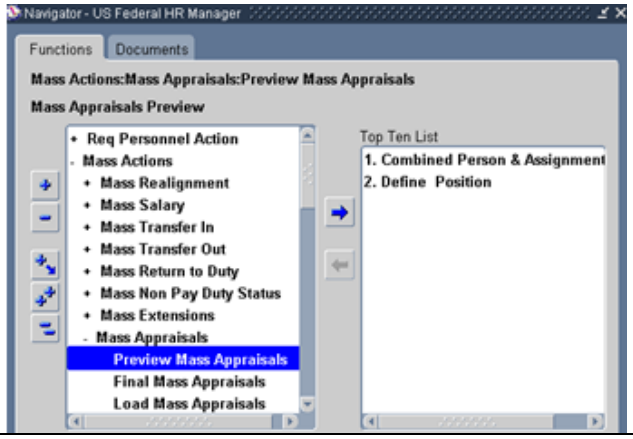
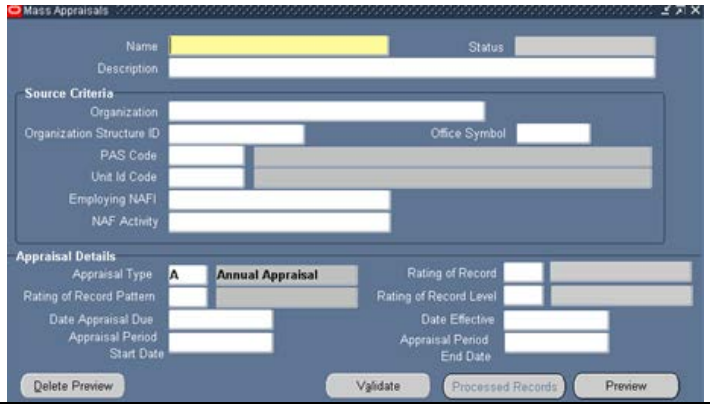
See Module 5 Chapter 2 for the steps for processing mass appraisals for ONR Demo employees. The ONR Demo uses the US Fed Perf Appraisal SIT.

Before you Begin

HR personnelists at ONR and HRSC-SW (San Diego, CA) are jointly responsible for the input and execution of the mass appraisal load process:

- The HRSC-SW is responsible for the execution of the mass appraisal process.
- The ONR HRO is responsible for providing the ASCII file of performance data necessary for the HRSC-SW to process the mass appraisal upload.

Mass Appraisal

Step	Action
1	This data can be found by navigating to Mass Actions →Mass Appraisals →Preview Mass Appraisals. 
2	The Mass Appraisal Form opens. 

ONR Demo – Mass Payout

Purpose

This section provides instructions for processing a Mass Payout for ONR Demo employees. The system may be consolidated into a single output with NOAC 894 actions with 702, Cont Award 885, and Distinguished Contributions Award 810 in single or multiple separate payroll runs.

Before you Begin

DCPDS payroll support is provided for 4 NOACs: 894, 895, 891, 702. The NOAC 894 is a single output with NOAC 894 Promotion, Cont Award 885, and Distinguished Contributions Award 810 in single or multiple separate payroll runs.

The following NOAs are used to document Payout actions. The ***Legal Authority Code*** for these NOAs is **Z2U.**

NOAs	Explanation
894	Gen Adj (ONR Demo Payout)
895	Gen Adj/Promotion (ONR)
891	Pay Adjustment
702	Step Adjustment
810	Distinguished Contribution Award (DCA)

The format for upload file contains an element called RIF Category. This data element determines the following Merit increase and/or awards:

0 Employees within the over-compensated range without any portion of a General Increase.

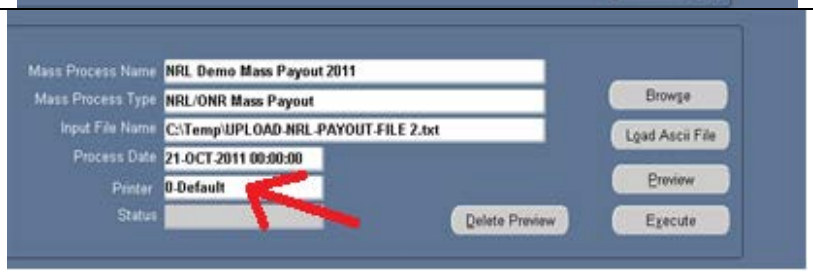
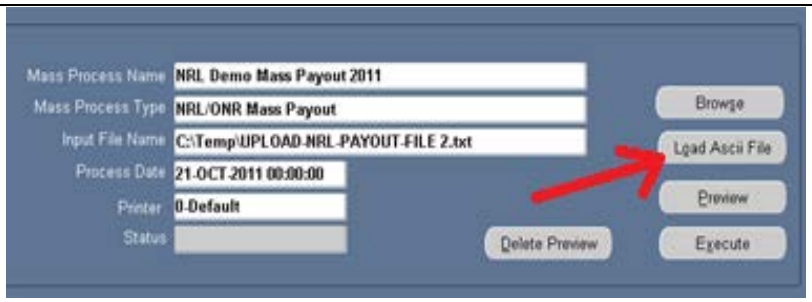
1 Employees receiving Maintained Pay or any portion of a General Increase but no Merit Increase or Contribution Award.

2 Employees receiving a Merit Increase or Contribution Award.

3 Employees receiving both a Merit Increase and Contribution Award or with a capped salary and receiving a Contribution Award and/or a Distinguished contribution Allowance.

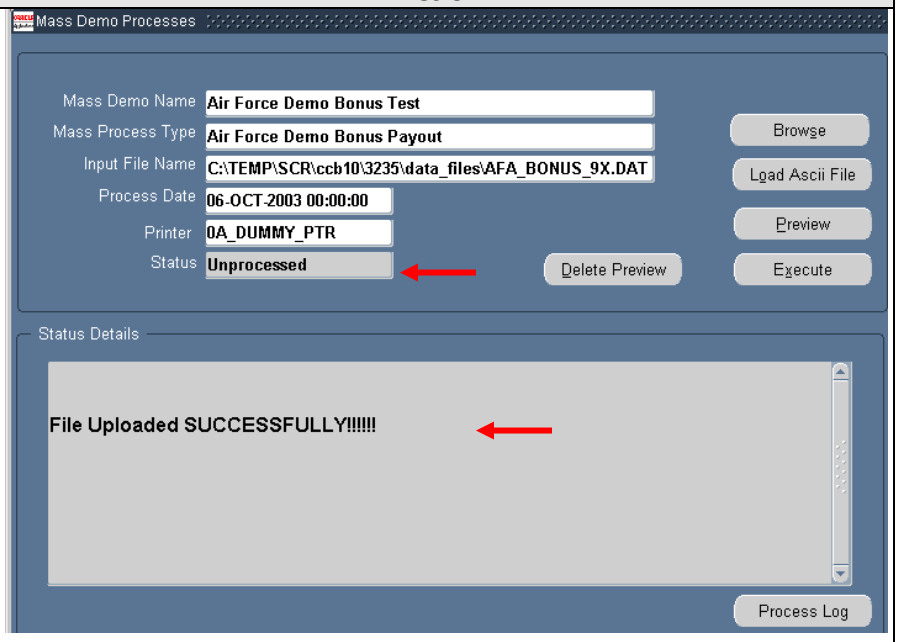
ONR Demo – Mass Payout, Continued

Follow these steps for NRL/ONR Mass Payout, using responsibility ***CIVDOD Demo Process Administrator.***

Step	Action
1	Click on ***Process Date*** to identify the date and time the user wishes to execute the process. User can select a past or future date. **Note:** This date is not the RPA effective date, but a date that determines when the process has to run. Remember to schedule process to run during non-peak hours.
2	 Select the **Printer** where the NPAs would print to. This field provides a drop down list of printers available for selection to the user.
3	 Select the **Load Ascii File** button, to upload the file into the preview table.

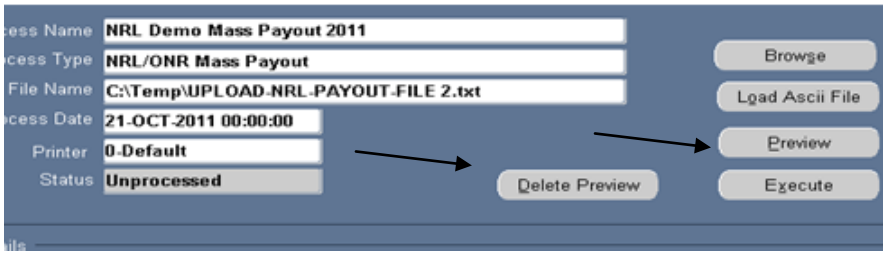
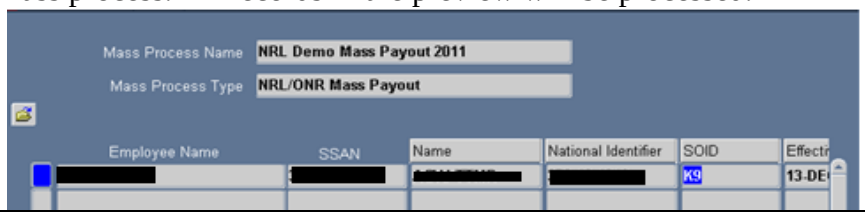
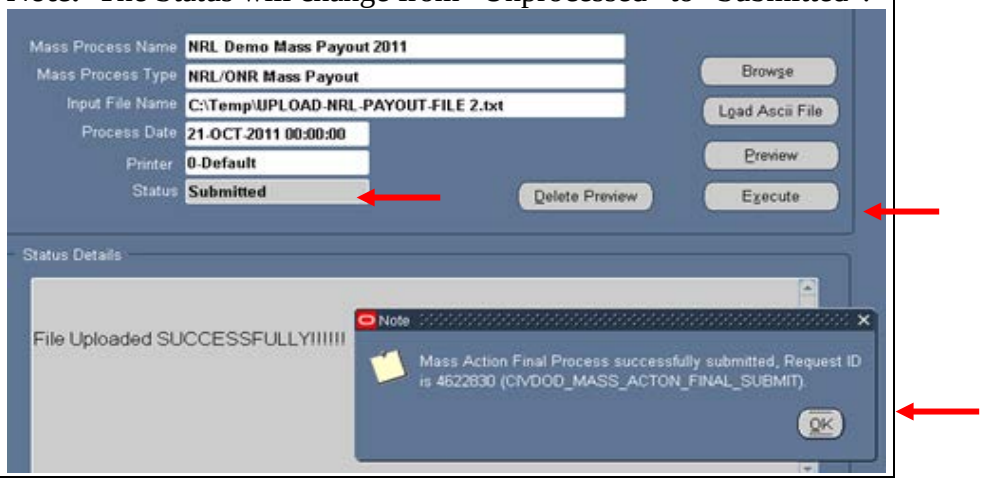
Continued on next page

ONR Demo – Mass Payout, Continued

Step	Action
4	 The Status of the upload file is displayed on the **Status Details** block. This block provides the number of records that loaded successfully and the number of records that rejected. If records had rejected, user can click on the Process Log Button and it will take the user directly to the process log and provide the reason for reject.

Continued on next page

ONR Demo – Mass Payout, Continued

Step	Action
5	 Select the **Preview** button to see the data for the records that loaded successfully. If the user finds errors in the preview and would like to correct the file, then use the **Delete Preview** button on main page. This will delete the preview and allow for a new preview. User can then access the file, make the appropriate changes, and reload by clicking on the **Load Ascii File** again. **Note:** There is no check box to Select/Unselect records for this mass process. All records in the preview will be processed. 
6	If the file is ready to be executed, click the **Execute** button to submit the process. DCPDS will provide a Request ID. **Note:** The Status will change from "Unprocessed" to "Submitted". 

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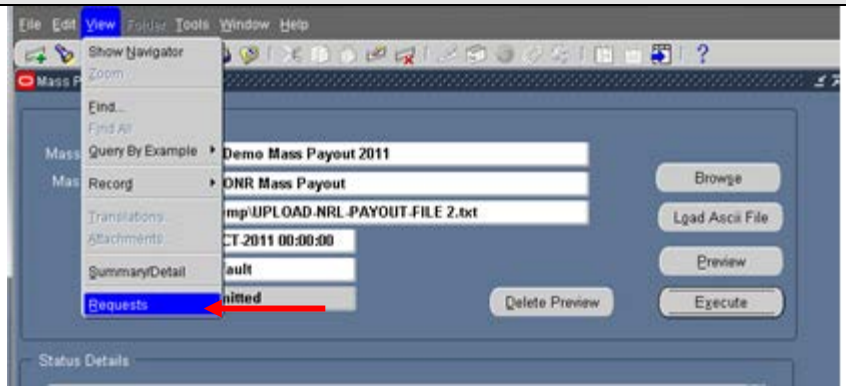
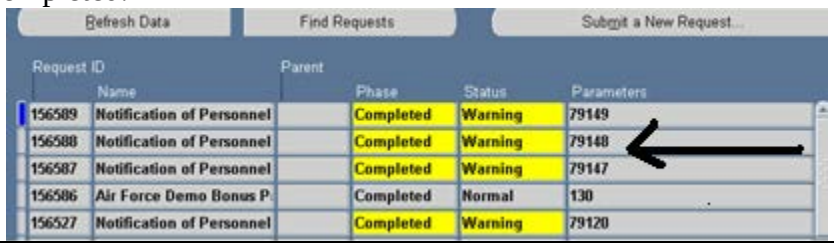
ONR Demo – Mass Payout, Continued

Step	Action
7	 The user can go to **View>Request**, to see the progress of the file execution. DCPDS defaults to All My Request, but a specific Request can be reviewed by identifying the Request ID Number. User can review the file execution phase (i.e., Completed, Competed with Warning, or Warning) and if the status has not completed, select the **Refresh** button until the status changes to Completed. 

Continued on next page

ONR Demo – Mass Payout, Continued

Step	Action
8	 Click the To get the final execution Details, close the **Request** screen and the user will be back at the Process screen. Requery on the Mass Demo Name and a summary of the Process is displayed on the Status Details block. There are 3 types of record status: • P – Record processed to HR (UPDATE HR COMPLETE). • E – Record processed but routed to Inbox due to error (RPA Created). U – Record did not process due to a fatal error (RPA Not Created). The Unprocessed Records will only remain in the Preview Table for checking/debugging purposes and the rest will be deleted out of the Preview table as they are processed successfully.
9	**Demo Upload Formats.** The following lists the Demo Upload layout formats for the demo salary payouts, demo bonus payouts, demo CCS updates, demo CCAS update, and Acq Demo Conversion for the different demonstration projects. Where SSAN is displayed in the examples, the actual SSAN with dashes should be in place.

Continued on next page

ONR Demo – Mass Payout, Continued

Step	Action
10	Select the <**Submit**> button. **Note:** The system retrieves the data for all employees and: • Creates an RPA process. • Outputs the customized NPA (SF 50) instead of the Fed (NPA). • ONR **does not** use Roman numerals for the grade. • Outputs a payroll record and any other required interface records. • Updates the employee record. Once the process has completed, the Demo NPAs can be printed.
11	

Field Length	Value	Type	Remarks
11	SSAN	VARCHAR2	Required Input w/dashes
1	,		Delimiter
30	EMPLOYEE NAME	VARCHAR2	Optional Input *(Note: a comma in the employee name is not allowed)*
8	UIC	VARCHAR2	Required Input
1	,		Delimiter
6	ORG_CD	VARCHAR2	Required Input
1	,		Delimiter
1	RIF_CATEGORY	VARCHAR2	Required Input
1	,		Delimiter
2	OVRALL_CONT_SCORE	VARCHAR2	Required Input
1	,		Delimiter
2	PAY_PLAN	VARCHAR2	Required Input
1	,		Delimiter
2	GRADE	VARCHAR2	Required Input
1	,		Delimiter
6	OLD_BASIC	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
4	GEN_INC_PERCENT	NUMBER	Required Input
1	,		Delimiter
5	GEN_INC_DOLLARS	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
6	MERIT_DOLLARS	NUMBER	Optional Input
1	,		Delimiter
6	NEW_BASIC_SALARY	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
6	LOCALITY_PERCENT	NUMBER	Required Input
1	,		Delimiter
5	LOCALITY_AMOUNT	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
6	NEW_ADJUSTED_PAY	NUMBER	Required Input
1	,		Delimiter
5	CASH_DOLLARS	NUMBER	Optional Input
1	,		Delimiter
3	TIME_OFF_AWARD	VARCHAR2	Optional Input
1	,		Delimiter
2	DCA_PERCENT	NUMBER	Optional Input
1	,		Delimiter
5	DCA_DOLLARS	NUMBER	Optional Input

Module 12

Chapter 4

Science and Technology Reinvention Laboratory Personnel Demonstration (NSWC/NUWC)

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the Navy's Warfare Demonstration Project.

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Chapter Overview, Continued

Before you Begin

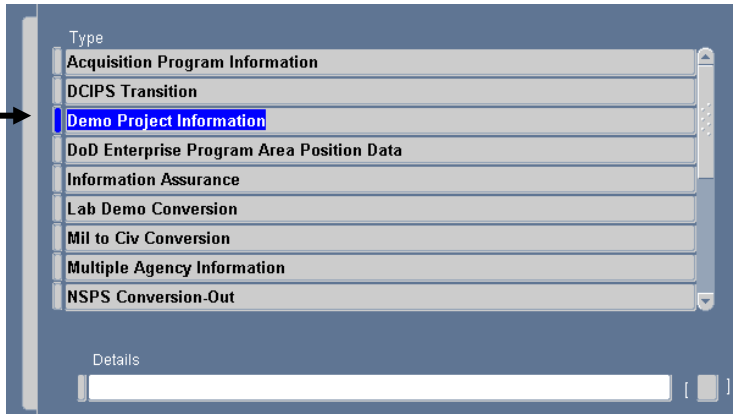
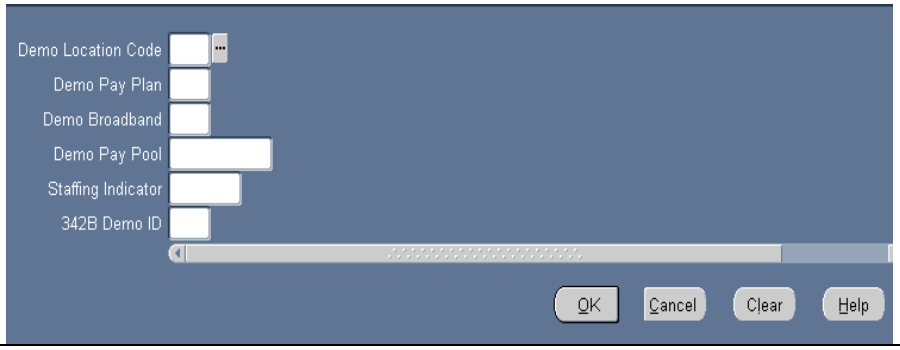
NSWC/NUWC Demo:

- Uses specific requirements for the position "Title," (unlike DoD Acquisition who does not).
- Uses **Demo Location Code** = 3.
- Only uses the **Demo OGC** data field on the Navy DDF.
- Uses the **Functional Class for Technicians** as well as **S&Es** on the **US Government Position Group 1 DDF.**
- Stores the **Demo Pay Plan** and **Grade** in the **US Government Valid Grade Info DDF.**
- Uses **Pay Plans:** ND, NT, and NG.
- Does not use the **Demo Pay Plan** and **Demo Broadband** located in the **Demo Project Information DDF**.
- **Grade** is printed same as the GS grade on the Federal SF50.
- This Demo does not require the custom SF50.

NSWC/NUWC Demo - Position Actions

Purpose This section explains the steps for building NSWC/NUWC Demo Positions.

Building a NSWC/NUWC Demo Position

Step	Action
1	Refer to: • Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position, and follow the steps for building a position.
2	When completing the **Extra Position Information** Flex fields, select **Others/Navy and enter the Demo Project Information** first. Click in the ***Details*** data field. 
3	The **Extra Position Information** window Opens. Enter the ***Demo Location Code*** (3 for Warfare). **Do not** fill in the ***Demo Pay Plan*** or ***Demo Broadband*** data fields which are only used with the Acquisition Workforce Demo. Select <**OK**> button. 

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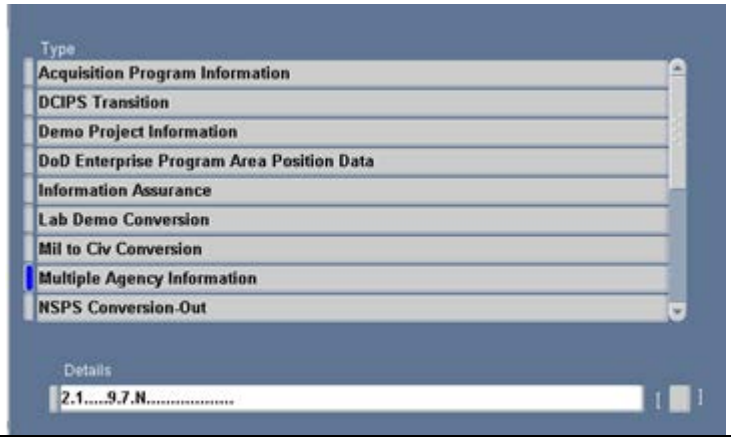
NSWC/NUWC Demo - Position Actions, Continued

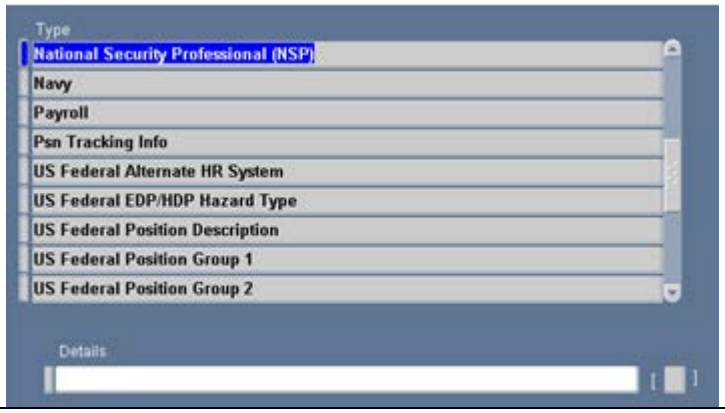
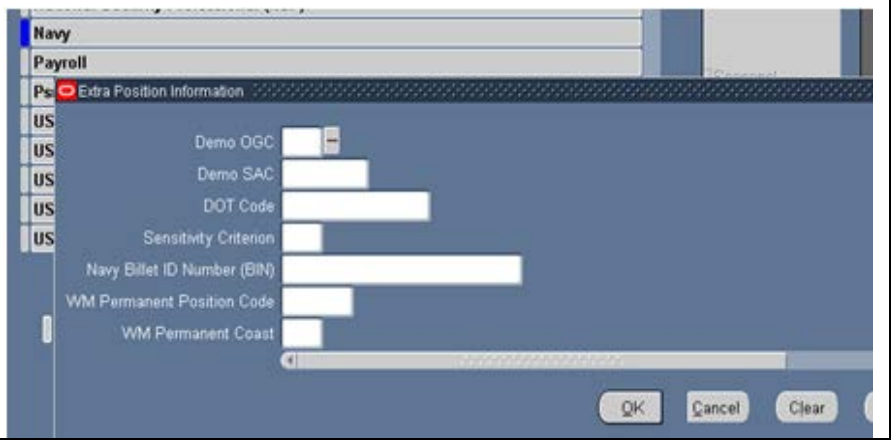
Building a NSWC/NUWC Demo Position (continued)

Step	Action
4	In the **Extra Position Information** Flexfield, select **Multiple Agency Information** and click in the ***Details*** data field. 
5	The **Extra Position Information** window opens. Enter the appropriate data. **Note**: These data fields will use the same values as General Schedule positions. There is no Demo-unique information in this window. Select the **<OK>** button.

Continued on next page

NSWC/NUWC Demo - Position Actions, Continued

Building a NSWC/NUWC Demo Position (continued)

Step	Action
6	In the **Extra Position Information** Flexfield, select **Navy** and click in the ***Details*** data field. 
7	The **Extra Position Information** window opens. Fill in the appropriate data. 

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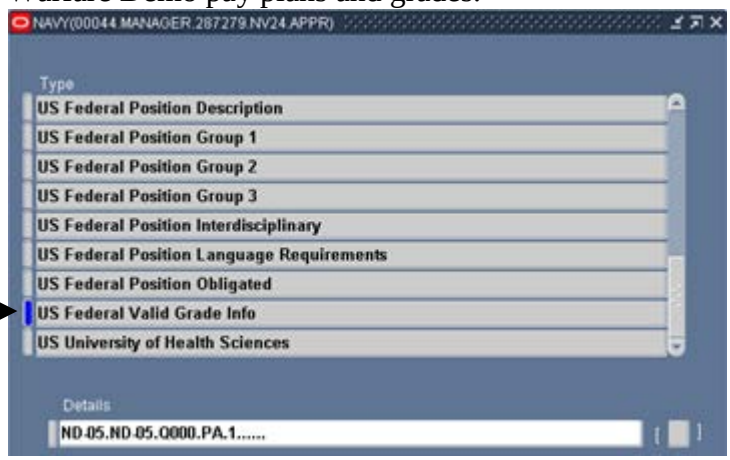
NSWC/NUWC Demo - Position Actions, Continued

Building a NSWC/NUWC Demo Position(continued)

Step	Action
8	Enter ***Sensitivity Criterion*** in the Navy DDF.
9	In the **Extra Position Information** Flexfield, select **US Federal Position Group1** and **US Federal Position Group2** and fill in the appropriate data fields. **Note:** Use the same values as GS positions.
10	In the **Extra Position Information** Flexfield, click **US Federal Valid Grade Info**. Click in the ***Details*** data field to input Warfare Demo pay plans and grades.  **Note:** Valid Pay Plan and Grade combinations are: ND 01-06; NT 01-06; NG 01-05.
11	Continue completing position build by following Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position to include **Validating the Position** section.

NSWC/NUWC Demo – Personnel Actions

Purpose

This section explains the steps for processing personnel actions unique to Warfare Demo employees.

See Also

Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Promotions/Change to Lower Grade (CLG)

Personnel Actions

- All RPA processes and OPM NOAs are used for this demo **except:**
    - 885 (Performance Award)
    - 892 (QSI)
    - 893 (WGI)
    - 888 (WGI Denial)
- ***Pay Plans*** are equal to ND, NT, and NG.
- The following ***NOA***s are used to document actions for Demo Code 3. The ***Authority Code*** for these NOAs is **Z2U**.

NOAs	**Explanation**
894	Gen Adj (Merit Increase Payout)
D891	Bonus Payout (See Mod 5, Chap 3)
894	Gen Adj (Comparability Increase)
3##	Separations: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s). Z2U is not used for these actions.

NSWC/NUWC Demo – Appraisal Input

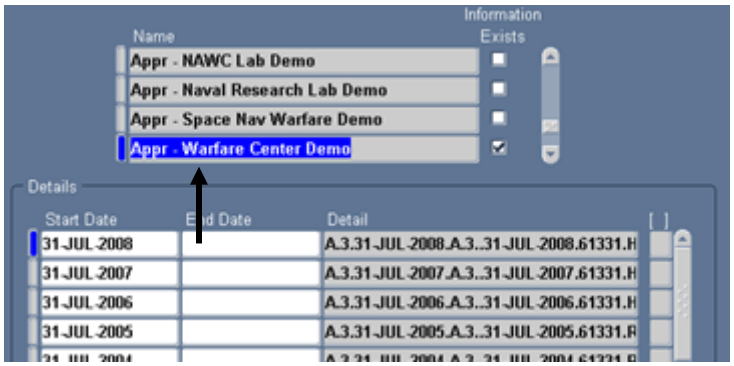
Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input

Upon accessing an employee to the system, the **APPRAISAL is not** automatically populated. The first appraisal record is due at the time of appointment, and must be created by navigating to 'People/Enter and Maintain, Special Information Types. All employees newly entered into the Demo (whether a newly hired employee or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "X" (Not Rated) rating effective the same day as the entry into Demo.

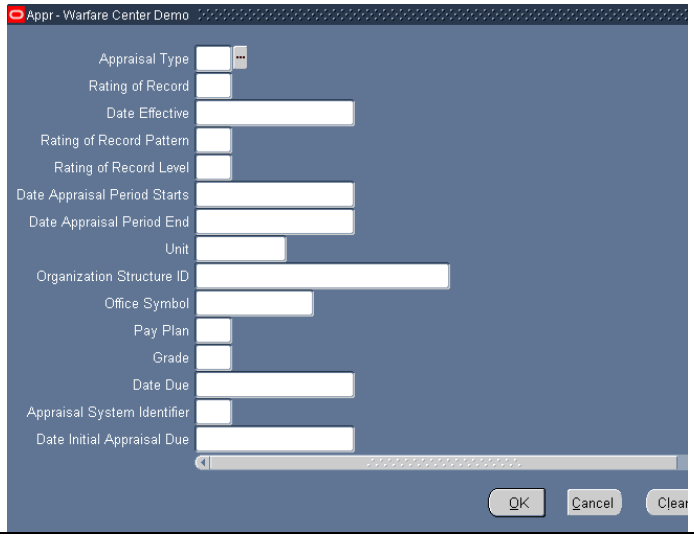
Enter the appraisal in the **Appr – Warfare Center Demo** SIT using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type. After the appraisal record is entered and saved, the US GOV PERF Appraisal will be updated automatically. There is no conversion of data required from the Warfare SIT to the US Gov SIT, they use the same values.

Step	Action
1	In the populated **People** window, select the <**Special Info**> button  Scroll down and select **Appr – Warfare Center Demo**. Click in the ***Details*** data field.

Continued on next page

NSWC/NUWC Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	The **Appr – Warfare Center Demo** window opens. Type in data or use the LOV. Select the **<OK>** button. The ***Detail*** data field populates with the data. 
3	Following is a brief description of the fields: Appraisal Type = A (annual Appraisal). Rating of Record – enter rating. Date Effective – enter effective date of appraisal. Rating of Record Pattern = 3 (Summary levels 1 and 3, use for pass/fail programs). Rating of Record Level – same as Rating of Record field above. Date Appraisal Period Starts – enter start date of appraisal period. Date Appraisal Period End – enter date end Unit – enter UIC Organization Structure ID – enter org code. Office Symbol – Leave blank. Pay Plan – enter pay plan. Grade – enter pay plan. Date Due – enter the same date as the Date Effective field above. Appraisal System Identifier – Leave blank. Date initial Appraisal Due – Leave blank.

Continued on next page

NSWC/NUWC Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
4	Select the ***Save*** icon on the Toolbar. Using the data input, the system automatically populates the Fed appraisal area. The appraisal rating code however, is converted from your component's alpha values to the equivalent OPM numeric values so that it can be flowed to CPDF properly.

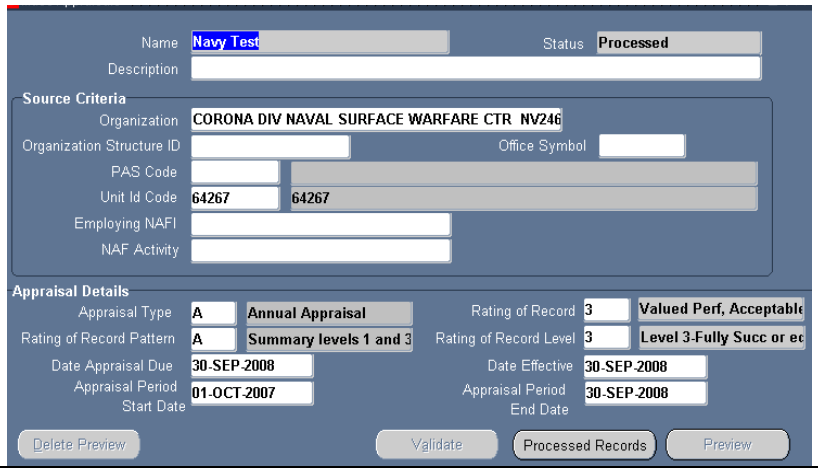
NSWC/NUWC Demo – Mass Appraisals

Purpose

Updating multiple employee records at one time, eliminating the need to enter individual employee records manually.

Before you Begin

HR personnelists at HRSC are responsible for the input and execution of the mass appraisal load process. The HRO is responsible for providing the ASCII file of performance data necessary for the HRSC to process the mass appraisal upload.

Step	Action
1	From the navigator menu, select ***Mass Actions → Mass Appraisals***. Select ***Preview Mass Appraisals*** to set up the process. 
2	See Module 5 Chapter 2 for the steps for processing mass appraisals for Warfare Demo employees.

NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout

Purpose

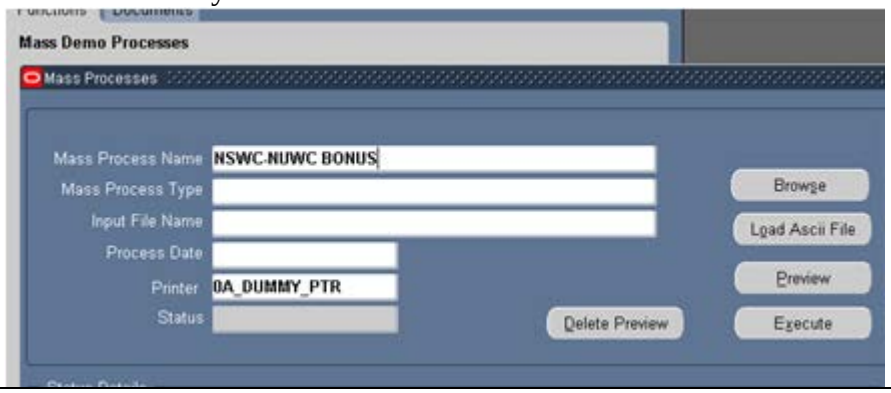
This section explains how to process a Mass NSWC NUWC Demo Bonus Payout, and a Mass NSWC NUWC Demo Merit Payout. The yearly Demo Mass Payout process occurs outside the RPA process.

- The HRO is responsible for providing the up-dated pay information necessary for the HRSC to process the manual payout actions.
- The HRSC is responsible for the execution of the mass payout process.

Note: All bonuses will generate with ***NOA*** 891 and ***Auth Code*** Z2U. All Merit Increases will generate with NOA 894 and Auth Code Z2U. An award entry can be generated with the Merit increase Action.

Mass Bonus Payout

Using the CIVDOD Demo Process Administrator responsibility, select ***Mass Demo Processes*** from the navigator menu.

Step	Action
1	**Navigation Path** Mass *Demo Processes*. The **Mass Processes** window opens**.**
2	Enter a ***Name*** of your choice in the Mass Process Name data field. 

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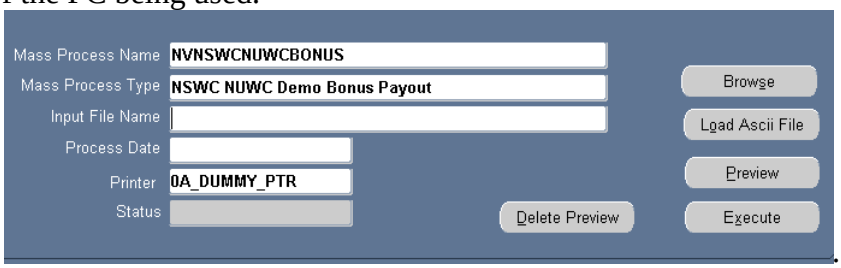
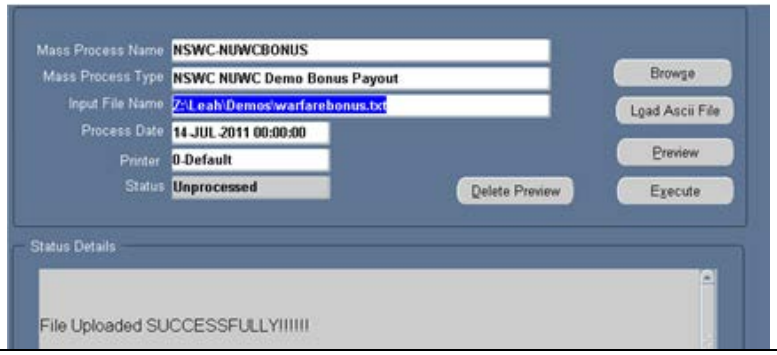
NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

Mass Bonus Payout (continued)

Step	Action
3	For the bonus payout, select **NSWC NUWC Demo Bonus Payout** from the list of values. See the Demo Mass Pay Adjustment Guide for format layouts.
4	Complete the parameter ***Input File Name*** by using the Browse button. Retrieve the file, which should be stored on the hard drive of the PC being used. 
5	Complete the rest of the parameter fields: Process Date, Printer.
6	Select the **Load Ascii File** button to load the file. A message will be displayed to indicate if the file was loaded successful or if there were errors. 

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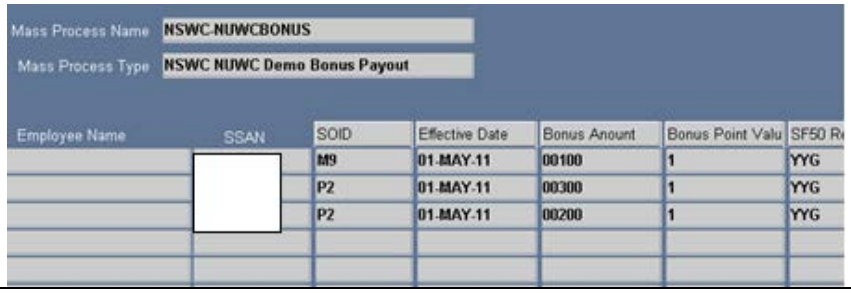
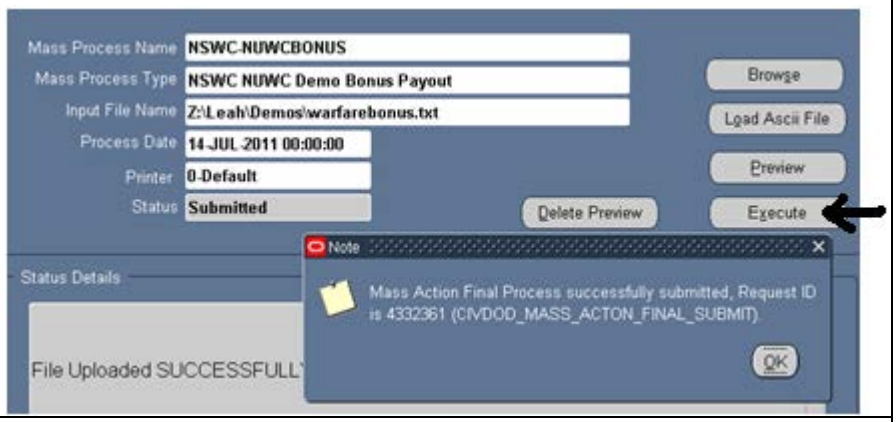
NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

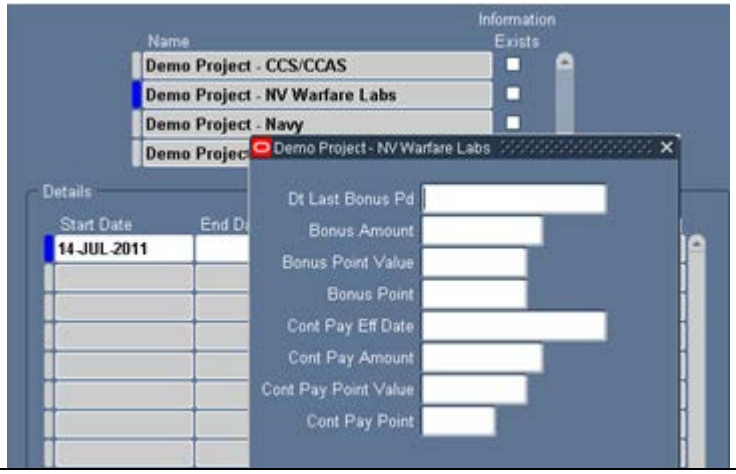
Mass Bonus Payout (continued)

Step	Action
7	Select the **Preview** button. View records selected. If you need to change criteria and rerun, then you may select the **Delete Preview** button and create another one. 
8	Select the **Execute** button to submit the mass process. 
9	To view the status, select ***View*** > ***Requests*** > from the menu bar. Select *Find* to retrieve all and view status, or enter the Request ID and select *Find.*

Continued on next page

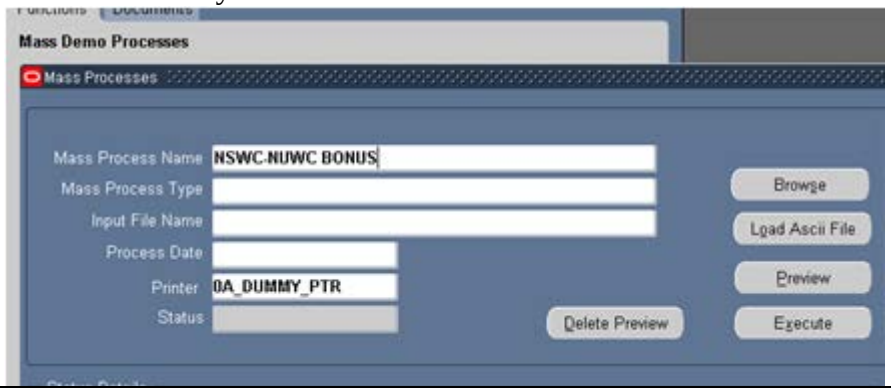
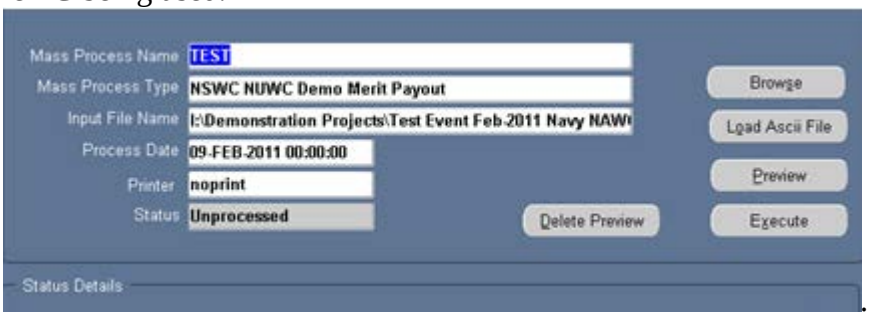
NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

Mass Bonus Payout (continued)

10	For individual record status, go to the Process Log from *Federal Maintenance Forms*.
11	The bonus NOA 891 will be produced. The employee record will be updated with Bonus Amount and Bonus Point Value found in Special Information *Demo Project – NV Warfare Labs.* 

NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

NSWC NUWC DEMO Merit Payout

Step	Action
1	**Navigation Path** *Mass Demo Processes*. The **Mass Processes** window opens**.**
2	Enter a ***Name*** of your choice in the Mass Process Name data field. 
3	For the Merit Increase, select **NSWC NUWC Demo Merit Payout** from the list of values. See the Demo Mass Pay Adjustment Guide for format layouts.
4	Complete the parameter ***Input File Name*** by using the Browse button. Retrieve the file, which should be stored on the hard drive of the PC being used. 

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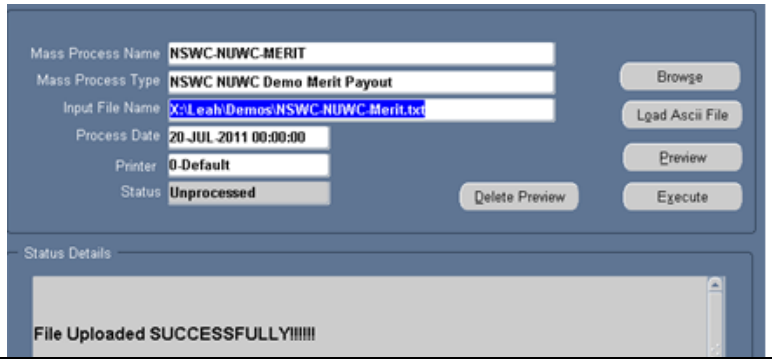
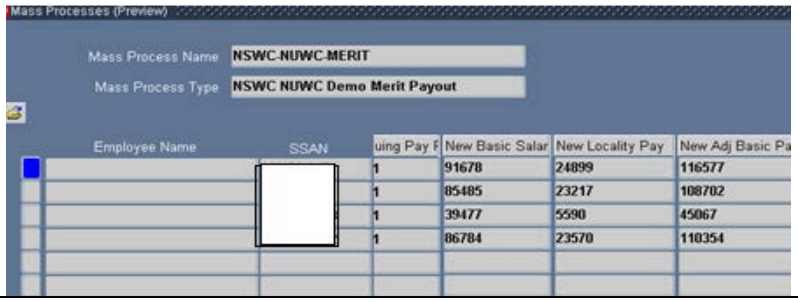
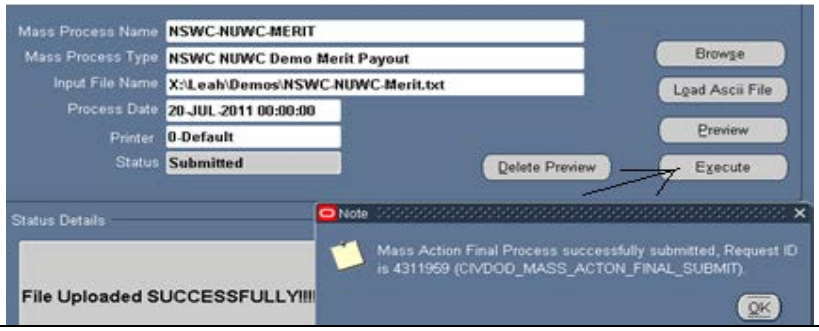
NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

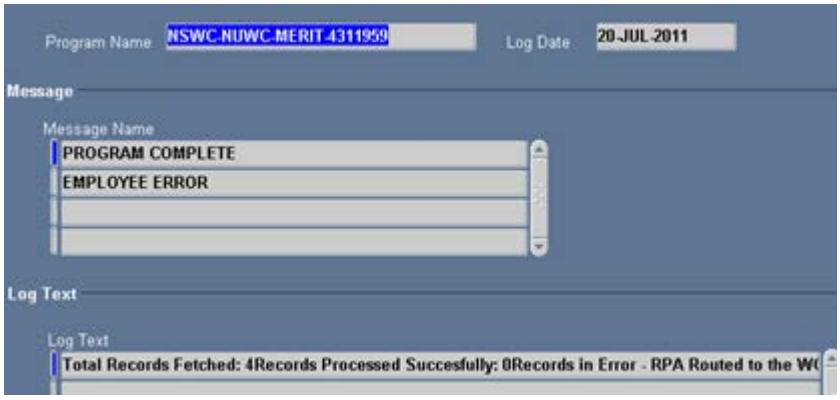
NSWC NUWC DEMO Merit Payout (continued)

Step	Action
5	Complete the rest of the parameter fields: Process Date, Printer.
6	Select the **Load Ascii File** button to load the file. A message will be displayed to indicate if the file was loaded successful or if there were errors. 
7	Select the **Preview** button. View records selected. If you need to change criteria and rerun, then you may select the **Delete Preview** button and create another one. 
8	Select the **Execute** button to submit the mass process. 

Continued on next page

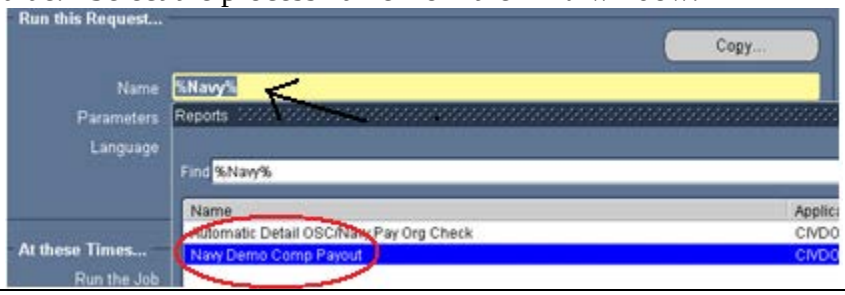
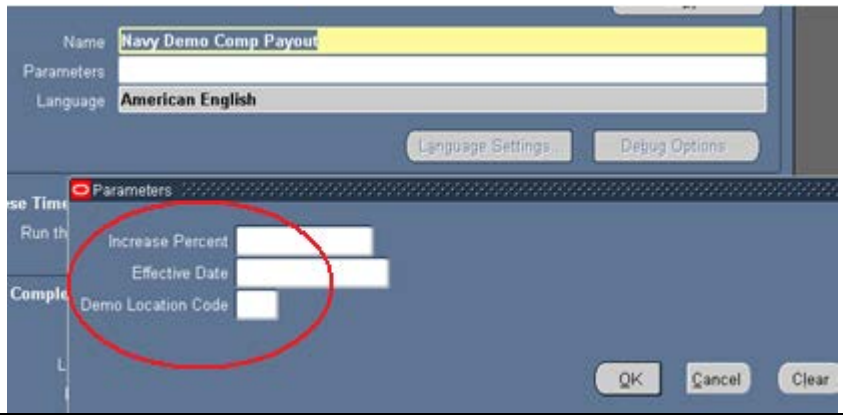
NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

NSWC NUWC DEMO Merit Payout (Continued)

Step	Action
9	To view the status, select ***View*** > ***Requests*** > from the menu bar. Select *Find* to retrieve all and view status, or enter the Request ID and select *Find.*
10	For individual record status, go to the Process Log from *Federal Maintenance Forms*. 
11	NOA 894 is produced on the SF50 for pay increase. If Incentive amount was included in flat file, then a US Fed Award entry is created: payroll entry for NOA 87D is generated with award type "1M" and group award ID 00, Date Award Earned is effective date of NOA.

NSWC/NUWC Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

NSWC NUWC DEMO Comparability Payout

Step	Action
1	**Navigation Path** *Processes and Reports>Submit Processes and Reports*. The **Submit a New Request** window opens**.** Select the **OK** button. The *Submit Request* window opens.
2	Enter the process name ***Navy Demo Comp*** Payout, or a partial value. Select the process name from the *Find* window. 
3	Complete the Parameters for the process. 
4	Select **Submit.** This process will produce an SF50 with NOA 894 for pay increase. DCPDS calculates all salary fields by multiplying basic pay and Increase Percent variable. Date last Equivalent is updated.

NSWC/NUWC Demo – Mass Update "Date Last Equiv"

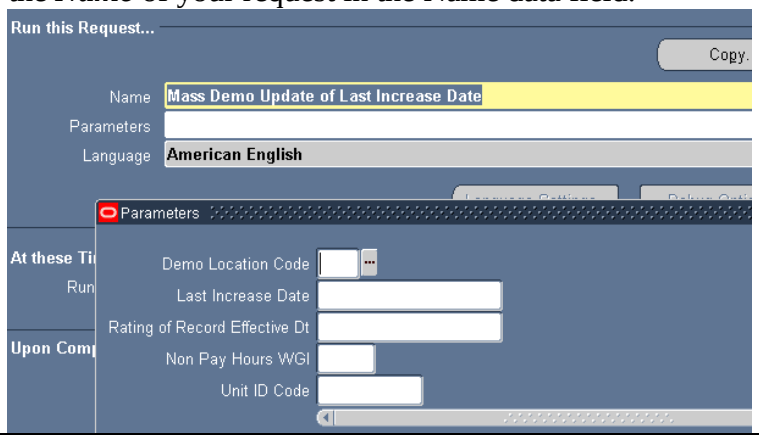
Purpose

This section explains how to process a Mass update of the "Date Last Equivalent Increase" (DLEI) date on Demo employees. This update does not generate any RPA action.

Note: This process is required due to the Mass processes for Bonus and Merit does not include update of DLEI.

Mass Update

Using a responsibility other than the CIVDOD Demo Process Administrator, select ***Processes and Reports*** from the navigator menu.

Step	Action
1	**Navigation Path** → Processes **and Reports** → Single Request <**OK**> → Submit **Requests** → The **Submit Request** window opens**.**
2	Enter the ***Name*** of your request in the Name data field. 
3	The following fields are required: Demo Location Code Last Increase Date Unit ID Code
4	Select <**OK**> button.
5	Complete the Printer options in the "Upon Completion" section
6	Select <**Submit**> button.

NSWC/NUWC Demo – Individual Payouts

Purpose

This section explains the three types of individual payout actions that may be necessary for Warfare Demo employees:

Type of Individual Payouts	Explanation
D891 Bonus	Used for Bonus Performance Award with ***Authority Code*** of Z2U.
894 Gen Adj	Used for the Merit Increase salary increases based on the current year's performance rating.
894 Gen Adj	Used for the Comparability salary increases that occur in January.

Before you Begin

To input the payout actions manually, one at a time:

- Complete all four pages of the RPA first.
- Complete the Extra Information last.
- Route the RPA and save it to HR.
- Click the checkbox in the ***Print Notification*** area, select a printer name, and select the **<OK>** button for approval.

Note: Some reject messages on demo-unique items display at this point: Example: "You are not authorized to use an NOA 892 or 893." Follow the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Completing the RPA, or use the following quick guide:

Bonus Payout

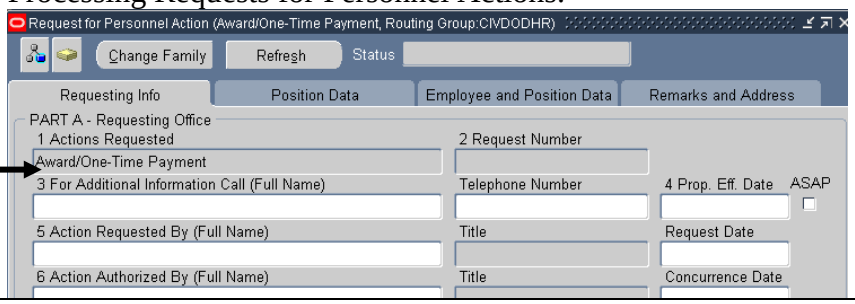
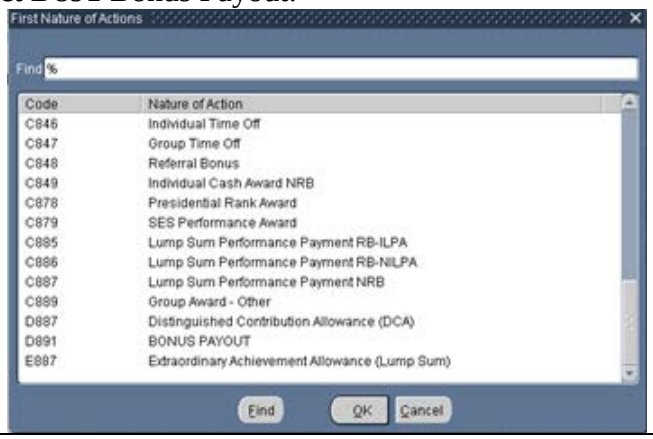
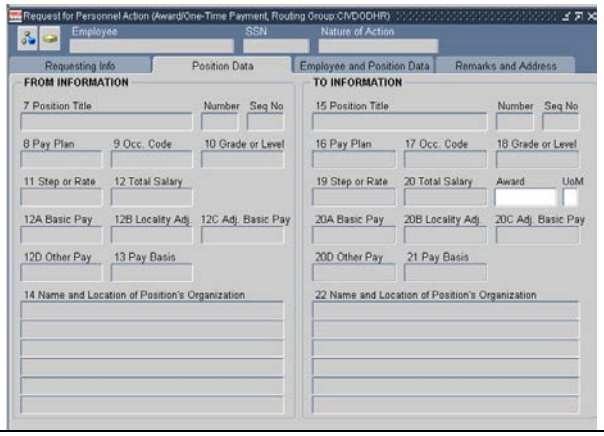
Follow these steps to process a Bonus for a Warfare Demo employee:

Step	Action
1	To process a Bonus, **navigation Path** → *Request for Personnel Action* → *Award/One-Time Payment* → *Bonus Payout* <**Open**>
2	The following extra information fields are used with a Bonus (Award) action (optional input): Bonus Amount, Bonus Point Value. An award entry is populated with Award Type "1M", Award group ID "00", and effective date is populated in Date Award Earned.

Continued on next page

NSWC/NUWC Demo – Individual Payouts, Continued

Bonus Payout (continued)

Step	Action
3	Page 1 of the RPA opens with Actions Requested data field populated with **Award/One-Time Payment**. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions. 
4	In **Part B- First Action 5-A Code,** enter D891 or use the LOV and select D891 Bonus Payout: 
5	Page 2 opens. Enter the amount of the bonus in the **Award** data field, i.e., dollar amount and M (for money) in the Unit of Measure data field. 

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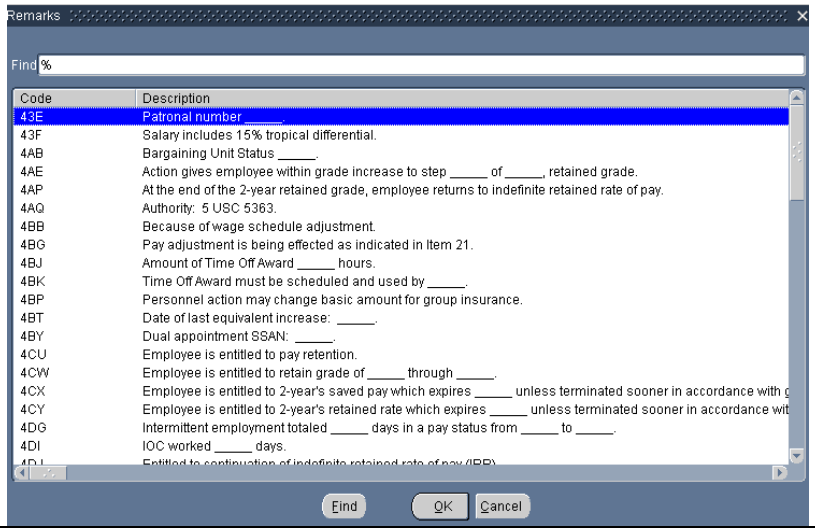
NSWC/NUWC Demo – Individual Payouts, Continued

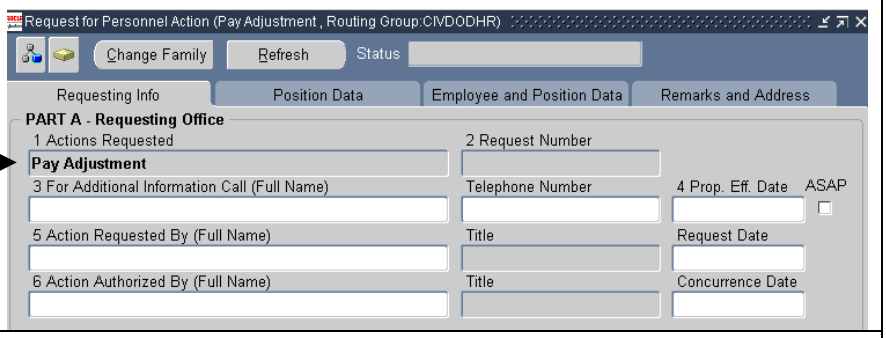
Bonus Payout (continued)

Step	Action
6	The two data fields populate and **Page 3** opens. No action is required. The data fields are populated. Click the Remarks and Address tab to display **Page 4.** With your cursor in **Part F – Remarks for SF 50,** click the LOV. Select the appropriate Code. Select the <**OK**> button. 
7	Save and route the RPA. A message Box opens with the assigned ***RPA Request Number***. Select <**OK**>
8	Select <Extra Information> button on the RPA. The **Extra PA Request Information** Flexfield opens. Verify the Bonus data and enter any information needed, then return to RPA to update HR.

NSWC/NUWC Demo – Individual Payouts, Continued

Merit/ Comparability Increase

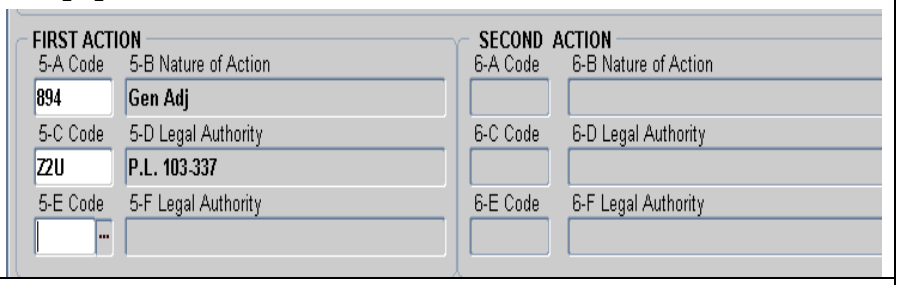
Follow these steps to process a Merit or Comparability Increase for a Warfare Demo employee:

Step	Action
1	To process a Merit, **navigation Path** → *Request for Personnel Action* → *Salary Change* → Pay Adjustment → *Gen Adj* <**Open**>
2	The following extra information fields are used with a Merit action (optional input): Cont Pay Eff Date, Cont Pay Amount, Cont Pay Point Value, Cont Pay Point.
3	To process a Comparability increase, **navigation Path** → *Request for Personnel Action* → *Salary Change* → Pay Adjustment → *Gen Adj* <**Open**>
4	The following RPA fields are used with a comparability increase action to enter new salaries: New basic pay, locality adjustment, adjusted basic pay.
5	**Navigation Path** → *Request for Personnel Action* → *Salary Change* → *Pay Adjustment* <**Open**>. The RPA opens with **Pay Adjustment** in ***Block 1 Actions Requested:*** 
6	Complete ***Part A – Requesting Office*** Region.
7	Click in the ***Name*** data field, click the LOV, and select the employee's name or type in the information.
8	Type the NOA **894** in ***Block 5- A. Block 5-B*** populates with "Gen Adj".

Continued on next page

NSWC/NUWC Demo – Individual Payouts, Continued

Merit/Comparability Increase (continued)

Step	Action
9	Type the Legal Authority Code **Z2U** in ***Block 5-C. Block 5-D autopopulates with "P.L. 103-337".*** 
10	Continue to complete the RPA and **Save** it.
11	To print and update the RPA, you must click the save icon in the Forms toolbar: • Select "Yes" for the Decision popup "*Do you wish to route….*" • Select "Update HR". • Click the check box next to ***Print Notification*** and enter a printer name. Warfare does not use Roman numerals for grades on the SF50, so no need to print custom Demo SF50. • Select "***Approval***." • Select the <**OK**> button to automatically print the NPA.

Module 12

Chapter 5

Space & Naval Warfare System Command (SPAWAR) Demonstration

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the Navy's SPAWAR Demonstration Project.

Chapter Contents

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SPAWAR Demo – Individual Payouts	14

Chapter Overview, Continued

Before You Begin

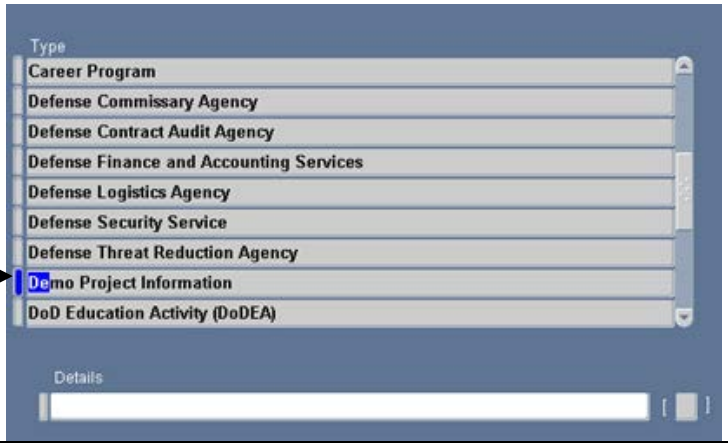
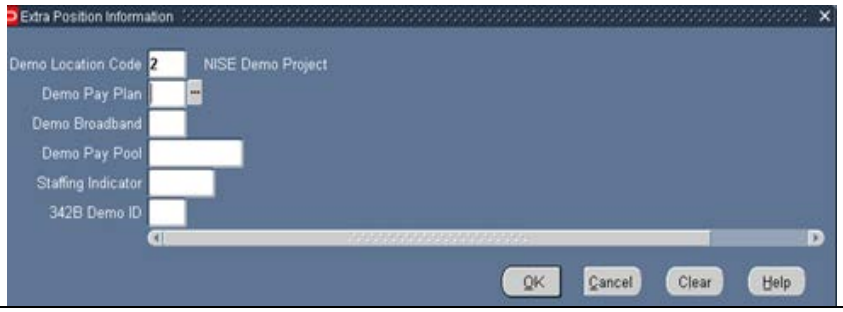
SPAWAR Demo:

- Uses specific requirements for the position "Title," (this is unlike DoD Acquisition).
- Uses **Demo Location Code** = 2.
- Only uses the **Demo OGC** data field on the Navy DDF.
- Uses the **Functional Class for Technicians** as well as **S&Es** on the **US Government Position Group 1 DDF.**
- Uses **Pay Plans:** DA, DG, DP, DS, and DT.
- Does not use the **Demo Pay Plan and Demo Broadband** located in the **Demo Project Information DDF.**
- **Grade** is printed same as the GS on the Federal SF50.
- When NOA 894 is used, you must navigate to the SPAWAR Bonus Payroll Type DDF and select the appropriate payout type. This action assures the appropriate PAY500 records are generated and used for correction and cancellation processes.

SPAWAR Demo - Position Actions

Purpose This section explains the steps for building SPAWAR Demo Positions.

Building a SPAWAR Demo Position

Step	Action
1	Refer to: Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position, and follow the steps to build a position.
2	When completing the **Extra Position Information** Flex fields, select **Others/Navy and enter the Demo Project Information** first. Click in the ***Details*** data field. 
3	The **Extra Position Information** window Opens. Enter the ***Demo Location*** Code (2 for SPAWAR). **Do not** fill in the ***Demo Pay Plan*** or ***Demo Broadband*** data fields which are only used with the Acquisition Workforce Demo. Select <**OK**>. 

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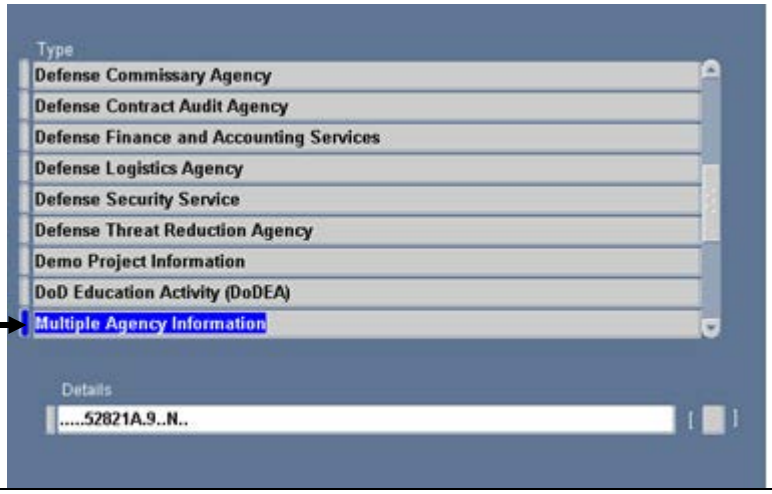
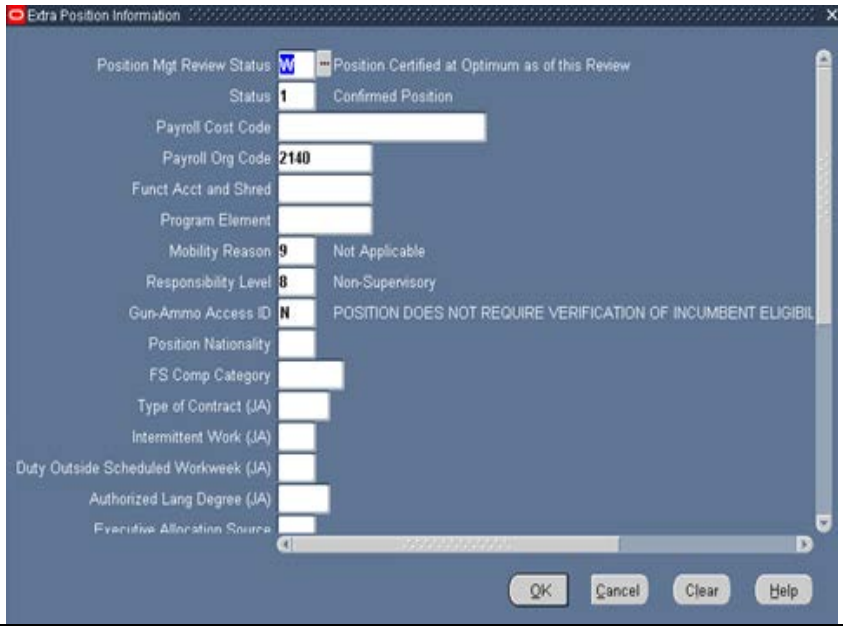
SPAWAR Demo - Position Actions, Continued

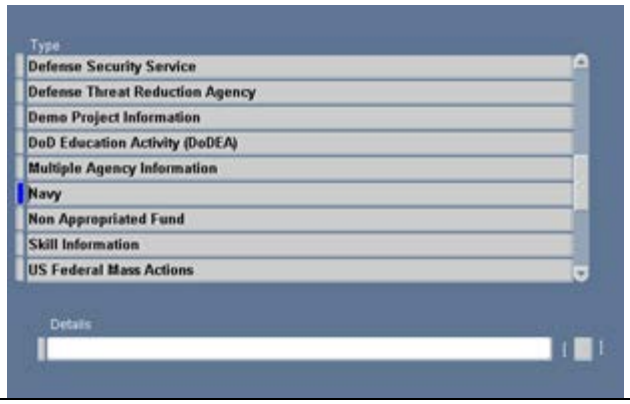
Building a SPAWAR Demo Position (continued)

Step	Action
4	In the **Extra Position Information** Flexfield, select **Multiple Agency Information** and click in the ***Details*** data field. 
5	The **Extra Position Information** window opens. Enter the appropriate data. **Note**: These data fields will use the same values as General Schedule positions. There is no Demo-unique information in this window. Select the **<OK>** button. 

Continued on next page

SPAWAR Demo - Position Actions, Continued

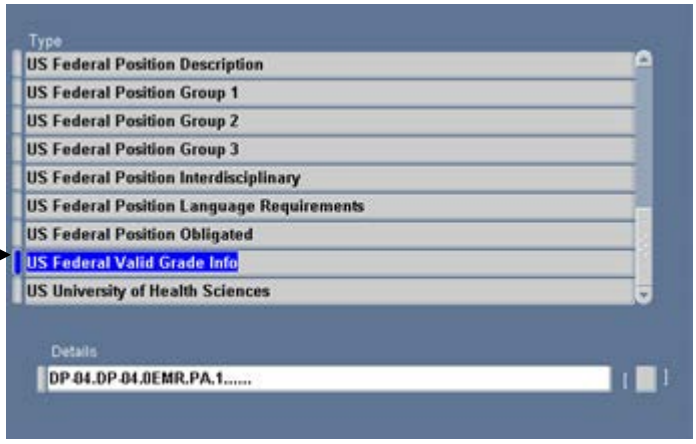
Building a SPAWAR Demo Position (continued)

Step	Action
6	In the **Extra Position Information** Flexfield, select **Navy** and click in the ***Details*** data field. 
7	The **Extra Position Information** window opens. Fill in the appropriate data.

Continued on next page

SPAWAR Demo - Position Actions, Continued

Building a SPAWAR Demo Position (continued)

Step	Action
8	Enter ***Sensitivity Criterion*** in the Navy DDF.
9	In the **Extra Position Information** Flexfield, select **US Federal Position Group 1** and **US Federal Position Group 2** and fill in the appropriate data fields. **Note:** Use the same values as GS positions.
10	In the **Extra Position Information** Flexfield, select **US Federal Valid Grade Info**. Click the ***Details*** data field to input Spawar Demo pay plans and grades.  **Note:** Valid Pay Plan and Grade combinations are: DA 01-03, DG 00-04, DP 00-04, DS 00-03, and DT 00-03.
11	Continue completing position build by following Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position to include **Validating the Position** section.

SPAWAR Demo – Personnel Actions

Purpose

This section explains the steps for processing personnel actions unique to SPAWAR Demo employees.

See Also

Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Promotions/Change to Lower Grade (CLG)

Personnel Actions

- All RPA processes and OPM NOAs are used for this demo **except:**
  - 840 (Performance Award)
  - 892 (QSI)
  - 893 (WGI)
  - 888 (WGI Denial)
- ***Pay Plans*** are equal to DA, DG, DP, DS, and DT.
- The following **NOA**s are used to document actions for Demo Code 2. The Legal Authority Code for these NOAs is ZLM "Demo Project title 6 CSRA 1978".

NOAs	Explanation
894	Gen Adj (Bonus Payout)
894	Gen Adj (Salary Payout)
894	Gen Adj (Merit Payout)
3##	Separations: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s). ZLM is not used for these actions.

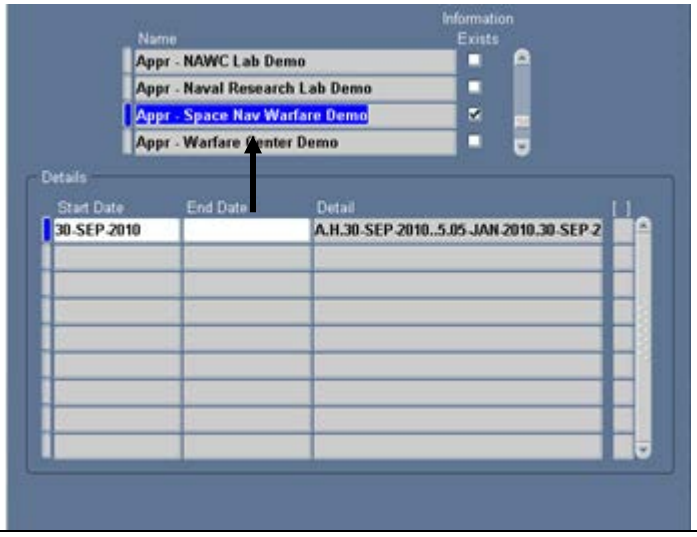
SPAWAR Demo – Appraisal Input

Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input

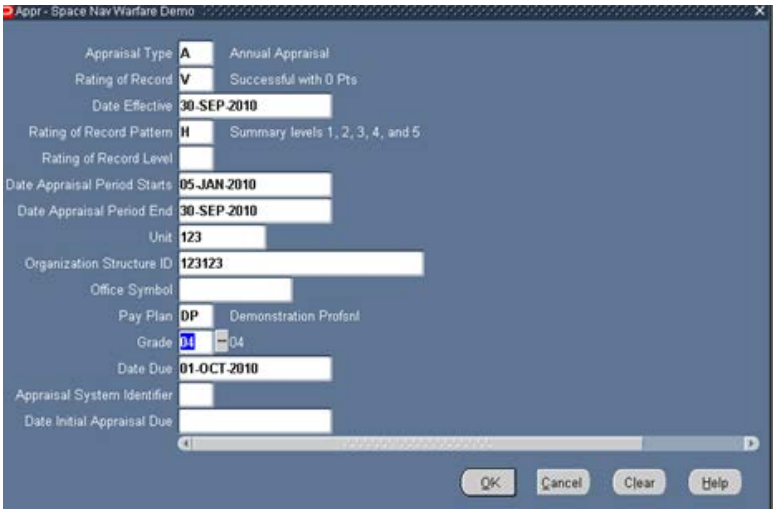
- Upon accessing an employee to the system, the APPRAISAL is **not** automatically populated. When it comes time to input the appraisal, you will need to enter it in Appr – Space Nav Warfare Demo. The entry rating is always an "X" (Not Rated) rating effective the same day as the entry into Demo.
- Enter the appraisal in the Appr – Space Nav Warfare Demo SIT using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type. After the appraisal record is entered and saved, the US GOV PERF Appraisal will be updated automatically. The agency unique alpha codes will be converted to the equivalent OPM numeric values so that it can be flowed to CPDF properly.

Step	Action
1	In the populated **People** window, select the <**Special Info**> button. Scroll down and select **Appr – Space Nav Warfare Demo**. Click in the ***Details*** data field. 

Continued on next page

SPAWAR Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	The **Appr – Space Nav Warfare Demo** window opens. Type in data or use the LOV. Select the **<OK>** button. The ***Detail*** data field populates with the data.  Following is a brief description of the fields: Appraisal Type = A (annual Appraisal). Rating of Record – enter rating: if new hire or employee moving into Demo, code as "V". Date Effective – enter effective date of appraisal, if new hire or employee moving into Demo, use the effective date of the assignment action. Rating of Record Pattern = H (Summary levels 1-5). Rating of Record Level – Leave blank. Date Appraisal Period Starts – enter date start Date Appraisal Period End – enter 30 June of current Performance Year (e.g., EOD of 02-Oct-2002 = "30-Jun-2003"). Unit – enter UIC Organization Structure ID – enter org code. Office Symbol – Leave blank. Pay Plan – enter pay plan. Grade – enter pay plan. Date Due – enter the same date as the Date Effective field above. Appraisal System Identifier – Leave blank. Date initial Appraisal Due – Leave blank.
3	Select the ***Save*** icon on the Toolbar. Using the data input, the system automatically populates the Fed appraisal area.

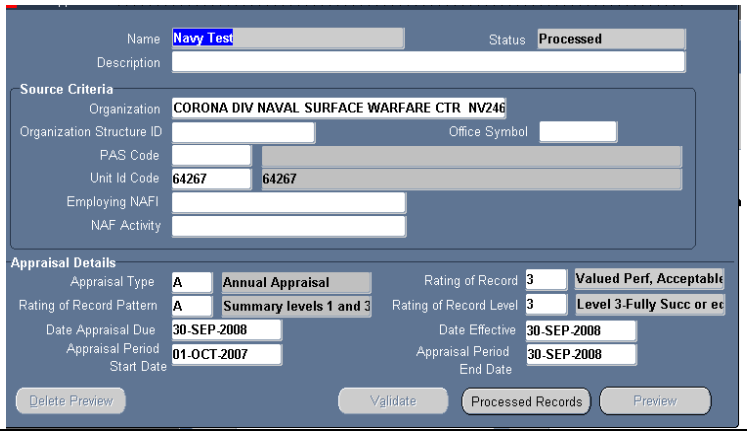
SPAWAR Demo – Mass Appraisals

Purpose

Updating multiple employee records at one time, eliminating the need to enter individual employee records manually.

Before you Begin

HR personnelists at HRSC are responsible for the input and execution of the mass appraisal load process. The HRO is responsible for providing the ASCII file of performance data necessary for the HRSC to process the mass appraisal upload.

Step	Action
1	From the navigator menu, select ***Mass Actions →Mass Appraisals***. Select ***Preview Mass Appraisals*** to set up the process. 
2	See Module 5 Chapter 2 for the steps for processing mass appraisals for SPAWAR Demo employees.
	Notes: • The system supplies a default value (H) for the ***Rating of Record Pattern*** and a default value (5) for the ***Rating of Record Level***. You can change them as needed. *(For the Rating of Record Pattern, use A for Pass/Fail, H for 5 level rating system, etc.)* If the Rating of Record Level is left blank on this screen, the preview screen will auto populate this field with same value that is provided in the ASCII file for Rating of Record except for the following demonstration project records which will be populated as follows: • If the Demo Location Code = 2 (SPAWAR) and the Rating of Record Level is blank, the Rating of Record Level in the preview screen will also be blank. Rating of Record Level is not applicable to this Demonstration Project.

SPAWAR Demo – Mass Payout for Bonus, Merit, and Comparability Payout

Purpose

This section explains how to process a SPAWAR Comparability Increase, a SPAWAR Mass Bonus Payout, and a SPAWAR Merit Payout. The yearly Demo Mass Payout process occurs outside the RPA process.

- The HRO is responsible for providing the up-dated pay information necessary for the HRSC to process the manual payout actions.
- The HRSC is responsible for the execution of the mass payout process.

Note: All three actions will generate with ***NOA*** 894 Gen Adj and Legal Auth Code Z2U. All Merit Increases will generate with NOA 894 and Legal Auth Code ZLM "Demo Project Title 6 CSRA 1978".

Mass Comparability Payout

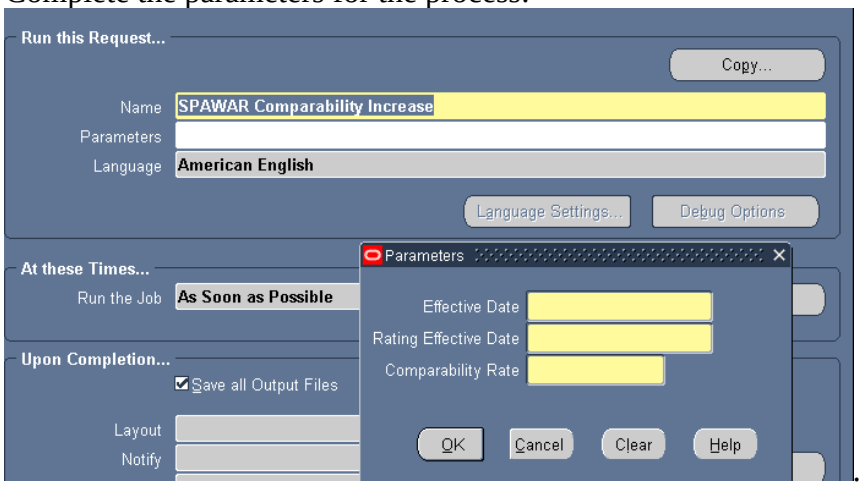
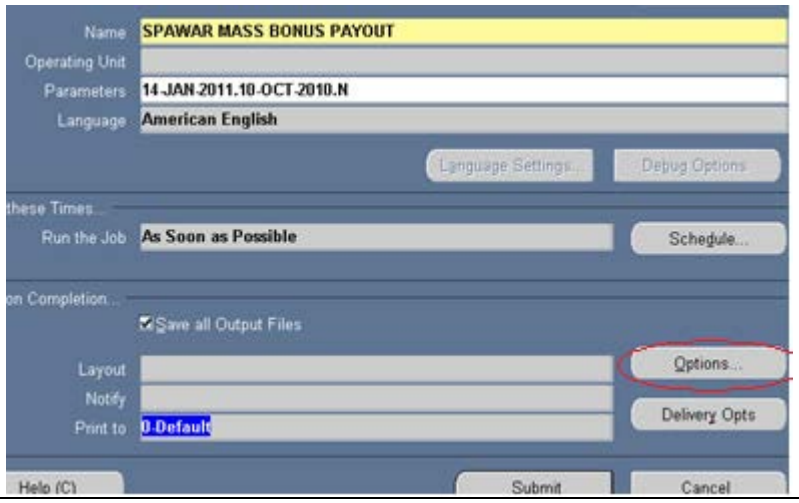
Using a responsibility **other than** the ***CIVDOD Demo Process Administrator***, navigate to ***Processes and Reports***.

Step	Action
1	**Navigation Path** → *Processes and Reports* → *Submit Processes and Reports and select* <**Ok**>. Enter the name of the Mass process in the **Name** field. (**Or** partial value SPAWAR% and click the Tab key. The **Mass Processes** names appear for selection**.**
2	Select the ***Mass Process Type*** from the list of values.

Continued on next page

SPAWAR Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

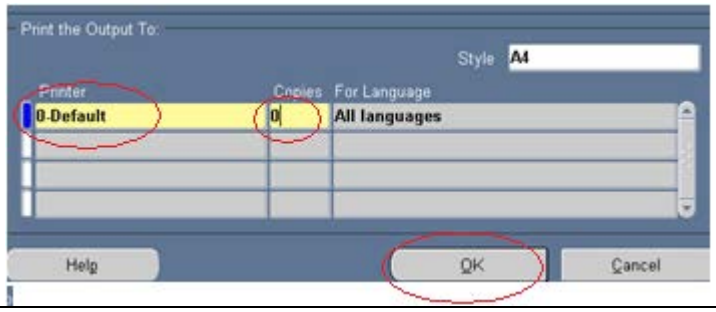
Mass Comparability Payout (continued)

Step	Action
3	Complete the parameters for the process: 
4	For Comparability enter Effective Date, Rating Effective Date, and Comparability Rate. For Bonus or Merit enter Effective Date, Rating Effective Date, and Pre-NSPS Payout. **Note:** Records are selected based on the Demo code and Rating Effective Date in the appraisal SIT.
5	Select the **<OK>** button.
6	Select the **Options** button in the "Upon Completion block to enter printer options. 

Continued on next page

SPAWAR Demo – Mass Payout for Bonus, Merit, and Comparability Payout, Continued

Mass Comparability Payout (continued)

Step	Action
7	Select the **Printer** from the list of values, enter "0" in the ***Copies*** data field, and select the **<OK>** button. 
8	Select the <**Submit**> button.
9	**Mass Payout Actions** / **Explanation** **894 Gen Adj** — Used for **SPAWAR Bonus Payout** with ***Authority Code*** of ZLM "Demo Project Title 6 CSRA 1978". **894 Gen Adj** — Used for the **SPAWAR Salary Payout** with ***Authority Code*** of ZLM "Demo Project Title 6 CSRA 1978". **894 Gen Adj** — Used for **SPAWAR Merit Payout** with ***Authority Code*** of ZLM "Demo Project Title 6 CSRA 1978". The system retrieves the data for all employees and: Creates an RPA for 894, documenting the bonus or pay increase in the remarks, and outputs the Fed SF 50 (NPA). Outputs a payroll record and any other required interface records; Updates the employee record. Once the process has completed, the NPAs can be printed. **Note:** SPAWAR Demo **does not** use Roman numerals for the grade.

SPAWAR Demo – Individual Payouts

Purpose

This section explains the three types of individual payout actions that may be necessary for SPAWAR Demo employees:

Type of Individual Payouts	Explanation
894 Gen Adj	Used for **SPAWAR Bonus Payout** with ***Authority Code*** of ZLM "Demo Project Title 6 CSRA 1978".
894 Gen Adj	Used for the **SPAWAR Salary Payout** with ***Authority Code*** of ZLM "Demo Project Title 6 CSRA 1978".
894 Gen Adj	Used for **SPAWAR Merit Payout** with ***Authority Code*** of ZLM "Demo Project Title 6 CSRA 1978".

Before you Begin

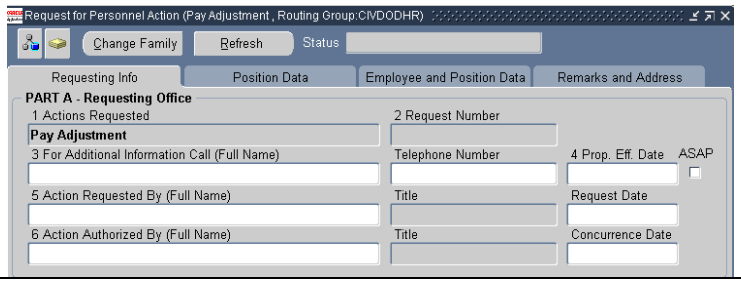
To input the payout actions manually, one by one:

- Complete all four pages of the RPA first.
- Input the Extra Information last.
- Route the RPA and save it to HR.
- Select the checkbox in the ***Print Notification*** area, select a printer name, and select the **<OK>** button for approval.

Note: Some reject messages on demo-unique items display at this point: Example: "You are not authorized to use an NOA 892 or 893." Follow the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Completing the RPA, or use the following quick guide:

Performance Award

Follow these steps to process a Bonus, Salary, or Merit action for a SPAWAR Demo employee:

Step	Action
1	To process a Bonus, **navigation Path** ⌫ *Request for Personnel Action* ⌫ *Salary Change* ⌫ *Pay Adjustment* <**Open**>.
2	Enter the effective date, and complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions. 

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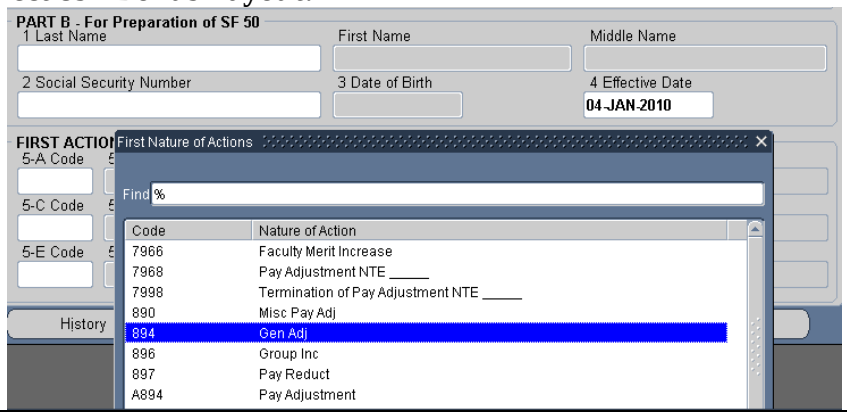
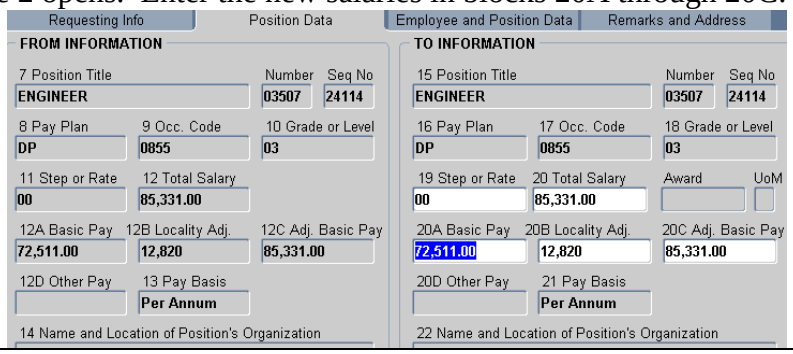
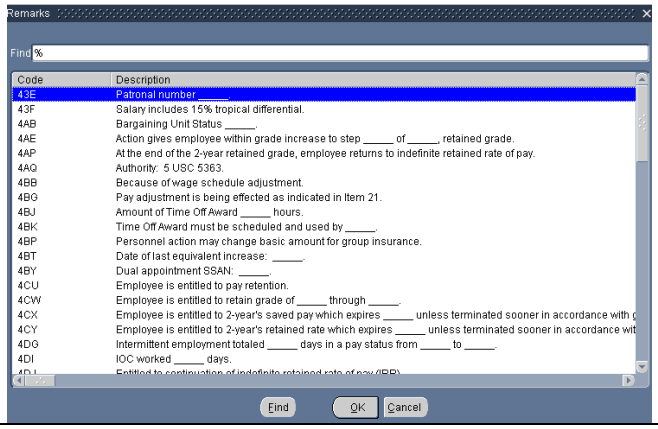
SPAWAR Demo – Individual Payouts, Continued

Bonus Payout (continued)

Step	Action
3	**In Part B- First Action 5-A Code, enter 894 or use the LOV and select 894 Bonus Payout:** 
4	Page 2 opens. Enter the new salaries in blocks 20A through 20C. 
5	The "to" Total pay populates and **Page 3** opens. No action is required. The data fields are populated. Select the Remarks and Address tab to display **Page 4.** With your cursor in **Part F – Remarks for SF 50,** click the LOV. Select the appropriate Code. Select the <**OK**> button. 

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SPAWAR Demo – Individual Payouts, Continued

Bonus Payout (continued)

6	Complete the **REMARKS AND ADDRESS** Tab of the RPA for ***Bonus or Salary*** action: • Part F – Remarks for SF-50 – *enter appropriate Remarks:* **YYK** Continuing Points ....._____. **YYL** Point Value .....……..$_____. **YYM** Salary Increase ....……..$_____. **YYN** Total .....…… $_____. **YYJ** Beginning Salary ....……$_____. If applicable (Bonus included): **YYE** An Employee Cannot Exceed Mid-Point of the Pay Range. **YYF** A Cash Payment in excess of Maximum Payable Salary of $_____.
	Complete the **REMARKS AND ADDRESS** Tab of the RPA for ***Comparability***: • Part F – Remarks for SF-50 – *enter appropriate Remarks:* **YYJ** Beginning Salary ....……....$_____. **YYP** Comparability .....… …._____%. **YYM** Salary Increase ....… .....$_____. **YYN** Total .....……....$_____.
7	Save and route the RPA. A message Box opens with the assigned ***RPA Request Number***. Select the <**OK**> button.

Module 12

Chapter 6

Naval Research Laboratory (NRL) Demonstration

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the NRL Demo Project.

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Chapter Overview, Continued

Before You Begin

NRL Demonstration:

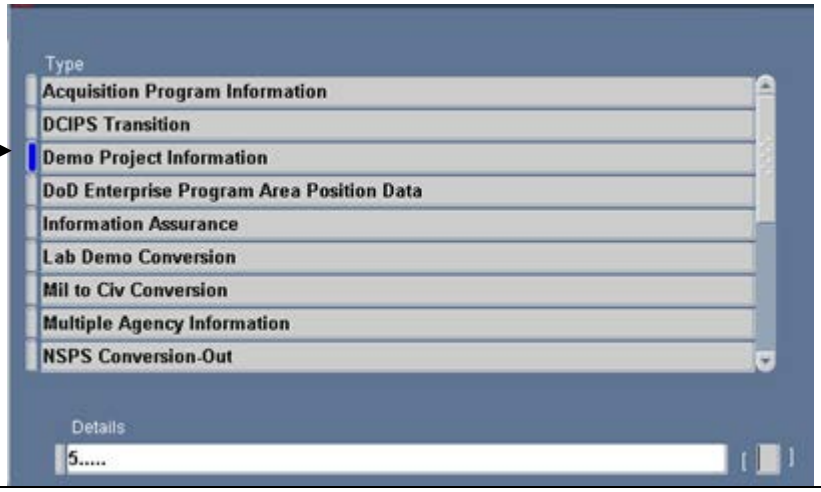
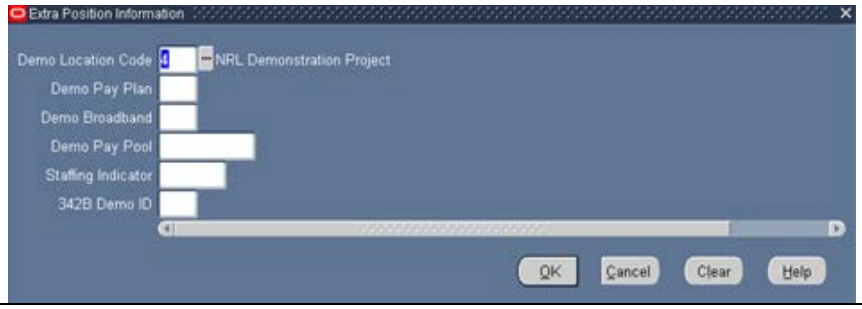
- Uses **Demo Location Code** = 4.
- Uses **Pay Plans:** NP, NO, NR, NC.
- Valid **Pay plan/Grade** combinations: NP 01-05, NO 01-05, NR 01-05, NC 01-03.
- Does not use the **Demo Pay Plan and Demo Broadband** located in the **Demo Project Information DDF.**
- **Grade** is printed as Roman Numerals on the Demo SF50.
- NRL Demo uses legal authority code "Z2U" for all pay transactions, conversion into Demo, and appointment actions.
- Pay rules for NRL Demo employees:
  - Base pay will be manually entered and DCPDS will auto-populate the locality rate associated with the position's Geographic Location Code.
  - DCPDS will calculate the Adjusted and Total Pay rates.
  - The pay cap for this demo will be the EX level IV.
  - The aggregate limit pay cap would be EX level I.
  - Pay Rate Determinants will follow the same rules as NRL.
- NRL will use Pay Rate Determinants 0 for "Other" and 2 for "Maintained Pay". NRL employees are not entitled to special salary rate.
- NRL Demo employees are entitled to premium pay, administratively uncontrollable overtime (AUO), availability pay, recruitment bonus, retention allowance, distinguished contributions, and relocation bonus.

Naval Research Laboratory (NRL) - Position

Purpose

This section explains the steps for building NRL Demo Positions. NRL Demo code is 4. NRL uses the following pay plan grade combinations: NP 01-05, NC 01-03, NO 01-05, NR 01-05. Pay Table ID is "R000", however "0000" is flowed to DFAS.

Building an NRL Demo Position

Step	Action
1	Refer to Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building Positions and follow the steps starting to build a position.
2	When completing the **Extra Position Information** Flex fields, select **Demo Project Information** first. Click the ***Details*** data field. 
3	The **Extra Position Information** window Opens. Enter the ***Demo Location*** Code (4 for NRL). Demo Location Code is the only field needed in this DDF for NRL Demo. **Do not** fill in the ***Demo Pay Plan*** or ***Demo Broadband*** data fields. Select <**OK**>. 

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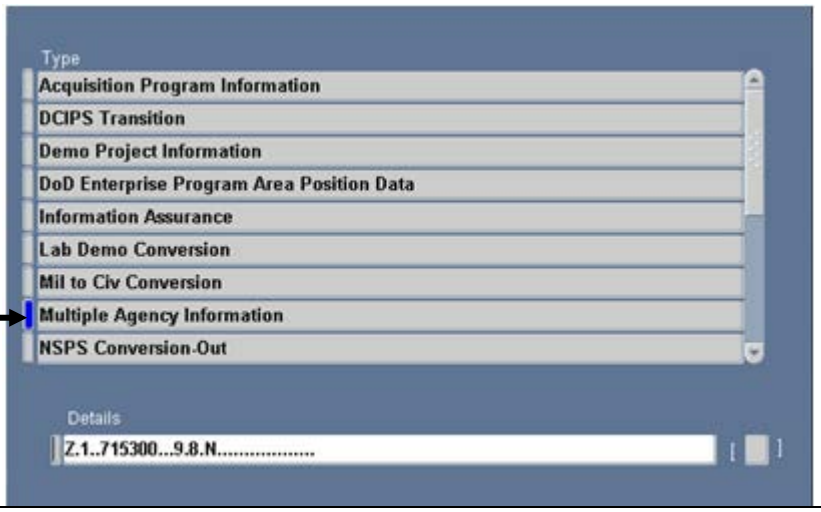
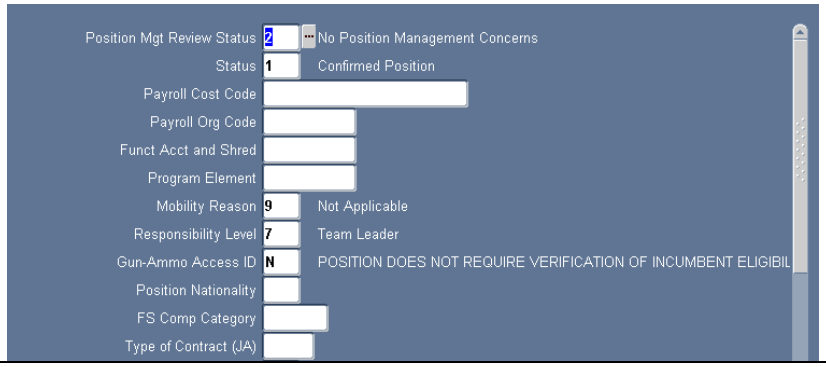
Naval Research Laboratory (NRL) - Position, Continued

Building an NRL Demo Position (continued)

Step	Action
4	In the **Extra Position Information** Flexfield, select **Multiple Agency Information** and click in the ***Details*** data field. 
5	The **Extra Position Information** window opens. Enter the appropriate data. **Note**: These data fields will use the same values as GS Appropriated Fund positions. There is no Demo-unique information in this window. Select the **<OK>** button. 

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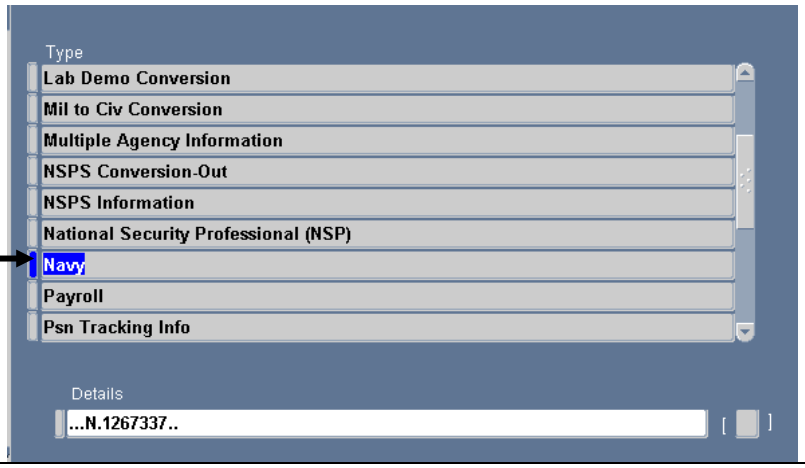
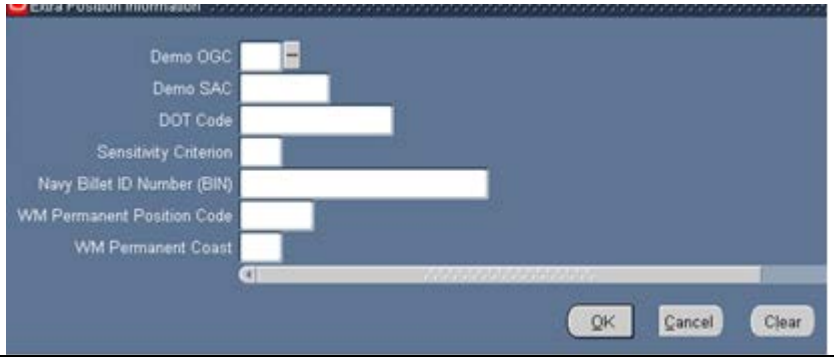
Naval Research Laboratory (NRL) - Position, Continued

Building an NRL Demo Position (continued)

Step	Action
6	In the **Extra Position Information** Flexfield, select **Navy** and click in the ***Details*** data field. 
7	The **Extra Position Information** window opens. Fill in the appropriate data. **Note**: These data fields will use the same values as the GS Appropriated Fund positions. There is no Demo unique information in this window. 

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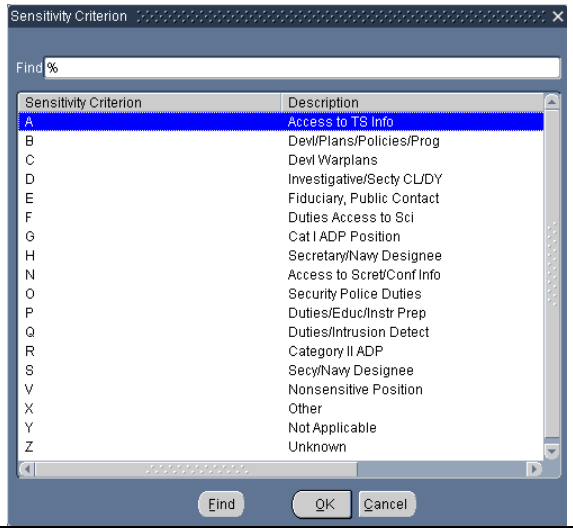
Naval Research Laboratory (NRL) - Position, Continued

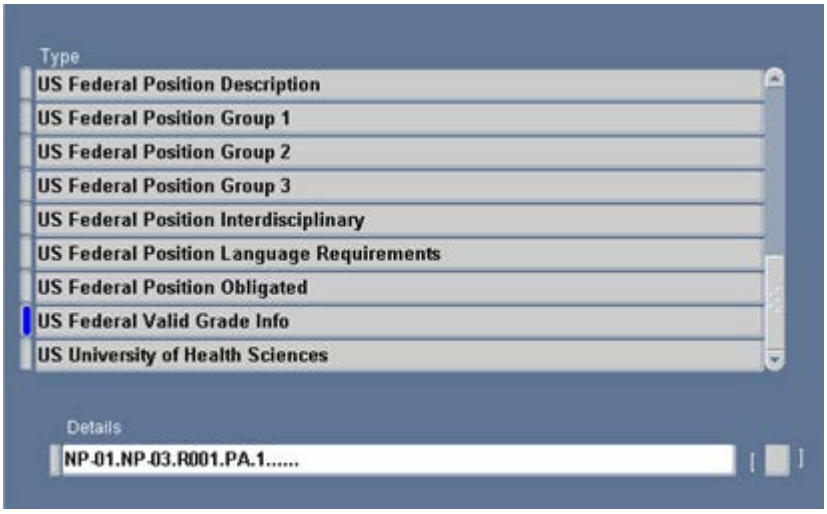
Building an NRL Demo Position (continued)

Step	Action
8	If you want to change the default in ***Sensitivity Criterion***, click the LOV and make a selection; e.g. "A." Select the **<OK>** button. 
9	The ***Sensitivity Criterion*** is changed. Select **<OK>** and **Save.**
10	In the **Extra Position Information** Flexfield, select **US Federal Position Group 1** and **US Federal Position Group 2** and fill in the appropriate data fields. **Note:** Use the same values as GS positions. No Demo unique information is used except for ***Functional Code***. Demo uses a subset of the OPM functional codes; so, be sure to use the one on the position description.

Continued on next page

Naval Research Laboratory (NRL) - Position, Continued

Building an NRL Demo Position (continued)

Step	Action
11	In the **Extra Position Information** Flexfield, select **US Federal Valid Grade Info**. Click the ***Details*** data field to input NRL pay plans, Grades, and Pay Table ID.  **Note:** Valid Pay Plan and Grade combinations are: NP 01, 02, 03, 04, 05; NO 01, 02, 03, 04, 05; NC 01, 02, 03. GS data is inappropriate. **All** data must be Demo Pay Plan(s) applicable to this demo. Enter **R001** for Pay Table ID for NRL.
12	Continue completing position build by following this section in the User Guide, to include **Validating the Position** section.

Naval Research Laboratory (NRL) – Personnel Actions

Purpose

This section explains the steps for processing personnel actions unique to NRL Demo employees.

See Also

Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Actions

Personnel Actions

All RPA processes and OPM NOAs are used for this demo:

- Appointments
- Awards: all except 885 (Performance Award),
- Conversion to Appointments
- LWOP
- Change Actions
- Pay Actions (Pay Adjustment, Promotion, Change to Lower Grade,
- Temporary Promotion, Other Pay D810 Distinguished Contributions Allowance)
- Excluding the following actions:
    - 892 (WGI).
    - 893 (WGI).
    - 888 (WGI Denial).
- **Pay Plans** are equal to NP, NO, and NC, and NR.
- Any actions affecting pay (permanent or temporary) are documented using an RPA.
- The Standard Form 50 is produced.
- The following ***NOAC***s are specifically used by NRL to document actions. The ***Authority Code*** for these NOAs is usually **Z2U (P.L. 103-337)**.

NOAs	**Explanation**
D810	Change in Distinguished Contributions Allowance
815	Recruitment bonus
816	Relocation bonus
827	Retention
810	Chg in Diff (used for supervisory differential)
894	Pay Adjustment
890	Misc Pay Adj (used for conversion into Demo)
3##	Separations: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that all separation actions document the ***Demo Information***. GS equivalencies are recorded in the remarks on these NPAs (SF50s).

Naval Research Laboratory (NRL) – Personnel Actions,
continued

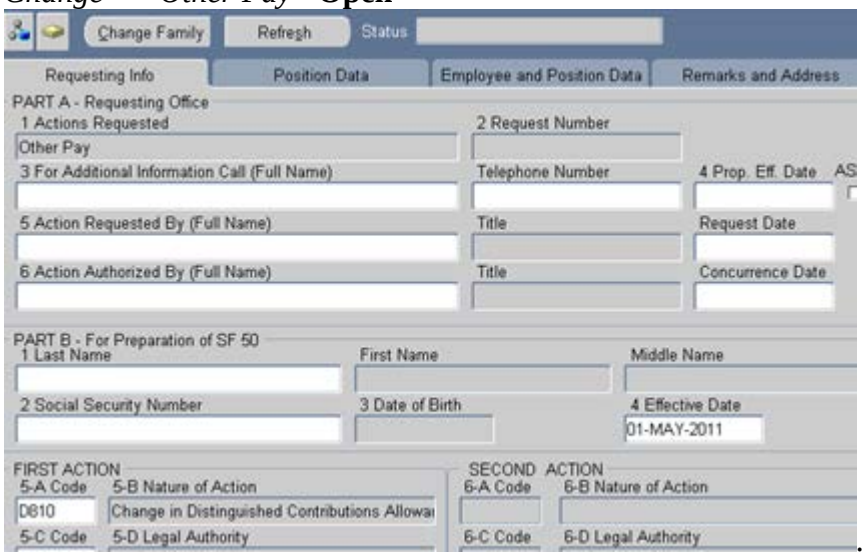
Distinguished Contribution Allowance

This section explains how to process a contribution allowance for an NRL Demo employee. NOA D810 is found in the Salary Change NOA family, Other Pay actions.

Explanation

NOA D810: This RPA process is used to document the Distinguished Contributions Allowance. After completing the RPA, enter the DCA data in the RPA extra information DDF Navy NRL Demo Projects DCA Data.

Follow these steps to process NOA D810 for an NRL Demo employee.

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Salary Change* → *Other Pay* <**Open**> 

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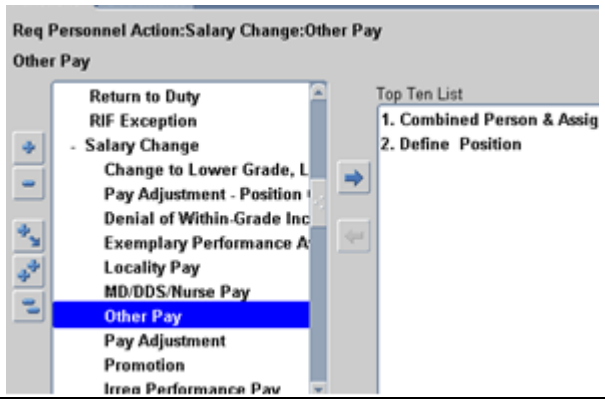
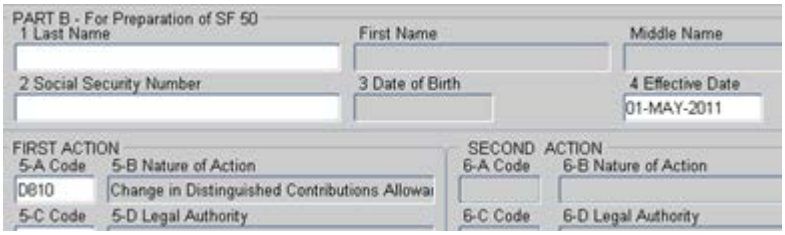
Naval Research Laboratory (NRL) – Personnel Actions,
continued

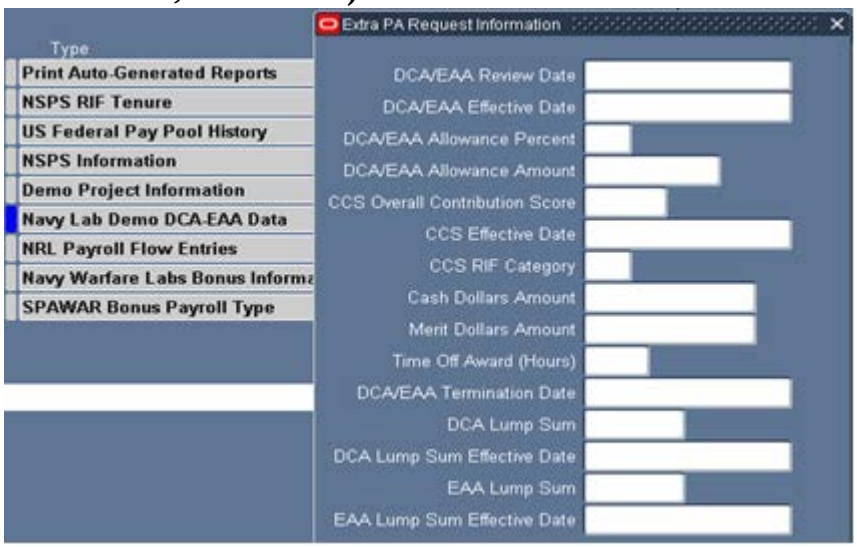
Distinguished Contribution Allowance (continued)

Step	Action
2	Navigate to *Request Personnel Action* > *Salary Change* family > *Other Pay*. 
3	Enter the ***Effective Date***, then select employee name.
4	Enter the NOA in ***Block 5-A Code***, i.e., **D810.** ***Block 5-B Nature of Action*** populates with **Change in Distinguished Contributions Allowance.** 
5	Enter the Legal Authority Code Z2U in **Block 5-C Code**.
6	Select the <**Extra Information**> button at the bottom of the RPA. The **Extra PA Request Information** window opens.

Continued on next page

Naval Research Laboratory (NRL) – Personnel Actions,
continued

Distinguished Contribution Allowance (continued)

Step	Action
7	Scroll down and select **Navy Lab Demo DCA-EAA Data** – Click in the ***Details*** data field. The **Extra PA Request Information** window opens. Enter the **DCA Data (amount or percent, effective date, review date)**.  Select the<**OK**> button.
8	**Save** and route the RPA to the Approving Official.

NRL Demo – Person Record (Special Information and Extra Information)

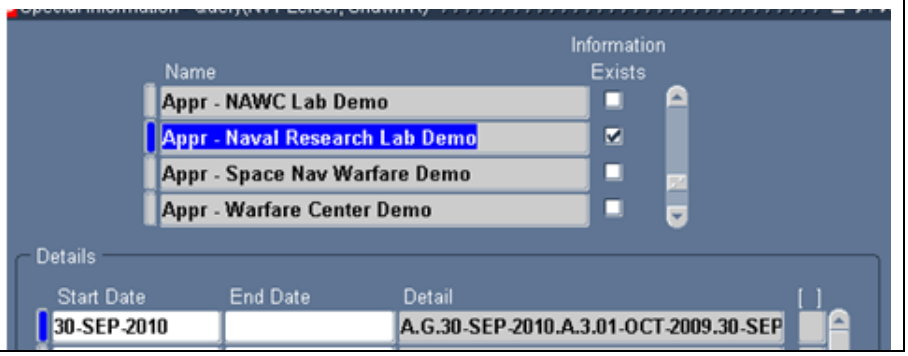
Purpose

This section explains how data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2, Performance Appraisal Information.

Appraisal Input

The NRL Demo utilizes the "Appr – naval Research Lab Demo" appraisal SIT.

- All employees newly entered into the Demo (whether a new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "X" (Not Rated) rating effective the same day as the entry into Demo.
- To input the appraisal, enter it in the ***Appr – Naval Research Lab Demo Flexfield.***
- Using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Using Special Information Type.

Step	Action
1	In the populated **People** window, click the <**Special Info**> button Scroll down and select *Appr – Naval Research Lab Demo*. Click in the ***Details*** data field. 

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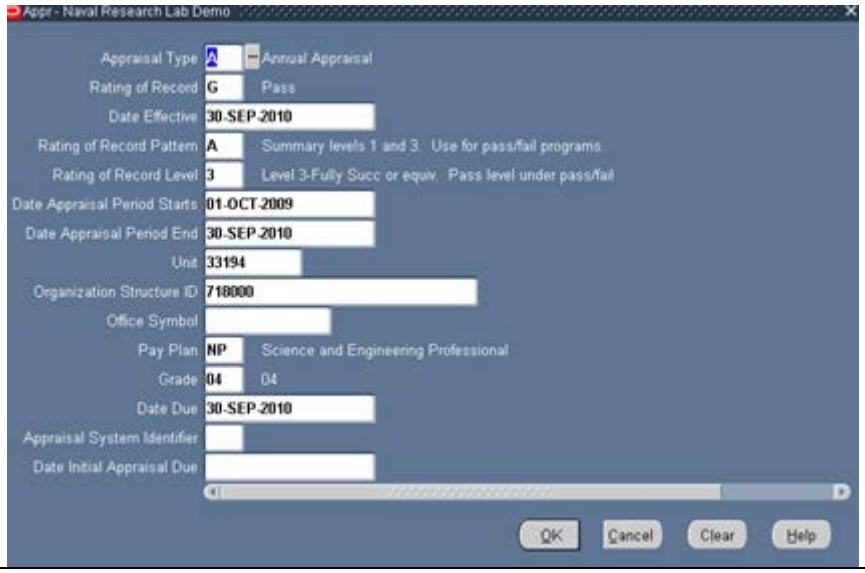
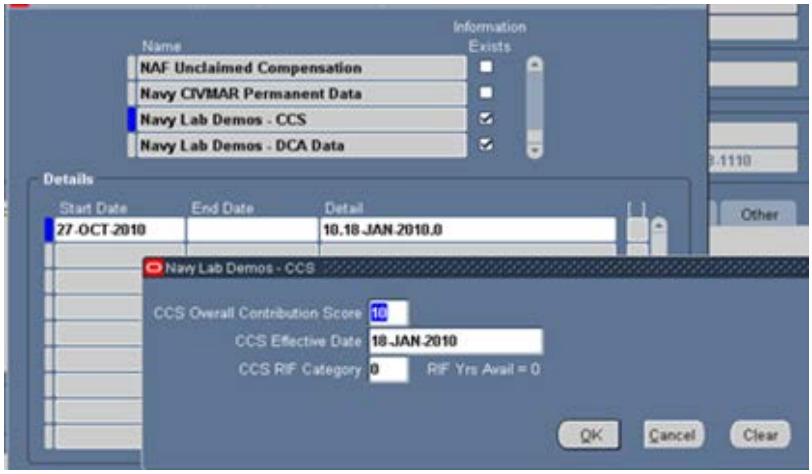
NRL Demo – Person Record (Special Information and Extra Information), Continued

Appraisal Input (continued)

Step	Action
2	This will open up the SIT for input. Input all the appropriate elements for this demo and for your agency, then **HIT OK,** then **SAVE** the record. Below is a copy of what the completed screen looks like: 

NRL Demo – Person Record (Special Information and Extra Information)

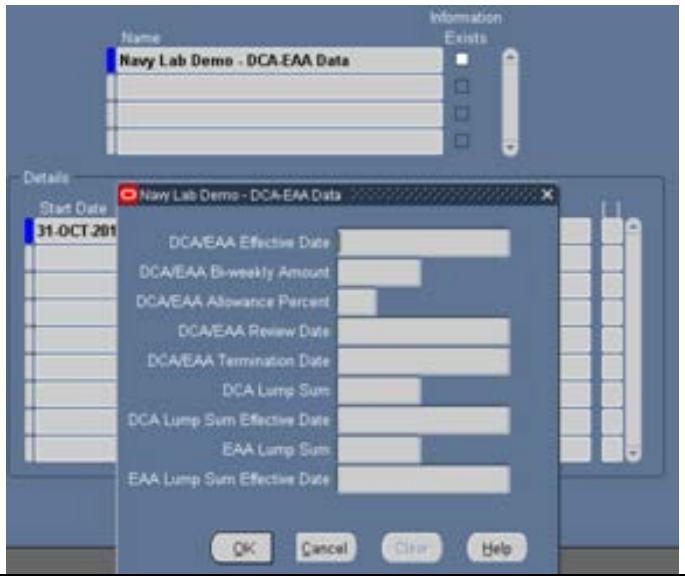
Contribution-Based Compensation System (CCS)

Step	Action
1	You will find the CCS data by navigating to People → Enter and Maintain → Special Info → **Navy Lab Demos - CCS**. This data is updated with the January Payout file. It is not updated directly in the record. 
2	The LOV associated with the CCS RIF Category has these values:

CCS RIF Category Code	Description
0	RIF YRS AVAIL = 0 – Employees within the over-compensated range without any portion of a General Increase
1	RIF YRS AVAIL = 1 – Employees receiving Maintained Pay or any portion of a General Increase but no Merit Increase or Contribution Award
2	RIF YRS AVAIL = 2 – Employees receiving a Merit Increase or Contribution Award
3	RIF YRS AVAIL = 3 – Employees receiving both a Merit Increase and Contribution Award or with a capped salary and receiving a Contribution Award and/or a Distinguished Contributions Allowance

NRL Demo – Person Record (Special Information and Extra Information), continued

DCA Data

Step	Action
1	**Distinguished Contribution Award Data.** This data can be found by navigating to People –> Enter and Maintain → Special Info → **Navy Lab Demos – DCA-EAA Data.** This data is updated with NOA D810 NOA in the Other Pay family. 

NRL Demo – Mass Appraisals

Purpose

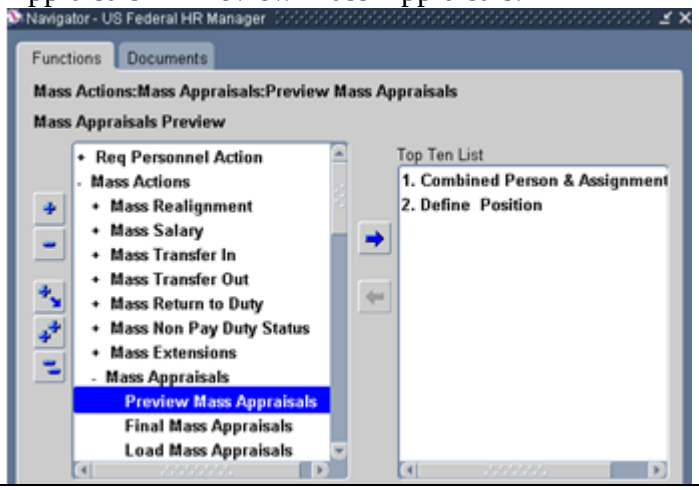
See Module 5, Chapter 2 for the steps for processing mass appraisals for NRL Demo employees. The NRL Demo uses the *Appr – Naval Research Lab Demo* SIT.

Before you Begin

HR personnelists at NRL and HRSC-SW (San Diego, CA) are jointly responsible for the input and execution of the mass appraisal load process:

- The HRSC-SW is responsible for the execution of the mass appraisal process.
- The NRL HRO is responsible for providing the ASCII file of performance data necessary for the HRSC-SW to process the mass appraisal upload.

Mass Appraisal

Step	Action
1	This data can be found by navigating to Mass Actions → Mass Appraisals → Preview Mass Appraisals. 

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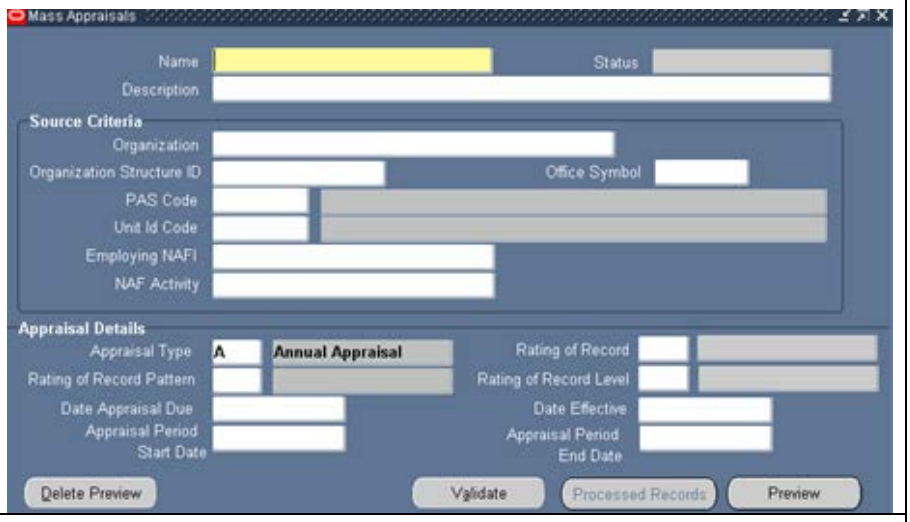
NRL Demo – Mass Appraisals, Continued

Mass Appraisal (continued)

Step	Action
2	The Mass Appraisal Form opens. 
3	See Module 5, Chapter 2 for complete instructions. Upon update, the NRL Demo SIT will be updated and the US Fed Appraisal SIT will also be updated.

NRL Demo – Mass Payout

Purpose

This section explains how to process a Mass Payout for NRL Demo employees. The intent of the NRL Demo is to produce a single NOAC 894 action with 702, Contribution Award, DCA, and Distinguished Contribution Award 810 as the only possible actions. The SF50 should print a single NOAC 894 with legal authority code Z2U, or dual action 894/702 if promotion is indicated.

Before you Begin

The following ***NOAC***s are used to document Payout actions. The ***Legal Authority Code*** for these NOAs is **Z2U.**

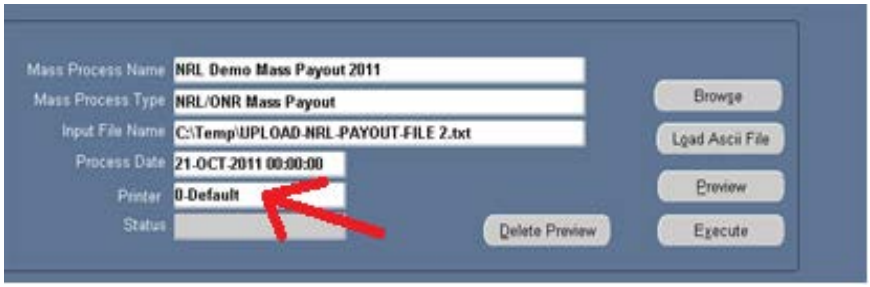
NOACs	Explanation
894	Gen Adj (NRL Demo Payout)
895	Gen Adj/Promotion (NRL)
891	Pay Adjustment
702	Step Adjustment
810	Distinguished Contribution Award (DCA)

The format for upload file contains an element called RIF Category. This data element determines the following Merit increase and/or awards:

Data Element	Merit Increase and/or Award
0	Employees within the over-compensated range without any portion of a General Increase.
1	Employees receiving Maintained Pay or any portion of a General Increase but no Merit Increase or Contribution Award.
2	Employees receiving a Merit Increase or Contribution Award.
3	Employees receiving both a Merit Increase and Contribution Award or with a capped salary and receiving a Contribution Award and/or a Distinguished Contribution Allowance.

NRL Demo – Mass Payout, Continued

Follow these steps for NRL/NRL Mass Payout, using responsibility ***CIVDOD Demo Process Administrator.***

Step	Action
1	Click in ***Process Date*** to identify the date and time the user wishes to execute the process. User can select a past or future date. **Note:** This date is not the RPA effective date, but a date that determines when the process has to run. Remember to schedule process to run during non-peak hours.
2	Click in the **Printer** and identify the printer where the NPAs would print to. This field provides a drop down list of printers available for selection to the user. 

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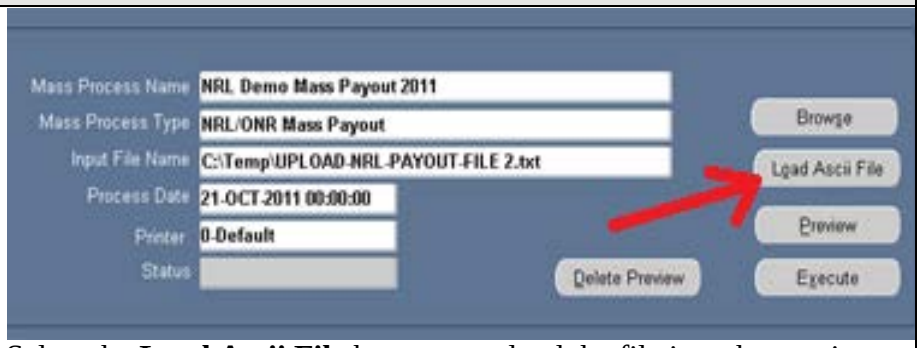
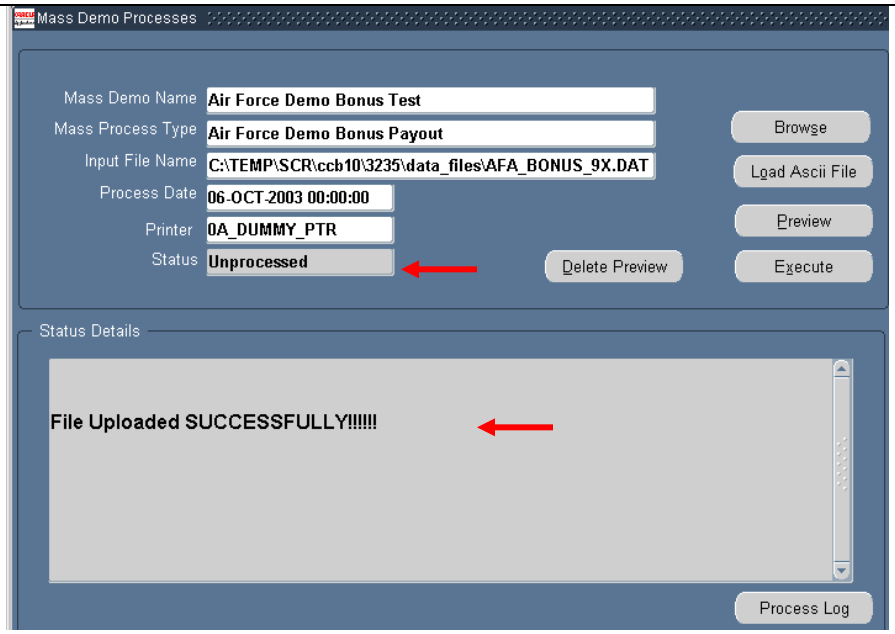
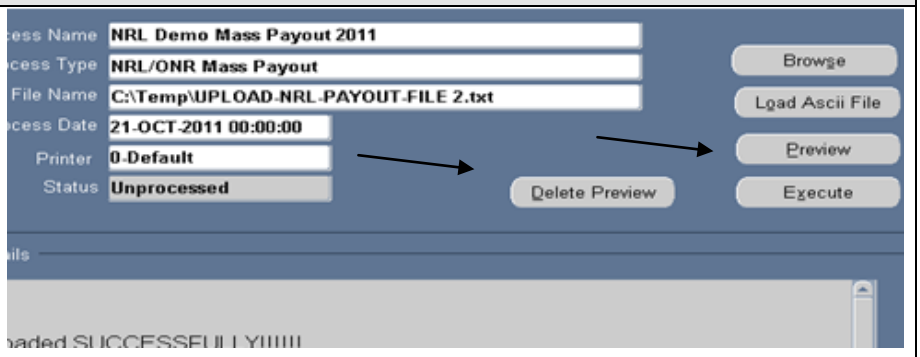
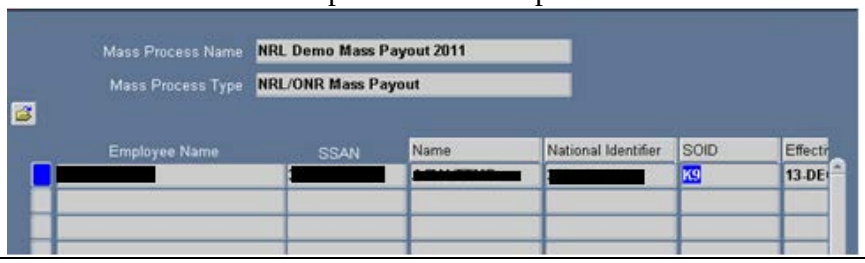
NRL Demo – Mass Payout, Continued

Step	Action
3	 Select the **Load Ascii File** button to upload the file into the preview table.
4	 The Status of the upload file is displayed on the **Status Details** block. This block provides the number of records that loaded successfully and the number of records that rejected. If records had rejected, user can click on the Process Log Button and it will take the user directly to the process log and provide the reason for reject.

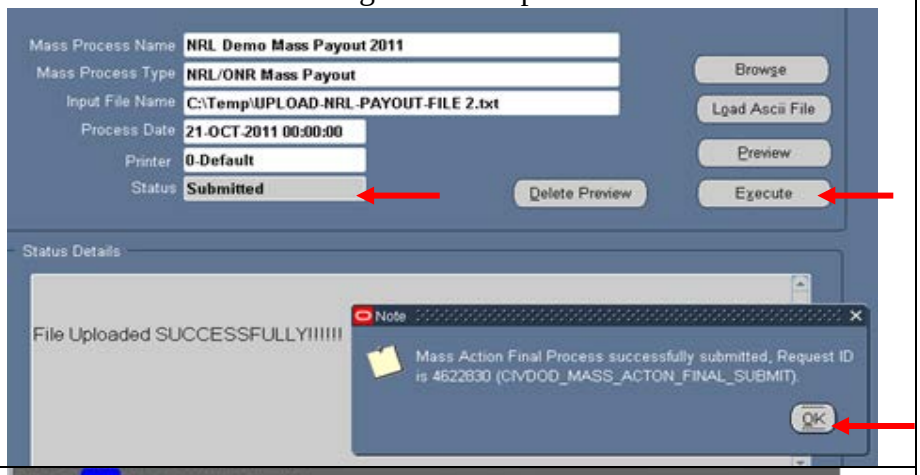
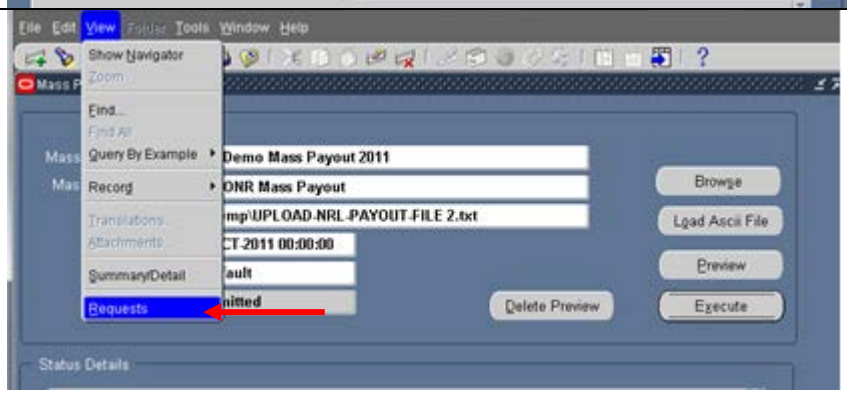
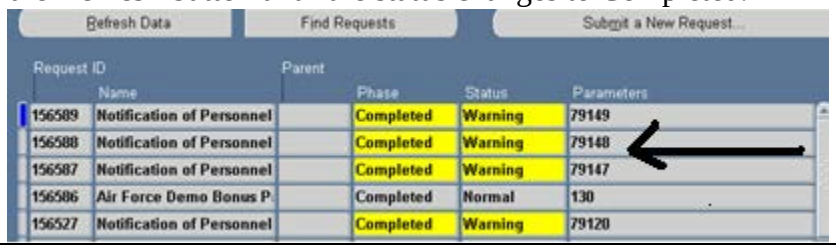
Continued on next page

NRL Demo – Mass Payout, Continued

Step	Action
5	 Select the **Preview** button to see the data for the records that loaded successfully. If the user finds errors in the preview and would like to correct the file, then use the **Delete Preview** button on main page. This will delete the preview and allow for a new preview. User can then access the file, make the appropriate changes, and reload by clicking on the **Load Ascii File** again. **Note**: There is no check box to Select/Unselect records for this mass process. All records in the preview will be processed. 

Continued on next page

NRL Demo – Mass Payout, Continued

Step	Action
6	If the file is ready to be executed, click the **Execute** button to submit the process. DCPDS will provide a Request ID. **Note:** The Status will change from "Unprocessed" to "Submitted". 
7	 The user can go to **View>Request**, to see the progress of the file execution. DCPDS defaults to All My Requests, but a specific Request can be reviewed by identifying the Request ID Number. User can review the file execution phase (i.e., Completed, Completed with Warning, or Warning) and if the status has not completed, click on the **Refresh** button until the status changes to Completed. 

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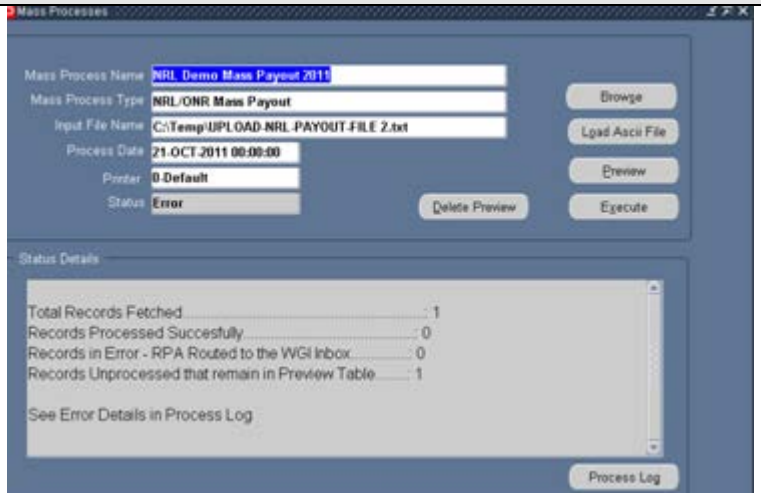
NRL Demo – Mass Payout, Continued

Step	Action
8	 Click the To get the final execution Details, close the **Request** screen and the user will be back at the Process screen. Requery on the Mass Demo Name and a summary of the Process is displayed on the Status Details block. There are 3 types of record status: • P – Record processed to HR (UPDATE HR COMPLETE). • E – Record processed but routed to Inbox due to error (RPA Created). • U - Record did not process due to a fatal error (RPA Not Created). The Unprocessed Records will remain in the Preview Table for checking/debugging purposes and the rest will be deleted out of the Preview table as they were processed successfully.
9	• **<u>Demo Upload Formats.</u>** See Appendix A for the NRL Demo Upload layout. Where SSAN is displayed in the examples, the actual SSAN with dashes should be in place.

Continued on next page

NRL Demo – Mass Payout, Continued

Step	Action
10	Select the <**Submit**> button. **Note:** The system retrieves the data for all employees and: • Creates an RPA process; • Outputs the customized NPA (SF 50) instead of the Fed (NPA); • Prints Roman numerals for the grade; • Outputs a payroll record and any other required interface records; • Updates the employee record. Once the process has completed, the Demo NPAs can be printed.

NRL Demo – Individual Payouts

Purpose

This section explains the four types of individual payout actions that may be necessary for NRL Demo employees:

Type of Individual Payouts	Explanation
L889 Performance Award	Used for Bonus Performance Award with ***Authority Code*** of ZLM 45 FR26504. These are only given at the time of the October payout.
L891 Merit Increase	Used for the salary increases associated with performance ratings of A, B, C, D, or E which occur in January and October.
894 Pay Adjustment	Used for the salary increases associated with performance rating of H which occurs in January.
899 Step Adjustment	Used to set the step of an employee who receives a performance rating of G to 00 when no change in salary occurs as a result of the January payout.

Before you Begin

To input the payout actions manually, you must do the following:

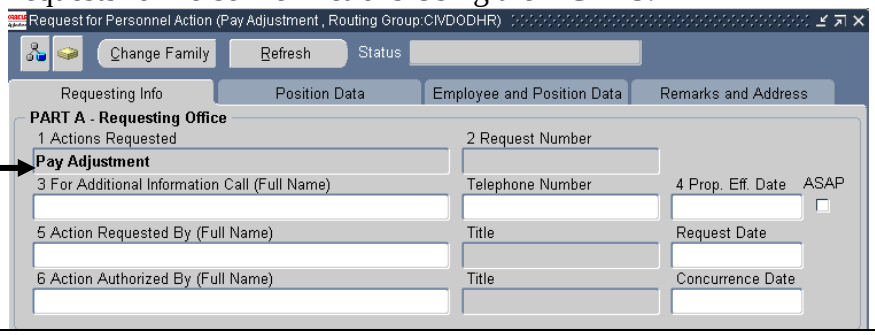
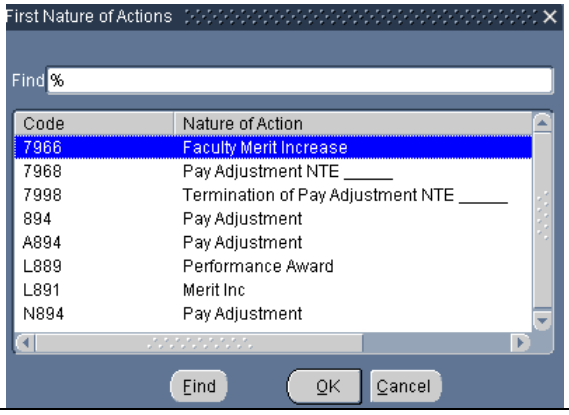
- Complete all four pages of the RPA first.
- Do the Extra Information last.
- Route the RPA and save it to HR.
- Take out the "X" in the ***Print Notification*** area and select the **<OK>** button for approval.

Note: Some reject messages on demo-unique items display at this point: Example: "You are not authorized to use an NOA 892 or 893." Follow the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action, or use the following quick guide:

NRL Demo - Individual Payouts, Continued

Performance Award

Follow these steps to process a Bonus Performance Award for a NRL Demo employee:

Step	Action
1	**Navigation Path** → *Request for Personnel Action* →*Salary Change* → *Pay Adjustment* <**Open**>
2	Page 1 of the RPA opens with Actions Requested data field populated with **Pay Adjustment**. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions Using the DCPDS. 
3	In Part B- First Action 5-A Code, enter the appropriate NOA or use the LOV and select the NOA. 

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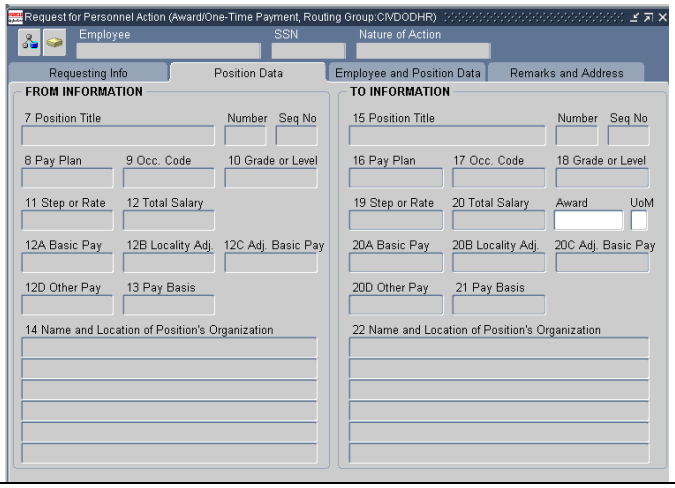
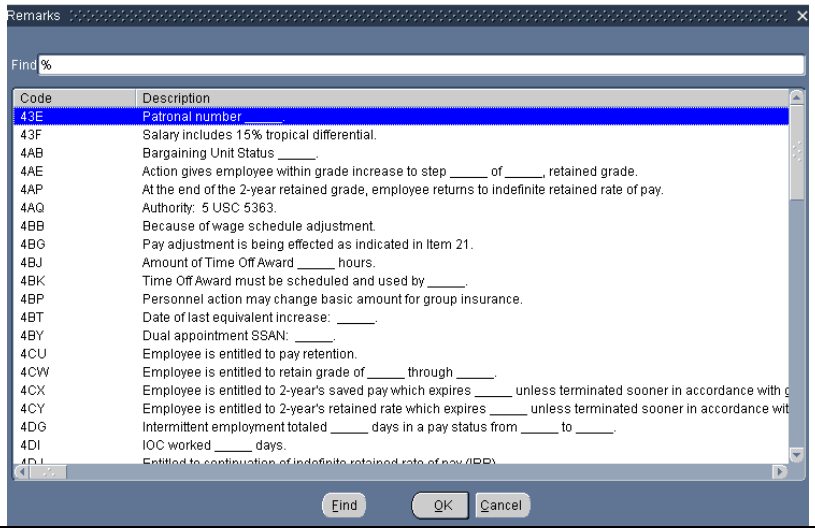
NRL Demo - Individual Payouts, Continued

Performance Award (continued)

Step	Action
4	Page 2 opens. Enter the amount of the Performance Award in the **Award** data field, i.e., dollar amount and M (for money) in the Unit of Measure data field. 
5	The two data fields populate and **Page 3** opens. No action is required. The data fields are populated. Select the Remarks and Address tab to display **Page 4.** With your cursor in **Part F – Remarks for SF 50,** click the LOV. Select the appropriate Code. Select the<**OK**> button. 

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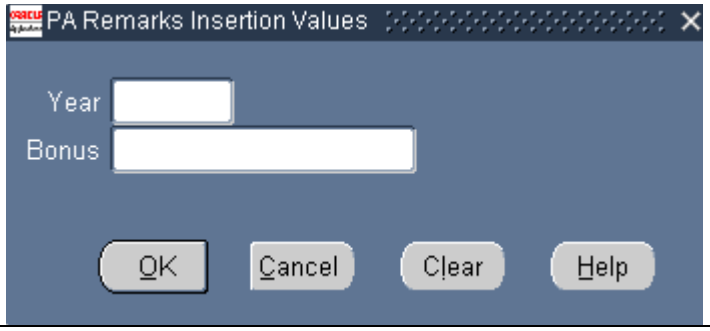
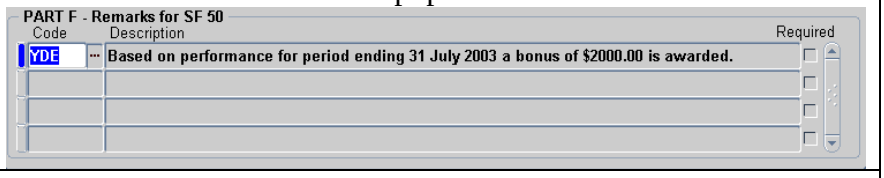
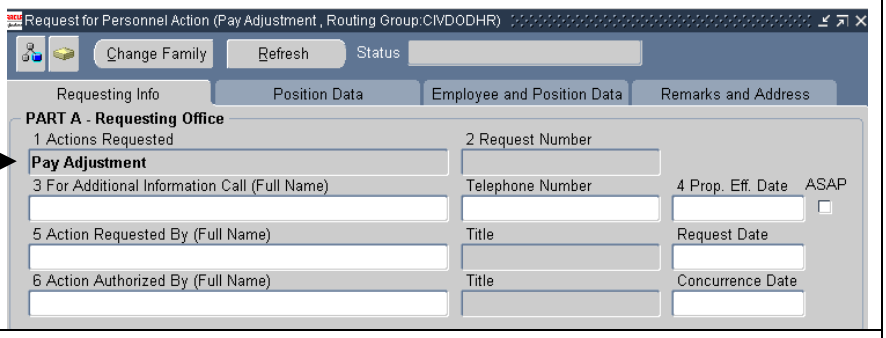
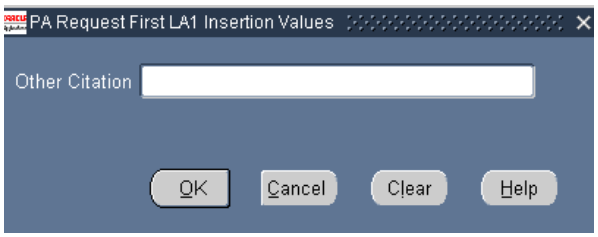
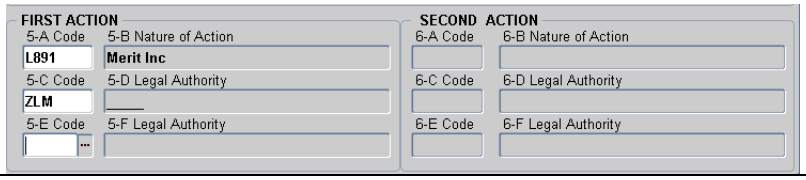
NRL Demo - Individual Payouts, Continued

Performance Award (continued)

Step	Action
6	Fill in the **Year** and **Bonus Amount** (no dollar sign) data fields on the **PA Remarks Insertion Values** window and select <**OK**>. 
7	Part F – Remarks for SF 50 is populated. 
8	Save and route the RPA. A message Box opens with the assigned ***RPA Request Number***. Select <**OK**>.
9	Select <Extra Information> on the RPA. The **Extra PA Request Information** Flexfield opens.

NRL Demo - Individual Payouts, Continued

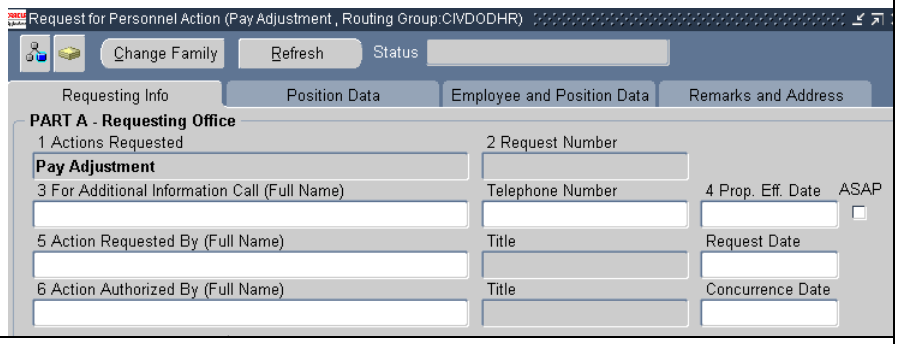
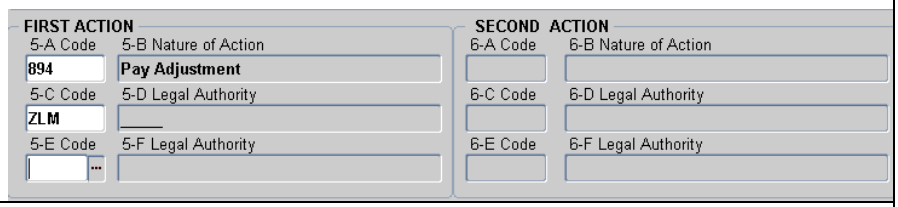
Merit Increase Follow these steps to process a Merit Increase for a NRL Demo employee.

Step	Action
1	**Navigation Path → Request** *for Personnel Action →Salary Change →* Pay *Adjustment* <**Open**>. The RPA opens with **Pay Adjustment** in ***Block 1 Actions Requested:*** 
2	Complete ***Part A – Requesting Office*** Region.
3	Click in the ***Name*** data field, click the LOV, and select the employee's name or type in the information.
4	Type **L891** in ***Block 5- A. Block 5-B*** populates with "Merit Increase."
5	Type **ZLM** in ***Block 5-C*** .With the cursor still in ***Block 5C***, press the [Tab] key. The **PA Request First LA 1 Insertion Values** window opens. In the ***Other Citation*** data field, type "45 FR26504." Select <**OK**>.  Data field ***5-D Legal Authority*** populates: 
6	Continue with the remaining steps to complete the RPA.

NRL Demo - Individual Payouts, Continued

Pay Adjustment

Follow these steps to process a pay adjustment for a NRL Demo employee.

Step	Action
1	**Navigation Path** → *Request for Personnel Action* → *Salary Change* → *Pay Adjustment* <**Open**>. The RPA opens with **Pay Adjustment** in ***Block 1 Actions Requested*** data field of ***PART A – Requesting Office*** Region: 
2	Complete ***Part A – Requesting Office*** Region.
3	Click in the ***Name*** data field of ***Part B – For Preparation of SF50*** Region. Select the LOV and select the employee's name or type in the information
4	Type 894 in ***Block 5-A*** of the ***FIRST ACTION*** Region. 
5	Continue to complete the RPA and **Save** it.

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NRL Demo - Individual Payouts, Continued

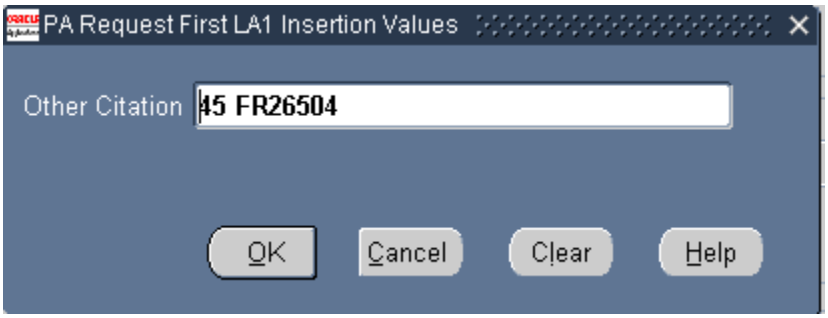
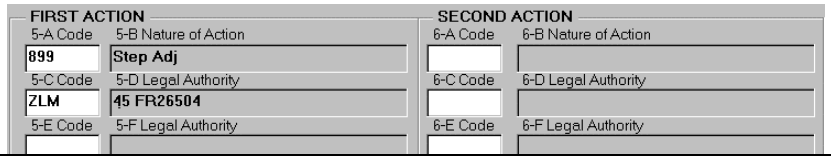
Pay Adjustment (continued)

Step	Action
6	To print the NPA (CUSTOM DEMO SF-50), you must: • Click the "X" in the Box next to ***Print Notification*** to deselect Fed version NPA. • Select "***Approval***." • Click the <**OK**> button to automatically print the custom NPA. • The ***Demo Pay Plan*** should print on the NPA ***FROM*** and ***TO INFORMATION*** Region, ***Pay Plan*** data fields as appropriate for the NOA. • The grade should print as an Arabic numeral in the ***FROM*** and ***TO INFORMATION*** Region, ***Grade*** data fields as appropriate for the NOA. • NRL does not use Roman numerals for grades; ***Grade*** "00" prints on the NPA as "0A."

NRL Demo - Individual Payouts, Continued

Step Adjustment

Follow these steps for processing a Step Adjustment for a NRL Demo employee:

Step	Action
1	**Navigation Path → Request** *for Personnel Action → Salary Change →* Step *Adjustment* **<Open>**. The RPA open with ***5-B Nature of Action*** populated with "Step Adj". Type ZLM in ***5-C Code*** data field. With the cursor still in data field ***Block 5-C,*** press the [Tab] key. The **PA Request First LA 1 Insertion Values** window opens.  In the ***Other Citation*** data field, type 45 FR26504. Select the **<OK>** button. Data field ***5-D Legal Authority*** populates. 
2	On ***Page 2*** of the RPA, type in the new step in data field ***19 – Step or Rate***.
3	Continue with the remaining steps to complete the RPA.

Appendix A: NRL Demo Mass Process Formats

1. NRL Mass Payout: ONR and NRL share the same process and format shown below:

a. Pay cap for NRL and ONR is Executive Level IV.

b. This process can produce a combination of up to ***Five*** separate payroll records for NOACs: 810, 846, 885, 702, 894.

1. Send 810 when there is DCA data, col 90-96, for contribution allowance
2. Send 885 with value "TJ" for DCA data
3. Send 702 when there is new CPCN
4. Send 894 for the pay increase for all records
5. Send 846 for Time Off Award

c. This process can produce a combination of SF50s for NOACs:

810 for Contribution Allowance;
702 when "To" CPCN.Sequence # is included in record
894 for General Increase

d. The following remarks will be produced on the SF50s base on conditions:

Remark YC2 NOA 894 SF50 will be generated for the General Increase.
Remark YC3 NOA 894 SF50 will be generated for the Locality increase.
Remark YC4 NOA 702 SF50 will be generated for a Promotion.
Remark YC6 NOA 894 SF50 will be generated for merit increase.
Remark YC7 NOA 894 SF50 will be generated for a Contribution award.
Remark YCK NOA 894 SF50 will be generated for a Time Off Award.
Remark YC8 and YC9 NOA 810 SF50 will be generated for a Contribution Allowance

e. Award entry for award type "1M" is created and stored in US Fed Awards for the 810 Contribution.

f. Award entry is created when there is Time Off Award hours.

g. Award entry for DCA is created with award type "TJ".

Appendix A: NRL Mass Process Formats (Continued)

Maximum Field Length	Value	Type	Remarks
11	SSAN	VARCHAR2	Required Input w/dashes
1	,		Delimiter
30	EMPLOYEE NAME	VARCHAR2	Optional Input ***(Note: a comma in the employee name is not allowed)***
8	UIC	VARCHAR2	Required Input
1	,		Delimiter
6	ORG_CD	VARCHAR2	Required Input
1	,		Delimiter
1	RIF_CATEGORY	VARCHAR2	Required Input
1	,		Delimiter
2	OVRALL_CONT_SCORE	VARCHAR2	Required Input
1	,		Delimiter
2	PAY_PLAN	VARCHAR2	Required Input
1	,		Delimiter
2	GRADE	VARCHAR2	Required Input
1	,		Delimiter
6	OLD_BASIC	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
4	GEN_INC_PERCENT	NUMBER	Required Input
1	,		Delimiter
5	GEN_INC_DOLLARS	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
6	MERIT_DOLLARS	NUMBER	Optional Input
1	,		Delimiter
6	NEW_BASIC_SALARY	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
6	LOCALITY_PERCENT	NUMBER	Required Input
1	,		Delimiter
5	LOCALITY_AMOUNT	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
6	NEW_ADJUSTED_PAY	NUMBER	Required Input
1	,		Delimiter
5	CASH_DOLLARS	NUMBER	Optional Input
1	,		Delimiter
3	TIME_OFF_AWARD	VARCHAR2	Optional Input
1	,		Delimiter
2	DCA_PERCENT	NUMBER	Optional Input
1	,		Delimiter
5	DCA_DOLLARS	NUMBER	Optional Input

Appendix A: NRL Demo Mass Process Formats (Continued)

Maximum Field Length	Value	Type	Remarks
1	,		Delimiter
31	CPCN.Sequence	VARCHAR2	Optional Input
1	,		Delimiter
6	EFFECTIVE_DATE	DATE	Required Input (Format YYMMDD)

SSAN,Demo Sue,K900173E,34110,3,56,NC,03,042342,0000,00500,000000,042842,0000,05000,
047842,,,,,,030601

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Module 12

Chapter 7

Department of Defense Acquisition Demonstration

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the Department of Defense (DoD) Acquisition Personnel Demonstration Project.

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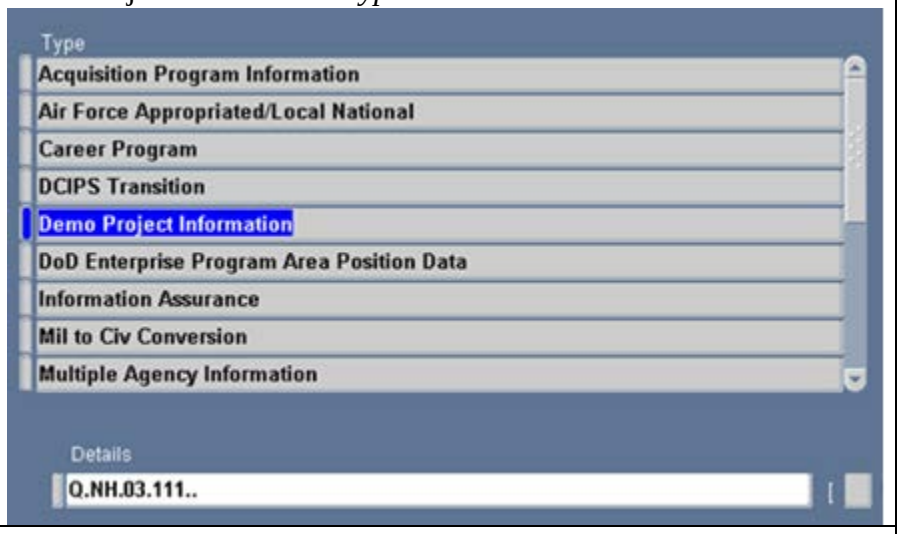
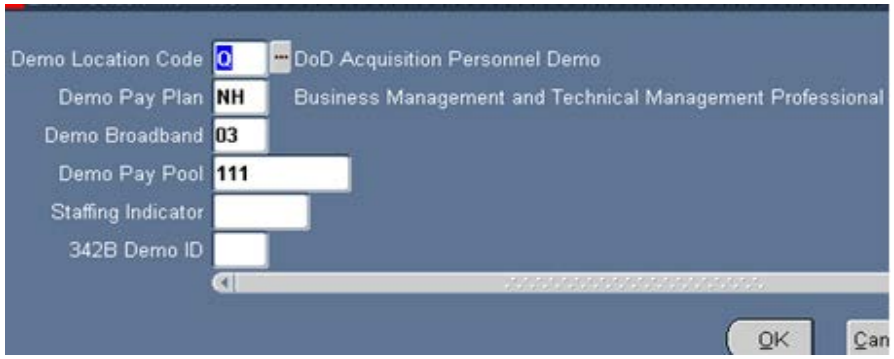
DoD ACQ Demo - Position Builds

Purpose This section explains the steps for building ACQ Demo Positions.

Step	Action
1	Refer to Module 2, Building Positions using the DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section – Building a Position.
2	When completing the Extra Position Information window, select Demo Project Information *Type*. Click the *Details* data field. 
3	The Extra Position Information Flexfield opens. Type in Q (Dod Acquisition Personnel Demo) or use the LOV in *Demo Location Code*. 

Continued on next page

DoD ACQ Demo - Position Builds, Continued

Step	Action
4	Input the *Demo Broadband*: NH 01-04, NJ 01-04, NK 01-03. Select the <OK> button then click the *Save* icon on the Toolbar.
	Note: The Demo Pay Plans and Grades are also maintained in US Gov Valid Grade Information.
5	Open the **US Government Valid Grade Info** Type. Enter the pay plan and grade (NH, NJ, and NK). Enter *Pay Table ID* value 0000. Select *Ok* and save.
6	Continue with this section in the User Guide to include Validating the Position section.

DoD ACQ Demo – Personnel Actions

Purpose

This section explains the steps for processing personnel actions for ACQ Demo employees **(*Demo Location Code*** = Q; ***Pay Plan*** = **NH, NJ, NK** and ***Step*** = **00)**.

Personnel Actions

All RPA processes and GPPA NOAs are used for this demo, except for 892 (WGI), and 888 (WGI Denial). The ***Authority Code*** is usually Z2W (P.L. 104-106). On some NOAs, it is used as the 2nd Authority Code.

NOAs	Explanation
892	WGI - Not used
888	WGI Denial - Not used
840	Performance Award (Used for manual Bonus Payout)
894	Pay Adjustment (used for manual Salary Payout)
816	Relocation Bonus - no percent limits.

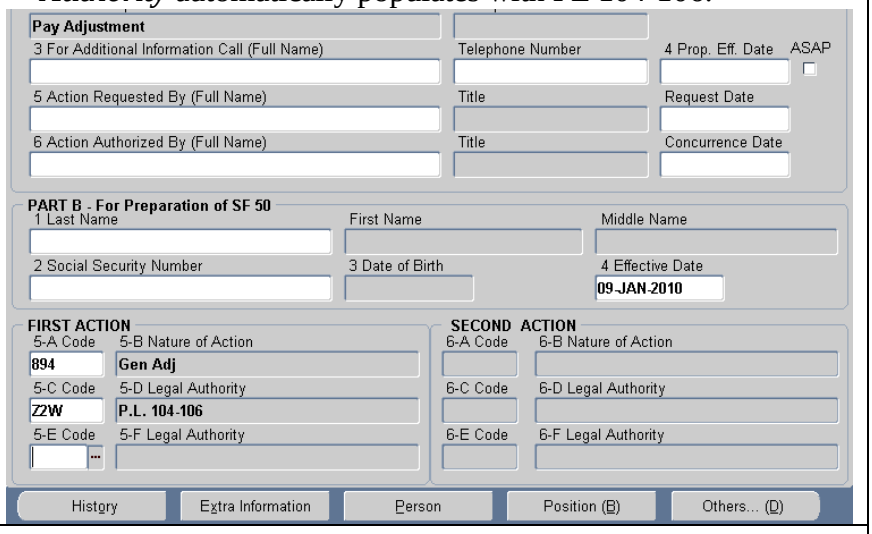
DoD ACQ Demo – Personnel Actions, Continued

Purpose

This section explains how to process an Annual Salary Payout.

Pay Adjustment

NOA 894, Gen Adj, is used with ***Authority Code* Z2W**. Each demo payout is done individually, not in mass. There are no salary calculations performed automatically. Salary is calculated manually. To input the payout manually, one by one, use the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.

Step	Action
1	**Navigation Path → Request for Personnel Action** → *Salary Change → Pay Adjustment* <**Open**>. The RPA opens.
2	With the cursor in the ***Name*** data field, click the LOV, and select the employee's name or type in the information.
3	• Type 894 in the ***5-A Code*** data field. Data field ***5-B Nature of Action*** automatically populates with "Gen Adj." • Type Z2W in data field ***5-C Code***. Data field ***5-D Legal Authority*** automatically populates with PL 104-106. 
4	Continue completing the RPA data fields as required. Click the ***Save*** icon on the Toolbar.

Continued on next page

DoD ACQ Demo – Personnel Actions, Continued

Pay Adjustment (continued)

Step	Action

5	To print the NPA (CUSTOM DEMO SF-50), you must:
	• Click the "X" in the Box next to ***Print Notification*** to deselect the Fed version NPA.
	• **Not** select a printer.
	• Select "***Approval***."
	• Then click <**OK**> to automatically print the custom NPA.
	Note: The following applies to NPA (CUSTOM DEMO SF-50).
	• The ***Demo Pay Plan*** should print on the NPA ***FROM*** and ***TO INFORMATION*** Regions of the ***Pay Plan*** data fields as appropriate for the NOA.
	• The ***Broadband*** should print as a roman numeral in the ***FROM*** and ***TO INFORMATION*** Regions of the ***Grade*** data fields as appropriate for the NOA.
	• Some reject messages on demo-unique items; e.g., "You are not authorized to use an NOA 892 or 893," will not appear until you get to this point. You must:
	  • First, complete all four pages of the RPA.
	  • Complete the **<Extra Information>** flex field.
	  • Route the RPA, save it, and ***Update HR***.
	When you delete the "X" in the ***Print Notification*** area and click the **<OK>** button for approval, you will finally see the reject messages appear.

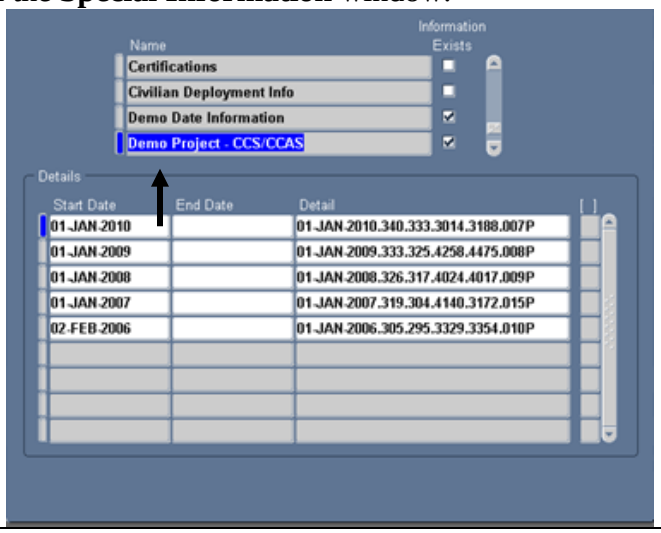
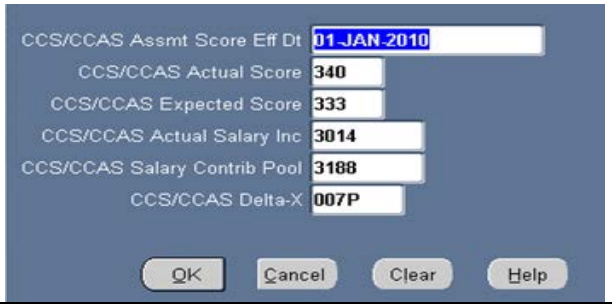
DoD Acq Demo – Person Record Updates

Purpose

This section explains how data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Appraisal Information.

CCS Appraisal Data Input

When the appointment NOA is processed, the appraisal record is created. You must go to the employee record and manually update the CCS/CCAS data when needed using the following steps.

Step	Action
1	In the populated **People** window, click the<**Special Info**> button. To open the **Special Information** window. 
2	Scroll down and select **Demo Project – CCS/CCAS**. Click in the ***Detail***s to open the **Demo Project – CCS/CCAS** Flexfield: 
3	Type in data or use the LOV to enter data. Click the<**OK**> button. The ***Details*** data field populates with the information.
4	Save your action by clicking **Save** icon on the Toolbar.

DoD Acq Demo – Person Record Updates, Continued

Purpose

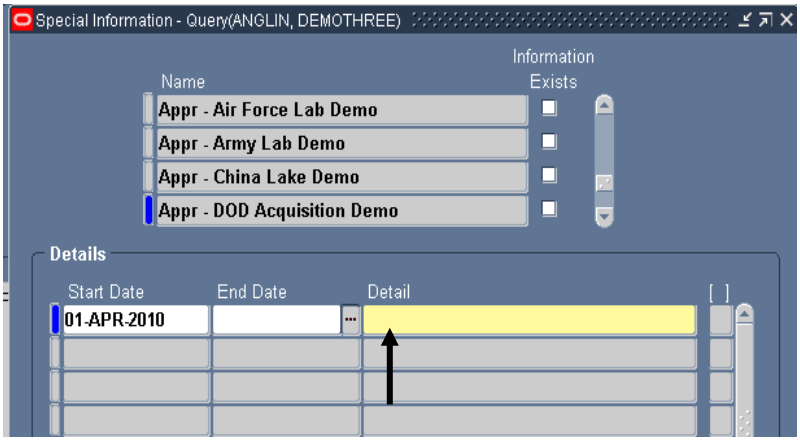
This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input

When appointing an employee to the system, the **US GOV PERF APPRAISAL** will auto populate the date the first appraisal is due. No other data will be populated for the appraisal record.

Note: When it is time to input the appraisal, you **will not** enter it in the **US GOV PERF APPRAISAL** Flexfield. See Dod Acq Demo Appraisal Rating Codes crosswalk at Appendix A.

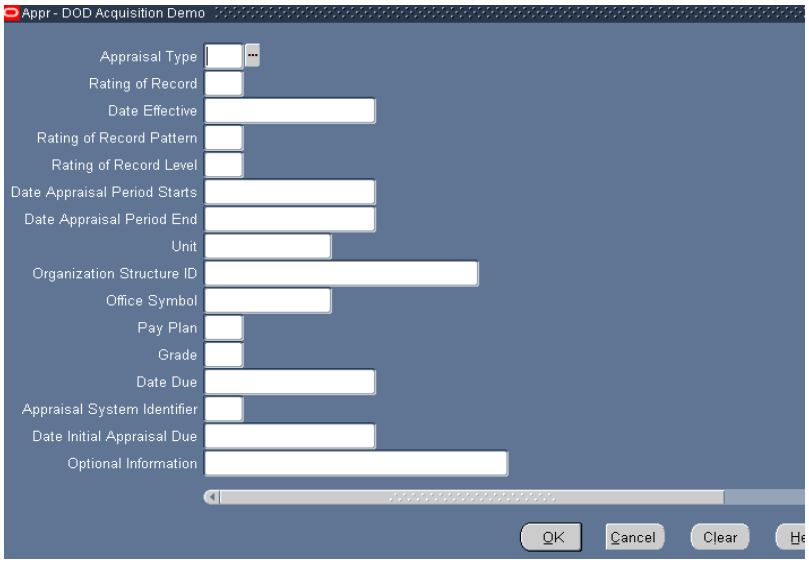
You will enter the appraisal in the **Appr – DOD Acquisition Demo *Name*** data field using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record: Using the Special Information Type.

Step	Action
1	In the populated **People** window, select the <**Special Info**> button to open the **Special Information** Flexfield  Scroll down and select **Appr – DOD Acquisition Demo**. Click in the **Detail** data field.

Continued on next page

DoD Acq Demo – Person Record Updates, Continued

Appraisal Input (continued)

Step	Action
2	The **Appr – DOD Acquisition Demo** Flexfield opens. Type in the data or use the LOV.  Select the **<OK>** button. The ***Detail*** data field populates with the data.
3	Select the ***Save*** icon on the Toolbar to save your action.
4	Using the data input, the system automatically populates the Fed appraisal area using the **Appr – DOD Acquisition Demo Flexfield**. **Note:** The appraisal rating code is converted from Demo values to the equivalent OPM numeric values to flow to CPDF properly.

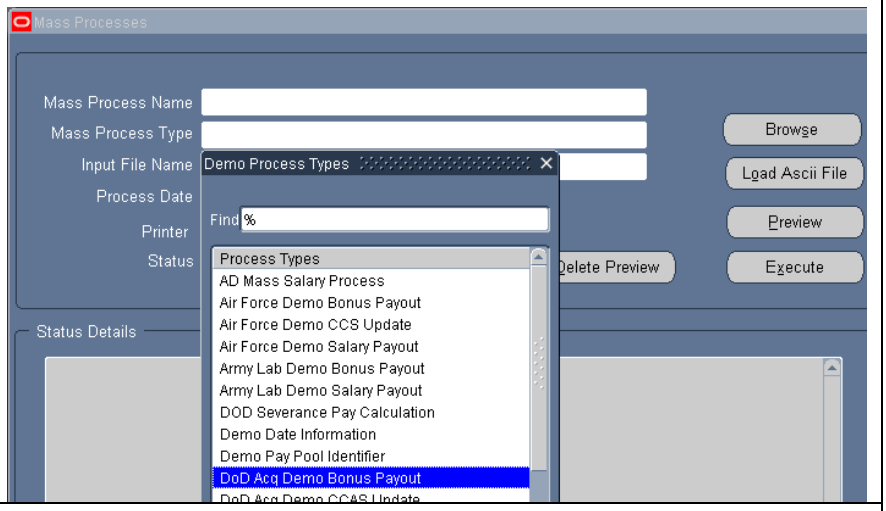
DOD ACQ Demo – Mass Actions

Purpose

This section explains the steps for processing a DOD ACQ Demo Bonus mass Payout.

Bonus Payout

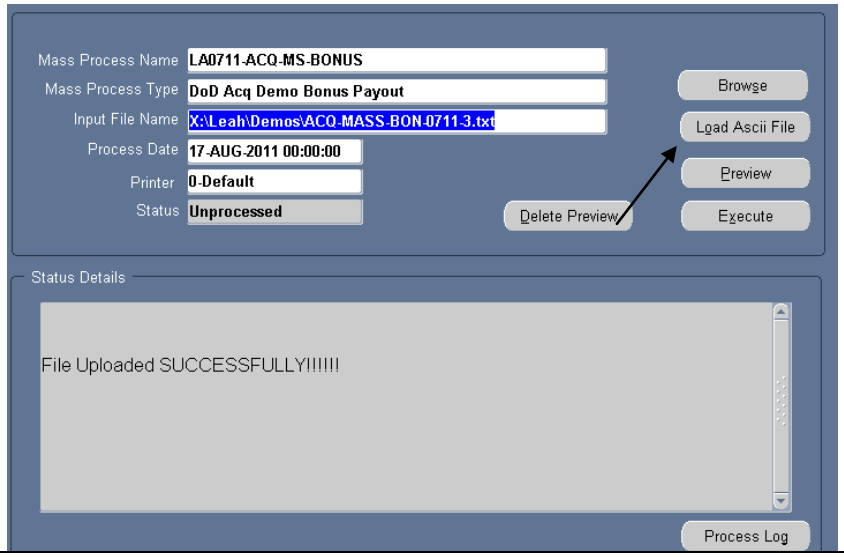
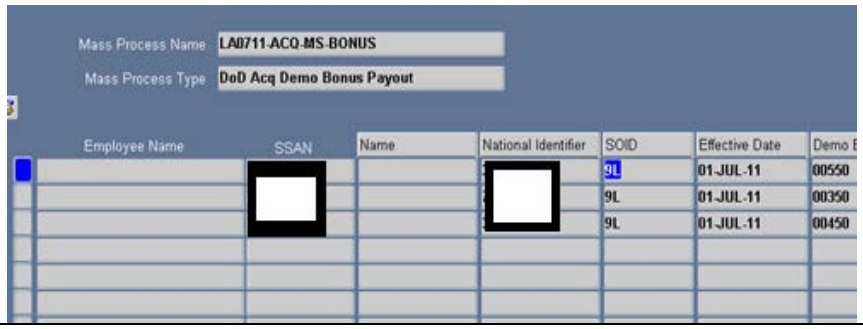
Produces NOA **840** with ***Authority Code*** Z2W. This action generates an award entry for award type "Performance Award".

Step	Action
1	Using **the *CIVDOD Demo Process Administrator*, Navigation Path** → Mass *Demo Processes.* The Mass process window opens.
2	Provide a Name of your choice to identify the Mass Process
3	In the *Mass Process Type* field, select DoD Acq Demo Bonus Payout from the LOV. 
4	Select the ***Input File Name*** from the *Browse* button or type in the file name to be uploaded.
5	Enter the *Process Date*. This is not the Effective date, but is the date in which the process will be executed.

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

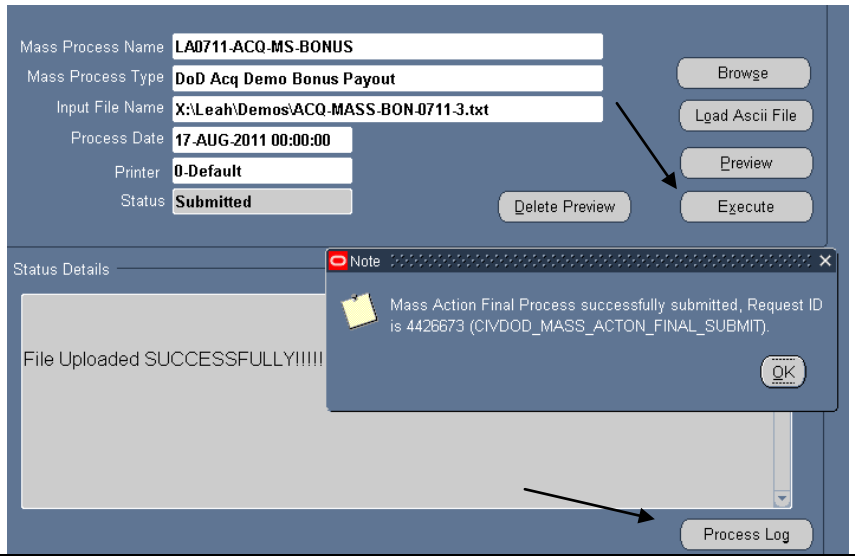
Bonus Payout (continued**)**

Step	Action
6	Select the ***Load Ascii File*** Button. A message will appear in the Status Details window indicating the file loaded successfully or otherwise. 
7	Select the ***Preview*** button to view the records that were loaded. Close the window when review is complete. 

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

Bonus Payout (continued**)**

Step	Action
8	Select the *Execute* button. View the Process Log for status of records processed. 

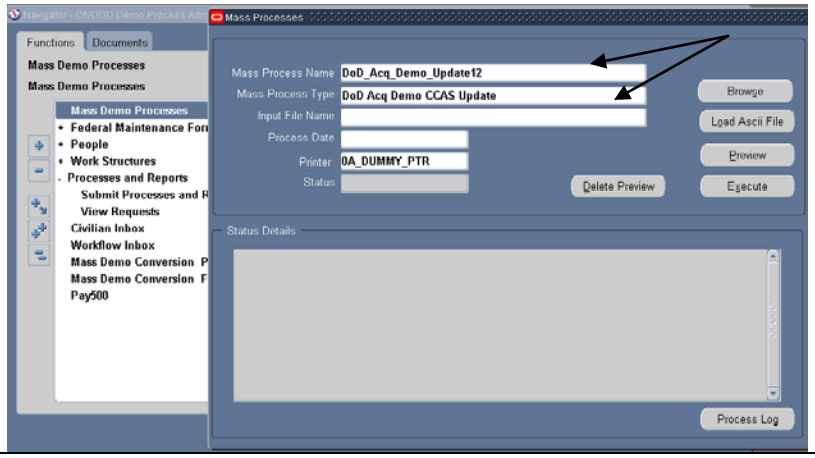
DOD ACQ Demo – Mass Actions, Continued

Purpose

This section explains the steps for processing a DOD ACQ Mass CCAS Update.

CCAS Update

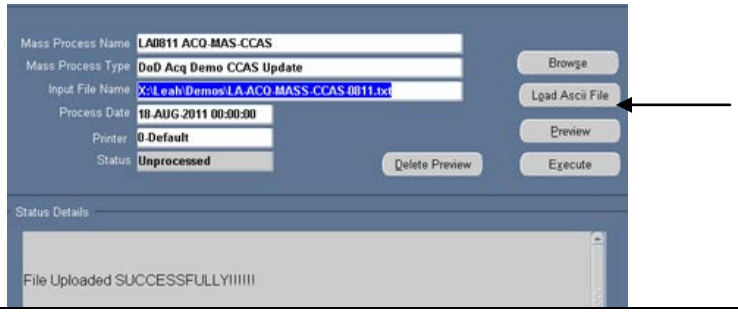
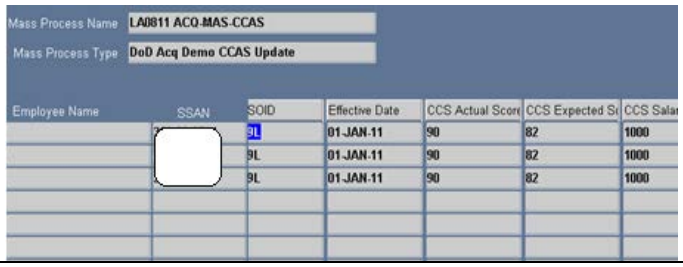
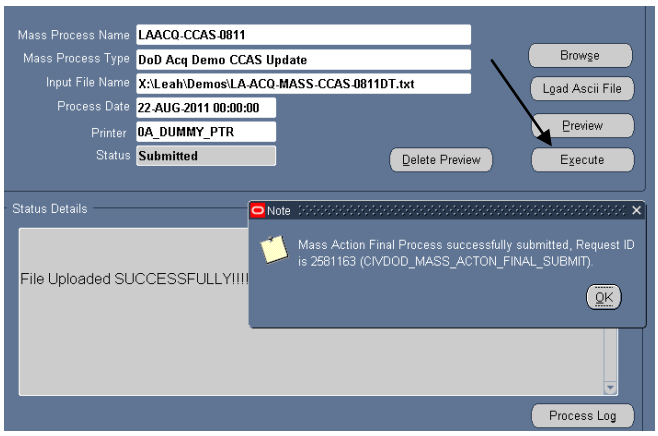
Produces record entry in Special Information Type ***Demo Project – CCS/CCAS***.

Step	Action
1	Using responsibility ***CIVDOD Demo Process Administrator***, navigate to *Mass Demo Processes*. The Mass Processes window opens.
2	Provide a Name of your choice to identify the Mass Process
3	In the *Mass Process Type* field, select *DoD Acq Demo CCAS Update* from the LOV. 
4	Select the ***Input File Name*** from the *Browse* button or type in the file name to be uploaded.
5	Enter the *Process Date*. This is not the effective date, but is the date in which the process will be executed.

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

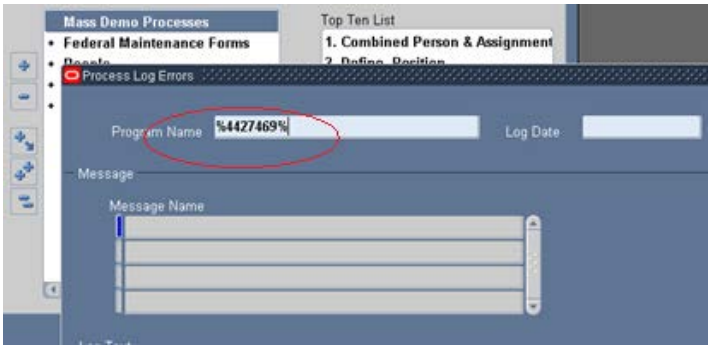
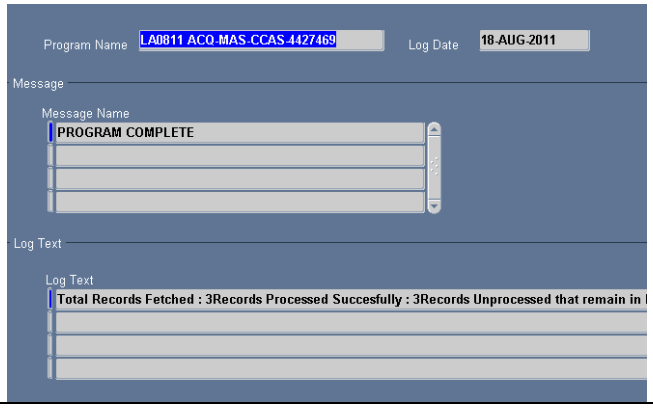
CCAS Update (continued**)**

Step	Action
6	Select the ***Load Ascii File*** Button. A message will appear in the Status Details window indicating the file loaded successfully or otherwise. 
7	Select the ***Preview*** button to view the records that were loaded. Close the window when review is complete. 
8	Select the *Execute* button. A message will display to provide the Request ID. View the Process Log for status of records processed.  **Note:** Naviage to *Federal Maintenance Forms > Process Log (Federal)* to view more details after execution.

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

CCAS Update (continued**)**

Step	Action
9	Using the *Request ID* enter a query to find the process details.  The Mass CCAS Process details will be displayed: 
10	Proceed to verify employee records by navigating to *People/Enter & Maintain > Special Info >Demo Project – CCS/CCAS*

DOD ACQ Demo – Mass Actions, Continued

Purpose

This section explains how to process a Mass Payout. The yearly Demo Mass Payout process occurs outside the RPA process and is processed by the personnel office.

- This process produces the Demo SF50 with NOAC 894, and with legal authority code Z2U and
- A Pay500 record output.
- The format for the output file is found at Appendix B.

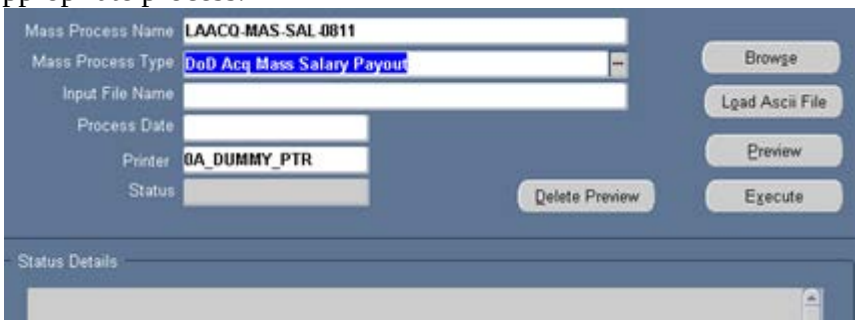
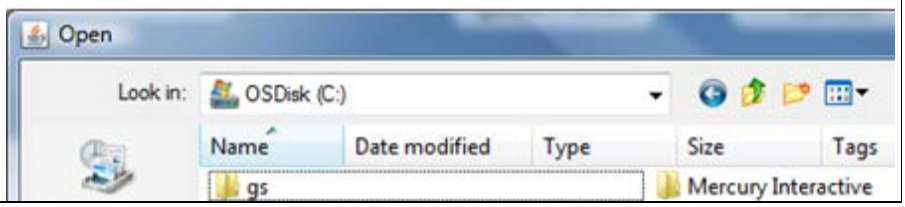
Mass Salary Payout

Step	Action
1	**Using the CIVDOD Demo Process Administrator** responsibility, navigate to ∏ *Mass Demo Processes*. The **Mass Processes** window opens**.** There is no specific order that the processes (Appraisal, Payout, CCS) must be run.

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

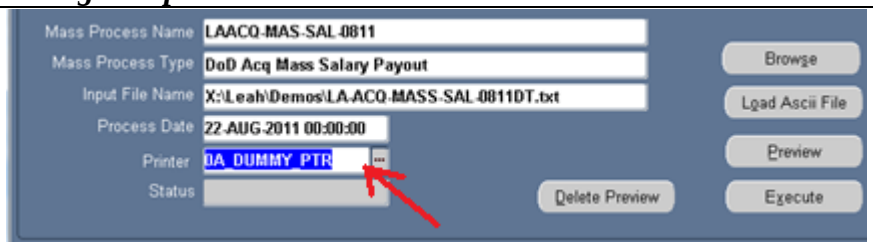
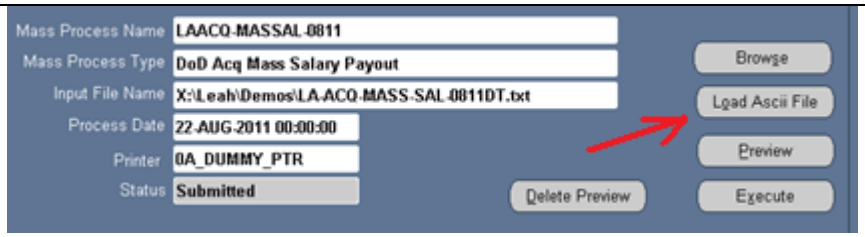
Mass Salary Payout (Continued)

Step	Action
2	Select the ***Mass Process Name*** field and assign a unique name to the process. User should keep track of this name as it may need to be used in a query at a later time.
3	Select ***Mass Process Type*** and type in the Mass Process Name OR click on the drop down button to view the LOV and select the appropriate process. 
4	Select Input File Name and type the appropriate file name and path to find the upload file and location. If the file name is unknown, select the "Browse" button to locate the appropriate file. Select Open. 

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

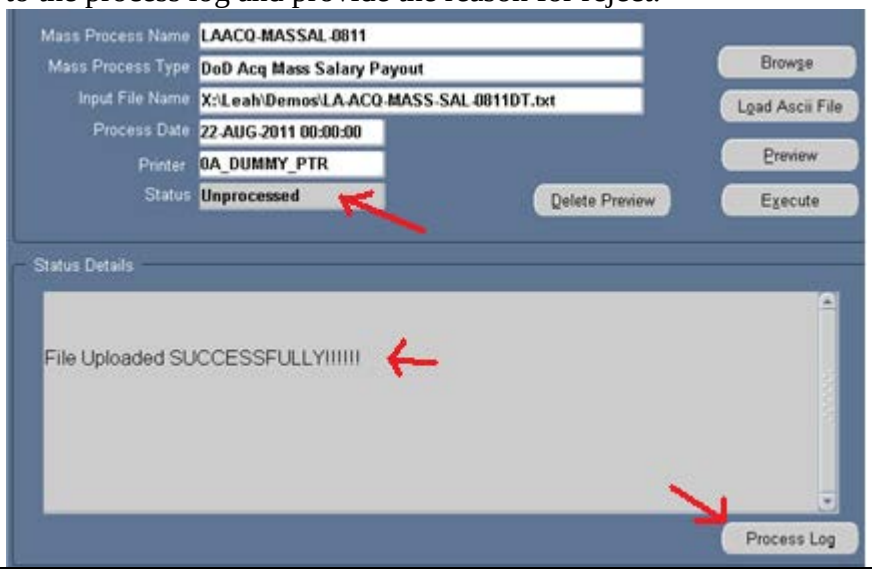
Mass Salary Payout (Continued)

Step	Action
5	 c. Click on ***Process Date*** to identify the date and time the user wishes to execute the process. User can select a past or future date. ***Note: This date is not the RPA effective date, but a date that determines when the process has to run. Remember to schedule process to run during non-peak hours.***
6	 Click **Printer** and identify the printer where the NPAs would print to. This field provides a drop down list of printers available for selection to the user.
7	 Click the **Load Ascii File** button, to upload the file into the preview table.

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

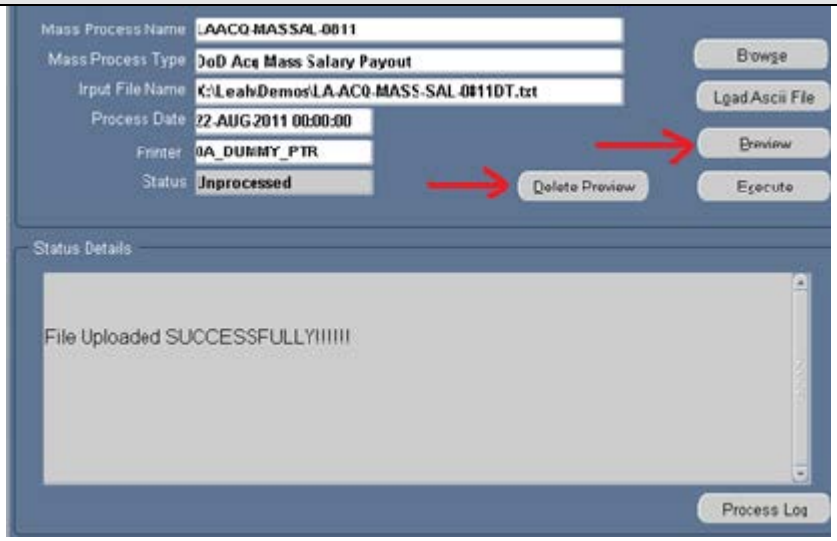
Mass Salary Payout (Continued)

Step	Action
8	The Status of the upload file is displayed on the **Status Details** block. This block provides the number of records that loaded successfully and the number of records that rejected. If records had rejected, user can click on the Process Log Button and it will take the user directly to the process log and provide the reason for reject. 

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

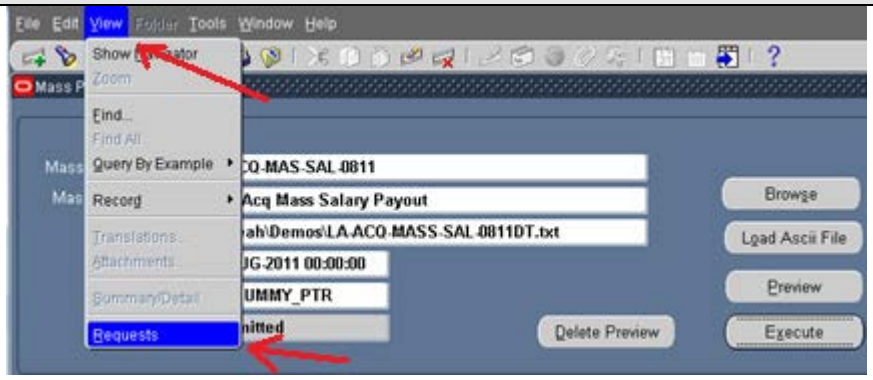
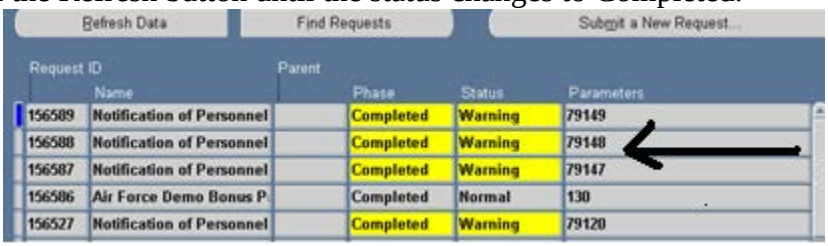
Mass Salary Payout (Continued)

Step	Action
9	 Select the **Preview** button in order to see the data for the records that loaded successfully. If the user finds errors in the preview and would like to correct the file, user should click on the **Delete Preview** button. This will delete the preview and allow for a new preview. User can then access the file, make the appropriate changes, and reload by clicking on the **Load Ascii File** again. **Note:** There is no check box to Select/Unselect the records user wants to process. All records in the preview will be processed.
10	If the file is ready to be executed, select the **Execute** button to submit the process. DCPDS will provide a Request ID. **Note:** The Status will change from “Unprocessed” to “Submitted”.

Continued on next page

DOD ACQ Demo – Mass Actions, Continued

Mass Salary Payout (Continued)

Step	Action
11	 User can go to View>Request, to see the progress of the file execution. DCPDS defaults to All My Request, but a specific Request can be reviewed by identifying the Request ID Number. User can review the file execution phase (i.e., Completed, Competed with Warning, or Warning) and if the status has not completed, click on the Refresh button until the status changes to Completed.  **Note:** The system retrieves the data for all employees and: • Creates an RPA process. • Outputs the customized NPA (SF 50) instead of the Fed (NPA). • ONR **does not** use Roman numerals for the grade. • Outputs a payroll record and any other required interface records. • Updates the employee record. Once the process has completed, the Demo NPAs can be printed.

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Appendix A:
DoD Acquisition Demo Rating of Record Crosswalk

	AF Rating of Record	Convert to OPM Rating of Record		Navy Rating of Record	Convert to OPM Rating of Record		Army Civ Perf Rating	Convert to OPM Rating of Record	OPM Code-Rating of Rec Cleartext
Code			**Code**			**Code**			
A	**Superior Level 5**	**5**	**A**	**Superior**	**5**				**5 Exceptional, Outstanding, Superior, Successful Level 1 or Equiv**
D	**Excellent Level 4**	**4**	**D**	**Excellent**	**4**				**4 Exc Fully Succ, Excellent, High-Succ, High Effec, High Succ, Succ Lvl**
						E	**Exceptional**	**5**	
G	**Fully Successful Level 3**	**3**	**G**	**Fully Successful**	**3**				**3 Acceptable, Fully Successful, Pass, Sat, Successful, Successful Level**
						H	**Highly Successful**	**4**	**2 Fair, Min or Marg Acceptable, Min or Mang Sat, Min or Marg Successful**
K	**Minimally Acceptable Level 2**	**2**	**K**	**Minimally Acceptable**	**2**				**1 Fail, Fails to Meet Requirements, Unacceptable, Unsat, Unsuccessful**
						L	**Fully successful**	**3**	
									X Not Rated
						M	**Marg/Mini Successful**	**2**	
									Z Exluded or Exempted by Law or OPM
N	**Unacceptable Level 1**	**1**	**N**	**Unacceptable**	**1**				
						U	**Unasatisfactory**	**1**	
X	**Presumptive Level 3**	**3**	**X**	**Presumptive**	**3**	**X**	**Cannot Be Rated**	**X**	
Z	**Excluded fm Coverage**	**Z**	**Z**	**Excluded fm Coverage**	**Z**	**Z**	**Exclusion**	**Z**	

Appendix B: DoD Acquisition Demo Mass Process Formats

a. <u>Acquisition Demonstration Payout Process</u>:

1. The POC list for accessing the files is updated annually. CPMS will request updates from the components beginning in October with suspense of 31 October.

2. For the Acquisition Demo community, the upload files reflect a header that helps the user read the file for review. Users MUST remember to remove the header row before uploading the source file. The upload will not work if the header row has not been removed.

3. **<u>DoD Acq Demo Bonus Payout:</u>** NOA 885 is used for the Bonus payout, with authority code Z2W. There is no dollar or percent limit on the amount. The bonus payout produces a US Fed Award entry (Defaults agency code, award type "1M", and group award ID "00".

Maximum Field Length	Value	Type	Remarks
2	SOID	VARCHAR2	Required Input
1	,		Delimiter
11	SSAN	VARCHAR2	Required Input w/dashes
1	,		Delimiter
30	EMPLOYEE NAME	VARCHAR2	Optional Input ***(Note: a comma in the employee name is not allowed)***
1	,		Delimiter
6	EFFECTIVE DATE	DATE	Required Input (Format YYMMDD)
1	,		Delimiter
5	DEMO BONUS AMOUNT	NUMBER	Required Input (Cents Not Included)
1	,		Delimiter
3	SF50_CODE	VARCHAR2	Optional Input for Remark Code
1	,		Delimiter
150	SF50_Remarks	VARCHAR2	Optional Input for Remark Insertion ***(Note: a comma in the insertion value is not allowed)***

AG,SSAN,Mtwc Wrjt,060103,0050000,07722900,7DC
Remark 7DC will automatically print - it is not required as an entry.

b. <u>DoD Acq Demo CCAS Update</u>

Maximum Field Length	Value	Type	Remarks
2	SOID	VARCHAR2	Required Input
1	,		Delimiter
11	SSAN	VARCHAR2	Required Input w/dashes
1	,		Delimiter
0	Employee Name	VARCHAR2	Optional Input ***(Note: a comma in the employee name is not allowed)***
1	,		Delimiter
6	CCS Effective Date	Date	Required Input (Format YYMMDD)
1	,		Delimiter
3	CCS Actual Score	Number	Optional input
1	,		Delimiter
3	CCS Expected Score	Number	Optional input
1	,		Delimiter
5	CCS Salary Increase	Number	Optional input
1	,		Delimiter
5	CCS Salary Contribution	Number	Optional input
1	,		Delimiter
4	CCS Delta X	VARCHAR2	Optional input

6Z,SSAN, Johnson Richard,030715,60,70,05000,00000,005P

c. <u>DoD Acq Mass Salary Payout:</u> Produces NOA 894 SF50. Authority code is Z2W.

Maximum Field Length	Value	Type	Remarks
2	SOID	VARCHAR2	Required Input
1	,		Delimiter
11	SSAN	VARCHAR2	Required Input w/dashes
1	,		Delimiter
30	Employee Name	VARCHAR2	Optional Input ***(Note: a comma in the employee name is not allowed)***
1	,		Delimiter
6	Effective Date	Date	Required Input (Format YYMMDD)
1	,		Delimiter
6	New Basic Salary	Number	Required Input (Cents Not Included)
1	,		Delimiter
6	Date Last Increase	Date	Optional Input (Format YYMMDD)
1	,		Delimiter
3	Remark_Code_1	VARCHAR2	Optional Input
1	,		Delimiter
150	Remark_1_Insertion	VARCHAR2	Optional Input ***(Note: a comma in the insertion value is not allowed)***
1	,	VARCHAR2	Delimiter
3	Remark_Code_2	VARCHAR2	Optional Input
1	,		Delimiter
150	Remark_2_Insertion	VARCHAR2	Optional Input ***(Note: a comma in the insertion value is not allowed)***
1	,	VARCHAR2	Delimiter
3	Remark_Code_3	VARCHAR2	Optional Input
1	,	VARCHAR2	Delimiter
150	Remark_3_Insertion	VARCHAR2	Optional Input ***(Note: a comma in the insertion value is not allowed)***

6Z,SSAN,Demo James,030507,071656,030507,9Q1

Module 12

Chapter 8

Naval Air Warfare Centers (NAWC) Science and Technology Reinvention Laboratory Personnel Demonstration Project

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the Navy's Warfare Demonstration Project.

Chapter Contents

Topic	Page
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Processing NAWC Mass Payout for Bonus, Merit and Comparability Payout	17
NAWC - Extraordinary Achievement Allowance (EAA)	19
EAA Bi-Weekly Payment Option RPA Process	19
EAA Lump-sum Payment Option RPA Process	22

Before you Begin

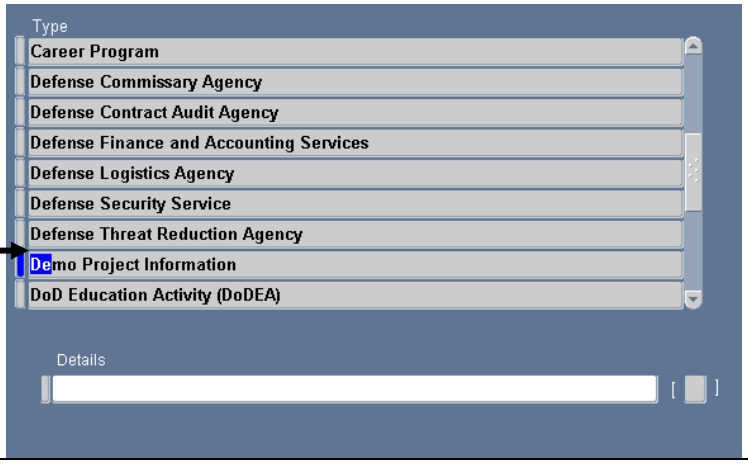
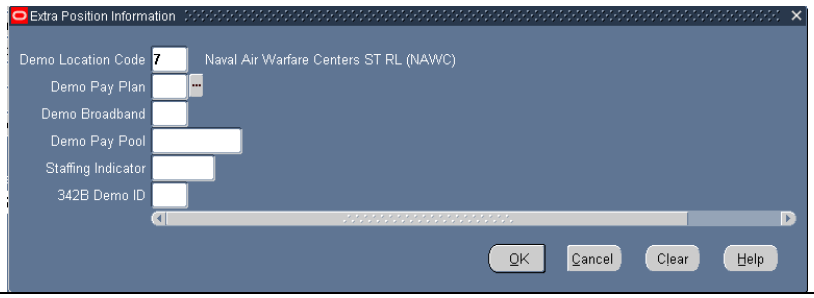
NAWC Demonstration Project:

- Uses specific requirements for the position "Title," (unlike DoD Acquisition who does not).
- Uses **Demo Location Code** = 7 – Naval Air Warfare Centers STRL (NAWC).
- Stores the **Demo Pay Plan** and **Grade** in the **US Government Valid Grade Info DDF.**
- Uses **Pay Plans:** DP 01-05, DT 01-05, DS 01-06, DA 01-06, DG 01-06, and NM-02-06.
- Does not use the **Demo Pay Plan** and **Demo Broadband** located in the **Demo Project Information DDF**.
- **Grade** is printed in the same format as the GS grade on the Federal NPA (SF-50).

NAWC Demo - Position Actions

Purpose This section explains the steps for building Warfare Demo Positions.

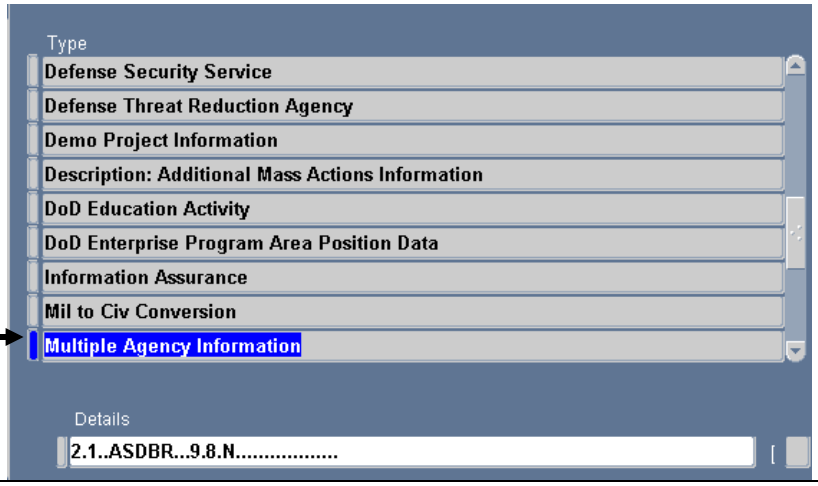
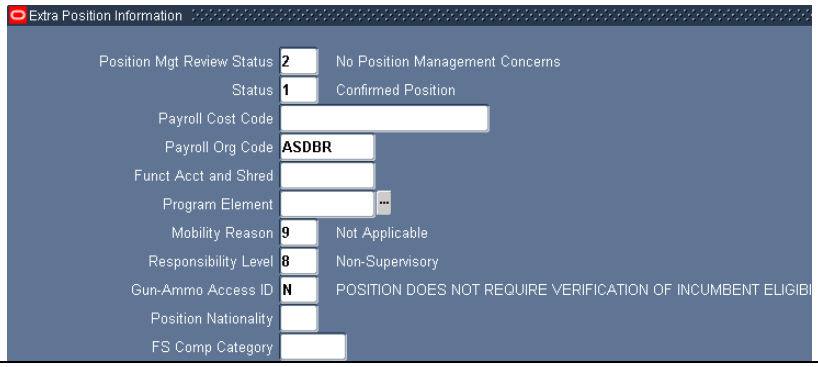
Building an NAWC Demo Position

Step	Action
1	Refer to Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position, and follow the steps for building a position.
2	When completing the **Extra Position Information** Flex fields, first select **Others/Navy and enter the Demo Project Information**. Click the ***Details*** data field. 
3	The **Extra Position Information** window Opens. Enter the ***Demo Location Code*** (7- Naval Air Warfare Centers). **Do not** fill in the ***Demo Pay Plan*** or ***Demo Broadband*** data fields which are only used with the Acquisition Workforce Demo. Select **<OK>**. 

Continued on next page

NAWC Demo – Position Actions, Continued

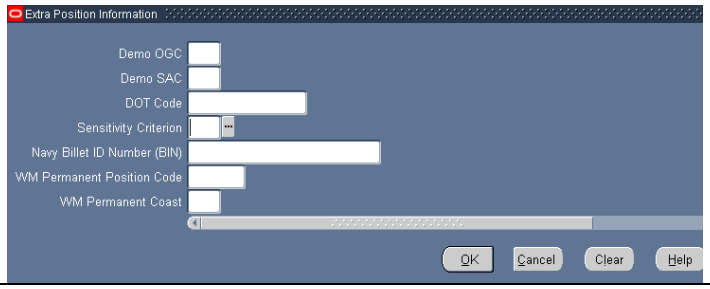
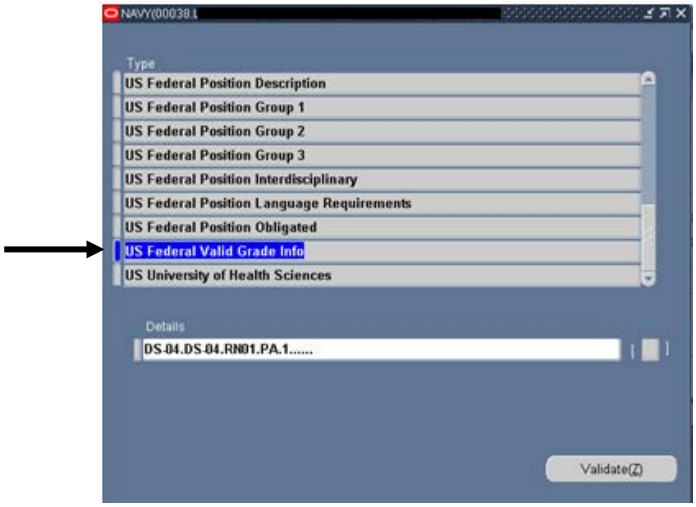
Building an NAWC Demo Position (continued)

Step	Action
4	In the **Extra Position Information** Flexfield, select **Multiple Agency Information** and click in the ***Details*** data field. 
5	The **Extra Position Information** window opens. Enter the appropriate data. **Note**: These data fields will use the same values as General Schedule positions. There is no Demo-unique information in this window. Select <**OK**> button. 
6	In the **Extra Position Information** Flexfield, select **Navy** and click in the ***Details*** data field.

Continued on next page

NAWC Demo – Position Actions, Continued

Building an NAWC Demo Position (continued)

Step	Action
7	The **Extra Position Information** window opens. Fill in the appropriate data. The NAWC Demo utilizes both Demo OGC and Demo SAC data fields. 
8	Enter ***Sensitivity Criterion*** in the Navy DDF.
9	In the **Extra Position Information** Flexfield, select **US Federal Position Group 1** and **US Federal Position Group 2** and fill in the appropriate data fields. **Note:** Use the same values as GS positions.
10	In the **Extra Position Information** Flexfield, click **US Federal Valid Grade Info**. Click the ***Details*** data field to input Warfare Demo pay plans and grades. The Pay Table ID for Warfare Demo is RN01.  **Note:** Valid Pay Plan and Grade combinations are: DP 01-05, DT 01-05, DS 01-06, DA 01-06, DG 01-06, and NM-02-06.

Continued on next page

NAWC Demo – Position Actions, Continued

Building an NAWC Demo Position (continued)

Step	Action
11	Continue completing position build by following Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position to include **Validating the Position** section.

NAWC Demo – Personnel Actions

Purpose

This section explains the steps for processing personnel actions unique to Warfare Demo employees.

See Also

Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Promotions/Change to Lower Grade (CLG)

Personnel Actions

- All RPA processes and OPM NOAs are used for this demo **except:**
    - 885 (Performance Award),
    - 892 (QSI)
    - 893 (WGI)
    - 888 (WGI Denial).
- ***Pay Plans*** are equal to DP, DT, DS, DA, DG and NM.

Pay Setting Rules:

- ***Basic Pay*** will be manually entered on RPA actions.
- ***Locality Rate*** will automatically calculate on RPA actions.
- ***Other Pay*** will automatically calculate on RPA actions.
- ***EAA Biweekly*** is part of other Pay. If Other Pay is recalculated, EAA biweekly must appear in the "other pay" popup window.
- ***EAA Biweekly*** must be recalculated if basic pay changes, and must be added to Other Pay.
- ***Adjusted Pay*** will automatically calculate.
- ***Total Pay*** will automatically calculate.

When PRD equals J or Y*:*

- Basic Pay will be manually entered on RPA actions.
- Locality rates will equal zero "0".
- Other Pay will be automatically calculated (EAA, AUO, availability pay, supervisory differential).
- Adjusted Pay will be automatically calculated.
- Total Pay will be automatically calculated.

The ***NOA***s on the following page are used to document actions for Demo Code 7. The ***Authority Code*** for these NOAs is Z2U.

Continued on next page

NAWC Demo – Personnel Actions, Continued

Personnel Actions (Continued)

NOAs	Explanation
E810	Extraordinary Achievement Allowance (EAA).
891	Reg Perf Pay for all records.
D891	Generated from the Awards family for all records that have a bonus amount in the upload file, generates award entry with Award type of 1M. Flow 87D for Pay500. Produces NPA with "Bonus Payout" for NOA clear text.
E887	Extraordinary Achievement Allowance (Lump Sum)
3##	Separations: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s). Z2U is not used for these actions.

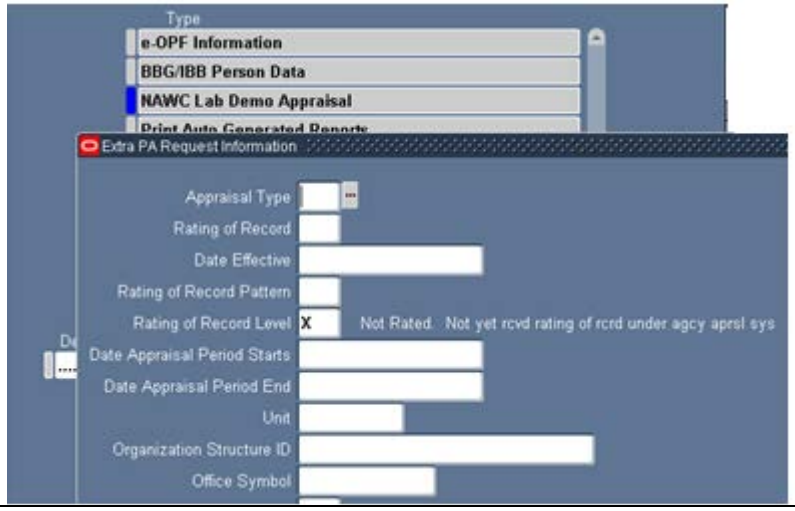
NAWC Demo – Appraisal Input

Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

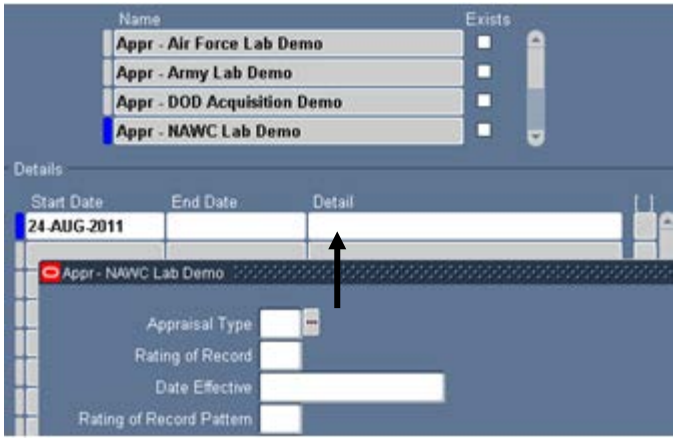
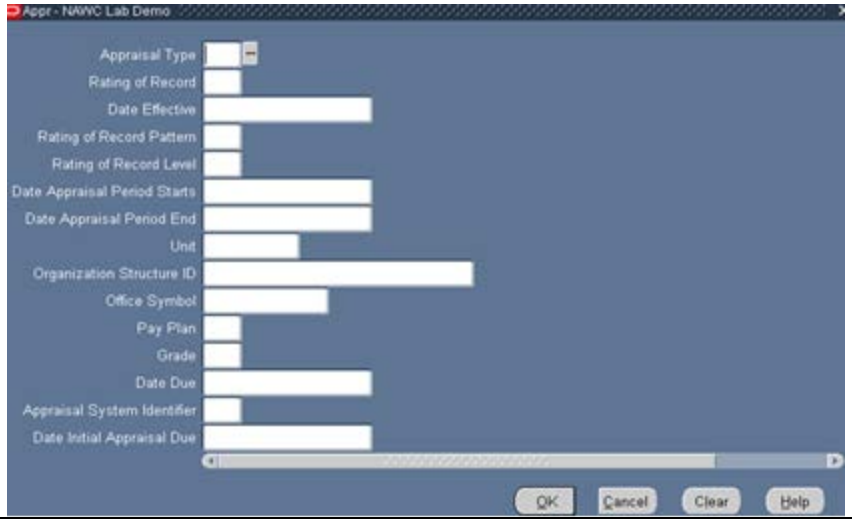
Appraisal Input

Upon accessing an employee to the system, the **APPRAISAL** is automatically populated with "X" for Rating of Record. An RPA DDF has been established to allow the first appraisal record to be created in the appointment process. All employees newly entered into the Demo (whether new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "X" (Not Rated) rating effective the same day as the entry into Demo.

Step	Action
1	From the Appointment RPA, navigate to Extra Information.
2	The "X" will automatically be generated when the *Extra Information* is clicked from the RPA screen. Click on the *NAWC Lab Demo Appraisal* to view the data in extra information. 
3	To enter Appraisal from the employee record navigate to People/Enter and Maintain > Special Information.

Continued on next page

NAWC Demo – Appraisal Input, Continued

Step	Action
4	Enter the appraisal in the Appr – Warfare Center Demo Special Information Type (SIT) using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.
5	In the populated **People** window, select the <**Special Info**> button  Scroll down and select **Appr – Warfare Center Demo**. Click in the ***Details*** data field.
6	The **Appr – NAWC Lab Demo** window opens. Type in data or use the LOV. Select the **<OK>** button. The ***Detail*** data field populates with the data. 

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NAWC Demo – Appraisal Input, Continued

Step	Action
7	Following is a brief description of the fields: Appraisal Type = A (annual Appraisal). Rating of Record – enter rating. Date Effective – enter effective date of appraisal. Rating of Record Pattern = Default to "H". Rating of Record Level – same as Rating of Record field above. Date Appraisal Period Starts – The year is equal to the Appraisal period end year minus 1. Date Appraisal Period End – enter date end Unit – enter UIC Organization Structure ID – enter org code. Office Symbol – Leave blank. Pay Plan – enter pay plan. Grade – enter pay plan. Date Due – enter the same date value as "Dt appraisal period ends". Appraisal System Identifier – Leave blank. Date initial Appraisal Due – Leave blank.
8	Select the ***Save*** icon on the Toolbar. **Note:** After the appraisal record is entered and saved, the US GOV PERF Appraisal will be updated automatically. There is automatic conversion of data from the NAWC SIT to the US Gov SIT.

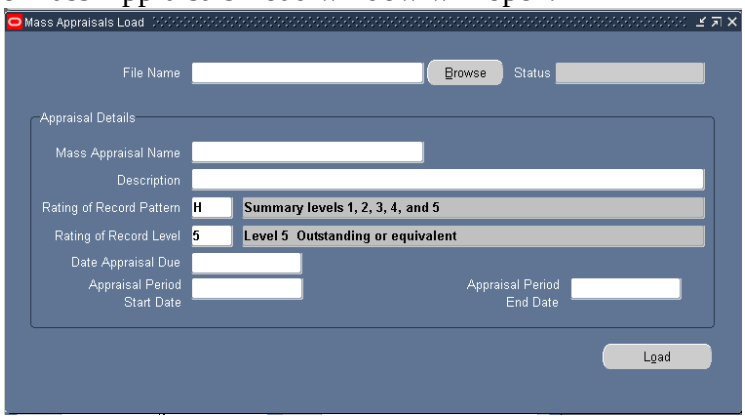
Processing NAWC Mass Appraisals Upload Processes

Purpose

This section outlines the steps to be taken to update appraisal information for Navy NAWC Demo Project employees.

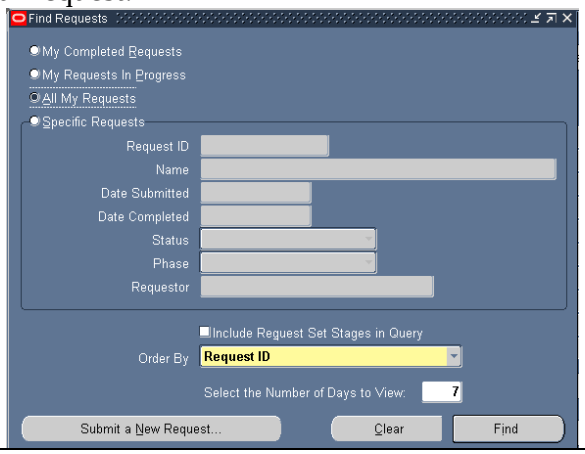
Who Does It

The capability to process mass appraisal is available to the CIVDOD Personnelist and US Federal HR Manager.

Step	Action
1	**Navigation Path** *Mass Actions → Mass Appraisals → Load Mass Appraisals →* **<Open>**.
2	The Mass Appraisals Load window will open. 
3	Under "File Name" you will need to type in the complete path to the file you copied to your hard drive (e.g., c:\Appr_bk.txt). The name of the file must be in the standard DOS format; therefore, please be sure that it does not exceed 8 characters. It is best to put the file in either the root directory or the Temp directory. If the path to the file is too long it may not be found. **Note:** When copying the file containing the appraisal transactions to your hard drive noting the subdirectory you are placing it in. The appraisal file must be in the exact format as specified in **Appendix A** of this document. Insure there are no blank lines at the bottom of the file before loading the file.

Continued on next page

Processing NAWC Mass Appraisals Upload Processes,
Continued

Step	Action
4	Provide an appropriate name for the “Mass Appraisal Name”. Make a note of the name you type in – you will use it later in the process.
5	Provide a description of the process in the “Description” field.
6	For *Rating of Record Pattern*, use value H, Enter value for *Rating of Record Level*, Enter *Date Appraisal Due*, enter *Appraisal Period Start Date* which is same as *Appraisal Period End Date* minus one year. Enter *Date Due* as the same value provided for *Appraisal Period End*.
7	Save the record by clicking on the yellow Floppy Icon on the top line menu.
8	Click on the “Load” button in the lower right corner of the screen.
9	Once the load process has completed, you will receive a pop-up message providing you with the Request ID number and the number of records that processed.
10	To check the status of the load process, navigate to Processes and Reports → View Requests **<Open>.**
11	The Find Request window opens click the **<Find>** button to query your request. 

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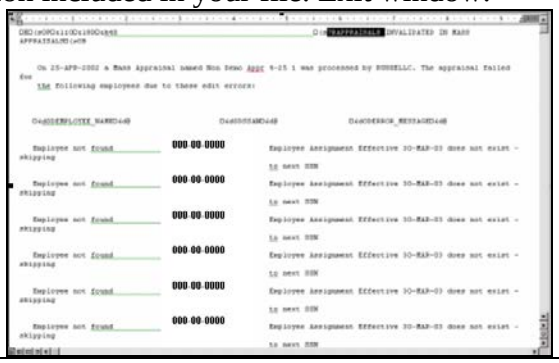
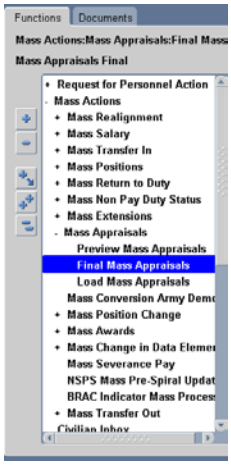
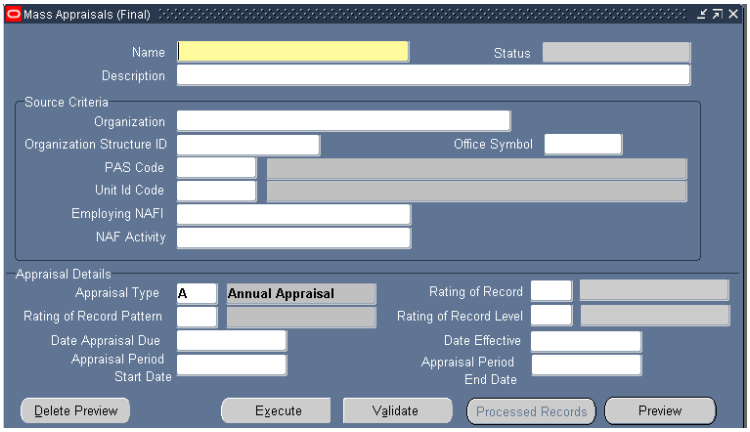
Processing NAWC Mass Appraisals Upload Processes,
Continued

Step	Action
12	Select the **<Refresh Data>** button to help bring the Phase to Completed. **Note:** Depending on how many organizations you have in your file this may take a little time. When your original job ID says "completed", all requests are completed.
13	Select the **<View Output>** button to review the reports generated. You will receive a report listing any records that could not be loaded (i.e., the employee did not have an assignment as of the effective date of the appraisal) as well as a report indicating successful loading of records for each Organization included in your file. Exit window. 
14	From the Navigation window select *Final Mass Appraisals* **<Open>**.  **Note:** Insure that the "Phase" reflects "Completed" for your "Start Automatic Mass Appraisal Load Process" entry before proceeding with these steps.

Continued on next page

Processing NAWC Mass Appraisals Upload Processes,
Continued

Step	Action
15	The Mass Appraisals Final window will open. Press the **F11** key then type in the name of the load you provided in step 5 followed by the wildcard character (%) then Press both **F11**and the **CTRL** buttons to execute the query. If your upload file contains employees from different organizations, the system will append a number after the name you provided in step 5 for each of the various organizations (i.e., "Test Appraisal Update (Org 1)", "Test Appraisal Update (Org 2)", etc.). By adding the % sign after the name, you are assured of finding all organizations that require appraisal processing as a result of your upload. The following steps will need to be followed for each organization. 
16	Select the <**Preview**> button to make sure the right records are selected and they have the correct data in them. To quickly identify all records selected for update, Press the **F11** button to place you in query mode, click the "X" under the Appraisal column to deselect it and then re-click it to select it again. Then Press both **F11**and the **CTRL** buttons to execute the query. Your list now will only have employees who were included in the load process.

Continued on the Next Page

Processing NAWC Mass Appraisals Upload Processes,
Continued

Step	Action
17	Select the Validate button. If there are errors, navigate to View Requests and review the error report that is generated and make any necessary corrections. Once corrected or if there are no errors, click the Execute button. You will receive a message providing the Request ID.
18	After the process has completed successfully, examine the employee's records to verify they were updated with the right information. You will need to look in the "Appr – NAWC Lab Demo" SIT and in the "US Gov Perf Appraisal" SIT to verify the updates.

Processing NAWC Mass Payout for Bonus, Merit, and Comparability Payout

Purpose

This section explains how to process a Mass NAWC Demo Bonus Payout, and a Mass NAWC Demo Merit Payout. The yearly Demo Mass Payout process occurs outside the RPA process.

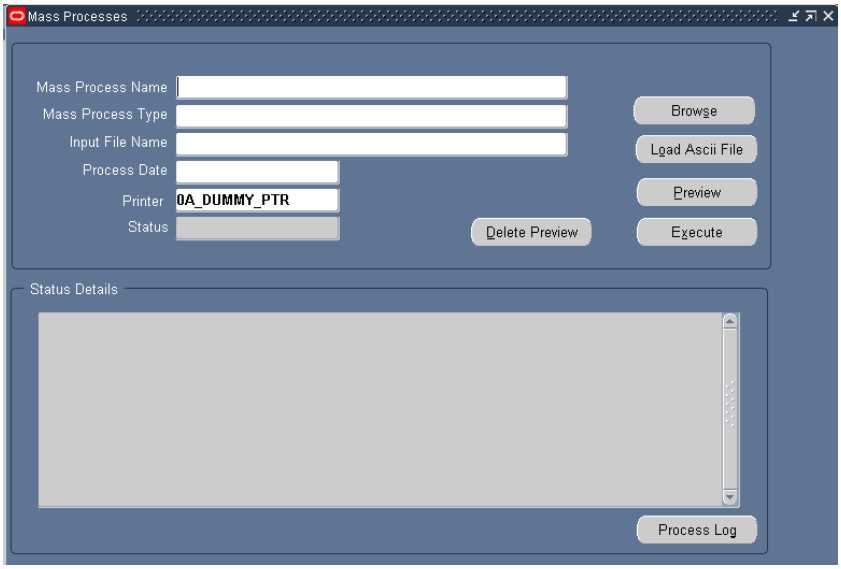
- The HRO is responsible for providing the up-dated pay information necessary for the HRSC to process the manual payout actions.
- The HRSC is responsible for the execution of the mass payout process.

Note: NAWC will use an external performance tool to calculate the payouts. The PAA system will not be utilized.

All bonuses will generate with ***NOA*** 891 and ***Auth Code*** Z2U. All Merit Increases will generate with NOA 894 and Auth Code Z2U.

Mass Payout

Using the CIVDOD Demo Process Administrator responsibility, select ***Mass Demo Processes*** from the navigator menu.

Step	Action
1	**Navigation Path** *Mass Demo Processes* → <**Open**>. The **Mass Processes** window opens**.**
2	Enter a ***Name*** of your choice in the Mass Process Name data field. 

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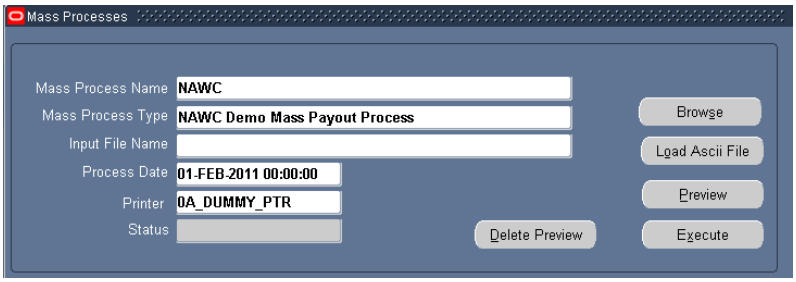
Processing NAWC Mass Payout for Bonus, Merit, and Comparability Payout, Continued

Mass Payout (continued)

Step	Action
3	For the bonus payout, select **NAWC Demo Mass Payout Process** from the list of values.
4	Complete the parameter ***Input File Name*** by using the Browse button. Retrieve the file, which should be stored on the hard drive of the PC being used.  .
5	Complete the rest of the parameter fields: Process Date, Printer.
6	Select the **Load Ascii File** button to load the file.
7	Select the **Preview** button. View records selected. If you need to change criteria and rerun, then select the **Delete Preview** button and create another one.
8	Select the **Execute** button to submit the mass process and close the form to return to the Navigator menu. The process generates pay adjustment NOA 891 and/or bonus/award NOA 885. **Note:** The system retrieves the data for all employees and: • Creates an RPA process. • Outputs the SF 50 (NPA). • Outputs a payroll record and any other required interface records. • Updates the employee record.

NAWC – Extraordinary Achievement Allowance (EAA)

Purpose

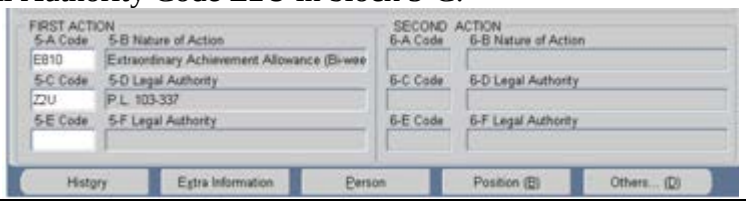
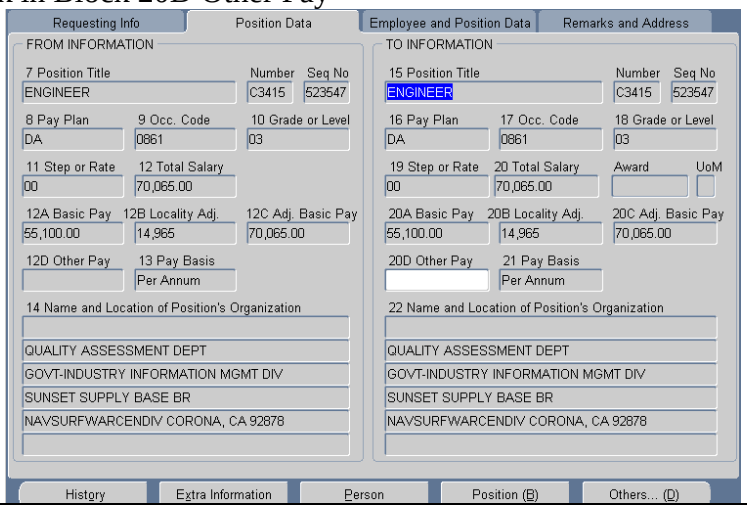
This section explains how to process the Extraordinary Achievement Allowance (EAA) for NAWC employees. There are two separate types of EAA:

- Bi-weekly Payment Option uses the NOA E810
- Lump Sum Payment Option uses the NOA E887

Note: EAA is limited to 25% of basic salary.

EAA Bi-Weekly Payment Option RPA Process

Using the CIVDOD Personnelist responsibility, select ***Salary Change*** from the navigator menu.

Step	Action
1	**Navigation Path** Request for Personnel → Salary Change → Other Pay → <**Open**>.
2	Populate the first page on the RPA, Part B with the Name, SSAN, and effective date of the action. Use NOA E810 in block 5-A and Local Authority Code Z2U in block 5-C. 
3	Click in Block 20D Other Pay 

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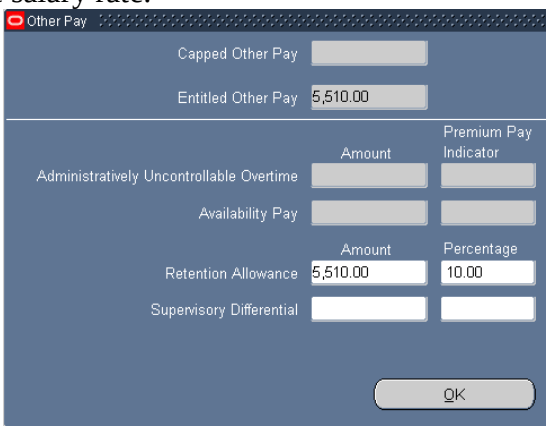
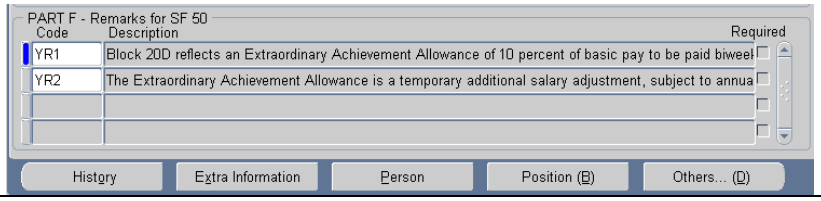
NAWC – Extraordinary Achievement Allowance (EAA),
Continued

EAA Bi-Weekly Payment Option RPA Process (continued)

Step	Action
4	Input the award percentage in the **Percentage** field. The dollar amount will automatically populate in the **Entitled Other Pay** and the **Amount** fields. Remember that EAA is limited to 25% of the basic salary rate.  Select the <OK> button to continue.
5	Remarks YR1 and YR2 automatically populate in Part F of the RPA. 

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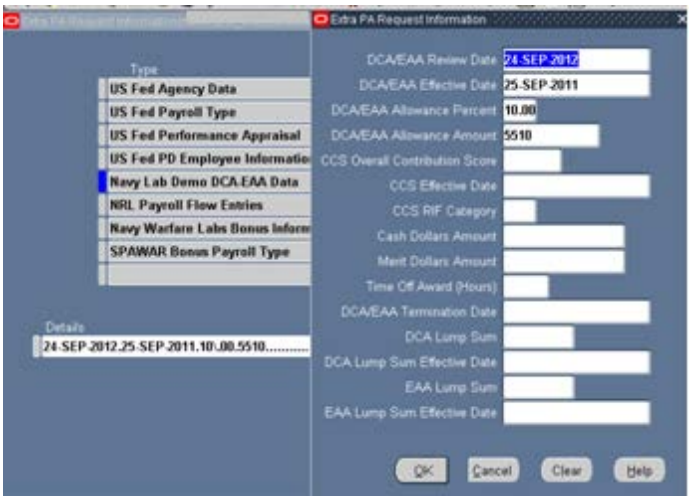
NAWC – Extraordinary Achievement Allowance (EAA),
Continued

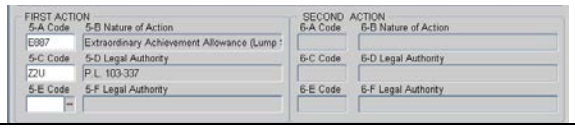
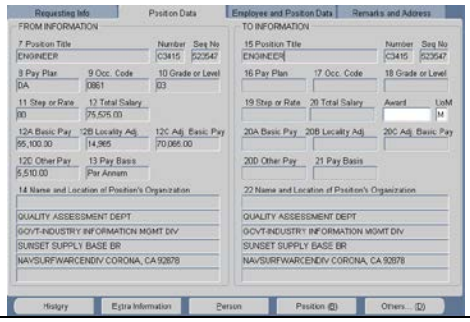
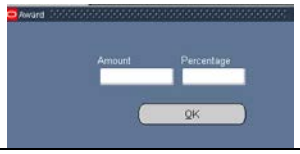
EAA Bi-Weekly Payment Option RPA Process (continued)

Step	Action
6	The information input on the RPA flows to the Navy Lab Demo DCA-EAA Data in Extra Information. 
	Note: An employee can have multiple NOAs processed for EAA to allow for combination of payment types. When updating *Navy Demo Projects DCA-EAA Data*, if a record exists with same effective date, then append the record with the additional data. A record may contain either biweekly (E810), or lump sum (E887), or both.
7	Continue processing the RPA as referenced in Module 3, Chapter 1 - Processing A Request for Personnel Action.

NAWC – Extraordinary Achievement Allowance (EAA),
Continued

EAA Lump Sum Payment Option RPA Process

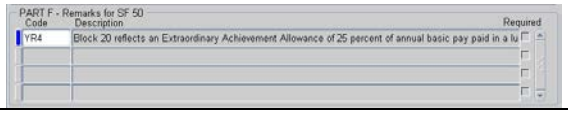
Using the CIVDOD Personnelist responsibility, select ***Award/One Time Payment*** from the navigator menu. Use Nature of Action Code E887 - Extraordinary Achievement Allowance (Lump Sum).

Step	Action
1	Navigation Path: **Request for Personnel Action → Award/One-Time Payment →** <Open>**.**
2	On Page 1 of the Request for Personnel Action (RPA), use NOA E887. 
3	On page 2 of the RPA, the Award field opens for update. 
4	When the Award block is selected, a popup window appears. 
5	Enter either the Amount or the Percentage. DCPDS will computer the five character dollar amount with the following rules: • When using a 2 character percentage**,** EAA is limited to 25% of basic salary. • If rounding causes the amount to exceed 25%, the amount will round down to the nearest dollar. **Note:** Award amounts cannot exceed 25% of the basic salary.

Continued on next page

NAWC – Extraordinary Achievement Allowance (EAA),
Continued

EAA Lump Sum Payment Option RPA Process (continued)

Step	Action
6	Remark YR4 automatically populates in Part F of the RPA. 
7	Proceed to **Extra Information**. From **Extra Information**, select the Navy **Lab Demo DCA-EAA Data** DDF. The information input on the RPA flows to the Navy Lab Demo DCA-EAA Data DDF. **Note:** An employee can have multiple NOAs processed for EAA to allow for combination of payment types. When updating *Navy Demo Projects DCA-EAA Data*, if a record exists with same effective date, then append the record with the additional data. A record may contain either biweekly (E810), or lump sum (E887), or both.
8	Continue processing the RPA as referenced in Module 3, Chapter 1 - Processing A Request for Personnel Action.

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Module 12

Chapter 9

Space & Naval Warfare System Command (SPAWAR 1105) 1105 (SSC Atlantic/Pacific) Scientific and Technical Reinvention Laboratory (STRL) Demonstration Project

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the Navy's SPAWAR 1105 (SSC/Atlantic/Pacific) STRL Demonstration Project.

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Bi-Weekly	16
Lump Sum	19

Before You Begin

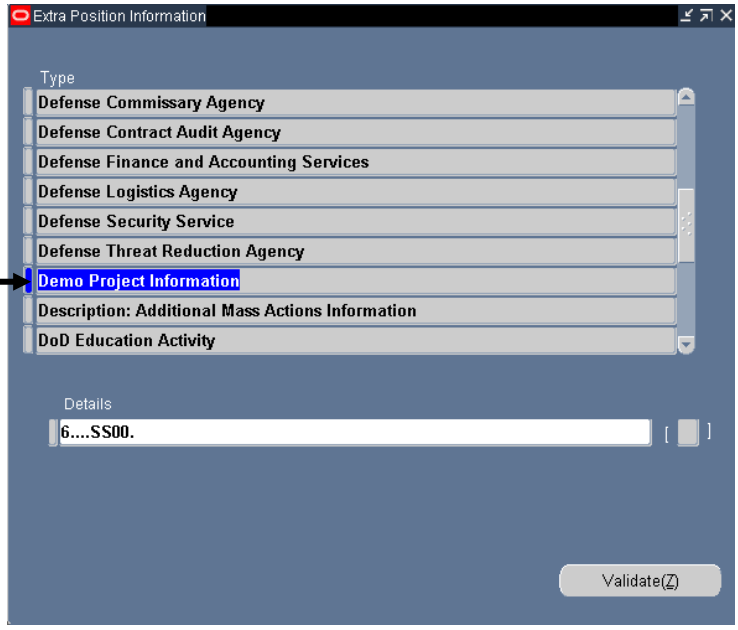
SPAWAR 1105 Demo Project:

- Uses specific requirements for the position "Title," (this is unlike DoD Acquisition).
- Uses **Demo Location Code** = 6.
- Uses **Pay Plans:** ND, NG, NR, NO, NM.
- Stores the **Demo Pay Plan** and **Grade** in the **US Government Valid Grade Info DDF.**
- Does not use the **Demo Pay Plan and Demo Broadband** located in the Demo **Project Information DDF.**
- **Grade** is printed in the same format as the GS grade on the Federal NPA (SF-50).
- When NOA 894 is used, you must navigate to the SPAWAR 1105 Bonus Payroll Type DDF and select the appropriate payout type. This action assures the appropriate PAY500 records are generated and used for correction and cancellation processes.

SPAWAR 1105 Demo - Position Actions

Purpose This section explains the steps for building SPAWAR 1105 Demo Positions.

Building a SPAWAR 1105 Demo Position

Step	Action
1	Refer to Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position, and follow the steps to build a position.
2	When completing the **Extra Position Information** Flex fields, select **Others/Navy and enter the Demo Project Information** first. Select the ***Details*** data field. 

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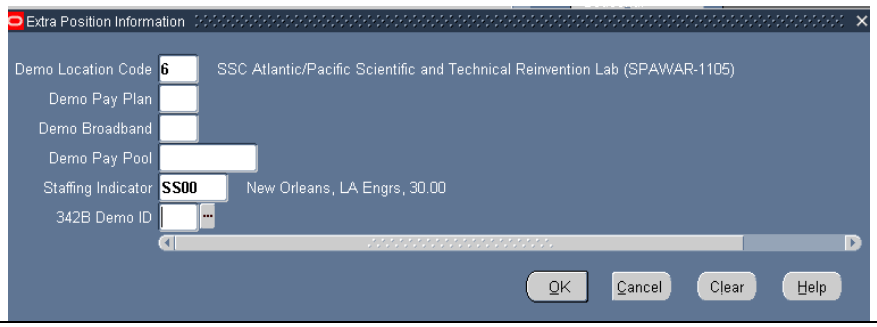
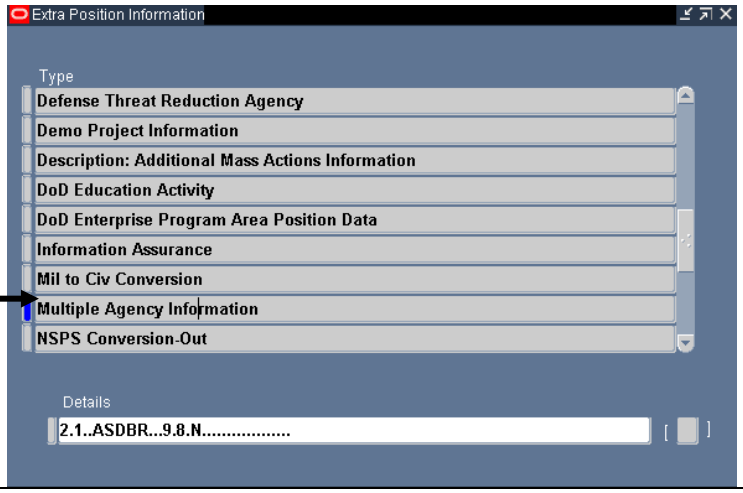
SPAWAR 1105 Demo - Position Actions, Continued

Building a SPAWAR 1105 Demo Position(continued)

Step	Action
3	The **Extra Position Information** window Opens. Enter the ***Demo Location*** Code of 6 for SSC Atlantic/Pacific Scientific and Technical Reinvention Lab (SPAWAR 1105-1105). **Do not** fill in the ***Demo Pay Plan*** or ***Demo Broadband*** data fields which are only used with the Acquisition Workforce Demo. This demo utilizes a "Staffing Indicator" which is considered part of the Adjusted and Total Pay based on individual basis. Enter Staffing Indicator Code of SS00 New Orleans, LA Engrs, 30.00. Select <**OK**>. 
4	In the **Extra Position Information** Flexfield, select **Multiple Agency Information** and select the ***Details*** data field. 

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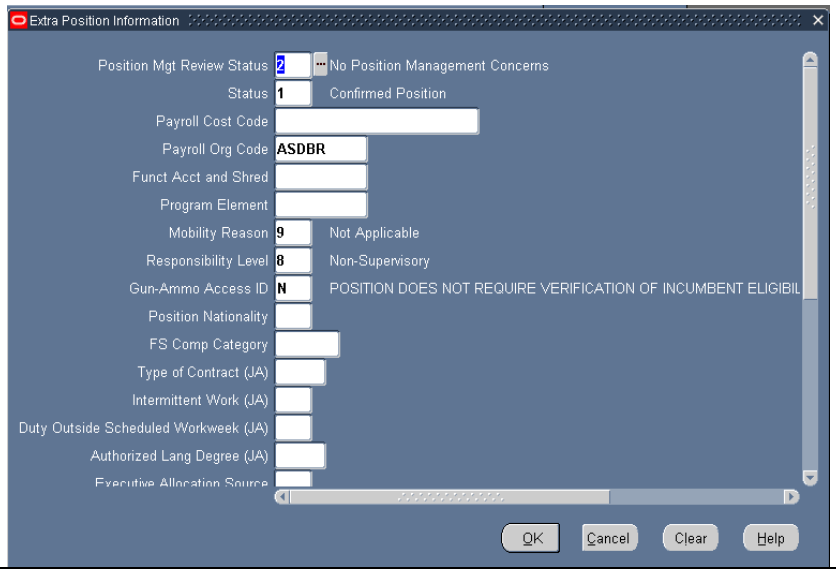
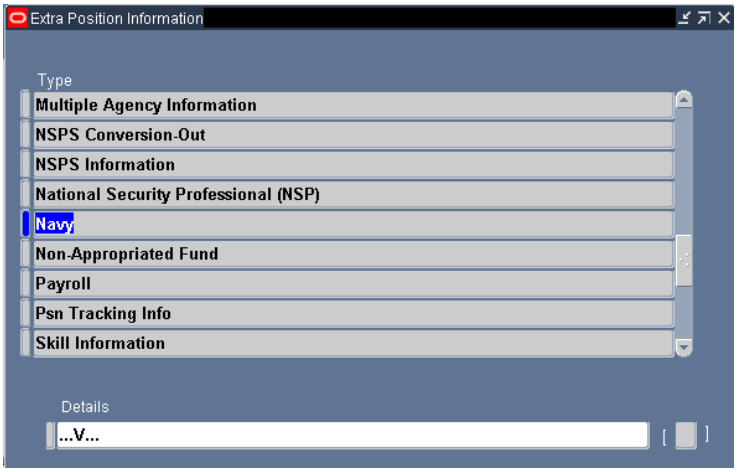
SPAWAR 1105 Demo - Position Actions, Continued

Building a SPAWAR 1105 Demo Position(continued)

Step	Action
5	The **Extra Position Information** window opens. Enter the appropriate data. **Note**: These data fields will use the same values as General Schedule positions. There is no Demo-unique information in this window. Select the **<OK>** button. 
6	In the **Extra Position Information** Flexfield, select **Navy** and the ***Details*** data field. 

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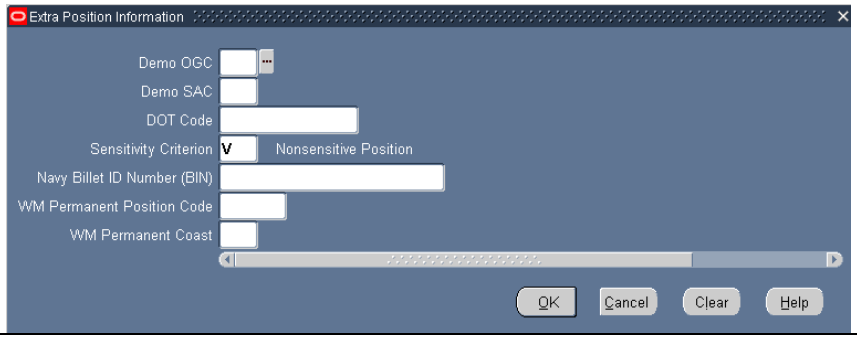
SPAWAR 1105 Demo - Position Actions, Continued

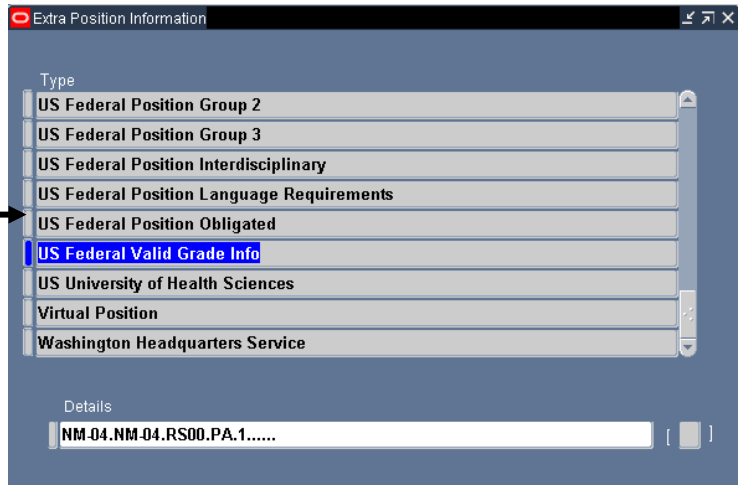
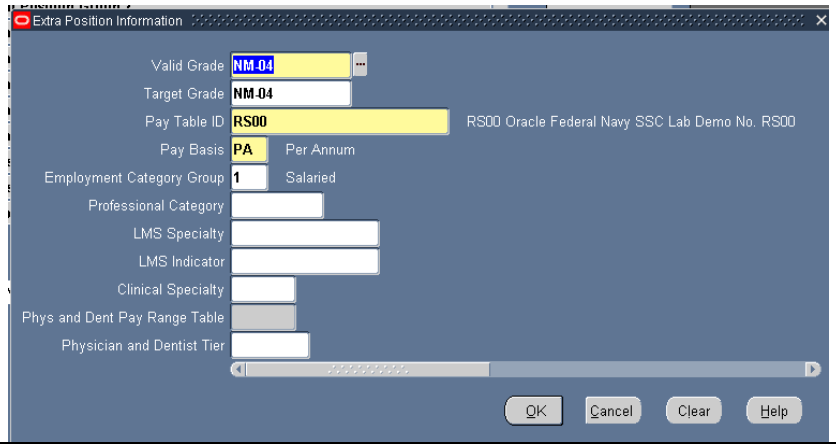
Building a SPAWAR 1105 Demo Position (continued)

Step	Action
7	The **Extra Position Information** window opens. Enter ***Sensitivity Criterion*** in the Navy DDF. 
8	In the **Extra Position Information** Flexfield, select **US Federal Position Group1** and **US Federal Position Group2** and fill in the appropriate data fields. **Note:** Use the same values as GS positions.

Continued on next page

SPAWAR 1105 Demo - Position Actions, Continued

Building a SPAWAR 1105 Demo Position (continued)

Step	Action
9	In the **Extra Position Information** Flexfield, select **US Federal Valid Grade Info**. Select the ***Details*** data field to input SPAWAR 1105 Demo pay plans and grades. The Pay Table ID for SPAWAR 1105 Demo is RS00.  **Note:** Valid Pay Plan and Grade combinations are: ND – 01-05 (Warfare), NG – 01-05 (Warfare), NR – 01-05 (NRL), NO – 01-06 (NRL), and NM – 02-06. 
10	Continue completing position build by following Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position to include **Validating the Position** section.

SPAWAR 1105 Demo – Personnel Actions

Purpose

This section explains the steps for processing personnel actions unique to SPAWAR 1105 Demo employees.

See Also

Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Promotions/Change to Lower Grade (CLG)

Personnel Actions

- All RPA processes and OPM NOAs are used for this demo **except:**
  - 885 (Performance Award)
  - 892 (QSI)
  - 893 (WGI)
  - 888 (WGI Denial)
- ***Pay Plans*** are equal to ND, NG, NR, NO, and NM.
- The following ***NOA***s are used to document actions for Demo Code 6. The ***Authority Code*** for these NOAs is **ZLM "Demo Project title 6 CSRA 1978".**

NOAs	**Explanation**
D810	Distinguished Contribution Allowance (DCA)
D887	Distinguished Contribution Allowance (DCA)
D891	BONUS PAYOUT
894	Gen Adj (Salary Payout)
3##	**Separations**: **Note:** When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s). ZLM is not used for these actions.

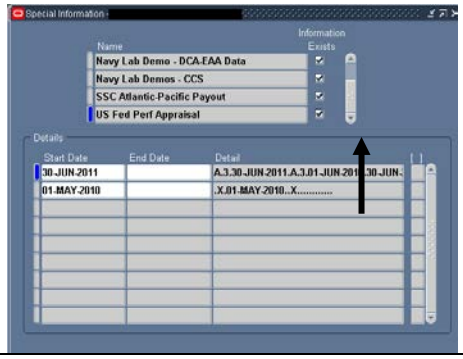
SPAWAR 1105 Demo – Appraisal Input

Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input

Upon accessing an employee to the system, the **APPRAISAL is** automatically populated with "X" for Rating of Record. An RPA DDF has been established to allow the first appraisal record to be created in the appointment process. All employees newly entered into the Demo (whether new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "X" (Not Rated) effective the same day as the entry into the Demo position.

Step	Action
1	In the populated **People** window, select the <**Special Info**> button. Scroll down and select **Appr – Space Nav Warfare Demo**. Select the ***Details*** data field. 

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SPAWAR 1105 Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	The **US Fed Perf Appraisal** window opens. Type in data or use the LOV. Select the **<OK>** button. The ***Detail*** data field populates with the data. SPAWAR-1105 Demo uses Appraisal Type "Q", and Appraisal Pattern of A.
3	Select the ***Save*** icon on the Toolbar.

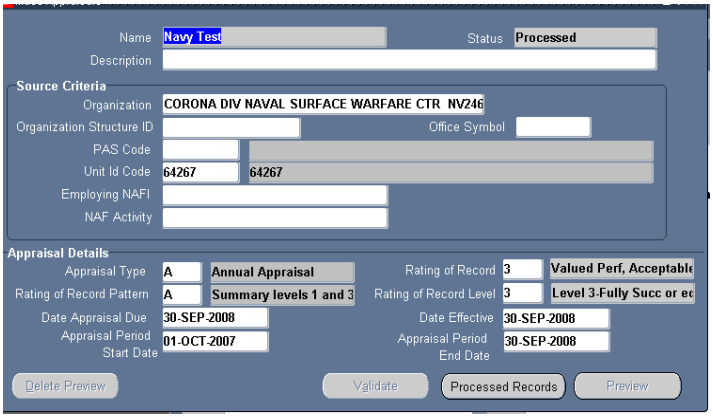
SPAWAR 1105 Demo – Mass Appraisal

Purpose

Updating multiple employee records at one time eliminates the need to enter individual employee records manually.

Before you Begin

HR personnelists at HRSC are responsible for the input and execution of the mass appraisal load process. The HRO is responsible for providing the ASCII file of performance data necessary for the HRSC to process the mass appraisal upload.

Step	Action
1	From the navigator menu, select ***Mass Actions → Mass Appraisals***. Select ***Preview Mass Appraisals*** to set up the process. 
2	See Module 5 Chapter 2 for the steps for processing mass appraisals. **Note:** The system supplies a default value (H) for the ***Rating of Record Pattern*** and a default value (5) for the ***Rating of Record Level***. You can change them as needed. *(For the Rating of Record Pattern, use A for Pass/Fail, H for 5 level Rating of Record rating system, etc.)* If the Rating of Record Level is left blank on this screen, the preview screen will auto populate this field with same value that is provided in the ASCII file for Rating of Record Level.

SPAWAR 1105 Demo – Mass Processes for Bonus, Contribution, and Comparability Payout

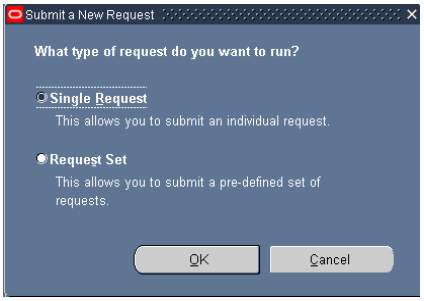
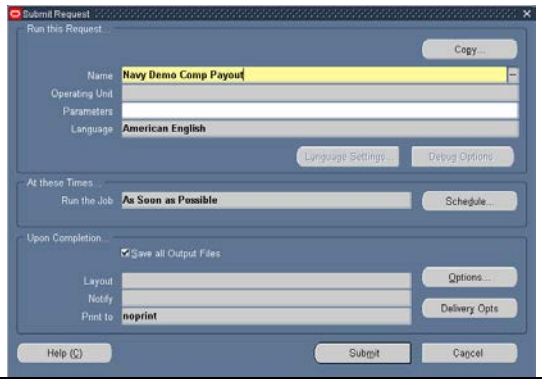
Purpose

This section explains how to process a SPAWAR 1105 Comparability Increase, a SPAWAR 1105 Mass Bonus Payout, and a SPAWAR 1105 Merit Payout. The yearly Demo Mass Payout process occurs outside the RPA process.

- The HRO is responsible for providing the updated pay information necessary for the HRSC to process the manual payout actions.
- The HRSC is responsible for the execution of the mass payout process.

Mass Payout

Navigate to Processes and Reports to request the SPAWAR 1105 Mass Payouts.

Step	Action
1	**Navigation Path** → *Processes and Reports* → *Submit Process & Report* <**Open**>.  Select **Single Request**.
2	The Submit Request window appears. Enter **Navy Demo Comp Payout** in the ***Name*** field. 

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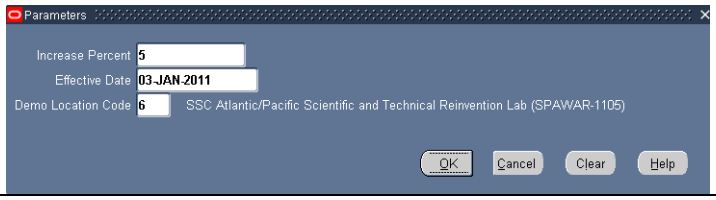
SPAWAR 1105 Demo – Mass Processes for Bonus, Contribution, and Comparability Payout, Continued

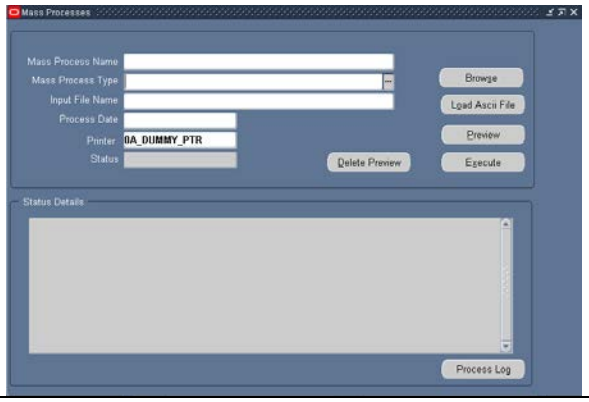
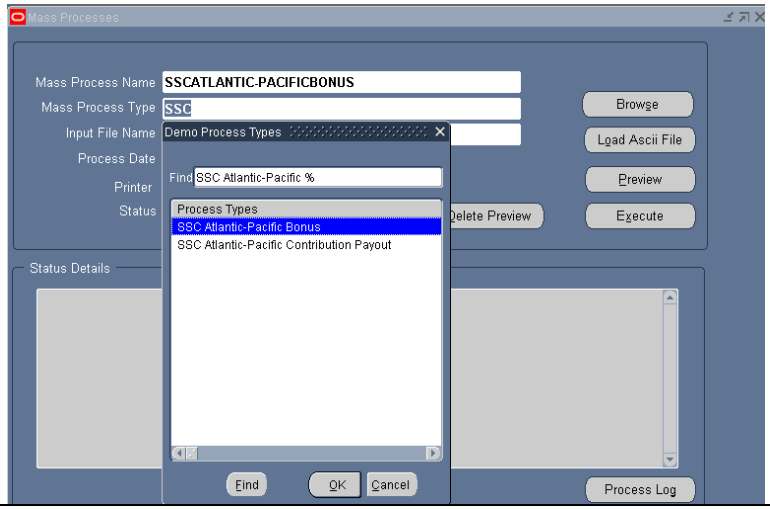
Mass Payout (continued)

Step	Action
3	Enter values for the parameters **Increase Percent, Effective Date**, and **Demo Location Code**. Select <OK>. 
4	This will bring you back to the Submit Request window. Be sure to identify on this window when you want the request to run and which printer you want the actions to print.

SPAWAR 1105 Demo – Mass Processes for Bonus, Contribution, and Comparability Payout, Continued

Bonus and Contribution Payout

Using the CIVDOD Demo Process Administrator, navigate to the Mass Demo Processes

Step	Action
1	**Navigation Path** → *Mass Demo Processes* <**Open**>. 
2	In the Mass Process Name field, compose a name for your process.
3	In the Mass Process Type field, you can use the LOV to select: • **SSC Atlantic-Pacific Bonus** for the bonus payout • **SSC Atlantic-Pacific Contribution Payout** for the contribution payout 

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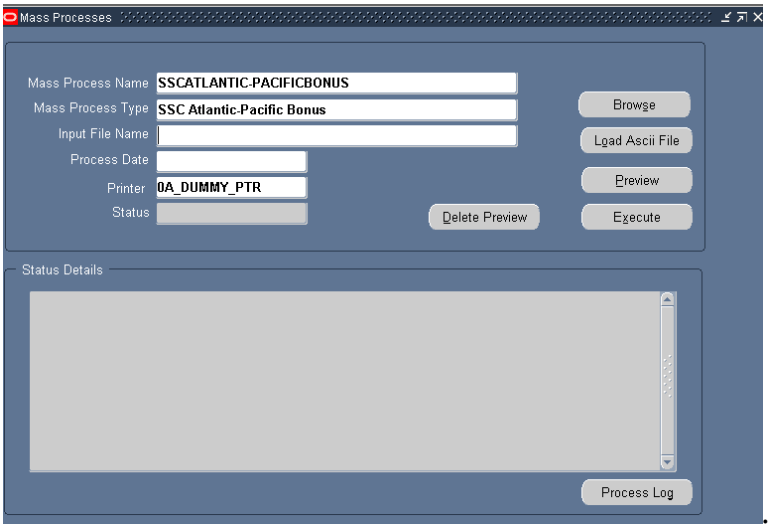
SPAWAR 1105 Demo – Mass Processes for Bonus, Contribution, and Comparability Payout, Continued

Bonus and Contribution Payout (continued)

Step	Action
4	Complete the parameter ***Input File Name*** by using the Browse button. Retrieve the file which should be stored on the hard drive of the PC being used. 
5	Complete the rest of the parameter fields: Process Date, Printer.
6	Select the **Load Ascii File** button to load the file.
7	Select the **Preview** button. View records selected. If you need to change criteria and rerun, then you may select the **Delete Preview** button and create another one.
8	Select the **Execute** button to submit the mass process.

SPAWAR 1105 Demo – Distinguished Contribution Allowance (DCA) RPA Processes

Purpose

This section explains the Request for Personnel Action (RPA) process for the Distinguished Contribution Allowance (DCA)

Before you Begin

To input the DCA actions:

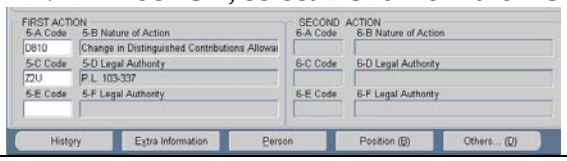
- Complete all four pages of the RPA first.
- Input the Extra Information last.
- Route the RPA and save it to HR.
- Select the checkbox in the ***Print Notification*** area, select a printer name, and select the**<OK>** button for approval.

Note: Some reject messages on demo-unique items display at this point: Example: "You are not authorized to use an NOA 892 or 893." Follow the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Completing the RPA.

Distinguished Contribution Allowance (DCA)

The Distinguished Contribution Allowance (DCA) for a SPAWAR 1105 Demo employee can be paid Bi-weekly or as a lump sum. If paying bi-weekly, use NOA D810 found using the **Other Pay** family of RPAs. If paying lump sum, use NOA D887 in the **Awards** family of RPAs. Refer to Module 3, Processing Requests for Personnel Actions, for additional information.

Bi-Weekly Payout

Step	Action
1	To process a Bonus, **navigation Path** → *Request for Personnel Action* → *Salary Change* → *Other Pay* <**Open**>.
2	Fill in the Effective Date and employee information in Part B of the Other Pay RPA. In Block 5A, select **D810** from the LOV. 

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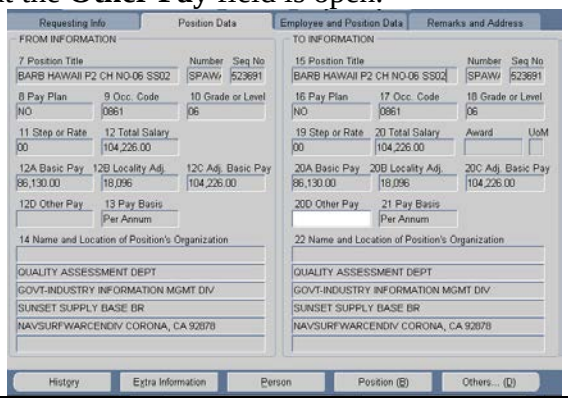
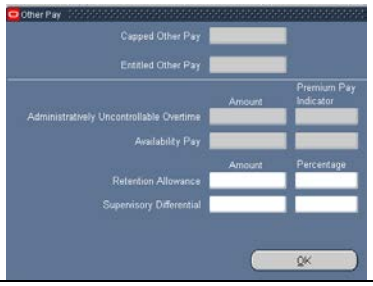
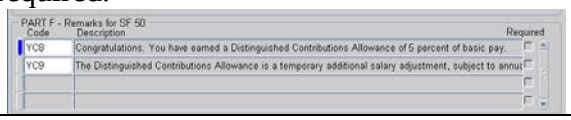
SPAWAR 1105 Demo – Distinguished Contribution Allowance (DCA) RPA Processes, Continued

Bi-Weekly Payout (continued)

Step	Action
3	Proceed to the next page of the RPA (Position Data tab). Here you will find that the **Other Pay** field is open. 
4	Click on the **Other Pay** open field and a small window will appear as shown below. 
5	You will insert the Amount or Percentage of the DCA in the **Retention Allowance** fields. When entering the percentage, the amount will automatically calculate. The information will populate on the RPA.
6	No action is required on Page 3 of the RPA (Employee and Postion Data). Proceed to Page 4, Remarks and Addresses. Notice that remark codes YC8 and YC9 populate automatically based on the Nature of Action Code from Page 1 of the RPA. Add additional remarks as required. 

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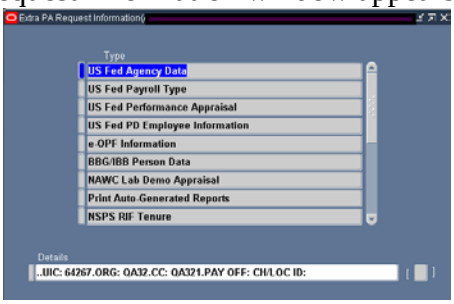
SPAWAR 1105 Demo – Distinguished Contribution Allowance (DCA) RPA Processes, Continued

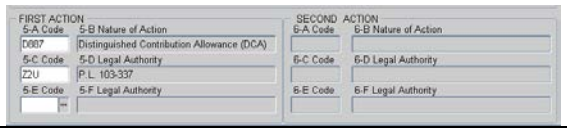
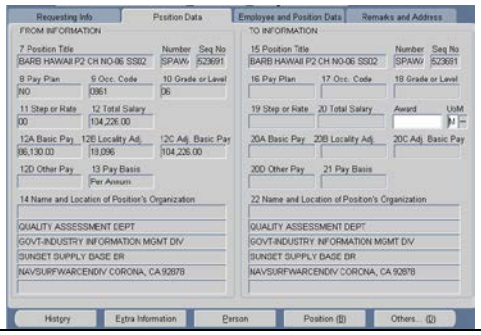
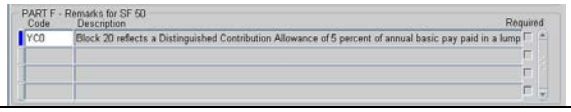
Bi-Weekly Payout (continued)

Step	Action
7	Select the **Extra Information** button at the bottom of the screen.
8	You will receive a Decision message. Select **Yes**. Another message will appear providing the generated request number. Select **OK**.
9	The Extra PA Request Information window appears.  Scoll down to Navy Lab Demo DCA-EAA Data and select that DDF.
10	The information you input on Page 2 of the RPA automatically populates in this DDF.
11	Select OK and return to the RPA. Follow instruction provided in Module 3, Processing Requests for Personnel Actions.

Continued on next page

SPAWAR 1105 Demo – Distinguished Contribution Allowance (DCA) RPA Processes, Continued

Lump Sum Payout

Step	Action
1	To process a Bonus, **navigation Path** → *Request for Personnel Action* → *Award/One-Time Payment* <**Open**>.
2	Fill in the Effective Date and employee information in Part B of the Award/One-Time Payment- RPA. In Block 5A, select **D887** from the LOV. 
3	Proceed to the next page of the RPA (Position Data tab). Here you will find that the **Award** and Unit of Measure (UoM) fields are open. 
4	Click on the **Award** open field and a small window will appear as shown below.
5	You will insert the Amount or Percentage of the DCA in the fields provided. When entering the percentage, the amount will automatically calculate. The information will populate on the RPA.
6	No action is required on Page 3 of the RPA (Employee and Postion Data). Proceed to Page 4, Remarks and Addresses. Notice that remark codes YC0 populates automatically based on the Nature of Action Code from Page 1 of the RPA. Add additional remarks as required. 

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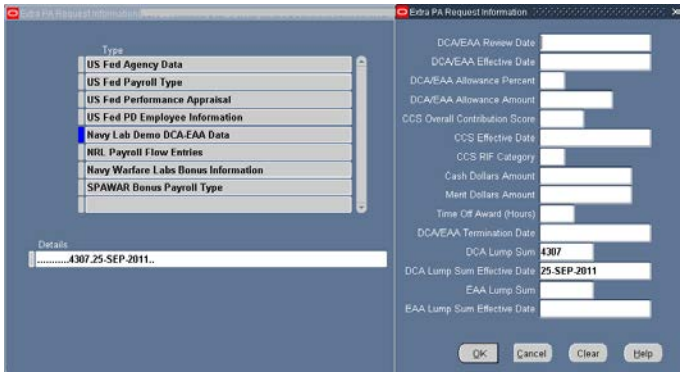
SPAWAR 1105 Demo – Distinguished Contribution Allowance (DCA) RPA Processes, Continued

Lump Sum Payout (continued)

Step	Action
7	Select the **Extra Information** button at the bottom of the screen.
8	You will receive a Decision message. Select **Yes**. Another message will appear providing the generated request number. Select **OK**.
9	The Extra PA Request Information window appears. Select the Navy Lab Demo DCA-EAA Data DDF.
10	The information you input on Page 2 of the RPA automatically populates in this DDF. 
11	Select OK and return to the RPA. Follow instruction provided in Module 3, Processing Requests for Personnel Actions.

Module 13

DCPDS Related Advisories

Module Overview

Purpose

The purpose of this module is to provide a central location for all DCPDS related advisories.

Module Contents

Module Overview	**1**
Chapter 1: Highly Qualified Expert - Senior Mentor (HQE-SM)	
Appointment to Senior Mentor Position	2
Adding the second LAC required for Highly Qualified Expert – Senior Mentor (HQE-SM) Position	6
Conversion of Highly Qualified Expert (HQE) to Senior Mentor Position	10

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Module 13

Chapter 1

Highly Qualified Expert - Senior Mentor (HQE-SM)

Chapter Overview

Introduction

Highly Qualified Experts (HQEs) are eminent experts who possess expert knowledge and skills needed to perform certain high profile assignments of 5 years or less. They are in fields such as engineering, technology, human resources, business, education, medicine, language and logistics. They generally gained their uncommon level of expertise in private industry or academia. Senior Mentors (SMs) are a type of HQE that provide expert mentoring, teaching and advice to senior military officers, staffs and students as they participate in war games, war fighting courses, and combat operations. They are generally retired general officers or retired Senior Executive Service (SES) individuals.

In the past, Senior Mentor services were obtained through a contract or from a defense contractor. On April 2010, Secretary of Defense directed that all current "contract" Senior Mentors be converted to HQEs and that all new Senior Mentor appointments be accomplished under the same hiring authority as HQEs, e.g., NOA '171' (Excepted Appointment NTE), Legal Authority Code (LAC) 'ZLM – 5 U.S.C. 9903'.

NDAA FY11 and further guidance in DoDI 1400.25, V922 (dated April 1, 2010) directed that all Senior Mentor individuals be hired under the following authorities:

- Excepted appointments NTE 5 years
- Pay Plan 'EE' (like HQEs)
- 1st LAC 'ZLM – 5 U.S.C. 9903' (like HQEs)
- 2nd LAC '903 – NDAA 2010, Section 1102'

Continued on next page

Chapter Overview, Continued

Chapter Contents

Topic	Page
Appointment to Senior Mentor Position	2
Adding the second LAC required for Highly Qualified Expert – Senior Mentor (HQE-SM) Position	6
Conversion of Highly Qualified Expert (HQE) to Senior Mentor Position	10

Who Does It?

- Personnelist

See also

- Module 3, Processing Requests for Personnel Actions Using the DCPDS
- Module 4, Staffing

Appointment to Senior Mentor Position

Purpose

This procedure provides the steps to process an appointment of a Senior Mentor.

Before You Begin

You will need to build or quick copy a position using pay plan 'EE.'

Note: The Position must be in Pay Plan 'EE' (Expert), the Tenure must equal '3' (Indefinite), the Position Occupied must equal '2' (Excepted Service) and the 'Appointment Type' must equal '3C' (Excepted Appointment-NTE).

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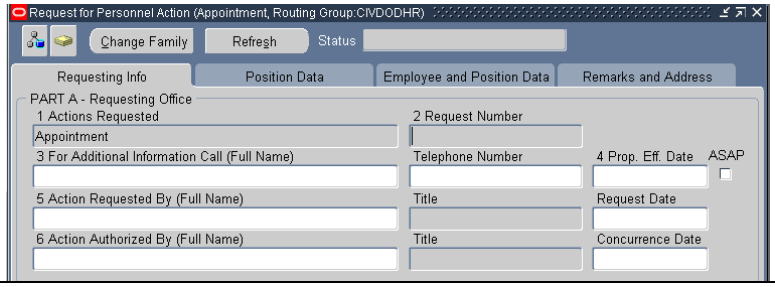
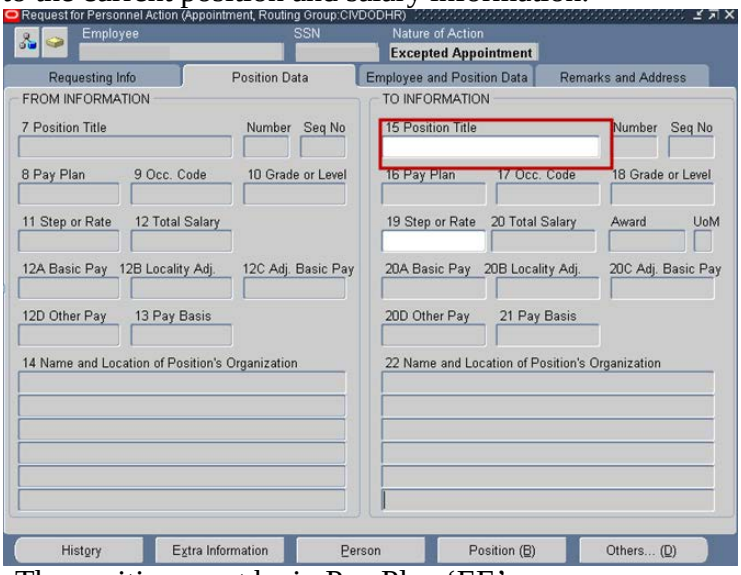
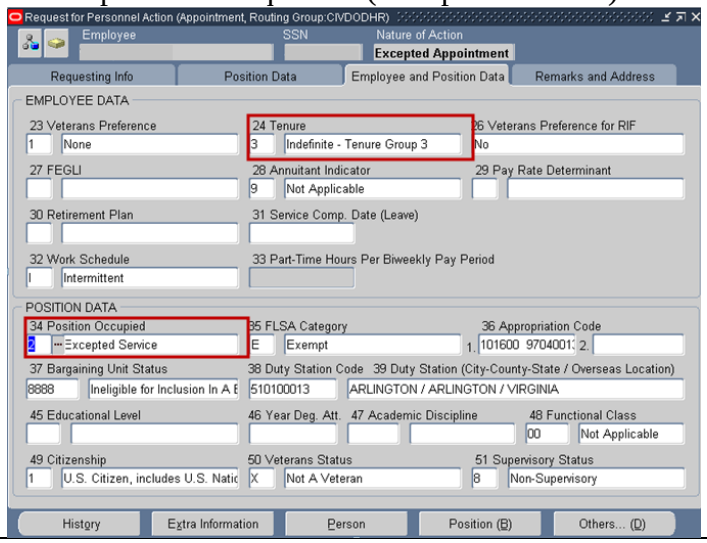
Appointment to Senior Mentor Position, Continued

Step	Action
1	**Navigation Path** > *Request for Personnel Action* > *Conversion to Appointment* and select **Open** button.
2	The **Requesting Info** tab of the RPA opens with **Part A, Block 1, *Actions Requested*** data field populated. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions. **Note:** ***Request Number*** data field populates when you save the action. 
3	Place the cursor in the ***5-A Code*** data field, use the LOV to select the **NOA Code 5-A '171'**. Select '***ZLM – 5 U.S.C. 9903***' from the List of Values (LOV) in block 5-C. Select **'903 – NDAA 2010, Section 1102'** from the LOV in block 5-E. **Note:** You must select the LACs from the LOV.

Continued on next page

Appointment to Senior Mentor Position, Continued

Step	Action
4	Select the 'Position Data' Tab and enter the position and salary information on the 'TO' side of the screen if changes need to be made to the current position and salary information.  **Note:** The position must be in Pay Plan 'EE'.
5	Select the 'Employee and Position Data' tab to enter employee data if changes need to be made to the current employee information. The Tenure Group (in block 24) must equal '3' (Indefinite) and the 'Position Occupied' must equal '2' (Excepted Service.) 

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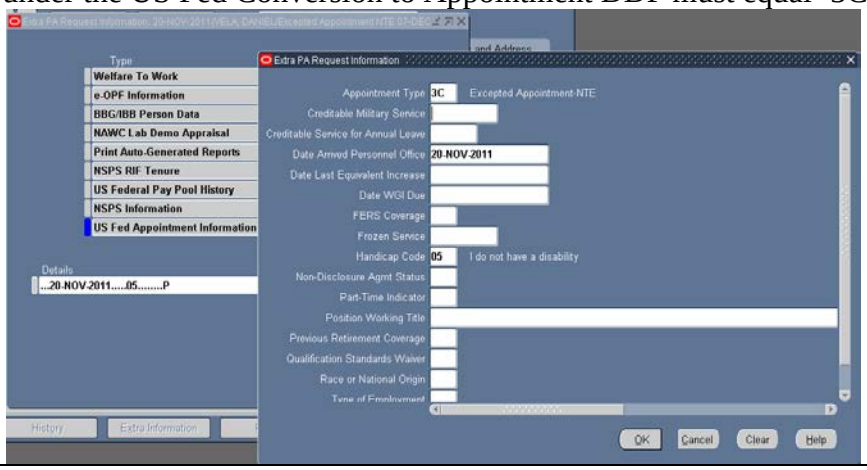
Appointment to Senior Mentor Position, Continued

Step	Action
6	Select the 'Remarks and Address' tab to capture the appropriate remarks for this action.
7	Save your information and Select the 'Extra Information Tab'. Enter data as required under the appropriate DDFs if changes need to be made to the current employee information. The Appointment Type under the US Fed Conversion to Appointment DDF must equal '3C'. 
8	Select **Save** icon on any page. A **Forms** box opens with the **RPA Request Number.** Select the **OK** button to continue**.**
9	A Message Box appears asking if you wish to route the request. Select the **Yes** button.
10	The Routing window opens. Select ***Update HR.*** and a printer ID in the ***Printer*** data field, if applicable Select the ***Approval*** box then select **OK** button. **Note:** Follow your Component guidelines in routing the RPA for approval, updating the HR database, and printing the Notification of Personnel Action (NPA).

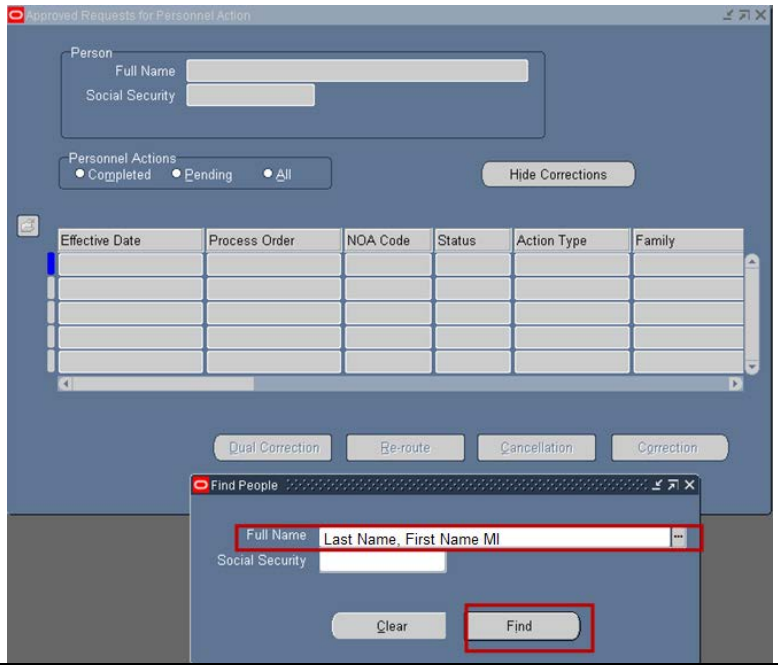
Adding the Second LAC Required for Highly Qualified Expert - Senior Mentor position

Purpose

This procedure provides the steps to process an appointment of a Senior Mentor.

Before You Begin

You will need to have a current record of an employee appointed to a HQE position. Coordinate with the organization as to whether you will need to use a different 'EE' position or the existing one.

Step	Action
1	**Navigation Path** > *Request for Personnel Action* > *Cancellation/Correction* and select **Open** button.
2	Query the name of the HQE employee whose record needs to be corrected. Select the 'Find' button. 

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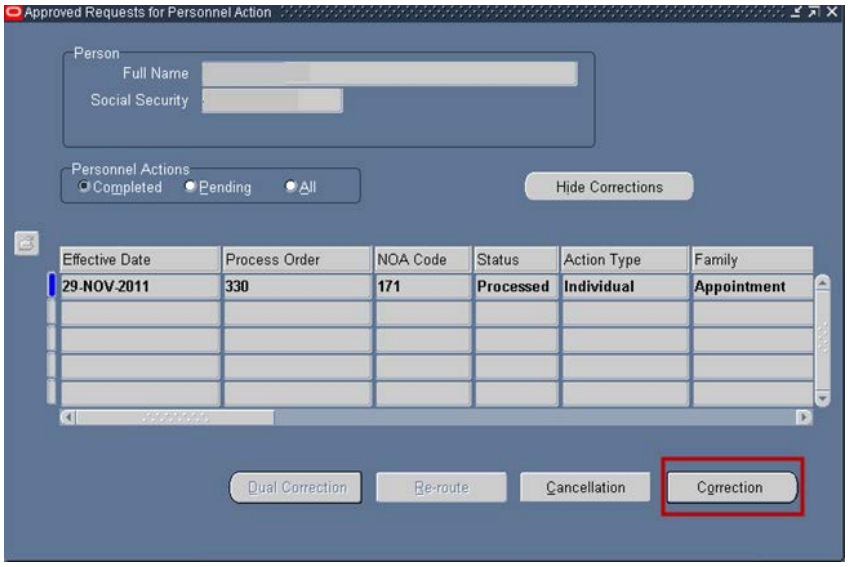
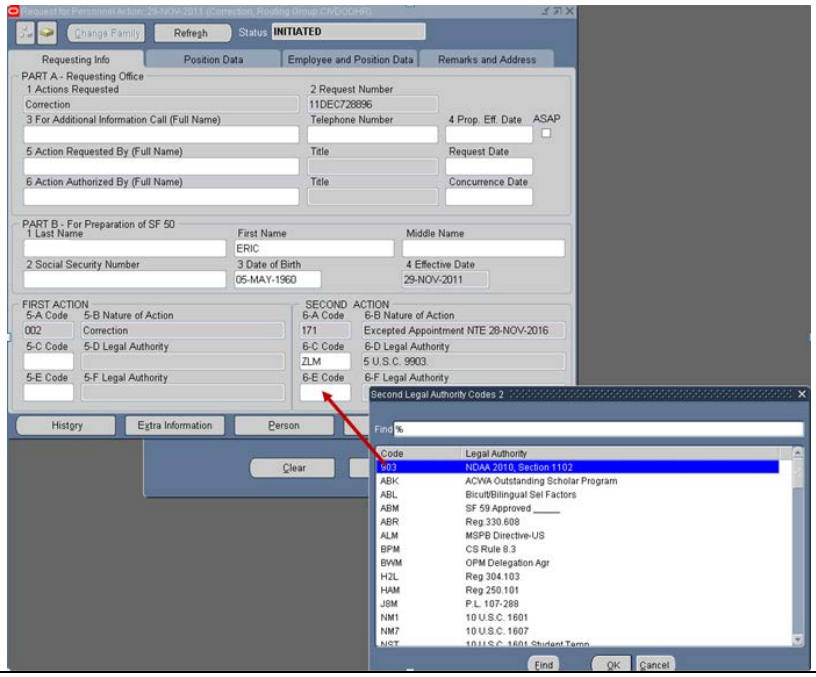
Adding the Second LAC Required for Highly Qualified Expert - Senior Mentor position, Continued

Step	Action
3	Select the 'Correction' button. 
4	Select '***903 – NDAA 2010, Section 1102***' from the LOV in block 6-E. 

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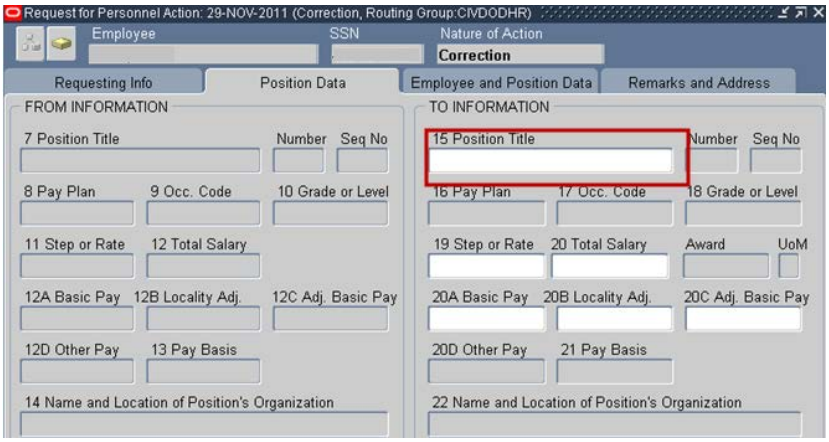
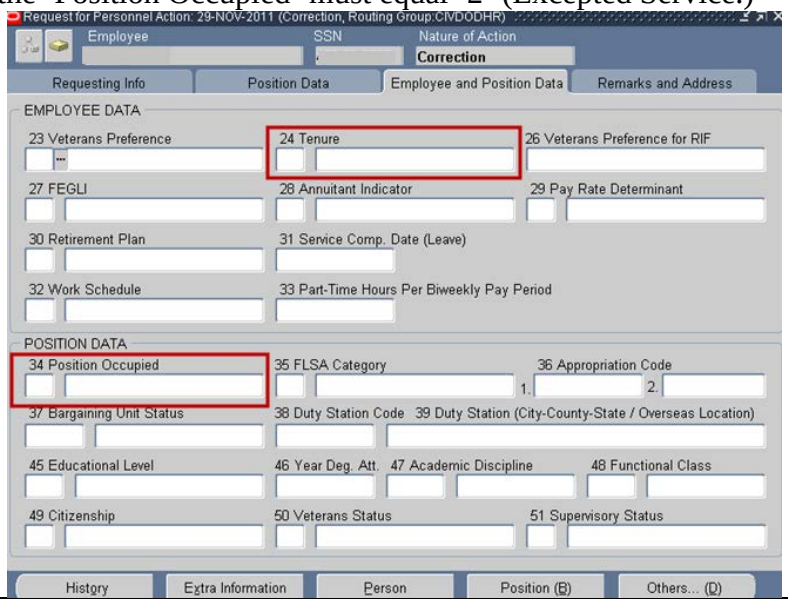
Adding the Second LAC Required for Highly Qualified Expert - Senior Mentor position, Continued

Step	Action
5	Select the ***Position Data*** tab to enter the position and salary information on the 'TO' side of the screen (if changes need to be made to the current position and salary information.)  **Note:** The position must be in Pay Plan 'EE'.
6	Select the ***Employee and Position Data*** tab to enter employee data if changes need to be made to the current employee information. **Note:** The Tenure Group (in block 24) must equal '3' (Indefinite) and the 'Position Occupied' must equal '2' (Excepted Service.) 

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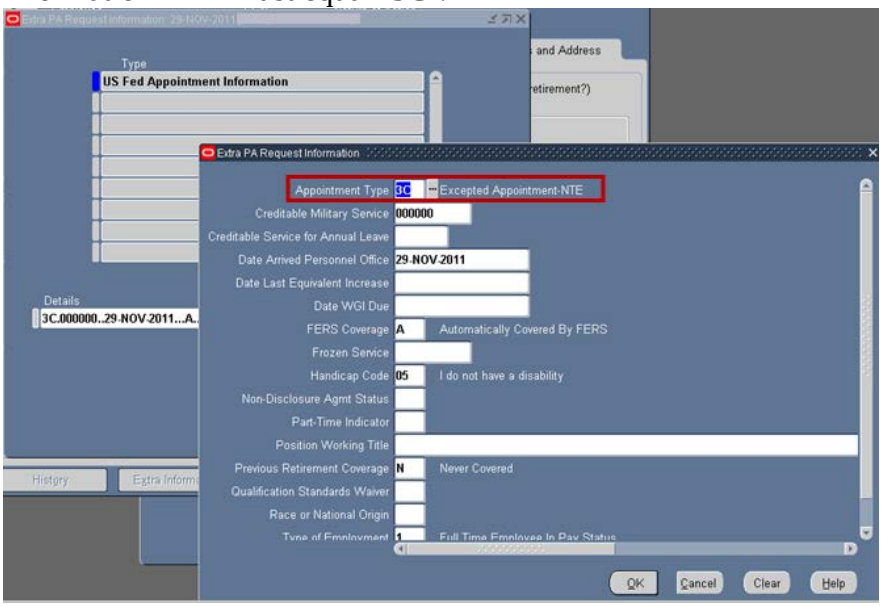
Adding the Second LAC Required for Highly Qualified Expert - Senior Mentor position, Continued

Step	Action
7	Select the ***Remarks and Address*** tab to capture the appropriate remarks for this action.
8	Save your information and Select the ***Extra Information*** tab. Enter data as required under the appropriate DDFs (if changes need to be made to the current employee information.). **Note:** The Appointment Type under the US Fed Appointment Information DDF must equal '3C'. 
9	Select **Save** icon on any page. A **Forms** box opens with the **RPA Request Number.** Select the **OK** button to continue**.**
10	A Message Box appears asking if you wish to route the request. Select the **Yes** button.
11	The Routing window opens. Select ***Update HR.*** and a printer ID in the ***Printer*** data field, if applicable Select the ***Approval*** box then select **OK** button. **Note:** Follow your Component guidelines in routing the RPA for approval, updating the HR database, and printing the Notification of Personnel Action (NPA).

Conversion to Senior Mentor Position

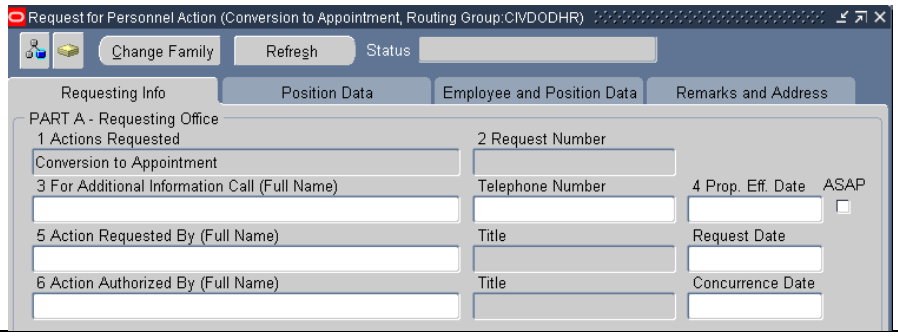
Purpose

This procedure provides the steps to process an appointment of a Senior Mentor.

Before You Begin

You will need to have a current record of an employee initially appointed as a HQE that needs to be converted to a Senior Mentor appointment. Coordinate with the organization as to whether you will need to use a different 'EE' position or the existing one.

Note: The Position must be in Pay Plan 'EE' (Expert), the Tenure must equal '3' (Indefinite), the Position Occupied must equal '2' (Excepted Service) and the 'Appointment Type' must equal '3C' (Excepted Appointment-NTE).

Step	Action
1	**Navigation Path** > *Request for Personnel Action* > *Conversion to Appointment* and select **Open** button.
2	The **Requesting Info** tab of the RPA opens with **Part A, Block 1, *Actions Requested*** data field populated. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions. **Note:** ***Request Number*** data field populates when you save the action. 

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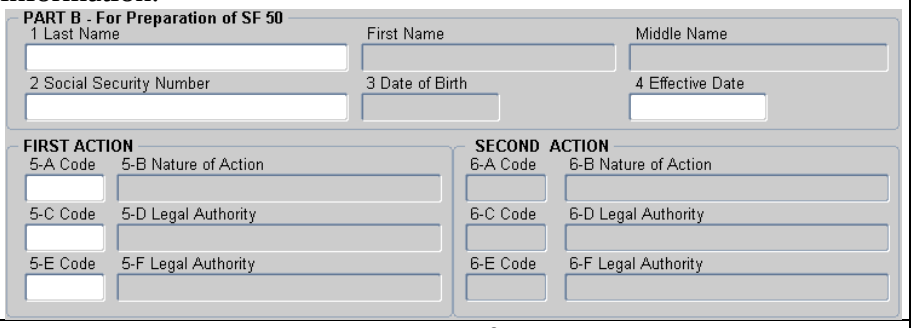
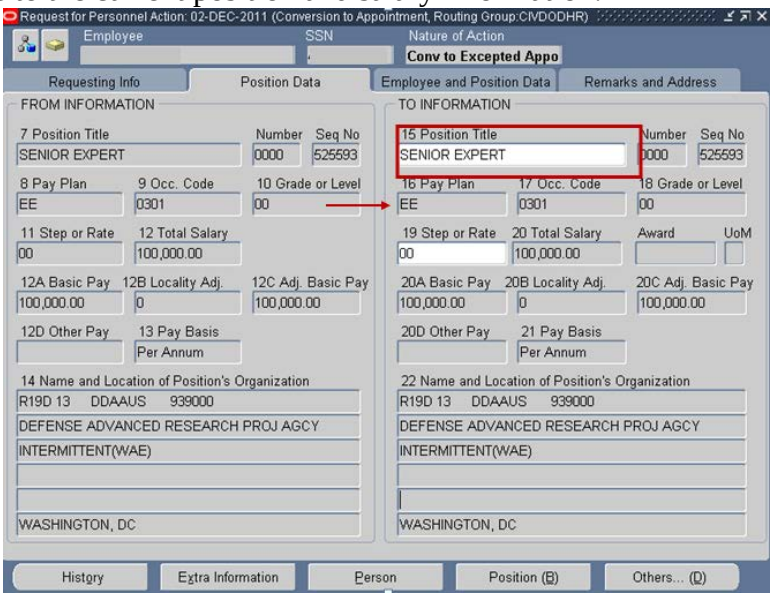
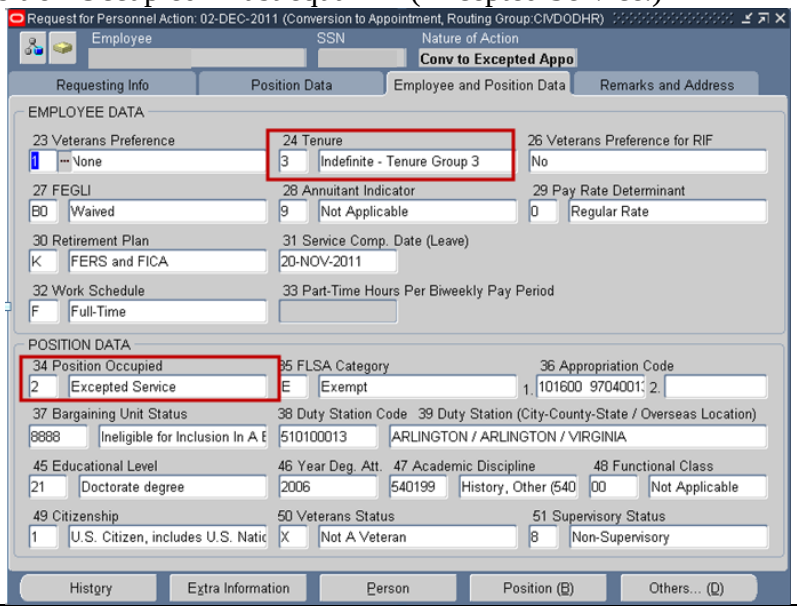
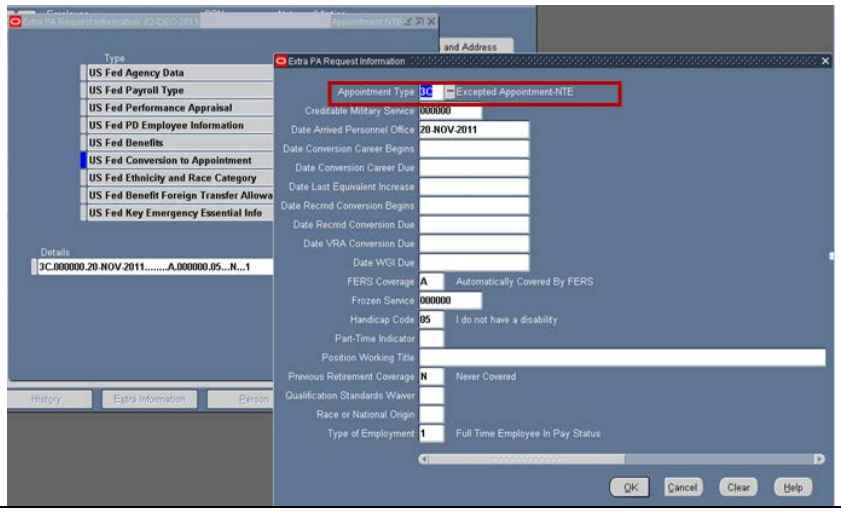
Conversion to Senior Mentor Position, Continued

Step	Action
3	Complete Part B by doing a query of the employee name (currently on the HQE position). Input the effective date, and other required information. 
4	Place the cursor in the ***5-A Code*** data field, use the LOV to select the **NOA Code 5-A '571'**. Select '***ZLM – 5 U.S.C. 9903***' from the List of Values (LOV) in block 5-C. Select **'903 – NDAA 2010, Section 1102'** from the LOV in block 5-E. **Note:** You must select the LACs from the LOV.
5	Select the 'Position Data' Tab and enter the position and salary information on the 'TO' side of the screen if changes need to be made to the current position and salary information.  **Note:** The position must be in Pay Plan 'EE'.

Continued on next page

Conversion to Senior Mentor Position, Continued

Step	Action
6	Select the 'Employee and Position Data' tab to enter employee data if changes need to be made to the current employee information. The Tenure Group (in block 24) must equal '3' (Indefinite) and the 'Position Occupied' must equal '2' (Excepted Service.) 
7	Select the 'Remarks and Address' tab to capture the appropriate remarks for this conversion action.
8	Save your information and Select the 'Extra Information Tab'. Enter data as required under the appropriate DDFs if changes need to be made to the current employee information. The Appointment Type under the US Fed Conversion to Appointment DDF must equal '3C'. 

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Conversion to Senior Mentor Position, Continued

Step	Action
9	Select **Save** icon on any page. A **Forms** box opens with the **RPA Request Number.** Select the **OK** button to continue**.**
10	A Message Box appears asking if you wish to route the request. Select the **Yes** button.
11	The Routing window opens. Select ***Update HR.*** and a printer ID in the ***Printer*** data field, if applicable Select the ***Approval*** box then select **OK** button. **Note:** Follow your Component guidelines in routing the RPA for approval, updating the HR database, and printing the Notification of Personnel Action (NPA).

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