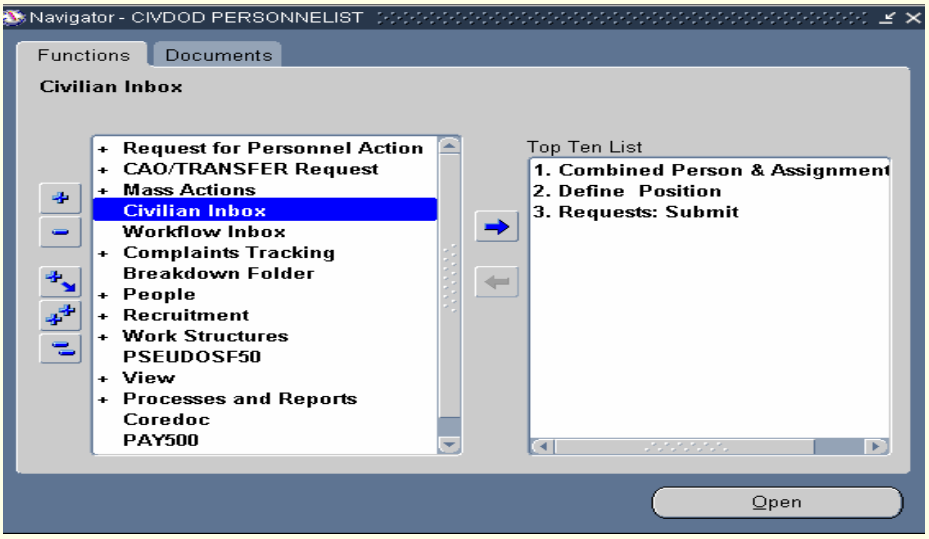
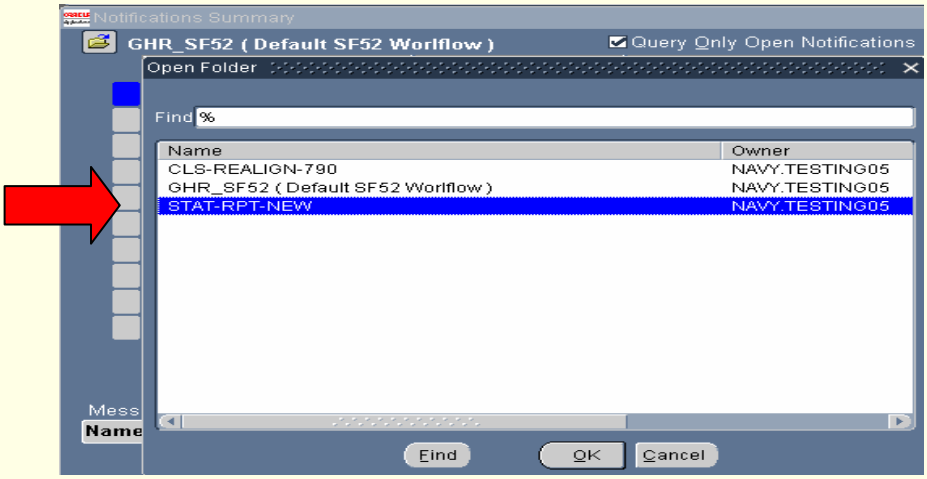
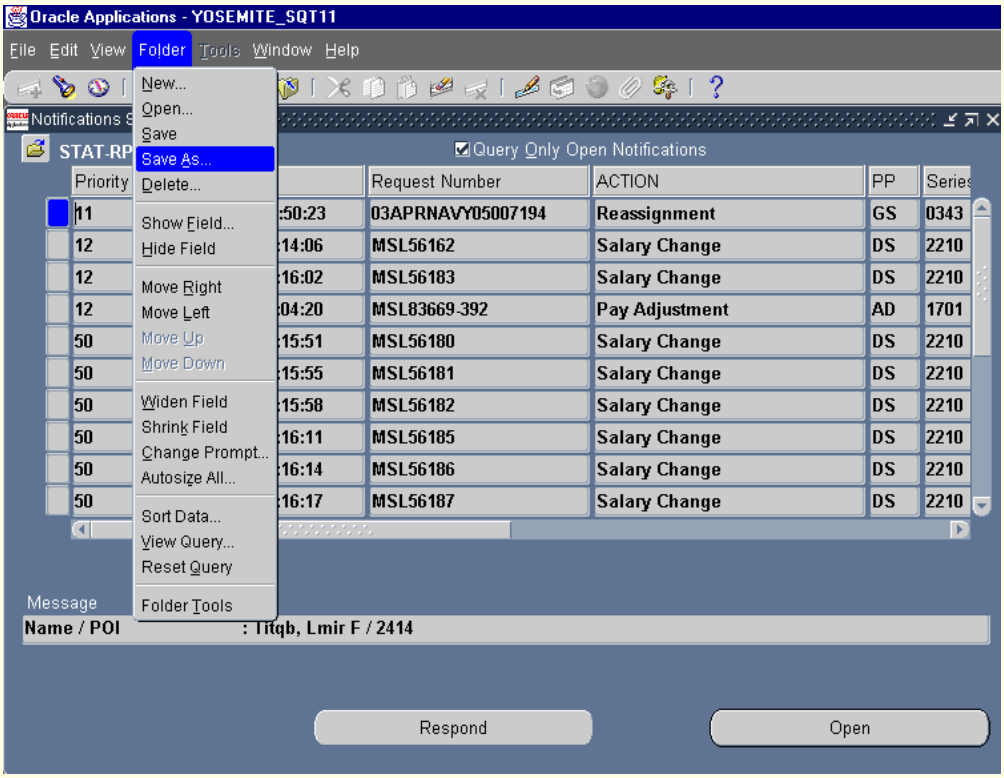
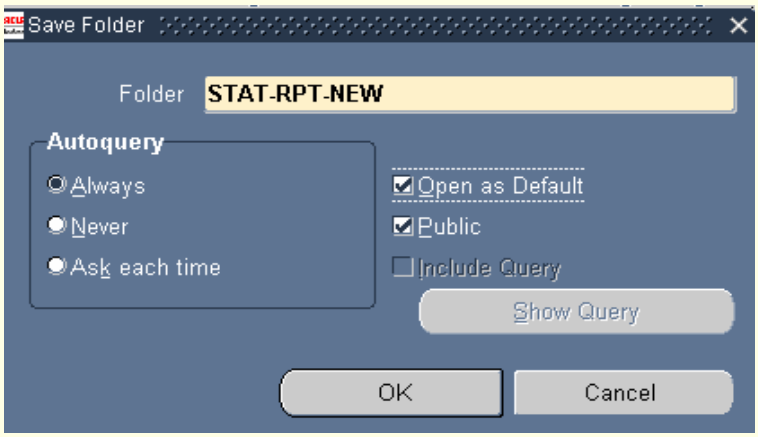
CIVILIAN INBOX

A. How to set up a default folder view for the Civilian Inbox

STEP	ACTION
1	From the Navigation List – Click on **Civilian Inbox → <Open>**. 
2	The **Notifications Summary** Window displays, click on the folder icon in the upper left hand corner of the screen. This will pop up a menu of public folders to choose from. For this example, select **"STAT-RPT-NEW"**. Click <**OK**>. 

3	From the Main Menu Bar, click on the word ***Folder***. This generates a drop down menu, click ***Save As***. 
4	The **Save Folder** Window displays. Click in the box ☑ ***Open as Default.*** Click <**OK**>. 
5	The Civilian Inbox will now automatically open displaying the STAT-RPT-NEW folder.

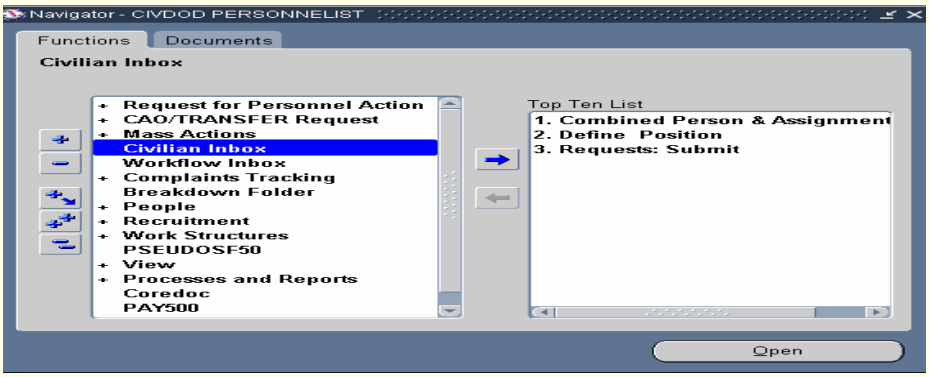
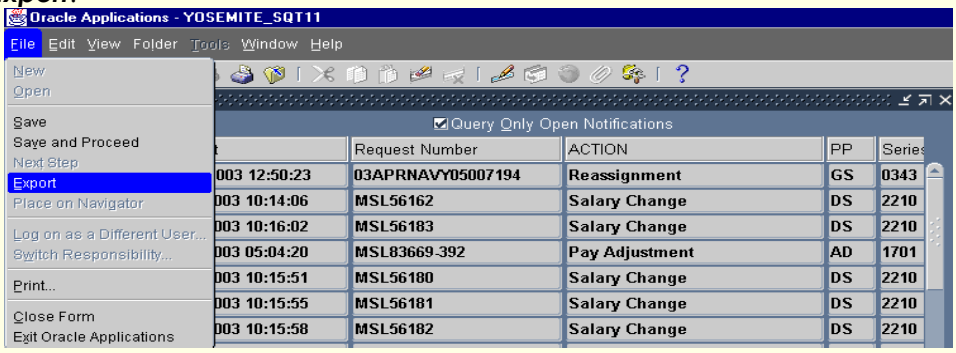
CIVILIAN INBOX

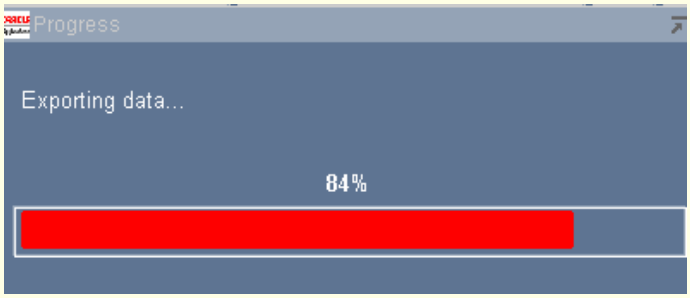
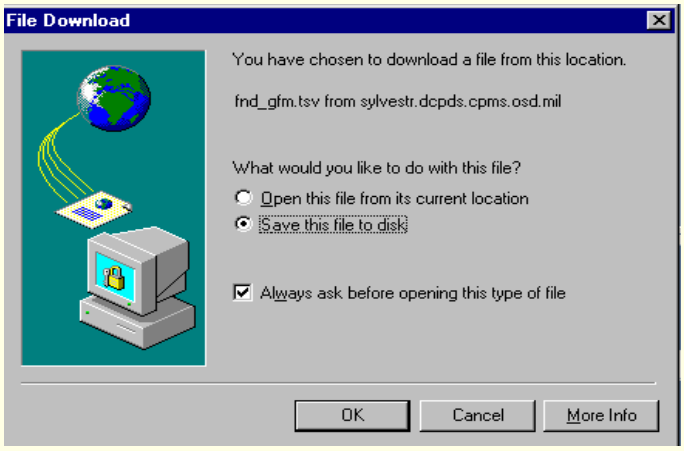
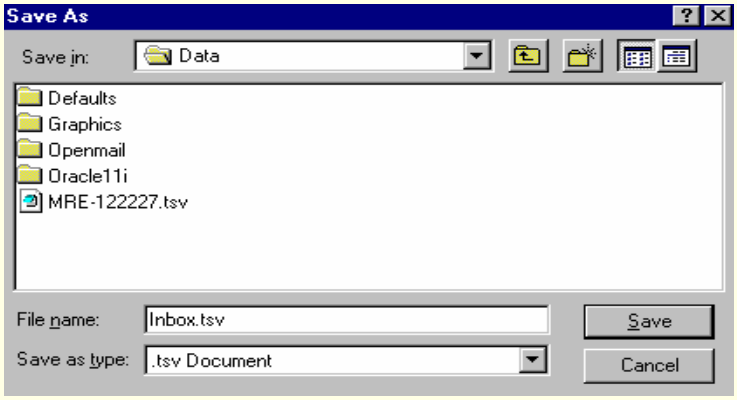
B. How to Export the Civilian Inbox

The InBox Export feature in DCPDS creates an extract of all the data in a view of the Civilian InBox. This extract can be formatted in Excel and then used to manage workload on a daily basis. Additionally, due to the functionality of the Excel program the data that is extracted can be sorted and saved, as well as split into different reports.

EXAMPLES:

- Processing: Can be used to manage the workload in the WGIBUDDY-Suspense Actions box; a designated user can export the data and then sort it by organization and then distribute to other processors.
- Staffing: Can be used to export the daily workload information for reporting purposes.
- Supervisors: Can export inboxes of employees to facilitate workload management.

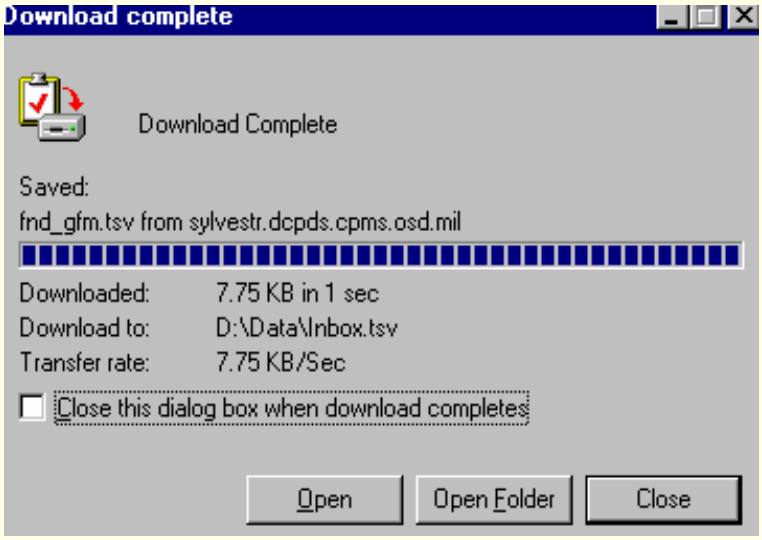
STEP	ACTION
1	From the Navigation List – Click on **Civilian Inbox → <Open>**. 
2	The **Notifications Summary** Window displays. From the Main Menu Bar, select ***File***, then ***Export***. 

3	The file will start Exporting automatically. 
4	Once completed, the web browser is launched and the ***File Download*** Window displays. Select ***Save this file to disk,*** then click <**OK**>. 
5	The ***SaveAs*** Window displays. Select the directory where you want to save the file. You will also want to type in the File Name with a .tsv extension Click <**Save**>. **Note:** Extension ".tsv" (Tab Separated Values) This is a very simple textual data format. 

6

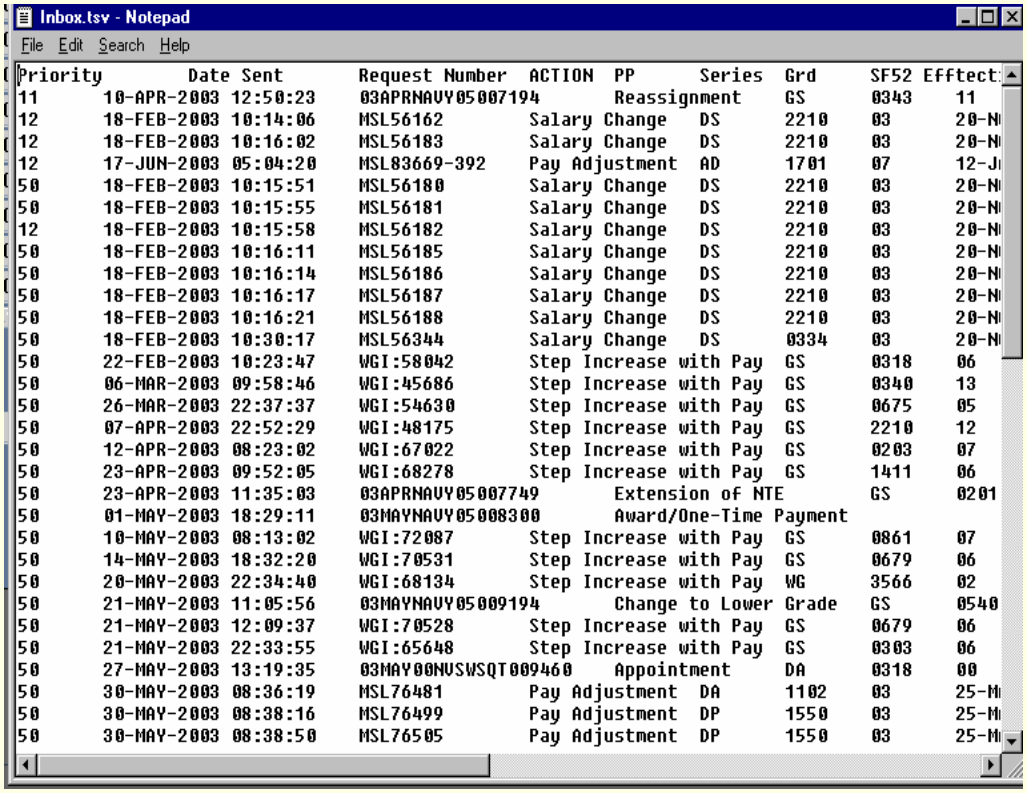
Upon completion, the ***Download Complete*** Window displays. Select one of the three buttons at the bottom of the window.

- Click <**Close**> to close the window; OR

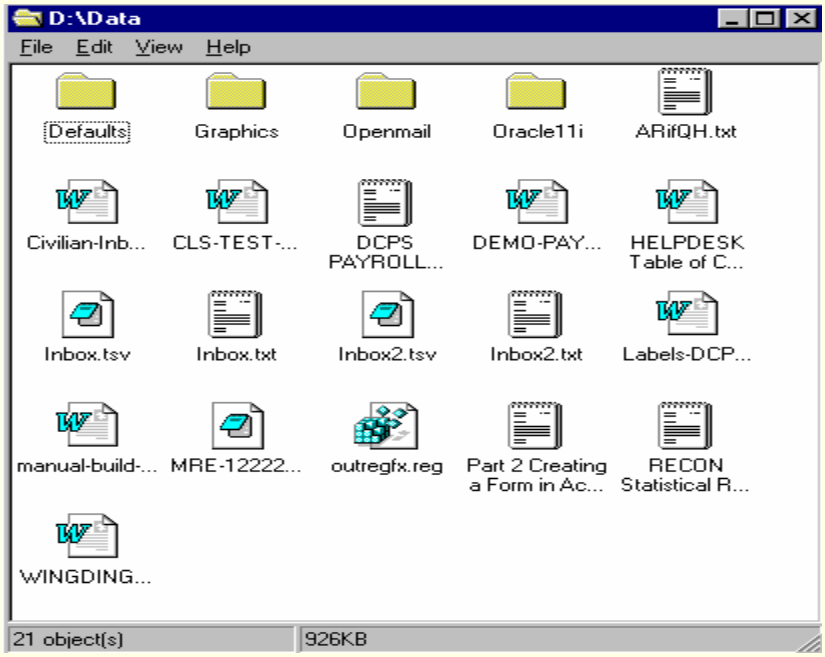


7

- Click <**Open**> to view the downloaded file in Notepad; OR



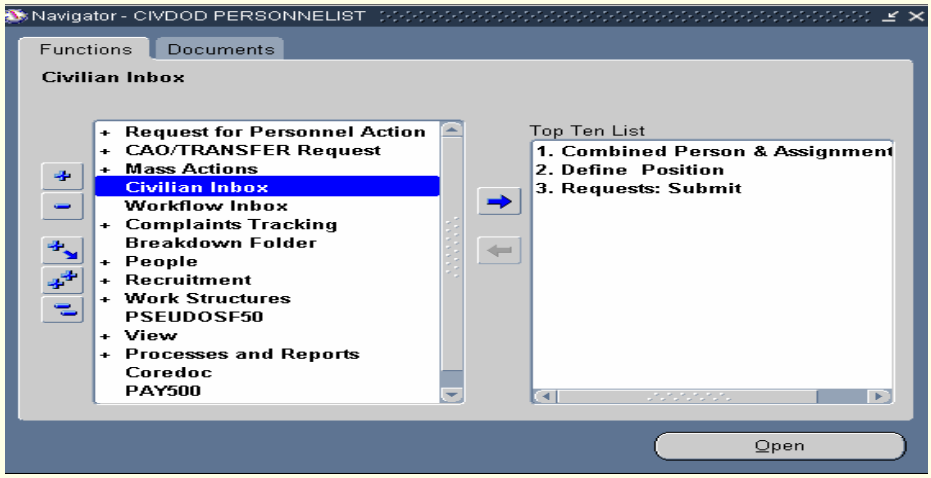
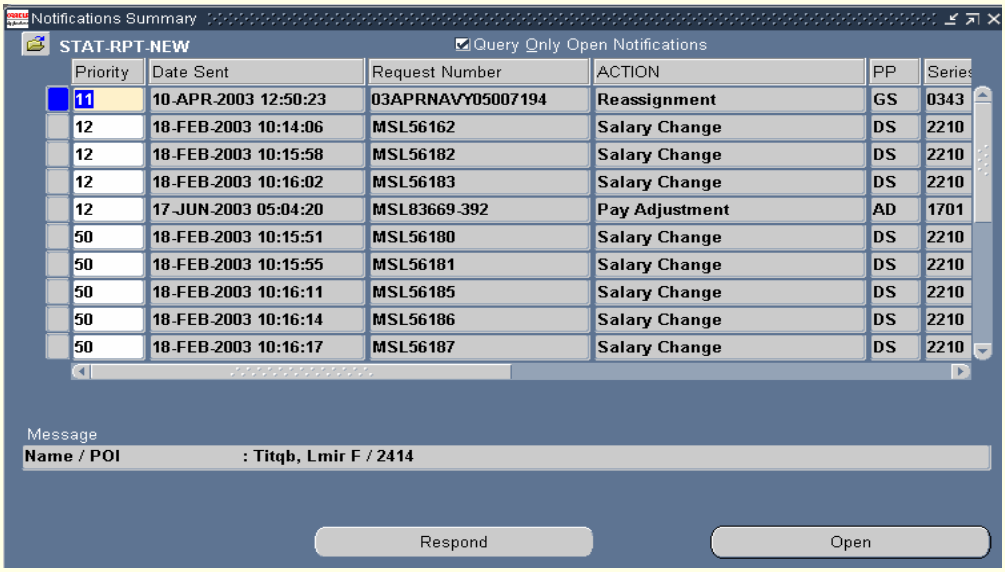
Priority	Date Sent	Request Number	ACTION	PP	Series	Grd	SF52	Efftect
11	10-APR-2003 12:50:23	03APRNAVY05007194	Reassignment			GS	0343	11
12	18-FEB-2003 10:14:06	MSL56162	Salary Change	DS		2210	03	20-N
12	18-FEB-2003 10:16:02	MSL56183	Salary Change	DS		2210	03	20-N
12	17-JUN-2003 05:04:20	MSL83669-392	Pay Adjustment	AD		1701	07	12-J
50	18-FEB-2003 10:15:51	MSL56180	Salary Change	DS		2210	03	20-N
50	18-FEB-2003 10:15:55	MSL56181	Salary Change	DS		2210	03	20-N
12	18-FEB-2003 10:15:58	MSL56182	Salary Change	DS		2210	03	20-N
50	18-FEB-2003 10:16:11	MSL56185	Salary Change	DS		2210	03	20-N
50	18-FEB-2003 10:16:14	MSL56186	Salary Change	DS		2210	03	20-N
50	18-FEB-2003 10:16:17	MSL56187	Salary Change	DS		2210	03	20-N
50	18-FEB-2003 10:16:21	MSL56188	Salary Change	DS		2210	03	20-N
50	18-FEB-2003 10:30:17	MSL56344	Salary Change	DS		0334	03	20-N
50	22-FEB-2003 10:23:47	WGI:58042	Step Increase with Pay			GS	0318	06
50	06-MAR-2003 09:58:46	WGI:45686	Step Increase with Pay			GS	0340	13
50	26-MAR-2003 22:37:37	WGI:54630	Step Increase with Pay			GS	0675	05
50	07-APR-2003 22:52:29	WGI:48175	Step Increase with Pay			GS	2210	12
50	12-APR-2003 08:23:02	WGI:67022	Step Increase with Pay			GS	0203	07
50	23-APR-2003 09:52:05	WGI:68278	Step Increase with Pay			GS	1411	06
50	23-APR-2003 11:35:03	03APRNAVY05007749	Extension of NTE			GS	0201	
50	01-MAY-2003 18:29:11	03MAYNAVY05008300	Award/One-Time Payment					
50	10-MAY-2003 08:13:02	WGI:72087	Step Increase with Pay			GS	0861	07
50	14-MAY-2003 18:32:20	WGI:70531	Step Increase with Pay			GS	0679	06
50	20-MAY-2003 22:34:40	WGI:68134	Step Increase with Pay			WG	3566	02
50	21-MAY-2003 11:05:56	03MAYNAVY05009194	Change to Lower Grade			GS	0540	
50	21-MAY-2003 12:09:37	WGI:70528	Step Increase with Pay			GS	0679	06
50	21-MAY-2003 22:33:55	WGI:65648	Step Increase with Pay			GS	0303	06
50	27-MAY-2003 13:19:35	03MAY00NVSWSQT009460	Appointment			DA	0318	00
50	30-MAY-2003 08:36:19	MSL76481	Pay Adjustment	DA		1102	03	25-M
50	30-MAY-2003 08:38:16	MSL76499	Pay Adjustment	DP		1550	03	25-M
50	30-MAY-2003 08:38:50	MSL76505	Pay Adjustment	DP		1550	03	25-M

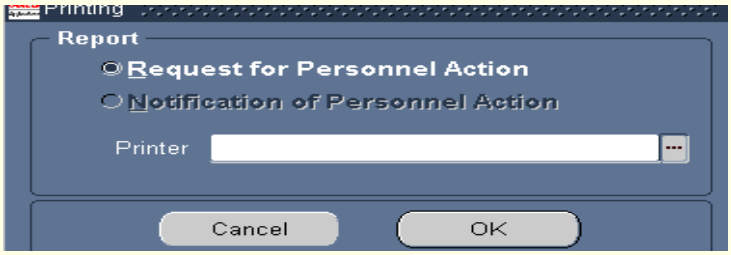
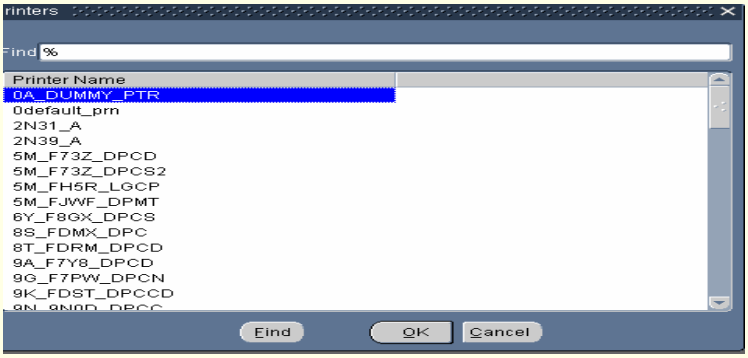
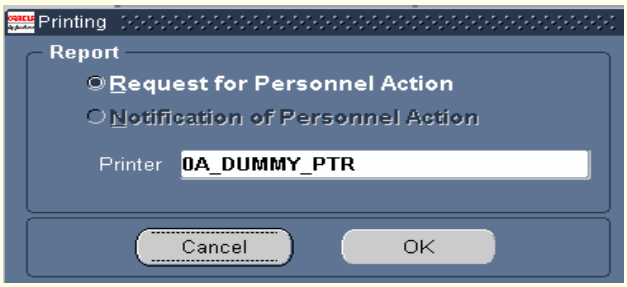
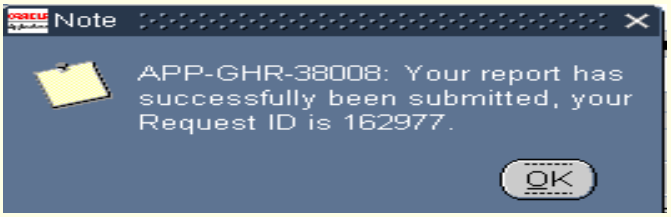
8	• Click <**Open Folder**> to open the folder where you downloaded the file. 

9	To open the file that was created:
	• Get into the program where you would like to open the file (Excel, Word etc.)
	• Click on Open, locate your file, select it, then click on <**Open**>.
	  • If opening in Excel a Text Import Wizard will display.
	  1. Choose the file type "Delimited", click <**Next**>.
	  2. Choose "Tab" Delimiter, click <**Next**>.
	  3. You may change the column data formats or leave them as general.
	  4. Click <**Finish**>. The file will display in Excel.

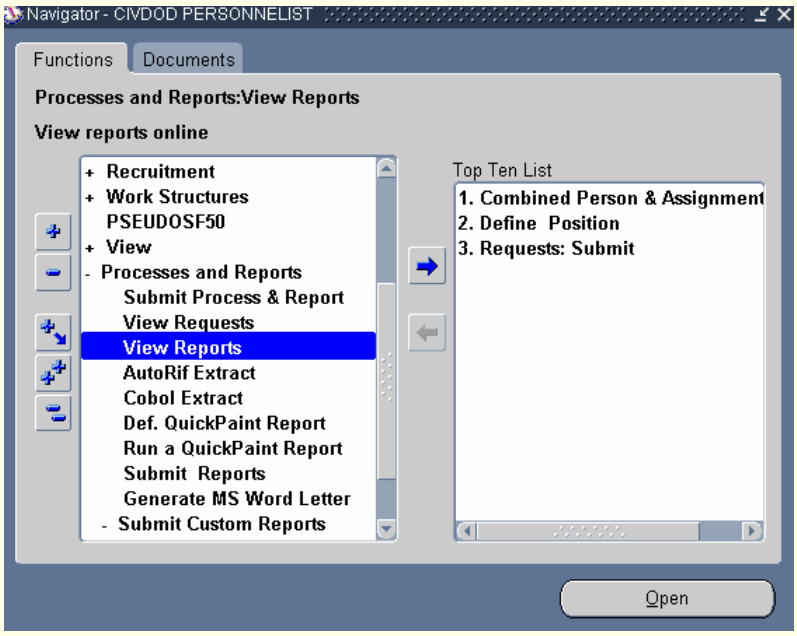
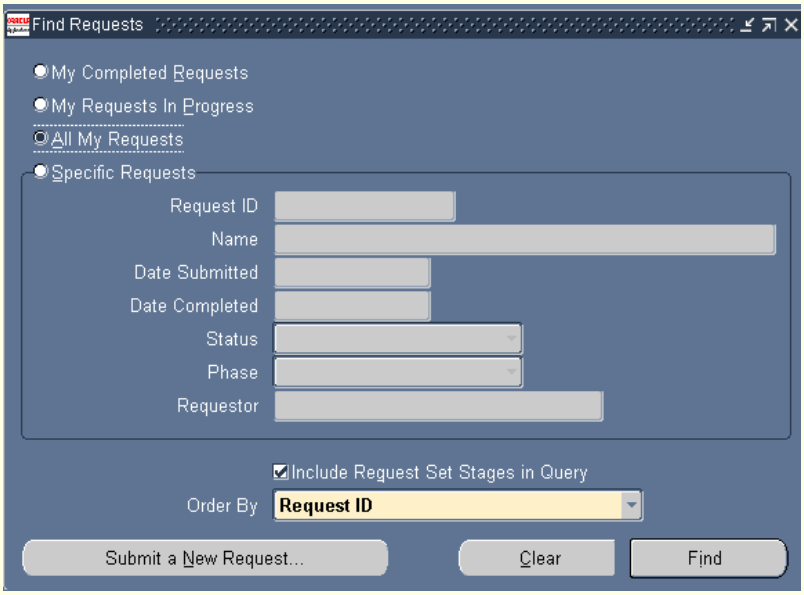
CIVILIAN INBOX

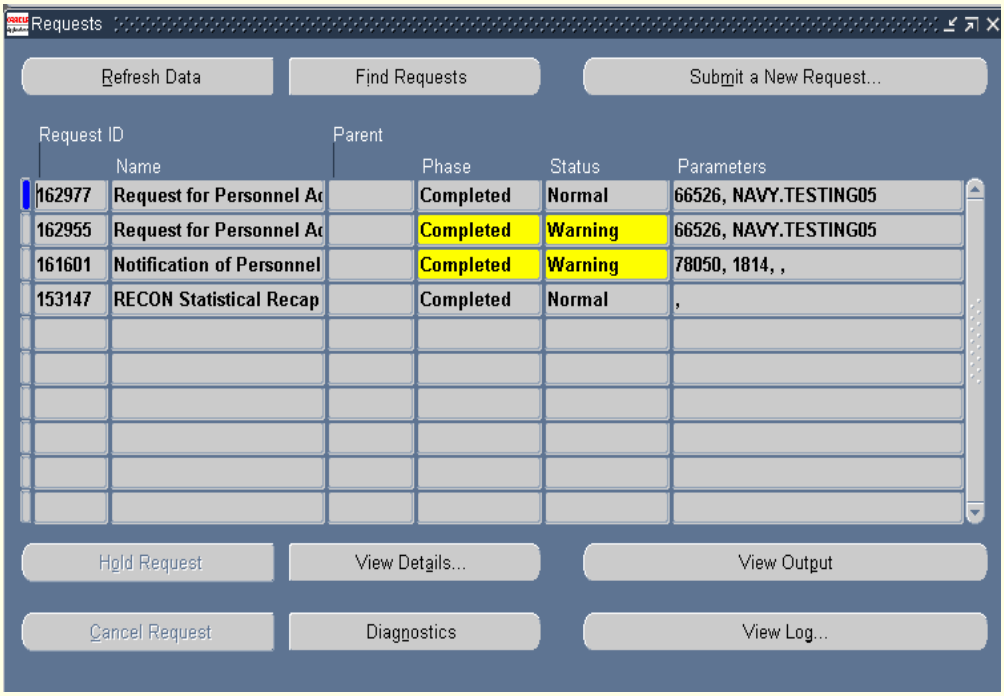
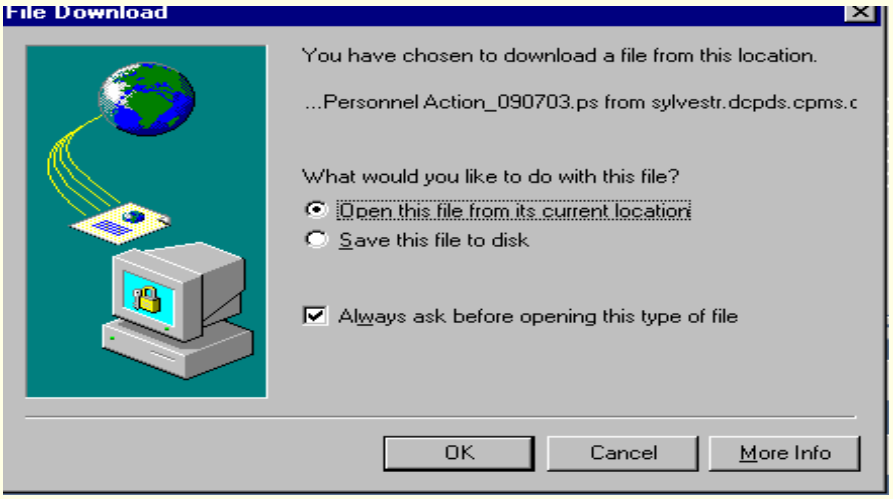
C. How to Print from the Civilian Inbox

Step	Action
1	From the Navigation List – Click on **Civilian Inbox** → **<Open>**. 
2	The **Notifications Summary** Window displays. Highlight the action you wish to print and click on <**Respond**>. 

3	The RPA or NPA will be displayed. Click the Printer icon on the Tool Bar. The **Printing** Window displays. Click in the ***Printer*** field. 
4	The **Printer** Window displays. Select the appropriate printer and click <**OK**>. 
5	The ***Printer*** field is supplied with the printer you selected. Click <**OK**> to print. 
6	The **Note** Window displays. Note the Request ID and click <**OK**>. 

Viewing a Report:

STEP	ACTION
7	From the Navigation List – Click on **Processes and Reports → View Reports → <Open>**. 
8	The **Find Requests** Window displays. Click <**Find**>. 

9	The **Requests** Window displays. Click on the Request ID you would like to view. Click <**View Output**>. 
10	The **File Download** Window displays. Select "*Open this file from its current location*". Click <**OK**>. 

11 The Ghostview document displays:

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296–33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A – Requesting Office (Also complete Part B, Items 1, 7–22, 32, 33, 36, and 39.)

1. Actions Requested: Reassignment
2. Request Number: 03APRNAVY05007194
3. For Additional Information Call (Name and Telephone Number):
4. Proposed Effective Date:
5. Action Requested By (Name, Title, Signature, and Request Date):
6. Action Authorized By (Name, Title, Signature, and Concurrence Date):

PART B – For Preparation of SF 50 (Use only codes in FPM Supplement 292–1. Show all dates in month–day–year order.)

1. Name (Last, First, Middle): TITQB, LMIR F.
2. Social Security Number: 160–46–0746
3. Date of Birth: 09–26–1954
4. Effective Date: 09–10–2002

FIRST ACTION		SECOND ACTION	
5–A. Code: 921	5–B. Nature of Action: Reassignment NTE 31–DEC–2002	6–A. Code	6–B. Nature of Action
5–C. Code: N2M	5–D. Legal Authority: Reg 335.102	6–C. Code	6–D. Legal Authority
5–E. Code	5–F. Legal Authority	6–E. Code	6–F. Legal Authority

7. FROM: Position Title and Number
15. TO: Position Title and Number: PROGRAM ANALYST 96661 – 22975

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
						GS	0343	11	01	$48,374.00	PA

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
				$41,684.00	$6,690.00	$48,374.00	$0

14. Name and Location of Position's Organization
22. Name and Location of Position's Organization: DIRECTOR REGIONAL ADMIN SERVICES, ADMIN SERVICES, NWS SEAL BEACH, COMNAVREGSW, SAN DIEGO CA 92132

EMPLOYEE DATA

23. Veterans Preference: 1 (1 – None; 2 – 5–Point; 3 – 10–Point/Disability; 4 – 10–Point/Compensable; 5 – 10–Point/Other; 6 – 10–Point/Compensable/30%)
24. Tenure: (0 – None; 1 – Permanent; 2 – Conditional; 3 – Indefinite)
25. Agency Use:
26. Veterans Preference for RIF: YES [ ] NO [X]
27. FEGLI: C0 Basic only
28. Annuitant Indicator:
29. Pay Rate Determinant: 0
30. Retirement Plan: K FERS and FICA
31. Service Comp. Date (Leave): 01–19–1999
32. Work Schedule: F Full–Time
33. Part–Time Hours Per Biweekly Pay Period:

POSITION DATA

34. Position Occupied: 1 (1 – Competitive Service; 2 – Excepted Service; 3 – SES General; 4 – SES Career Reserved)
35. FLSA Category: E (E – Exempt; N – Nonexempt)
36. Appropriation Code: NAVY I
37. Bargaining Unit Status: NV1870
38. Duty Station Code: 063558059
39. Duty Station (City – County – State or Overseas Location): SEAL BEACH / ORANGE / CALIFORNIA

40. Agency Data	41.	42.	43.	44.
	UIC: 47615	ORG: N035	CC: AW0300	PAY OFF: CH/LOC ID:

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
13	1976	080204	00	1 (1–USA; 5–Other)	X	8

PART C – Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	Vtmmlr, Jgtvhtr Q	04–10–2003	D.		
B.			E.		
C.			F.		

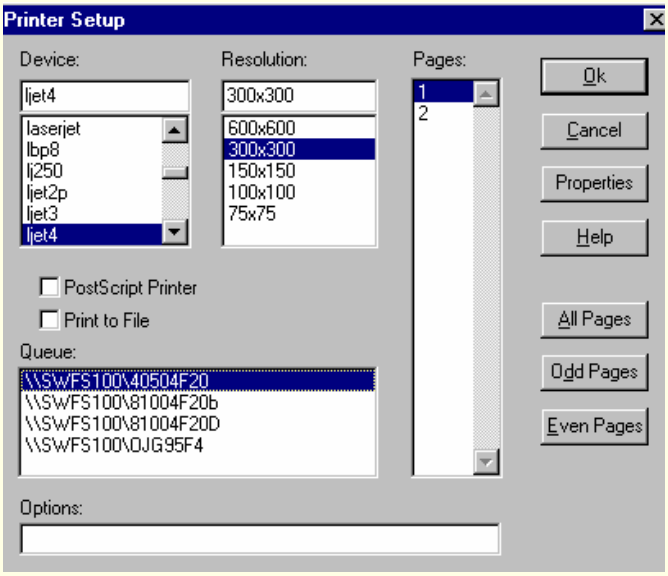
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.
Signature:
Approval Date:

CONTINUED ON REVERSE SID
52–119

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540–01–333–62

12 You can print from here as well. Click on **File → Print**

13	The **Printer Setup** Window displays. Select the appropriate printer and click <**Ok**>. 
14	Click File → Exit when you finish your review and/or printing.