SHORT GUIDE TO DCPDS

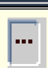
Contents:

For More Information

Contact your mentor, your HRO representative, or your HRSC point of contact for assistance with DCPDS.

Key Toolbar Icons, Functions, and Shortcut Keys

Many functions can be performed using the icons on the DCPDS toolbar or using the shortcut keys. The following are very commonly used (and are referred to in this Short Guide):

Shortcut Key/Icon	Title	Function
	Save (yellow disc)	Saves/Commits any pending changes.
	Print	Prints the current window or a report.
	Attachments	Opens the Attachments Window.
	List of Values (LOV) (embedded within the data field)	Shows the *List of Values* for the current data field (if available).
	Responsibility (change hats)	Displays other responsibilities you have been assigned and enables you to switch your logon to another of these responsibilities.
	Notepad	Opens the notepad to add notes to a Request for Personnel Action (available on the RPA screens only).
F11	Enter Query	Invokes the query mode.
Ctrl F11	Execute Query	Executes the query.

Initiating an RPA

Step	Action
1	From the navigator list, expand the entries under "Request for Personnel Action," select the type of action, and click <**Open**>. See *Types of Personnel Actions* (page 0) for a description of the various types of actions and specific requirements.
2	Complete applicable white data fields under the 4 tabs of the RPA. Include any notes (see *Attaching a Note to an RPA*, page 0), and attach any documents required by the type of action being requested (see *Attaching a Document to an RPA*, page 0).
3	Save the RPA to your personal inbox, then close the RPA window to return to the navigator list (saving to your inbox will allow you to track the RPA later). See *Routing an RPA*, page 0.
4	From the navigator list, open your Civilian Inbox. Locate and open the new RPA from your inbox (using the <**Respond**> button).
5	Route the RPA to the next person. See *Routing an RPA*, page 0.

Reviewing and Acting on an RPA

Second line supervisors, managers, resource managers and others use this process to act on RPAs that have been routed to them for review and/or approval.

Step	Action
1	From the navigator list, open your Civilian Inbox. Locate and open the RPA (using the <**Respond**> button).
2	Review the 4 tabs of the RPA. If you are an approving official, "sign" the RPA under tab 1, part A, block 6, if approved.
3	If desired, include any additional information using the Notepad (use "Append" to add to an existing note), and attach any documents that may be required. See *Attaching a Note to an RPA* (page 0), or *Attaching a Document to an RPA* (page 0).
4	Route the RPA to the next person (or return it). See *Routing the RPA*, page 0.

Attaching a Note to an RPA

Step	Action
1 	While the RPA is displayed on your screen, click on the Notepad icon on the upper left corner of the RPA window.
2	If there is already a note (if the RPA has been sent to you from someone else), use the <**Append**> button to add to the note. If there is no note, use the <**New**> button to begin a new note.
3	Include your name with your note so that other recipients will know who added the note.

Attaching a Document to an RPA

Use this procedure to attach an existing document, e.g., a Word document or Excel spreadsheet, to an RPA.

Step	Action
1 	While the RPA is displayed on your screen, click on the Attach Document icon on the toolbar.
2	On the **Attachment** Window, fill out the fields as follows: • Category: use the LOV button to select “Miscellaneous.” • Description: type a brief description of the document being attached. • Data Type: use the LOV to select “File”.
3	Once you have clicked <OK>, this will launch the File Upload Form.
4	On the **File Upload Form** Window, click on the <**Browse**> button to locate the file from your workstation that you want to attach to the RPA. (Note: for most users connecting to DCPDS with a Citrix client, the local C:\ drive is identified on the “Browse” screen as drive V:\, designated as \\Client\C$).
5	Click <**OK**>. You will receive the message “File upload completed successfully”. Close the web browser. Click <Yes> when decision box displays to indicate the file has been successfully uploaded. An <Open Document> button now displays on the **Attachment** Window.
6	Click the Save icon on the toolbar, then close the window to return to the RPA.

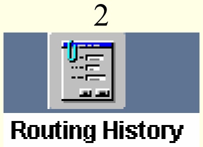
Routing an RPA

Use this process to route an RPA to another user, or to save an RPA to your inbox.

Step	Action
1 	While the RPA is displayed on your screen, click the Save icon on the toolbar.
2	On the **Decision** window ("Do you wish to route the RPA now?"), select <**Yes**>.
3	On the **Routing** window, select one of the following routing options: • <u>Routing List</u>: to route the RPA to a pre-defined list of recipients (not often used). • <u>Person</u>: to send the RPA to a specific individual (most commonly used). • <u>Groupbox</u>: to send the RPA to an inbox shared by a group of users (most commonly used to send an RPA to a CPAC after management and resource managers have reviewed the action). • <u>Save and Hold in Personal Inbox</u>: to send the RPA to your own inbox. If you are initiating an RPA, you should always select this option first (in order to track your action later).
4	Click <**OK**> to send the action to the selected user or inbox.

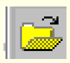
Tracking an RPA

Use this process to locate the current holder (or routing history) of an RPA that has been in your inbox (an RPA that you created or that someone had sent to you).

Step	Action
1	From the Civilian Inbox, select the RPA that you want to track, then click the <**Open**> button. • If the RPA is not displayed in your inbox, un-check the "Query Only Open Notifications" block at the top of the inbox, then push [**Ctrl F11**]. This will display all RPAs that have ever been in your inbox, both closed and open.
2 	On the Notifications window, double-click the **<Routing History>** button. This displays the **Routing History** Window. This window shows who currently has the action, who has had the action, and what each person did with it. Scroll to the right to see additional information about the action; close the window to return to the Inbox.
3	Close the **Routing History** window and the **Notifications** window to return to the inbox.

Setting up a Default Inbox View

This is a one-time operation that will set up a default view in your Civilian Inbox and automatically populate your inbox when you open it.

Step	Action
1	From the navigator list, open your Civilian Inbox.
2 	Click the folder icon on the upper left corner of the inbox; select the default view established in your region, which will usually be called "Regional Default," or "All Actions, Newest to Oldest."
3	Click on the "Folder" menu, then "Save As."
4	On the Save Folder window: • Make sure the "Autoquery" option has "Always" checked so that your open actions will automatically display when you open the inbox; • Make sure that the "Open as Default" checkbox is checked; and • Make sure the "Public" checkbox is **NOT** checked.
5	Click <**OK**> to save the folder, and click <**OK**> on the follow-up message. Your inbox will "remember" this view and will automatically display any open actions when you subsequently access it.

Printing a Notification of Personnel Action (SF50)

Use this procedure to print an SF50 for a single employee. The personnel action must have been processed and the effective date of the action must have arrived in order to print the SF50.

Step	Action
1	From the navigator list, select *Processes and Reports* → *Submit Process and Report*.
2	On the **Submit a New Request** window, select **Single Request** then click <OK>.
2	On the **Submit Request** window, click in the "Name" field, then use the LOV button to select "*Notification of Personnel Action*." (Note: you can also use this process to print a Request for Personnel Action (SF52) before it has been processed or before the effective date of the action – select "*Request for Personnel Action*" from the list instead of Notification of Personnel Action).
3	After the **Parameters** window displays, type the name of the employee for whom you want to print the SF50. If you want to print the back side of the SF50 (which contains explanatory information for the employee), change the "Back Page" parameter to "Yes." Click <OK> on the **Parameters** window.
4	Complete the rest of the **Submit Request** window by clicking the <Options> button: • Copies: if you want more than one copy, type in the number of copies. • Printer: click in the printer field, click the LOV button to select a different printer.
5	Click the <**Submit**> button to submit your request. When the request has completed, it will automatically print at the designated printer.

Approving a Training Request Form (TRF)

Step	Action
1	Log onto DCPDS using an OTA hat (e.g., OTA *secure user*); if already logged on, "change hats" to an OTA responsibility.
2	At the navigator list, select **Civilian Inbox** and click **<Open>.**
3	Press [**Ctrl F11**] to populate the inbox screen if the inbox is empty.
4	Highlight the Training Request Form to be worked, and click the **<Respond**> button.
5	Review the TRF. Change the ***Level*** as appropriate.
6	Click **<Approve and continue routing>, <Disapprove>,** etc. as appropriate.
7	Complete the **<Forward to>** field by selecting the appropriate name from the (LOV). The TRF will be forwarded to this person.
8	Click the **<Save>** icon on the toolbar to send the TRF, and close the window to exit.

Accessing the OTA Bulletin Board

The OTA Bulletin Board contains information on available training courses.

Step	Action
1	Log onto DCPDS using an OTA hat (e.g., OTA *secure user*); if already logged on, "change hats" to an OTA responsibility.
2	At the navigator list select **<Bulletin Board>** and click **<Open>.**
3	Press [**Ctrl F11**] to populate the bulletin board with current entries.
4	Scroll down to view announcements.
5	Close the window to exit.

Completing Course Evaluations

Step	Action
1	Log onto DCPDS using an OTA hat (e.g., OTA *secure user*); if already logged on, "change hats" to an OTA responsibility.
2	At the navigator list, select **Civilian Inbox** and click **<Open>.**
3	Press [**Ctrl F11**] to populate the inbox screen if the inbox is empty.
4	Highlight **<Manager Course Evaluation>** and click **<Respond>.**
5	Complete the evaluation by making selections from the drop down menus. To view the Employee's evaluation of the training click **<Employee>.** To return to the Manager's evaluation click **<Manager>.**
6	Click the **<Save>** icon on the toolbar, and close the window to exit.

Types of Personnel Actions

Type of Action	Description	Requirements
Award / One-Time Payment	For monetary awards for an employee. • Do not use for Quality Step Increase (see "Salary Change), honorary awards, or "mass" awards.	• Enter the type of award under the "Requesting Info" Tab, part B, block 5-A (select the appropriate 3-digit code from the LOV). • Amount of award (Position Data Tab). • Justification if required.
Change Actions: • Hours • Work Schedule • Name	• **Hours**: use to change hours (part time employees only). • **Work Schedule**: to change an employee from full- to part-time or vice versa (or from some other type of schedule to another – intermittent, seasonal, etc.). • **Name**: to report name changes due to marriage, etc.	• **Hours**: include new biweekly hours under the "Employee and Position Data" Tab, block 33. Decimals OK. • **Work Schedule**: include the new schedule under the "Employee and Position Data" Tab, block 32. Include biweekly hours in block 33. • **Name**: use the SSN (Requesting Info Tab) to identify the employee, and enter the NEW name in the name block.
Details	A detail is the assignment of an employee to a different position (or to a set of duties) for a short period of time without any change in grade or pay.	Use to initiate, extend, or terminate a detail. No SF50 is produced for detail actions (the RPA is printed and filed in the employee's OPF).
Extension of NTE	Use to extend another temporary action such as: • Extension of a temporary appointment (NOA 760); • Extension of a term appointment (NOA 765); • Extension of a temporary appointment (NOA 769); • Extension of a position change (NOA 770); • Extension of furlough (NOA 772); and • Extension of LWOP (NOA 773).	Enter the type of extension under the "Requesting Info" Tab, part B, block 5-A (select the appropriate 3-digit code from the LOV). After you select the code, an NTE date window will display where you enter the new not-to-exceed date (format example: 30-Jun-2003).
Non Pay / Non Duty Status	Most commonly used for: • Placement in nonpay status (seasonal employees) (NOA 430); • Suspensions (placement in nonpay and nonduty status for disciplinary reasons) (NOAs 450 and 452); • Leave without pay (LWOP) (NOA 460);	Enter the type of action under the "Requesting Info" Tab, part B, block 5-A (select the appropriate 3-digit code from the LOV). If applicable, an NTE window will display where you enter the new not-to-exceed date (format example: 30-Jun-2003).

	• Furloughs (lack of work or funds) (NOAs 471 and 472); • LWOP-US (to serve in military services) (NOA 473).	
Position actions	Use to abolish, establish, or review a position: • **Abolish**: identify a position that is no longer needed or is being eliminated due to RIF. • **Establish**: initiate action to create a new position. • **Review**: initiate classification review action for a position.	• **Abolish**: include identifying information for the position in a note attached to the RPA. • **Establish**: include position data under the "Employee and Position Data" Tab, and attach other information about the position in an note attached to the RPA • **Review**: contact your CPAC for information.
Realignment	Realignment is the movement of an employee and the employee's position resulting from an organizational change such as reorganization. There is not change in the employee's position, grade, or pay.	Include identifying information for the position in a note attached to the RPA.
Reassignment	Use to move an employee from one position to another with no change in grade.	Include identifying information for the position in a note attached to the RPA.
Recruit / Fill	Use to initiate staffing action to fill a vacant position.	• Include identifying information for the position in a note attached to the RPA. • Consult your CPAC for other requirements.
Return to Duty	Used to return an employee to pay or duty status after a documented period of nonpay or nonduty status: • Placement in Pay Status (usually for seasonal employees) (NOA 280); and • Return to Duty (RTD) (from LWOP, furlough, or suspension) (NOA 292).	Enter the type of action under the "Requesting Info" Tab, part B, block 5-A (select the appropriate 3-digit code from the LOV, do not use the codes with alpha characters).
Salary change	Used most commonly for the following types of actions: • Promotion (NOA 702); • Promotion NTE (temporary promotion) (NOA 703); • Change to Lower Grade (NOA 713); • Denial of Within-grade Increase (NOA 888); and • Quality Increase (QSI) (NOA 892).	• Enter the type of action under the "Requesting Info" Tab, part B, block 5-A (select the appropriate 3-digit code from the LOV, do not use the codes with alpha characters). After you select the code, an NTE date window will display (if applicable) where you enter the new not-to-exceed date (format example: 30-Jun-2003).

		• For actions that move an employee to a different position (e.g., promotion or change to lower grade), include identifying information for the position in a note attached to the RPA.
Separation	Used for all types of separations: retirements, resignations, removals, and terminations.	• Enter the type of action under the "Requesting Info" Tab, part B, block 5-A (select the 3-digit code from the LOV). • If applicable, enter the employee's reason for resigning or retiring, and the forwarding address, in Part E.