

Human Resources Service Center-Northeast (HRSC-NE)
Modern Newsletter #3

02 August 2001

From the Director of the HRSC-NE ...

I have the honor of reporting to you that CPMS, and Lockheed-Martin) has certified the Modern DCPDS as being fully operational at the HRSC NE, Philadelphia, PA as of 0900 Thursday, 26 July. This deployment was literally categorized by DOD and Lockheed Martin as "perfect". The HRSC NE came through with a "Philly finish" and beat all records. This is further underscored by the fact that NE is DON's largest center servicing 39,818 civilians. The HRSC NE HAS SET THE RECORD WITHIN ALL OF DOD FOR THE EARLIEST AND MOST THOROUGHLY PRECISE CERTIFICATION OF A MODSYS IMPLEMENTATION.

This Newsletter provides an explanation for the numbering system used in MDCPDS that assigns an RPA number generated within a region. Also contained in this Newsletter are additional Frequently Asked Questions, which include how address changes are done in Modern and the routing process of an RPA. The point of contact for this Newsletter is Jackie Cunningham at (215) 408-5448/DSN 243-5448 or Jackie.Cunningham@ne.hroc.navy.mil.

 **The RPA Number**

The MDCPDS RPA number is a 20-character tracking number given to each RPA generated within a region. Provided below is an clarification of what each position/character of the RPA represents:

- Positions 1-2: 2 characters - Calendar Year (e.g., 01) -- system generated
- Positions 3-5: 3 characters - Calendar Month (e.g., MAY) -- system generated
- Position 6: 1 digit code that identifies the HRSC:
 - 1 - Capital
 - 2 - East
 - 3 - Europe
 - 4 - Northeast**
 - 5 - Northwest
 - 6 - Southeast
 - 7 - Southwest
 - 8 - Pacific
- Positions 7-8: 2 characters - CCPO-ID that identifies the servicing HRO

- Positions 9-13: 5 characters - Unit Identification Code of the activity\user initiating the RPA
- Position 14: 1 character - Major claimant code
- Positions 15-20: 6 characters -- system generated

The point of contact for this article is Mr. Mike Ricks at (215) 408-5015/DSN 243-5015 or Mike_Ricks@ne.hroc.navy.mil.

Frequently Asked Questions

Q: How are addresses updated in the Modern System?

A: **Please do not send address changes to the HRSC-NE.** Address changes in Modern are now fed by the Defense Civilian Payroll System (DCPS). In fact if we input a new address in Modern directly, it would be overwritten by the address in DCPS. Employees should be instructed to contact the appropriate CSU (payroll contact for their activity/command) who inputs their time to payroll. The CSU can make the change to DCPS and Modern will be automatically updated. Please publicize this in your serviced Commands and update any local websites which direct employees to submit their changes to the HRSC-NE.

Q: How will the HRSC-NE ensure that all the information needed is received in order to process an action?

A: The HRO will continue to provide the HRSC-NE with the same information as they do today. However, any information that was placed directly on the main pages of the PPI, in notes, or in Part D of the PPI must now be provided on the newly developed HRSC-NE RPA Attachment (form HRSCNE-12330/1), which was provided in the HRSC-NE Bulletin #2, dated 8 June 2001. **This attachment will be required with every RPA that is routed to the HRSC, with the HRO providing appropriate information that pertains to the type of action being requested.** For example, position build information, recruitment information, Priority Placement Program PPP information, etc. There is also an area for providing newly appropriated information tables.

Q: What is the routing process for RPAs within the HRSC?

A: In Modern, based on the type of action that needs to be processed, there are only two main inboxes on the "personal inbox" routing picklist to which the HRO should route RPAs. Specifically, if the RPA is for an Award, Benefit, or a Separation, it will be coordinated to the **NERR51BENE inbox**. All other RPAs will be coordinated to the **NERR53STAFF**. Pictured below is a chart that will help explain the route in which RPAs will flow in Modern.

Within the NERR53STAFF inbox, there will be a folder set up for each HRO ID. Designated individuals from each team will be responsible for logging into the NERR53STAFF inbox several times a day to route any RPAs received from their HRO ID. Once the individuals access their folder, they will have to respond to each RPA individually and route it to their team inbox (i.e. NERR531L1PHIL).

The supervisor, lead, or other designated individuals will then log into the team inbox and route the RPA to the inboxes of the individuals who will need to work on the actions using the same process as indicated above.

Path A below shows the process of an individual who has signature authority (GS-07 and above). That individual completes the action and then Updates to HR. This will submit the record directly into MDCPDS.

Path B below shows the process of an individual who does not have signature authority (GS-06 and below). That individual will complete the action and then route it to a specific senior user who does have signature authority. The senior user will Update to HR which will submit the record directly into MDCPDS.

Path C below shows the process of an individual who does not have signature authority (GS-06 and below) and their senior user is absent. That individual will complete the action and then route it to the RPA to the team signature inbox (i.e. NERR531SIGN). The individual will notify their lead and/or supervisor that there is an action sitting in the team signature box that requires the RPA to be Updated to HR. The lead or supervisor will then Update to HR which will submit the record directly into MDCPDS.

Path D below shows the process to follow if there is an action that cannot be completed (i.e. pending a security clearance). The individual will route the incomplete RPA to the team suspense box (i.e. NERR531PEND). Once the RPA is completed, it will need to be routed from the suspense box to the individual's in-box who is responsible for completion.

Path E below shows that there is also an HRSC inbox (i.e. CHECKACTION) that will be used by all teams, in which rejected system generated actions get routed. Designated individuals from each team will be responsible for the review and maintenance of these actions.

INBOX/ROUTING WITHIN HRSC

