Department of Defense
Civilian Personnel
Management Service

DCPDS Functional /Technical Tips and Observations	03-06	10-Oct-2003

1. TSP Catch-Up Questions and Answers:

Q1: Will TSP Catch-up be added to Appointment RPA Extra Information?
A1: No. A minimal number of employees would be eligible for TSP Catch-Up at the time of appointment. In addition, TSP Election must be in place before TSP Catch-Up can be processed and TSP Catch-Up requires a separate PAY500 transaction.

Q2: TSP Catch-up is missing from Payroll Regeneration process.
A2: A new CRT has been submitted to include TSP Catch-Up Amount in the Payroll Regeneration process.

Q3: TSP Catch-up is not being populated to the CSU.
A3: A separate requirement document is being worked to modify the CSU to include TSP Catch-up.

2. CAO Work Around

If you are not able to receive the Losing Region data after processing the CAO or Interagency Transfer request form (see Remedy 13909), the following information documents an official workaround for CAO processing. This procedure will be used to gain or separate the employee from your Region database.

- **CAO Gain Work Around-(Gaining Region)**

When a CAO request form is submitted and the required Employee information is not received from the Losing Region database use the following steps to process to complete the gain action at your Region:

a. Open the Transfer Interagency Request for Personnel Action (RPA).

11i Tips 03-06.doc
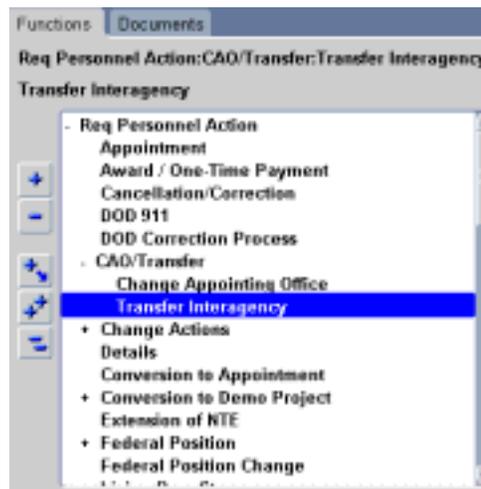
b. Enter the appropriate "P5XX or P7XX" NOAC (Do not use "TXXX" if the "P" NOAC are not available you are using the wrong RPA form as they are only available in the Transfer Interagency RPA).

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 from the Gaining Region that an employee serviced by your Region has been picked up.

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.
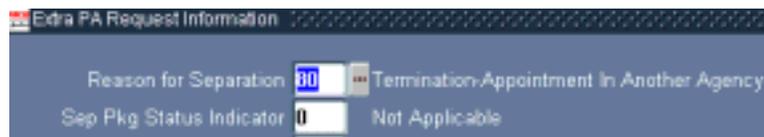
NOTE: **A Pay500 transaction will not be generated if the Losing and Gaining Payroll office is the same (e.g. PE to PE).**

- **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).
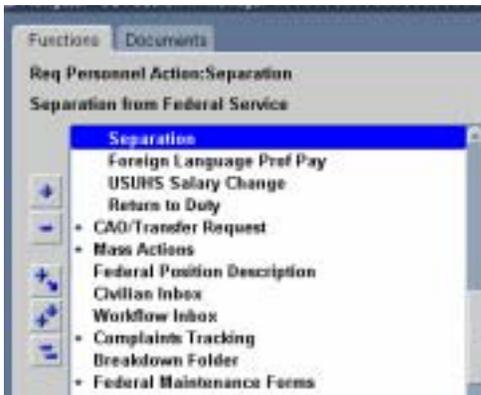
b. After completing all necessary information on the RPA:
Click Extra Information button and navigate to the "CAO Separation" DDF.

- 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.
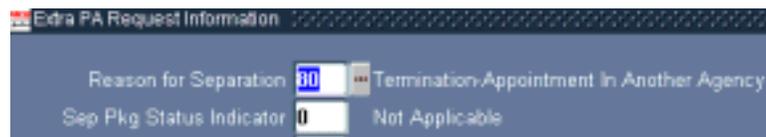
NOTE: **A Pay500 transaction will not be generated if the Losing and Gaining Payroll office are the same (e.g. PE to PE).**

NOTE: **A Pay500 transaction will be generated if the Losing and Gaining Payroll office are the same (e.g. DE to PE).**

3. **DCPDS Security Policy for User Passwords.**
The Oracle 11i upgrade provides enhanced security capabilities to enforce certain password configuration requirements, including the password length (8 or more characters), as well as alpha-numeric and upper/lower case features. The password

requirements for DCPDS are governed by DoD Instruction 8500.2 (February 6, 2003), and are documented in the DCPDS System Security Authorization Agreement (SSAA) policy. Starting on October 13, 2003, the DCPDS Oracle Federal HR application will be configured to enforce the following password characteristics:

* Password Length: Equal to or Greater than 8 characters; AND
* Password Contains: At least 1 letter and 1 number; AND
* Password does NOT contain the user name; AND
* Password does NOT contain repeating characters.
* Finally, users will not be allowed to reuse old passwords.

Note: the DCPDS security policy has more stringent password structure requirements than reflected above (e.g., special characters), but the Oracle application can only enforce the above requirements. Component procedures for creating passwords should be based on the actual DCPDS security policy.

All system users should check their passwords against these requirements and change passwords accordingly. Users whose passwords do not comply with the parameters above after October 13 will not be able to access the system, requiring a region/component system administrator to reset the password.

For a user to change their DCPDS password anytime, user should click on Edit, Preferences, Change Password.
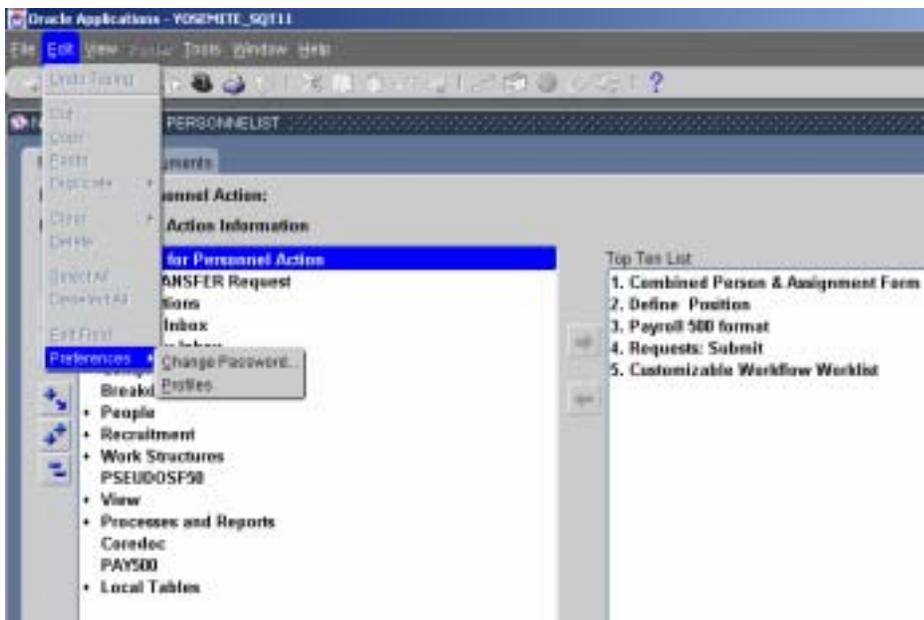
User then needs to type in their old password and their new password (twice). Then click SAVE. If the user does not follow the password characteristics, the user will receive a pop-up screen that says: 'Password must contain at least one letter and at least one number'. User can then retype their new password (twice), click SAVE. If the password is accepted, the pop-up window will disappear. The next time the user signs onto DCPDS, they must then use their new password.

11i Tips 03-06.doc