Department of Defense Civilian Personnel Management Service

DCPDS Functional /Technical Tips and Observations	04-04	10-Sept-2004

INTRODUCTION

The DCPDS Functional/Technical Tips and Observations (11i TIPs) letter has been established to provide DCPDS users (1) clarification on DCPDS areas that users may not understand, (2) hints on processing shortcuts, (3) new DCPDS functionality, and other relevant information. Each issuance of the 11i TIPs will contain articles relating to the different areas affecting DCPDS. Any suggestions or additional articles can be directed to Civilian Personnel Management Service, San Antonio, Texas at (210)652-6500, DSN 487-6500 or email to Mitzy.Taylor@randolph.af.mil.

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1. FEGLI OPEN SEASON INFORMATION.

For the next year, for employees that do not use IVRS/EBIS, the FEGLI Open Season Enrollment code must be stored in Person>Extra Information>"FEGLI Open Season" DDF.

Employees that use IVRS/EBIS to make their FEGLI Open Season changes will have their elections held until the effective date. Upon the effective date (September 4, 2005), IVRS/EBIS send the FEGLI Open Season transactions to DCPDS, which in turn, will create the NOA 881 RPAs/NPAs. The DCPDS interfaces have not been modified and will act upon any data received from IVRS/EBIS (just like it does today).

The Concurrent Program "FEGLI Automatic Process" has been coded for execution with an effective date of 04-SEP-2005. Region users will need to submit the "FEGLI Automatic Process" after WGIs (and other actions) that are effective on 04-SEP-2005 have consummated. Edits have been added that will check for pay status and duty status eligibility and for intervening 881 actions. This process will update the employee records and create the NOA 881 RPAs/NPAs.

To enter FEGLI Open Season for employees into DCPDS, user should navigate to People>Enter and Maintain and then query for the employee record. Click on Extra Information button.

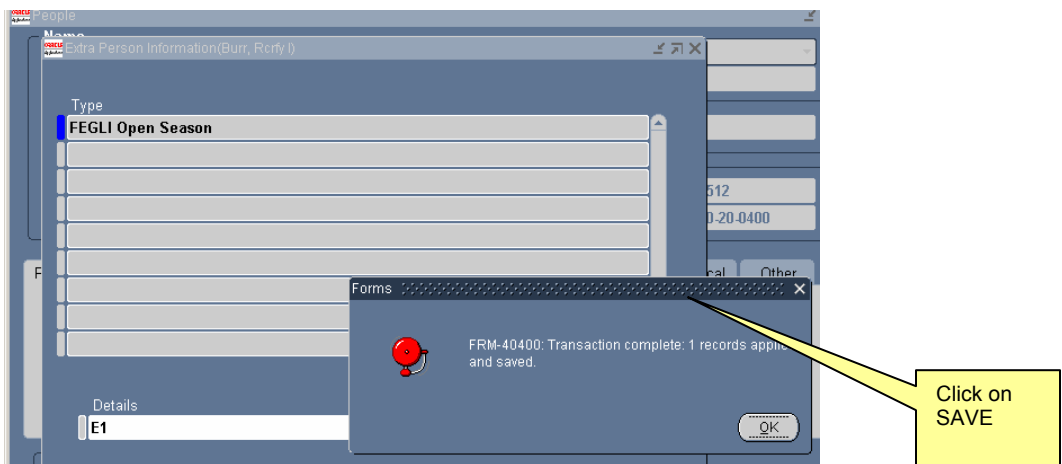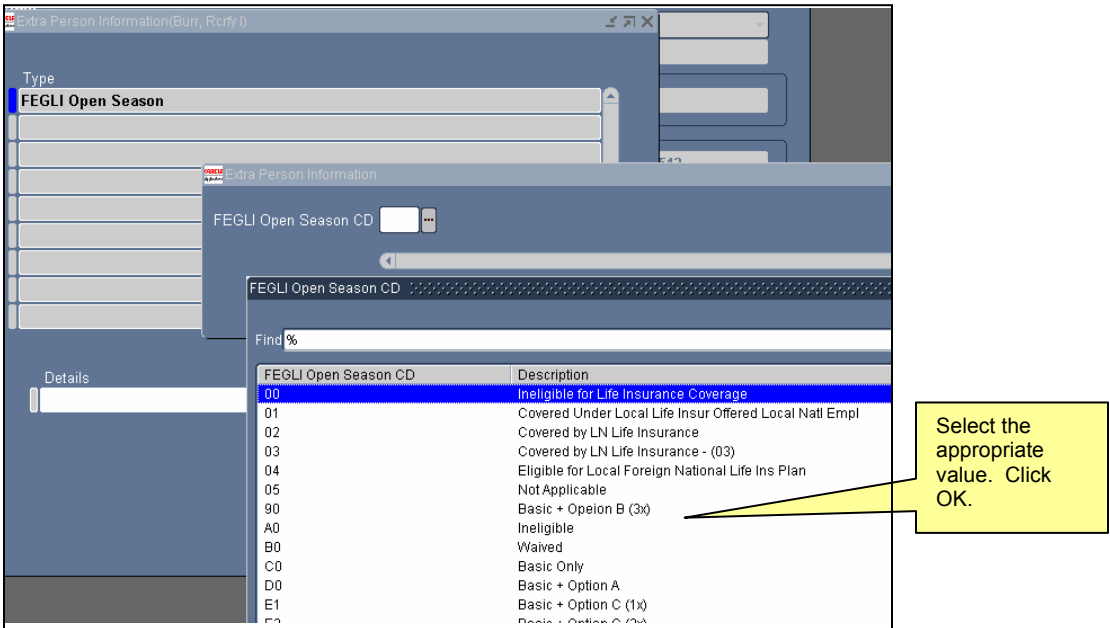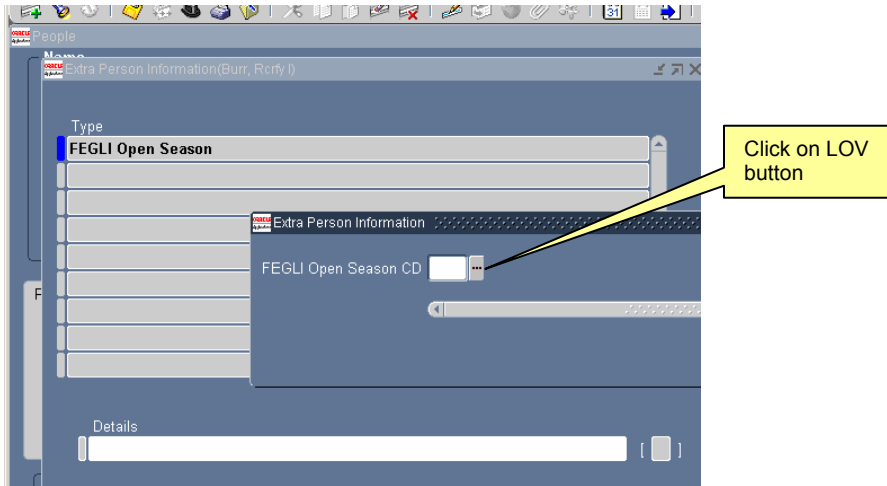Click on Extra Information after record appears

User should then query for the DDF FEGLI Open Season

User should click on <F11>. Type in %Open%, then click on <Ctrl F11> to execute query

.

This query will take the user to the DDF for FEGLI Open Season. Place curser in Details to open the DDF.

Click to place curser in Details and the DDF will open for input

Click on LOV button to open the List of Values (LOV).

Click on LOV button

Select the appropriate value. Click OK.

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

Click on SAVE

This data field will hold FEGLI Open Season value until the Concurrent Program "FEGLI Automatic Process" is executed. Under CIVDOD Personnelist or US Fed HR Manager responsibilities, Region user should go to Processes and Reports>Submit Process and Report. Under the "Name" field, user can select "FEGLI Automatic Process" from the LOV list or type in "FEGLI" and hit TAB. The FEGLI Effective Date will automatically reflect "04-SEP-2005". Region user will need to type in 'Y' or 'N' under "Run for all employees (Y/N)".   If user types in 'Y', this process will select all records in the region database with a value in FEGLI Open Season data element. If user types in 'N', user will need to enter the CCPO IDs (up to 30) that they wish to execute this process against.
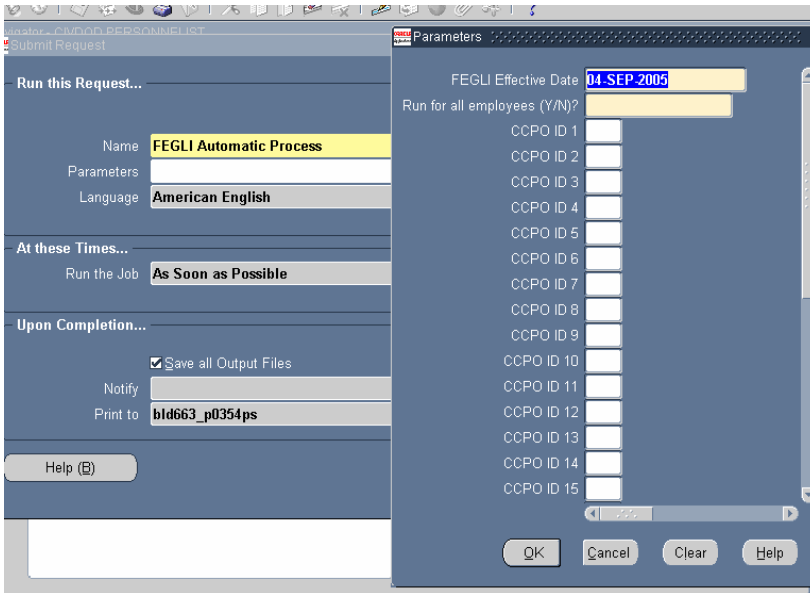
Consummation of the RPA will update the FEGLI element with the new code and null out the FEGLI open season code in Person>Extra Information.   The Process Log will contain errors encountered during processing. Search for FEGLI% in the Fed process log. If a fatal error occurs, an RPA will not be created. However, some errors including the edit conditions mentioned above will produce a process log message with the RPA being created and routed to the WGI inbox associated with the employee's personnel office.
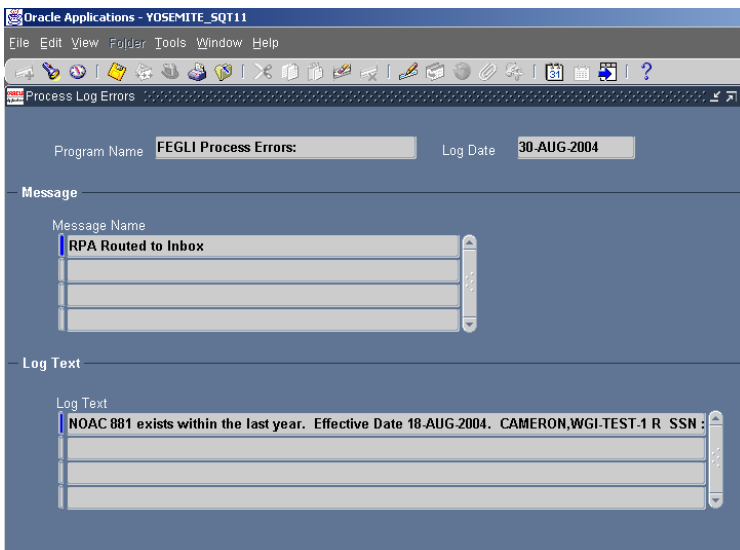
For employees who separate over the next year, upon consummation of the separation action, the FEGLI Open Season code in Person>Extra Information will be made null.   If the separation action is **CANCELED,** then the FEGLI Open Season code will be restored to its previous value.

For employees who transfer to new activities/components within the DCPDS CAO/Interagency Transfer Process, the FEGLI Open Season code value will flow to the gaining region upon consummation of the CAO/Interagency Transfer.

2. CHANGING HIRING STATUS FROM ELIMINATED TO ACTIVE.

If a position's hiring status shows ELIMINATED and it should not be (i.e. position is occupied), users can now delete the ELIMINATED position date track row and return the position back to its previous hiring status (i.e., ACTIVE). To re-activate a position, the following steps must be performed:

- Navigation: Work Structures → Position → Description
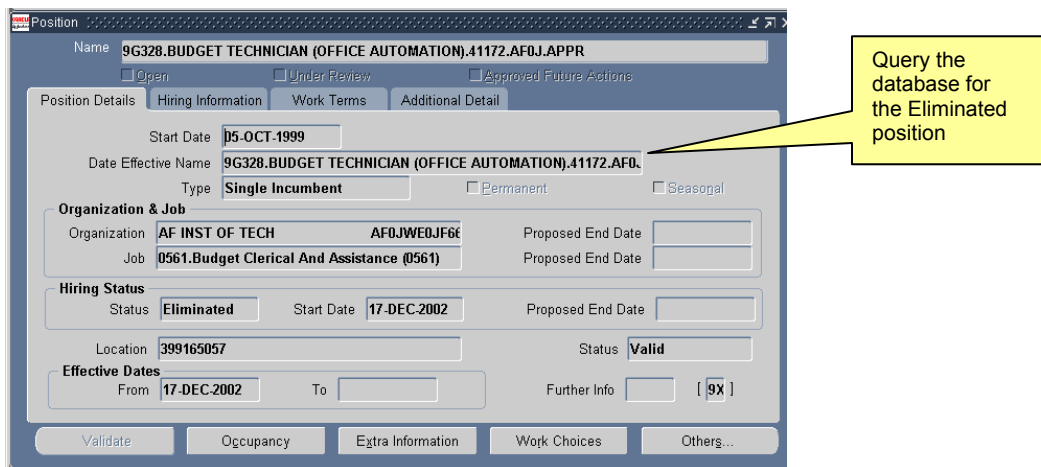

- Users must locate the date on which the position was ELIMINATED by clicking on the Date Track History icon.
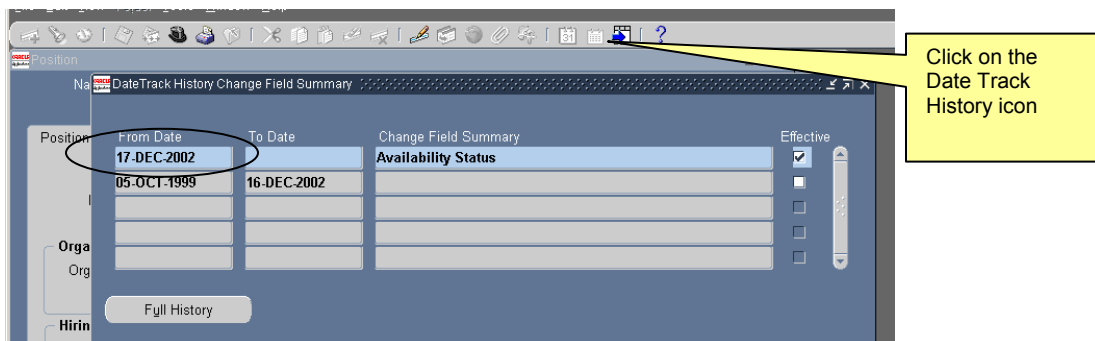

- Users must then date track to at least one day prior to the date on which the position was ELIMINATED. Then click on the Delete (RED X) icon, or select Edit from the menu and then select DELETE. Click on YES when asked "Do you really want to delete the record?"

Date-track to one day prior to the date which position was ELIMINATED. Click on the RED X icon, then click on YES.

RED X icon
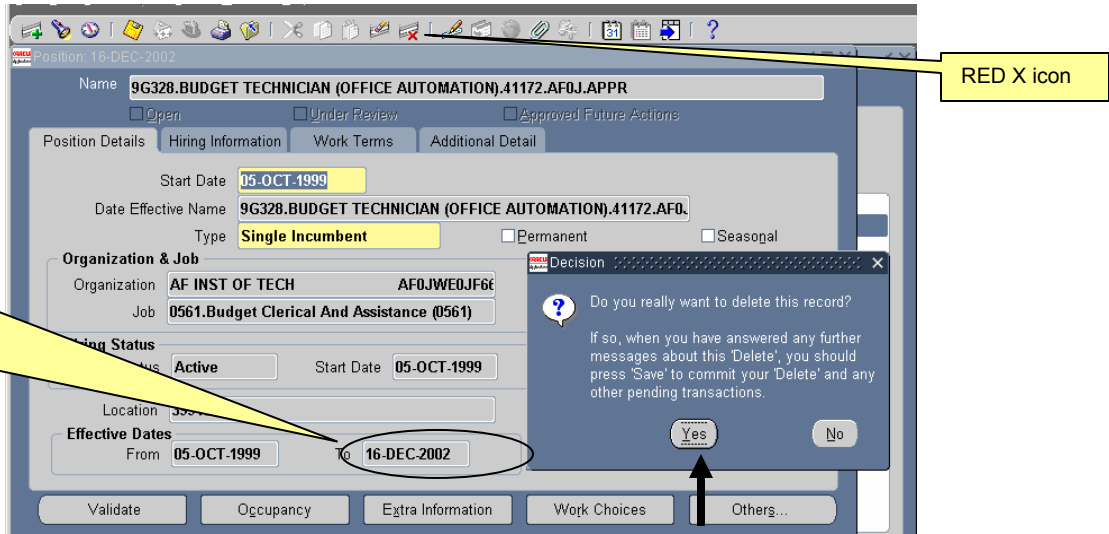
- Users will be prompted with NEXT, ALL or PURGE. Users should choose NEXT. Users may select ALL, but that would update the additional future records that the user may not intend to update; therefore, it is recommended that users select NEXT. Save the position. User should then click on the Validate Button to revalidate the position.

Click on NEXT, click on SAVE icon, then click on VALIDATE
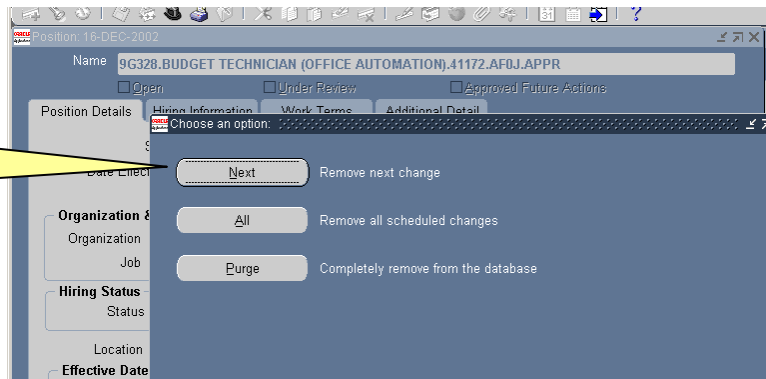
- Once the user re-queries the position, the end-date will be removed and hiring status changed to ACTIVE.

Hiring Status now reflects ACTIVE
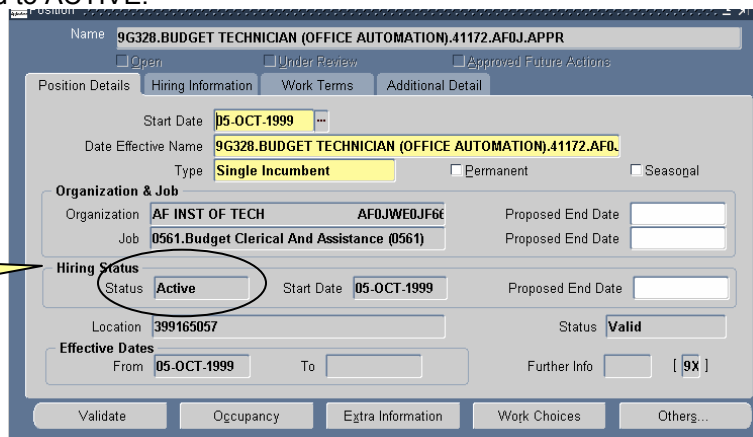
3. SIMULTANEOUS GRADE AND PAY RETENTION.

Air Force shared an email from CPMS FAS that we thought to share with all users. This CPMS FAS email addressed the rules for computing annual adjustments for GS and FWS employees on simultaneous grade and pay retention (pay rate determinants U and V) – when an employee would be entitled to 100% of the pay adjustment or 50% of the pay adjustment. Highlights from the email are listed below:

If a GS or FWS employee is entitled to grade retention at the same time he or she is entitled to pay retention, user needs to determine the basis for the entitlement because a retained rate can be established under the grade retention provisions (5 U.S.C. 5362) or under the pay retention provisions (5 U.S.C. 5363). If a retained rate is established under the grade retention provisions due to a change in the applicable pay schedule, then the retained rate is increased by the 100% rule. (See 5 CFR 531.205(a) (3) and FWS Operating Manual, S9-3.f(2)). If a retained rate is established under the pay retention provisions, then the retained rate is increased by the 50% rule in 5 CFR 536.205(c). For example, a GS-2210-9, step 4, $50,792, on SSR Table 999B, employee is placed in a GS-335-7 position and is entitled to grade retention. The employee will be paid under the General Schedule because the new position is covered by that schedule. Because the employee's rate of basic pay exceeds the rate for GS-9, step 10, ($46,175), the employee continues to receive his or her existing rate under the grade retention provisions and is entitled to simultaneous grade and pay retention. In this case, the employee is entitled to 100% of the annual increase at the maximum rate of the GS-9 grade because his retained rate was established under the grade retention provisions.

Attached are two examples regarding pay adjustments for FWS employees who are simultaneously entitled to grade and pay retention. The Office of Personnel Management reviewed these examples and concurred with the computations.

Example 1 **Simultaneous grade and pay retention as the result of one action**

Effective June 2003, a WG-10, step 5, ($22.91ph), employee in the Washington, D.C. area is placed in a WG-9 position in Norfolk, VA, and is entitled to grade retention. The employee's pay is set at WG-10 step 00 ($22.91) because his hourly rate is greater than the rate for WG-10 step 5, $18.91ph, on the Norfolk wage schedule. Therefore, the employee is on simultaneous grade and pay retention.

A pay increase is effective July 2, 2003. An employee retaining an FWS grade, who is also entitled to pay retention, is entitled to receive 100 percent of the annual wage adjustment granted at the maximum grade added to the employee's retained rate of pay.

(2004) WG-10, step 5 $19.72
(2003) WG-10, step 5   18.91
Difference   .81
Entitlement   .81
Employee's pay is increase to $23.72ph ($22.91 + $.81)

Example 2 **Simultaneous grade and pay retention as the result of two actions**

A WL-15, step 5, employee who was making $40.21ph in Alaska was placed in a WL-15 position in the New York City wage area on November 1, 2003. Because his rate exceeded the rate on the New York City wage schedule for WL-15, step 5 ($30.13), he was granted pay retention under 5 U.S.C. 5363. His pay was set at WL-15, step 00, $40.21.

On February 15, 2004, the WL-15, step 00 employee who is receiving a retained rate under 5 U.S.C. 5363 is placed in a WL-12 position as a result of a reduction-in-force and

is entitled to grade retention. The employee under 5 U.S.C. 5362 is entitled to the WL-15, step 5 rate of $30.13. However, since his entitlement under 5 U.S.C. 5363 of $40.21 is greater, that entitlement continues.

A wage adjustment becomes effective on April 4, 2004. Under 5 U.S.C. 5362, he is entitled to the new WL-15, step 5 rate of $31.60. Under 5 U.S.C. 5363, the employee is entitled to 50 percent of the increase in the maximum rate of his position. While the employee is entitled to grade retention, the retained grade must be considered his or her grade for pay and pay administration purposes. The employee, therefore, is entitled to 50 percent of the increase in the maximum rate of the WL-15.

(2004) WL-15, step 5, $31.60
(2003) WL-15, step 5, $30.13
Difference   1.47
Entitlement   .74
Employee's pay is increased to $40.95 ($40.21 + .74)
Since this rate, $40.95, is greater than the WL-15, step 5 rate, the employee continues on pay retention.

How does this affect DCPDS? Currently, there is nothing in DCPDS that identifies whether an employee is entitled to 50% or 100% of the pay adjustment. Current NOA 894 Pay Adjustment pay calculation routines in DCPDS for pay rate determinants U and V are only calculating new basic rate pay with 50% of the pay adjustment. For those employees who are entitled to 100% of the pay adjustment, users should process NOA 894 (either manually or through Mass Salary) and the system will calculate 50% of the pay adjustment (employee's basic rate of pay will be adjusted accordingly). Users should then follow the pay adjustment action with a DoD Correction to the 894 action (C894) and type in what the new salaries should be on the "To" side and update DCPDS.

4. ADVISORY NOTE TO WORKFLOW INBOX.

Patch 52 (fielded on February 8, 2004) contained a fix to PR 15430, but after testing the problem ticket, everyone agreed that the Workflow Inbox is still broke. The following reflects what is happening today when a user selects an RPA and opens it.

• User selects the RPA that needs to be opened
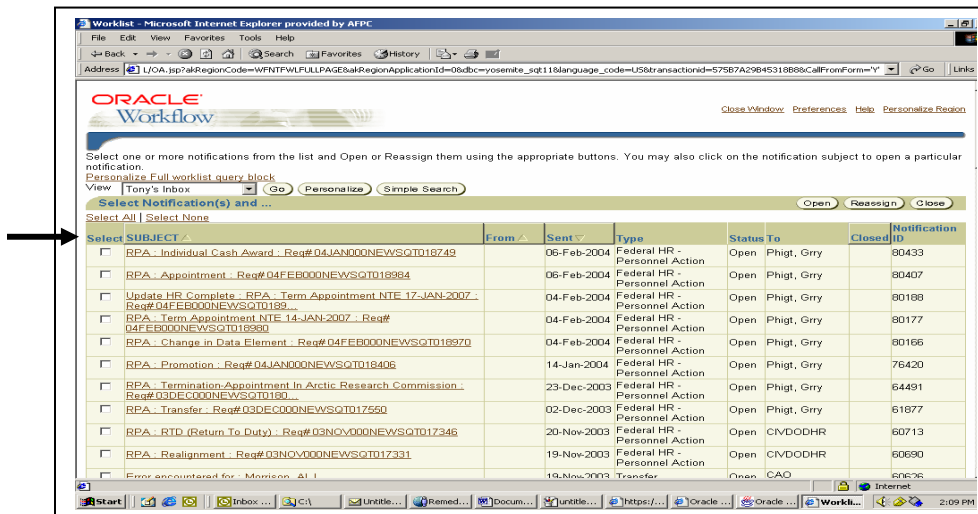
- Clicking on the RESPONSE icon, the system now opens the blank page in a new window, the Notification page also stays open (prior to patch 52, the blank page opened in the same window). The RPA is still automatically opened for the user to work.
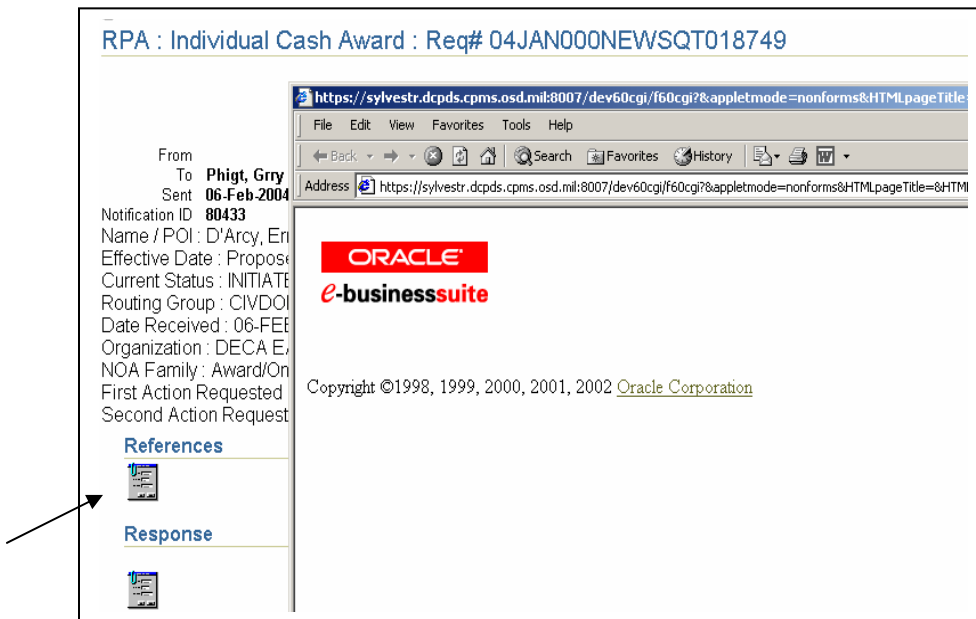
- After the RPA is closed, routed, saved or updated the user is returned to the Navigation List (just as before). However, now there are two open windows (blank page and Notification) instead of just one.
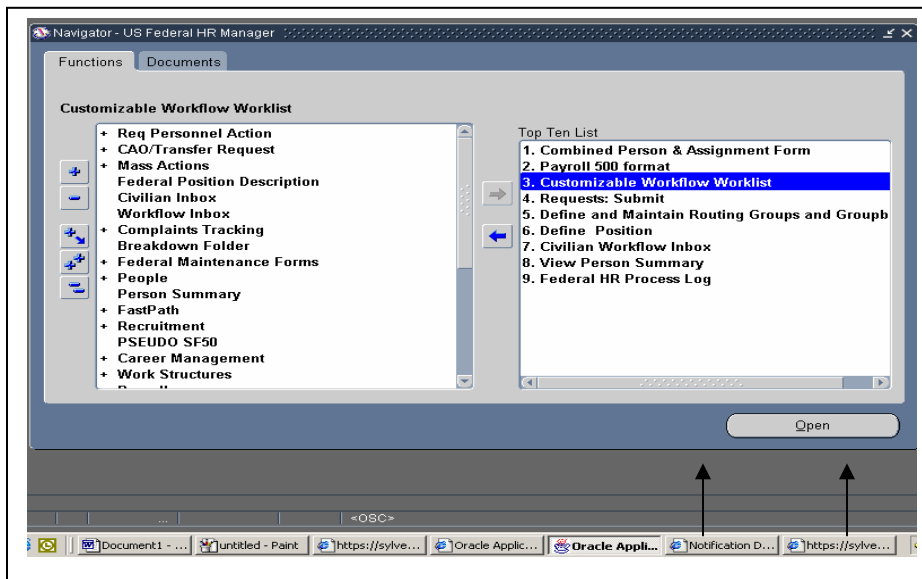
- Users must click on the blank page (Oracle e-businesssuite window) and close this window, then click on the Notifications details window, and then click on RETURN TO WORKLIST link to continue working in the Inbox.

Bottom line: A new blank page is opened every time the user clicks the Response icon so users must remember to close the blank page when they finish working in the RPA.

5. REQUESTING THE SF-52 TRACKING ACTIONS REPORTS.

There have been recent problem reports where users are reporting that they did not receive the SF-52 Tracking Actions Report that they were expecting. To help users receive the type of SF-52 Tracking Action Reports they expect, the following information is provided:

- To request a SF52 Tracking Actions Report: Navigation List → Processes and Reports → Submit Processes & Reports. User can type SF-52 TRACKING ACTIONS in Name field (or select SF-52 Tracking Actions from the LOV), then <TAB>.

- The SF-52 Tracker Actions report is initiated by completing the parameter form displayed below. Requests initiated must contain the "Report Type" and "Date to Use" fields (which are auto-populated but can be over-written) and can include one or all of the additional fields displayed.

Fields Report Type and Date to Use must contain values

- A brief description of the data fields is provided to assist in properly coding your request form.

Data Field Name	Description of Data Field
Groupbox Name	e.g. CIVDODHR,
Start Date	Start date range (SF-52 Effective Date)
End Date	Ending date range (SF-52 Effective Date)
Pay Plan	
Occupational Series	
Grade	
Organization	Organization ID Code, this appears to the e system assigned Organization ID not the clear-text. Should not be used
Requested Action	Not recommended for use.
NOA	Nature of Action Code
Status	Valid choices are Approved, Authorized, Canceled, Initiated, Update HR, Update HR Complete
SF52 Request Number	Used to obtain the Tracking on an individual RPA
Report Type	Required – Valid choices are Open or Closed. This "status" is based on Workflow definition (Discussed later). Default is Open.
Report Name	Valid choices are Inbox or Tracker. The Inbox report provides a listing of every RPA meeting the criteria of the initiated request. The Tracker report provides the routing history of every RPA meeting the criteria of the initiated request.

Agency Code	Not recommended for use.
Date to Use	Required – Valid choices are Effective Date or Proposed Effective Date. Defaults to effective date.
User Inbox Name	User can select any User within the Routing Group. Delete the name auto-populated in the Application User Name if running the request for another user's inbox. If this field is left blank the system defaults to value in Application User Name. **Using this field will minimize the time required to process your request.**
Application User Name	This field is auto-populated with User Name of the person logged in to DCPDS. If User Inbox Name is left blank system will automatically use this to complete the request. Field must be blank if requesting Groupbox only report. **Using this field will minimize the time required to process your request.**

NOTE: *Processing a request without including the User Inbox Name or Application User Name affects performance time for report.*

- DCPDS Tracking Actions request uses the following definitions of OPEN and CLOSED when generating reports from DCPDS.

Workflow Hierarchy for RPA Tracking Actions Report
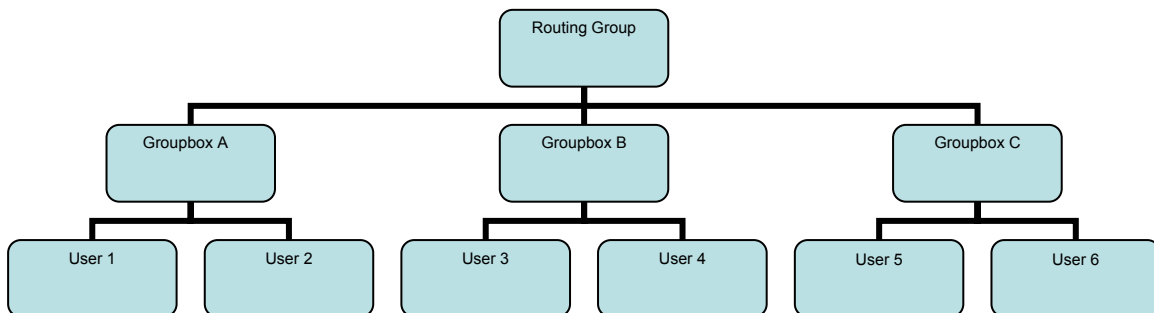
Request generated from a Groupbox
An OPEN action for a Groupbox is defined as:
- An Open RPA in the Groupbox (**RPA in Groupbox A**)
- An Open RPA routed from a Groupbox to an individual User in the same Groupbox (**RPA routed from Groupbox A to User 1**)

A CLOSED action for a Groupbox is defined as:
- An RPA that has been routed from one Groupbox to another Groupbox (**RPA routed from Groupbox A to Groupbox B or Groupbox A to User 4**)
- An RPA that has been Updated or Deleted from the Groupbox

Request generated from a User's Inbox
An OPEN action in a User's Inbox is defined as:
- An Open RPA in the Users Inbox (**RPA in User 5 Inbox**)

A CLOSED action in a User's Inbox is defined as:

- An RPA that has been routed to a Groupbox or another User's Inbox (**RPA routed from User 3 to User 4, User 3 to User 1 or from User 3 to Groupbox B**) even if the RPA has not been Updated or Deleted
- An RPA that has been Updated or Deleted from the User's inbox

- The following screenshots shows what RPAs look like when DCPDS determines whether the RPA is Open or Closed for the SF-52 Tracking Reports:

To view the status of an OPEN RPA in an Individual User's Civilian Inbox
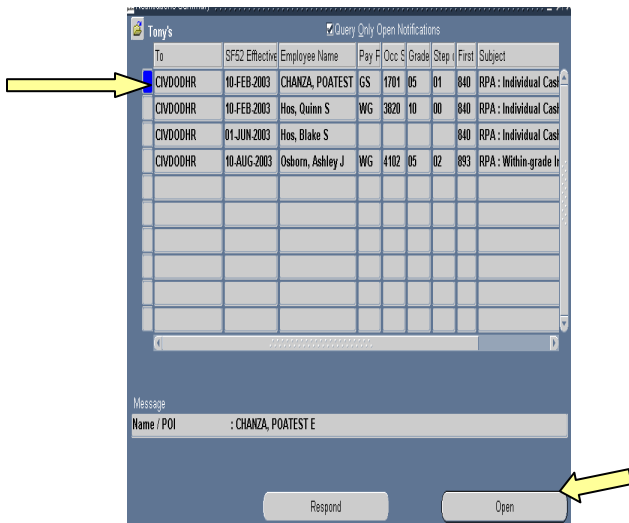- Navigate to Inbox and locate the RPA
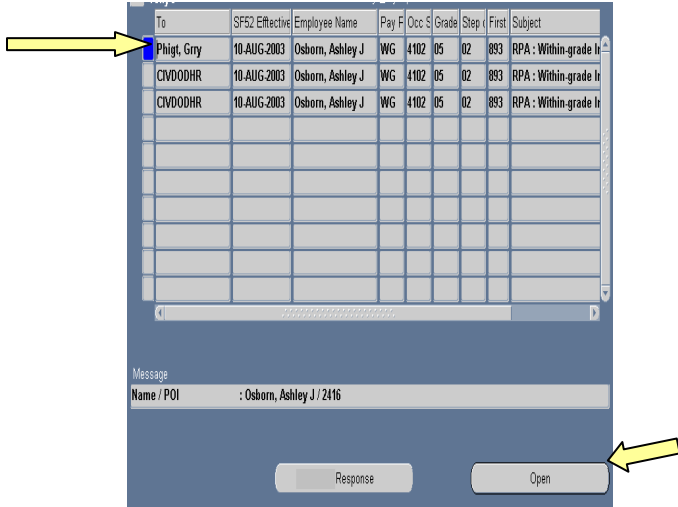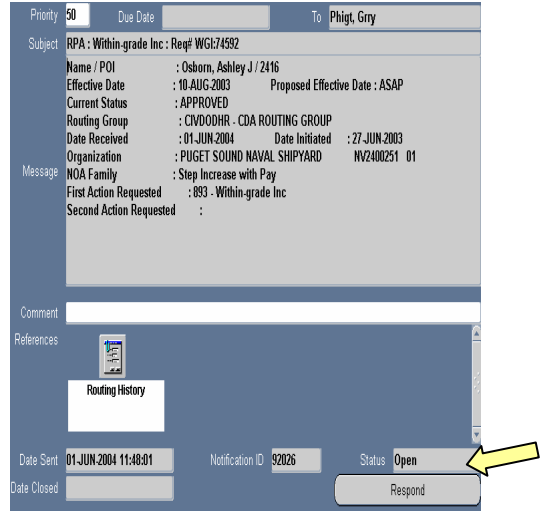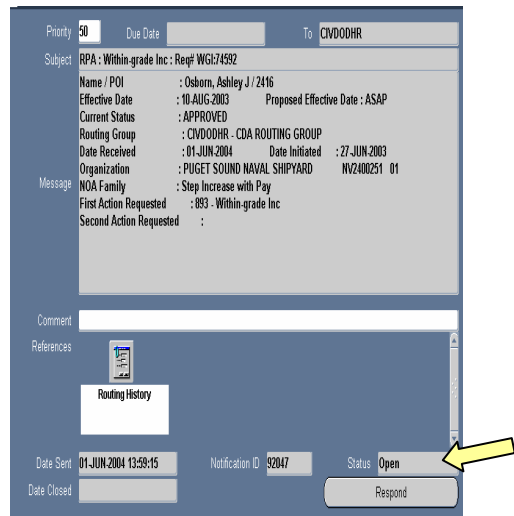

- Click OPEN

Status of RPA is OPEN

To view the status of an OPEN RPA in a Groupbox
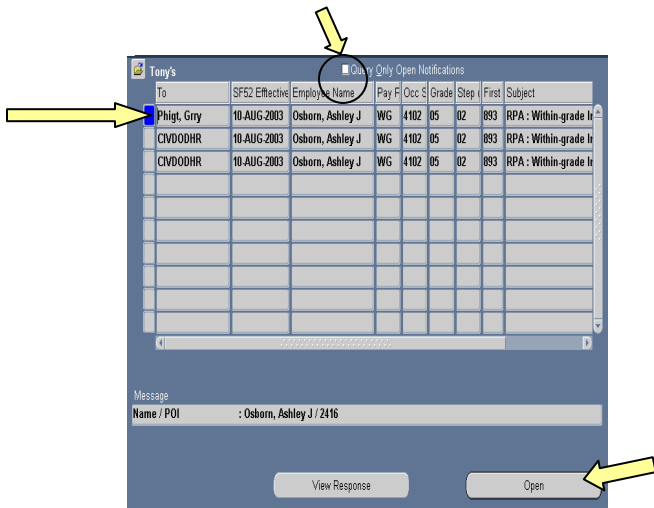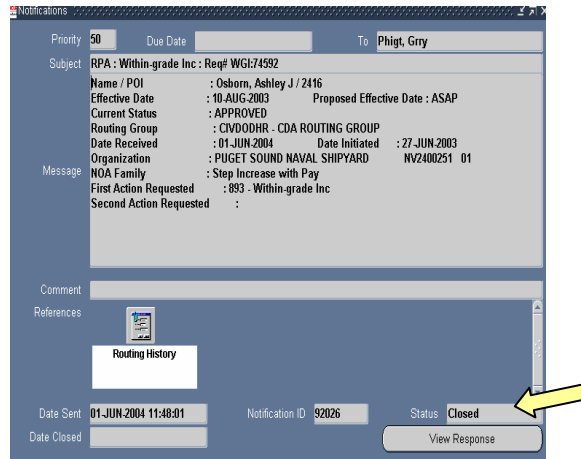- Navigate to Inbox and locate the RPA

- Click OPEN

Status of RPA is OPEN

To view the status of a CLOSED RPA in an Individual User's Inbox

- Navigate to the Civilian Inbox, enter query mode (F11), deselect the "Query Only Open Notifications" box, run query (Ctrl F11).


- Click OPEN

Status of the RPA is CLOSED, even though this action is still OPEN in the CIVDODHR Groupbox.

The following examples reflect some of the more common types of reports requested by users and how the Inbox/Tracking report should be requested when using the SF-52 Tracking Actions report.

- **To request an Inbox report of all open RPA actions in an individual user's inbox**, user should ensure the following parameters contain the following values: Report type (ex. CLOSED, OPEN) as OPEN, Report Name as INBOX, Date To Use as the EFFECTIVE DATE and either User InBox Name or Application User Name should contain the USER ID.
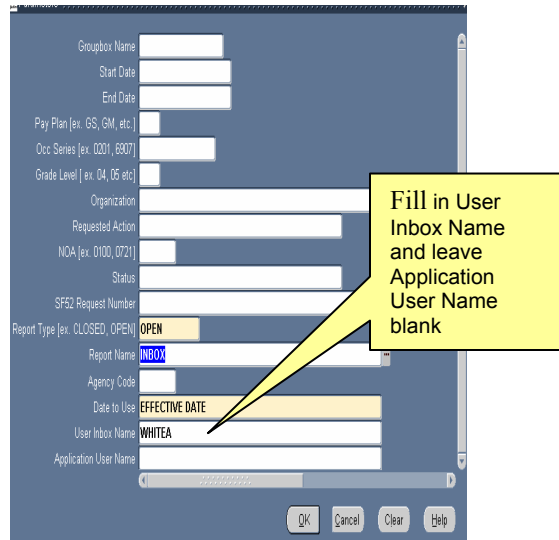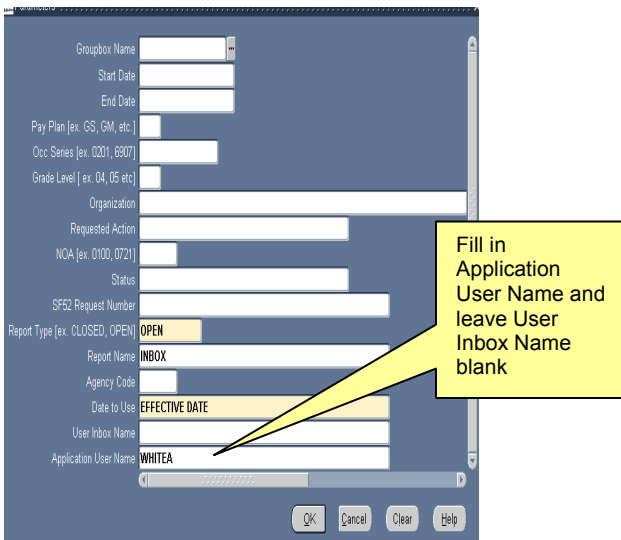
This request will capture those RPA actions that are open and currently reside in the WHITEA inbox. Workflow maintains the history on every RPA action that has passed

through the user's inbox but only recognizes actions that are currently in the WHITEA inbox as OPEN. The same results occur when using either option. An example of the report is shown below.

INBOX REPORT – OPEN ACTIONS

Number of Personnel Action Requests: 6

REQUEST NUMBER	ACTION	STATUS	PP/SER/GR	ORG CODE	FULL NAME	USER ID	DAYS IN PRS OFF	DAYS IN CURR GRP	EFF. DATE	NOA
04-JUN000NEWSQT02 1151		INITIATED	/ /		Batty C White	WHITEA	1	1		
04-JUN000NEWSQT02 1152		INITIATED	/ /	63394/4X20	Bcnib D Bt	WHITEA	1	1		
04-JUN000NEWSQT02 1153		INITIATED	GS/1702/07	WE0JF66J/CTM	Biggy AF Dawg	WHITEA	1	1		
04-JUN000NEWSQT02 1155		INITIATED	/ /	62271/2313	Jacob E Bigelow	WHITEA	1	1		
04-JUN000NEWSQT02 1164	Change to Lower Grade	UPDATE_HR_CO MPLETE	GS/0203/07	HE1254/150230	Btteqb L Ctghtty	WHITEA	0	0	30 MAY 2004	T713
04-JUN000NEWSQT02	Change to Lower Grade	UPDATE_HR_CO	GS/0203/07	HE1254/150230	Dcbtqitt F Cqbirifh	WHITEA	0	0	30 MAY 2004	T713

The Inbox Report displays:

Request Number	RPA number
Action	Type of Action to be performed
Status	Approved, Authorized, Canceled, Initiated, Update HR, Update HR Complete
PP/Ser/Grade	
Org Code	Organizational Information
Full Name	
USER ID	User's Inbox
Days in PRS Office	Number of days in Personnel Office
Days in Curr Grp	Number of days in Inbox
Effective Date	
NOA	

- **To request an Inbox report of all open RPA actions that has been through but is no longer in an individual user's inbox**, user should ensure the following parameters contain the following values: Report type (ex. CLOSED, OPEN) as CLOSED, Report Name as INBOX, Date To Use as the EFFECTIVE DATE and either User InBox Name or Application User Name should contain the USER ID.

This request will capture those RPA actions that are identified as CLOSED. The RPA action may have been routed to another Groupbox/User, updated or deleted by user and

is currently identified by the Workflow process as CLOSED. An example of the report is shown below.

INBOX REPORT – CLOSED ACTIONS
Number of Personnel Action Requests: 250

REQUEST NUMBER	ACTION	STATUS	PP/SER/GR	ORG CODE	FULL NAME	USER ID	DAYS IN PRS OFF	DAYS IN CURR GRP	EFF. DATE	NOA
	Correction	CANCELED	/ /	WE0JF66J/FAB	AAB White	WHITEA	335	335	09 FEB 2003	002
	Correction	CANCELED	/ /	QA0000/DXP	Esau J Bigelow	WHITEA	0	0	15 FEB 2003	002
	Correction	CANCELED	/ /	62271/GB	Robby T A White	WHITEA	0	0	10 FEB 2003	002
	Correction	CANCELED	/ /	DDAAUZ/860005	Samuel T A White	WHITEA	0	0	15 MAY 2003	002
	Correction	CANCELED	/ /	W0OYAA/IN10	Leartt T Deqnit	WHITEA	0	0	07 SEP 2003	002
	Correction	CANCELED	/ /	HL0RFC5V/SVY C	Debra L Blanchard	WHITEA	0	0	10 AUG 2003	002
	Correction	CANCELED	/ /	HL0RFC5V/SVY C	Tanya L Rowles	WHITEA	0	0	10 AUG 2003	002
	Correction	CANCELED	/ /	WE1MFSDJ/SPR T	Carlos A Arana	WHITEA	0	0	21 JUL 2003	002
	Correction	CANCELED	/ /	WPWT99/702110	Bicw Cqtntbr Mtbrnsutw	WHITEA	0	0	21 SEP 2003	002
	Correction	CANCELED	/ /	0000RP/A	Flurrijgtrvhtn D Demjgtt	WHITEA	222	222	21 SEP 2003	002
	Correction	CANCELED	/ /	B61CFL2Y/SCB	Piqqied W Viflttj	WHITEA	0	0	21 SEP 2003	002
	Correction	CANCELED	/ /	B90000/HCMO	REUBEN R BIGELOW	WHITEA	0	0	11 JAN 2004	002
	Correction	CANCELED	/ /	W2DHAA/XZEB	Reuben R Bigelow	WHITEA	15	15	10 JAN 2004	002
	Correction	CANCELED	/ /	DDAABH/998422	Bobby R. Jacobs	WHITEA	57	57	07 MAR 2004	002
	Correction	CANCELED	/ /	LB0000/DOP	Batty C White	WHITEA	0	0	07 MAR 2004	002
	Correction	CANCELED	/ /	60514/90400	Barbara B Brown	WHITEA	0	0	27 MAR 2004	002
	Correction	CANCELED	/ /	60514/90400	Barbara B Brown	WHITEA	0	0	27 MAR 2004	002
	Correction	CANCELED	/ /	6149/NAVY	Diane I Saunderson	WHITEA	0	0	04 APR 2004	002
03FEB000NEWSQT00 2852	Cancellation	CANCELED	GS/1515/13	LB0000/DOP	Batty C White	WHITEA	0	0	29 DEC 2002	001
03MAR000NEWSQT0 04907	Denial of Within—grade Inc	CANCELED	WG/6914/04	LPNDE0/NDEWG	Gladstone Williams	WHITEA	434	434		888
03MAR000NEWSQT0 06230		CANCELED	/ /	66097/FPH		WHITEA	407	407		
03APR000NEWSQT00		CANCELED	GG/1102/12	HH3VFFFB/SAFS		WHITEA	400	400	07 APR 2003	

This user had 250 RPA actions routed into their inbox. The Status column can be used to determine whether the RPA is still opened in DCPDS. If the Status column reflects CANCELED, UPDATE HR or UPDATE HR COMPLETE, then the status of the RPA will be CLOSED. If the Status column reflects APPROVED, AUTHORIZED or INITIATED, then the RPA is still OPEN even though it may not be in this user's inbox. USER ID column will identify the current location of the OPEN RPA action.

- **To request an Inbox report of all open RPA actions in a Groupbox**, user should ensure the following parameters contain the following values: Report type (ex. CLOSED, OPEN) as CLOSED, Report Name as INBOX, Date To Use as the EFFECTIVE DATE. Submitting a request without using the User Name or Application User Name fields will generally take longer for the system to retrieve than including one of them in the request.

This request will capture those RPA actions that are identified as OPEN in the CIVDODHR Groupbox. The RPA actions may currently be in the CIVDODHR Groupbox or may have been routed to another User attached to the CIVDODHR Groupbox (because the User ID is under the same Groupbox the RPA is still considered Open by

the Workflow process). An example of the report is shown below.

INBOX REPORT – OPEN ACTIONS

Number of Personnel Action Requests: 7

REQUEST NUMBER	ACTION	STATUS	PP/SER.GR	ORG CODE	FULL NAME	USER ID	DAYS IN PRS OFF	DAYS IN CURR GRP	EFF. DATE	NOA
	Individual Cash Award	APPROVED	/ /	00251/051	Blake S Hos		342	342	01 JUN 2003	840
03AUG000NEWSQT01 4047	Transfer	APPROVED	GS/0679/05	66097/FPH	Movida X HavelRGTtrans	SMITHJ	62	62	10 AUG 2003	130
03NOV000NEWSQT01 7350		INITIATED	GS/1102/12	W051AA/HCL		KEIRL	32	32	05 MAR 2003	
MAW:55426–167	Individual Cash Award	APPROVED	/ /	00251/003	POATEST E CHANZA		478	478	10 FEB 2003	840
MAW:55429–167	Individual Cash Award	APPROVED	/ /	00251/031	Quinn S Hos		478	478	10 FEB 2003	840
WGI:68274	Within–grade Inc	APPROVED	WG/5301/08	00251/003	Jamie K Brunson	KEIRL	228	228	13 JUL 2003	893
WGI:74592	Within–grade Inc	APPROVED	WG/4102/05	00251/041	Ashley J Osborn		342	342	10 AUG 2003	893

If the Status column reflects APPROVED, AUTHORIZED or INITIATED, then the RPA will show on the Open Actions report even though it may not currently reside in the CIVDODHR Groupbox (because even though the RPA was routed to an individual user (within the Groupbox), it was not routed out of the Groupbox). The USER ID column will identify the current location of the OPEN RPA action.

- The TRACKING report provides user with the history of an RPA and can be requested for an individual RPA, for a User inbox or for a Groupbox. **To request a Tracking report on an individual or multiple RPA actions from a Groupbox or an individual user's inbox**, use the following parameter fields, including the Groupbox, User Inbox or SF-52 Request Number:

An example of the report is shown below.

The Tracker Report displays:

Request Number	RPA number
Action	Type of Action to be performed
Status	Approved, Authorized, Canceled, Initiated, Update HR, Update HR Complete
PP/Ser/Grade	
Org Code	Organizational Information
Full Name	
Group ID	User's Inbox
Effective Date	
NOA	

EXAMPLE

This example shows how the SF-52 Tracking Actions report will generate for the same User's Inbox when the **Report Type** reflects OPEN or CLOSED. This parameter criterion produces the following report based on the contents of WHITEA inbox

However, when the Report Type is changed from OPEN to CLOSED, the report generated from the same inbox view is:

OK   Cancel   Clear   Help
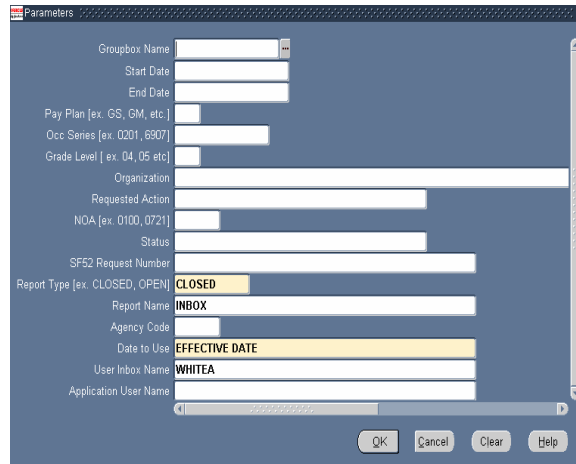
INBOX REPORT – CLOSED ACTIONS

Number of Personnel Action Requests: 249

UEST NUMBER	ACTION	STATUS	PP/SER/GR	ORG CODE	FULL NAME	USER ID	DAYS IN PRS OFF	DAYS IN CURR GRP	EFF. DATE
:65781	Within–grade Inc	CANCELED	GS/1702/04	HE6447/322100	Kelly M Sommers	WHITEA	402	392	01 JUN 2003
:74592	Within–grade Inc	APPROVED	WG/4102/05	00251/041	Ashley J Osborn		340	0	10 AUG 2003
:86441	Cancellation	UPDATE_HR_CO MPLETE	/ /	DDAADB/871810	SAMPSON T BROWN	WHITEA	0	0	21 JUN 2003
:129023	Cancellation	UPDATE_HR_CO MPLETE	/ /	W2DHAA/XZEB	Reuben R Bigelow	WHITEA	0	0	10 JAN 2004

6. AUTORIF TROUBLESHOOTING.

Recently, a few users called saying that while uploading a DCPDS-generated AUTORIF Extract, they received a "Run-time error '9': Subscript out of range" error message and asked what did it mean. When the AUTORIF Extract was reviewed, it was determined that the cause of the error was an erroneous date located in an Appraisal effective date. When the DCPDS employee's Appraisal SIT was reviewed, it showed an effective date of 06/01/0200. The problem turned out to be the result of an incorrectly coded effective date in DCPDS and not a problem with the AUTORIF Application.

It is recommended that Component users develop quality control check procedures to validate effective dates prior to the creation of the AUTORIF Extract from DCPDS. If records with invalid dates are not fixed before uploading into AUTORIF, users will receive the Error message once the file has finished uploading (see screen shot below) and the user will be kicked out of AUTORIF. User will also see the same error message within the Modal area of the UPDATE file Users can still access the AUTORIF database, but users will need to manually fix the records with the bad dates before they can proceed.

```
┌─────────────────────────────────────┐
│ AutoRIF                         [x]  │
├─────────────────────────────────────┤
│  ⚠   Run-time error '9':            │
│                                      │
│      Subscript out of range          │
│                                      │
│         ┌──────────┐                 │
│         │    OK    │                 │
│         └──────────┘                 │
└─────────────────────────────────────┘
```

7. GEOGRAPHIC LOCATION CODES.

CPMS is frequently asked what are the roles of OPM and GSA in assigning duty station/geographic location codes and how new Geographic Location Codes are established in DCPDS. To demystify these roles: OPM is responsible for the duty station file; GSA is responsible for maintenance of the code set and issuance of city codes. However, to ensure completeness of the OPM duty station code set (which is used to edit duty stations reported to the Central Personnel Data File (CPDF)), requests for codes for personnel use should be directed to OPM (steve.goldstein@opm.gov) for processing by GSA. Once OPM has made changes to the Duty Station File, Oracle Federal prepares a patch that is sent to Lockheed Martin so that DCPDS can be updated. Lockheed Martin receives the Oracle Fed patch and integrates that patch into the current DCPDS configuration.