Air Force Modern DCPDS Workaround for In-Place Employee 5XX/702/703 Actions

1 Sep 02

5XX actions and permanent promotions (702) following a temporary promotion (703) for which the CPCN does not change, do not generate a new Dt-Start-Present-Position (Occupancy Date), however, they do trigger a CPDSS experience entry resulting in a future duplicate or overlapping experience entry.

What actions are affected? Those actions on employees that are being:

- 1. Converted (5XX) and remain in the same position or
- 2. Permanently promoted (702) following a temporary promotion (703) in the same position

The workaround is: Step 1 – quick copy the existing position, making no changes; Step 2 – convert or permanently promote the employee moving them to the quick copied position; Step 3 – end date the "old" position as it is not a true vacancy.

No workaround is needed if the employee is being converted or permanently promoted to a <u>different</u> position.

<u>Step 1</u>: Fast Copy Position

The employee's current position must be "fast copy" to create a duplicate position. This position will be used for the Request for Personnel Action (RPA). From the Navigation List, select: *Work Structures* → *Position* → *Description*

Click Open.

Navigator - CIVDOD PERSONNELIST		
Work Structures: Position: Description		
Enter position names		
 Request for Personnel Action CAO/TRANSFER Request Mass Actions Civilian Inbox Complaints Tracking Breakdown Folder Reduction In Force (RIF) People Recruitment Work Structures Organization Position 	1. Requests: Submi	it
Description		
Hierarchy Mass Moves	Add	Remove
Manpower Information		
+ View		
+ Processes and Benorts		
Coredoc		
PAY500		
+ Local Tables		
Close Existing Windows)	

The **Position** window displays.

Click <u>**Query**</u> \rightarrow <u>**Enter**</u> on the menu bar (or push the [F7] key).

🚆 Position		_ 🗆 ×
Dates		
From	То	
Name	0186038077	
Organization	Job	
Location	Status	[]]
Standard Cond Working Hou Frequent	rs Normal Time	
<u>R</u> eporting To		Validate
<u>O</u> ccupancy	Extra Information Quick Copy	<u>O</u> thers

With the cursor in the Name field, enter the

PD Number.. Sequence Number

Ex: 01860..38077

You can also use any of the following query options in the *Name* field to find a position; follow the example below:

01860.PERSONNEL CLERK.38077.AF1C.APPR

Options:

By PD #:	01860%
By Title:	%.PERSONNEL CLERK%
By Sequence Number:	%.%.38077% or38077
By Agency/MACOM:	%.%.%.AF1C%
By Position Type: %.%.%	.%.APPR%
By PD # and Sequence Nu	mber: 0186038077

- The percent sign (%) is used as a wild card.
- Periods in the query options are significant as "place holders" for the five fields that constitute the position "name."

The sequence number (38077 in the position name above) is a unique position identifier, so querying by sequence number will always retrieve one and only one position record. "Position Type" includes the following categories: APPR (appropriated fund), NAF (nonappropriated fund), EXT (virtual external positions), and MIL (virtual military positions). Click Query \rightarrow <u>R</u>un on the menu bar (or push the [F8] key). The first position that meets your criteria will display in the Position window.

Position		_ 🗆 ×
Dates		
From	25-MAR-2002 To	
Name	01860.PERSONNEL CLERK.38077.AF1C.APPR	
Organization	1 MISSION SUPPORT SQ AF1CLE Job 0203.Human Resources A	ssis
Location	511404650 Status Valid [9E]
Standard Cond	itions 🖉	
	Normal Time	
Working Hou	rs Start End	
Frequen	cy	
<u>R</u> eporting To		/alidate
<u>O</u> ccupancy	Extra Information Quick Copy	Dthers

Click the **Quick Copy** button.

Position		_ 🗆 ×
Dates		
From	25-MAR-2002 To	
Name	01860.PERSONNEL CLERK.38077.AF1C.APPR	
Organization	1 MISSION SUPPORT SQ AF1CLE Job 0203.Human Resources Assis	
Location	511404650 Status Valid [9E]	
Standard Cond Working Hou Frequen	rs Normal Time Start End	
Reporting To	Valida Extra Information Quick Copy Qther	ate s

The Quick Copy window appears.

🚟 Quick Copy Position (01860.PERS	ONNEL CLERK.38077.AF1C	.APPR)	
QUICK COPY	CURRENT POSITIO	N	
Current Position Name	01860.PERSONNEL CL	ERK.38077	AF1C.APPR
Current Organization Name	1 MISSION SUPPORT	SQ	AF1CLE1CF9
Current Job Name	0203.Human Resources	s Assistanc	æ (0203)
Organization, Job and Date Posi created. If you want to change Or positions check below.	ition Established cannot be rganization, Job and /or Dat	changed afte e Position Es	er the positions have be tablished for the new
Date Position Established: 28-4	AUG-2002		
Enter Number of Copies:	J		
Qui	c <u>k</u> Copy Can <u>c</u> el		

	Quick Copy Position (01860.6	PERSONNEL CLERK.38077.AF1	C.APPR)
	QUICK COI	PY CURRENT POSITIO	N
	Current Position Name Current Organization Name Current Job Name	01860.PERSONNEL C 1 MISSION SUPPORT	LERK.38077.AF1C.APPR SQ AF1CLE1CF9
Do Not Make Any Changes.	Organization, Job and Date created. If you want to chang positions check below.	Position Established cannot be ge Organization, Job and /or Da	changed after the positions have be te Position Established for the new
Just Enter Number of Copies = 1	Organization		This will always reflect the current date. Remember, the Date Position Established must be REFORE the
	Date Position Established:	28-AUG-2002	effective date of your RPA action.
Click Quick Copy button.		Quic <u>k</u> Copy Can <u>c</u> el	

	New Copied Positions.	_ 🗆 ×
<u>NOTE</u> :	The Names of Positions Created From Quick Copy.	
1. The new sequence number.	Name of Position Copied: 01860.PERSONNEL CLERK.38077.AF1C.APPR	
2. The New Position needs to be validated.	Names of New Positions Created: 01860.PERSONNEL CLERK.38400.AF1C.APPR The New Positions need to be validated.	

New Copied Positions.		_ 🗆 ×
The Names of Posit	tions Created From Quick Copy.	
Name of Position Copied:	01860.PERSONNEL CLERK.38077.AF1C.APPR	
Names of New Positions Creater	d: SONNEL CLERK.38400.AF1C.APPR	
The	New Positions need to be validated. 1 2 Close Print	
-		

1. If you click **Close**, you will receive the following box:



2. If you click **Print**, the following boxes will appear:

	F	rint Setup			? ×
		Printer			
		<u>N</u> ame:	\\PRINT-PS-04\P0475		Properties
		Status:	Ready		
		Туре:	HP LaserJet 8000 Series PCL 5e		
		Where:	D-1-W		
		Comment:	POC: Ron Clavette; 136.149.151.110		
		Raper		Irientation	
		Size:		A	Portrait
Click OK twice		<u>S</u> ource:	Auto Select		O L <u>a</u> ndscape
		Net <u>w</u> ork		OK	Cancel



Click **Query** \rightarrow **Enter** on the menu bar (or push the [F7] key).

Position		
From From	To	
Name 0186038400		
Organization	Job	
Location	Status	[]
Standard Conditions Working Hours Frequency	Normal Time	End
Reporting To		Validate
Occupancy Extra Informa	tion Quic <u>k</u> Copy	<u>O</u> thers

Your search criteria will contain the **new sequence number**.

Your position will now need to be

Ť

200

validated. Status = Invalid

Click <u>**Query**</u> \rightarrow <u>**R**</u>un on the menu bar (or push the [F8] key). The new position appears.

•	- Fosition	
* You may need to update other position information prior to validating the position; i.e., position occupied	Dates From 28-AUG-2002 To Name 01860.PERSONNEL CLERK.38400.AF1C.APPR Organization 1MISSION SUPPORT SQ Location 511404650 Statue Invalid [195 1]	
Click the Validate button.	Standard Conditions Normal Time Working Hours Start	
	Reporting To Validate Occupancy Extra Information Quick Copy Others.	e



The position is now built to be used on the RPA.

Position		_ 🗆 ×
Dates From	28-AUG-2002 To	
Name	01860.PERSONNEL CLERK.38400.AF1C.APPR	
Organization	1 MISSION SUPPORT SQ AF1CLE Job 0203.Human Resources Assis	
Location	511404650 Status Valid [9E]	
Standard Condi Working Hou Frequent	itions	
<u>R</u> eporting To	Valida	ıte
<u>O</u> ccupancy	E <u>x</u> tra Information Quic <u>k</u> Copy Others	\$

<u>STEP 2</u>: Place the new position on the "TO INFORMATION" on the RPA.

When the action is processed, it should appear like this.

Notice the sequence numbers are different.

Request for Personnel Action (Conversion to Appointment, Routing Group:AIR_FORCE)								
R C Employee	SS	Nature	e of Action	Prev De	and 2 of 4	Nurth		
			Conv to Career-Cond A Page 2 of 4 11 x 2					
- FROM INFORMATION			TO INFORMATION					
7 Position Title	Number S	Seq No 15 Po	15 Position Title		Number S	eq No		
PERSONNEL CLERK	01860 3	8077 PER	PERSONNEL CLERK 01860		01860 38	3400		
8 Pay Plan 9 Occ.	Code 10 Grade o	or Level 16 Pa	yPlan 170	cc. Code	18 Grade o	r Level		
GS 0203	05	GS	0203		05			
11 Step or Rate 12 Tota	al Salary	19 St	eporRate 20 To	otal Salary	Award	UoM		
10 32,113	3.00							
12A Basic Pay 12B Lo	ocality Adj. 12C Adj. Ba	asic Pay 20A E	lasicPay 20Bl	Locality Adj.	20C Adj. Ba	sic Pay		
29,559.00 2,554	32,113.00							
12D Other Pay 13 Pay	/Basis	20D 0	Other Pay 21 Pa	ay Basis				
0 Per Ar	nnum		PerA	Annum				
14 Name and Location of Position's Organization			22 Name and Location of Position's Organization					
DPCE ORIGINALLY UPD			E ORI	GINALLY UF	PD			
1 MISSION SUPPORT	SQ	1 MIS	1 MISSION SUPPORT SQ					
ACC COMMAND: 1C			ACC COMMAND: 1C					
WORK FORCE EFFECT ORG-STR: DPCE			WORK FORCE EFFECT ORG-STR: DPCE					
LANGLEY AFB VA 23665-2798			LANGLEY AFB VA 23665-2798					
AUTH PAS: LE1CF9RH			AUTH PAS: LE1CF9RH					
History Extra Information Darson Davidan Others						1		

	From the Navigation List, select: <i>Work Structures Position Description</i>				
<u>STEP 3</u> : Place an "end date" on the old position.	Click Open .				
	Navigator - CIVDOD PERSONNELIST				
	Work Structures:Position:Description Enter position names				
	 Request for Personnel Action CAO/TRANSFER Request Mass Actions Civilian Inbox Complaints Tracking Breakdown Folder Reduction In Force (RIF) People Recruitment Work Structures Organization Position 				
	Hierarchy Mass Moves	A <u>d</u> d	<u>R</u> emove		
	Manpower Information PSEUDOSF50				
	 + View + Processes and Reports Coredoc PAY500 + Local Tables 				
	+ − + + <u>□</u> pen				

The **Position** window displays.

🗵 <u>C</u>lose Existing Windows

Click <u>**Query**</u> \rightarrow <u>**Enter**</u> on the menu bar (or push the [F7] key).

Input your criteria to locate the <u>old</u>	Position	. 🗆 ×
position.	Dates	
	From I Io	
	Name 0186038077	
	Organization Job	
	Location []	
	Standard Conditions Image: Standard Conditions Working Hours Start Frequency Start	
	Reporting To Validate	
	Occupancy Extra Information Quick Copy Others	

RPA.

🚉 Positio

Dates From 25-MAR-2002 то 🛛 Name 01860.PERSONNEL CLERK.38077.AF1C.APPR Organization 1 MISSION SUPPORT SQ AF1CLE 0203.Human Resources Assis Job [9E] Location 511404650 Status Valid Standard Conditions Normal Time Working Hours Start End Frequency <u>R</u>eporting To Validate Occupancy Extra Information Quick Copy Others. • • vacy Act of 197 Ed Query Go Spe Windo <u>></u>= F 31 🔶 📥 🗸 1 1 Input the "TO" date. (Make sure it Pro Po _ 🗆 × is the old position.) Dates From 25-MAR-2002 To 26-AUG-2002 **NOTE:** The **"TO"** date should be a Name 01860.PERSONNEL CLERK.38077.AF1C.APPR date after the effective date of the 1 MISSION SUPPORT SQ AF1CLE 0203.Human Resources Assis Organization Job Status Valid Location 511404650 [9E] Standard Conditions Normal Time End Working Hours Start | Click the Save button. Frequency Reporting To Validate Occupancy Extra Information Quic<u>k</u> Copy Others. Position _ 🗆 × Dates To 26-AUG-2002 From 25-MAR-2002 Name 01860.PERSONNEL CLERK.38077.AF1C.APPR If the "TO" date is a past date, the 1 MISSION SUPPORT SQ AF1CLE Job 0203.Human Resources Assis Organization position will become invalid. [9E] Location 511404650 Status Invalid Standard Conditions • Normal Time Working Hours Start End Frequency Validate Reporting To <u>O</u>ccupancy E<u>x</u>tra Information Quic<u>k</u> Copy <u>O</u>thers.

Click Query \rightarrow <u>Run</u> on the menu bar (or push the [F8] key). The position appears in the window.

_ 🗆 ×