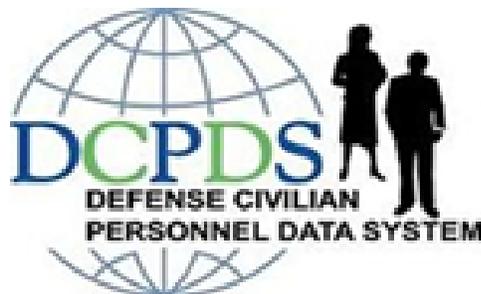




Wisconsin DCPDS Guide For Supervisors and Managers



Department of Military Affairs
Joint Force Headquarters
Madison, WI 53708-8111
1 October 2012

Summary: This guide contains the step-by-step instructions for requesting an electronic Request for Personnel Action for the state of Wisconsin.

Applicability: This guide applies to all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard. It is tailored for Title 32 Technician Supervisors and Active Guard Reservist (AGR) Supervisors, supervising Title 32 Technicians.

Suggested improvements: Users are invited to send comments and suggested improvements to Joint Force Headquarters, Attn: WIJS-J1-IS PO Box 8111, Madison, WI 53708-8111. By email at fedhrfeedback@ng.army.mil or by telephone at DSN: 724-3713/3728 or COMM: 608/-242-3713/3728.

Accessibility: www.dma.wi.gov/dma/hr/fed/fedhr.asp

Releasability: There are no releasability restrictions on this publication

Wisconsin DCPDS Guide for Supervisors and Managers

Table of Contents

Topic	Page
Section One – General Information	
1. Terms	1
2. Gaining Access to DCPDS	1
3. Logging into DCPDS	2
4. Setting up Favorites	7
5. Navigating within DCPDS	10
-Navigator Window	10
-How the Navigation List is Used	11
-Expanding and Collapsing Headings	11
-Starting a Task from the Navigation List	11
6. The Top Ten List	11
-The Navigation Top Ten List	11
-How to Add Items to Your Top Ten List	12
7. The Toolbar	13
8. List of Values	13
9. Keyboard Shortcuts	13
Section Two – Inbox	
1. Civilian Inbox	14
-Displaying an RPA using the Civilian Inbox	14
-Saving a Standardized Wisconsin Folder View	15
2. Accessing the RPA	18
3. The Notifications Window	18
4. Tracking History	19
Section Three – Initiating the electronic Request for Personnel Action	
1. Introduction	20
2. Types of Personnel Actions	20
3. Initiating an electronic Request for Personnel Action	21
-Types of Data Fields	21
4. Entering Notepad Remarks	26
5. Attaching Documents or Comments to an RPA	26
-Attaching Comments	27
-Adding a Comment	28
-Attaching a File	29
-View & Print Attachments	30
-Deleting an Attachment	31
6. Saving an RPA	32
7. Routing an RPA	32

-The Routing Window	32
-Refreshing your Inbox after Routing	36
-Routing Comments	36
8. Deleting a Request for Personnel Action	37
9. How to Exit from DCPDS	38

Section One – General Information

Terms

Term	Description
AGR	Active Guard Reservist
DCPDS	Defense Civilian Personnel Data System
RPA	Request for Personnel Action (also known as the Standard Form 52).
NPA	Notification of Personnel Action (also known as the Standard Form 50).
NOAC	Nature of Action Code. A code that identifies a specific type of personnel action such as promotion (702), resignation (317), etc.

Gaining Access to DCPDS

Gaining access to the Defense Civilian Personnel Data System (DCPDS) is a supervisory responsibility. DCPDS is used to electronically request personnel actions (RPAs) on subordinate technician employees. Supervisory responsibilities are defined within assigned position descriptions and may include Active Guard Reservists (AGR) supervisors of technicians. Each supervisory position is coded in DCPDS.

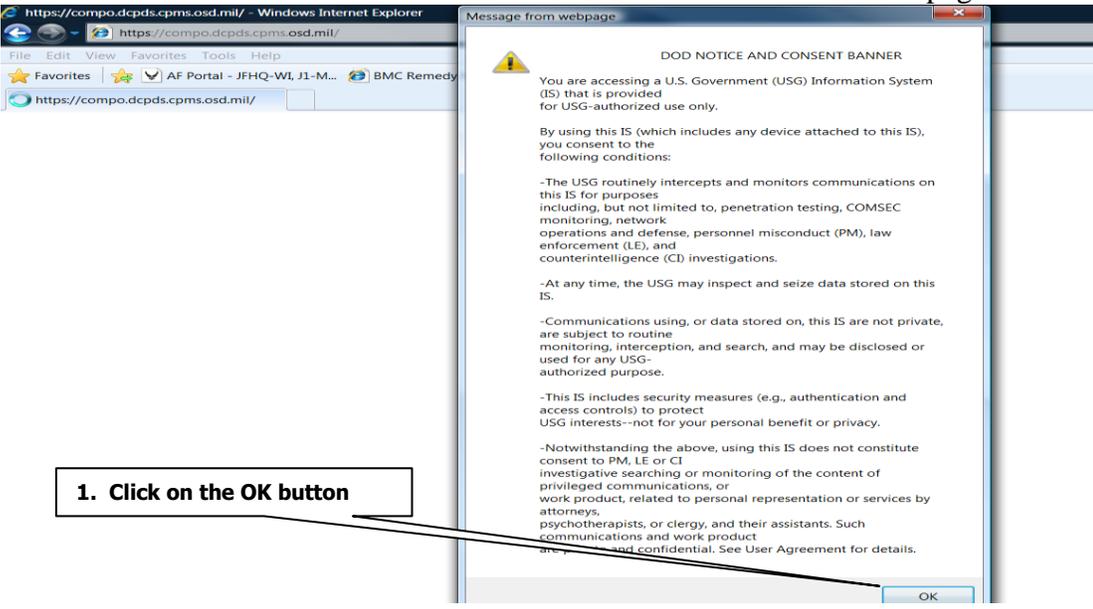
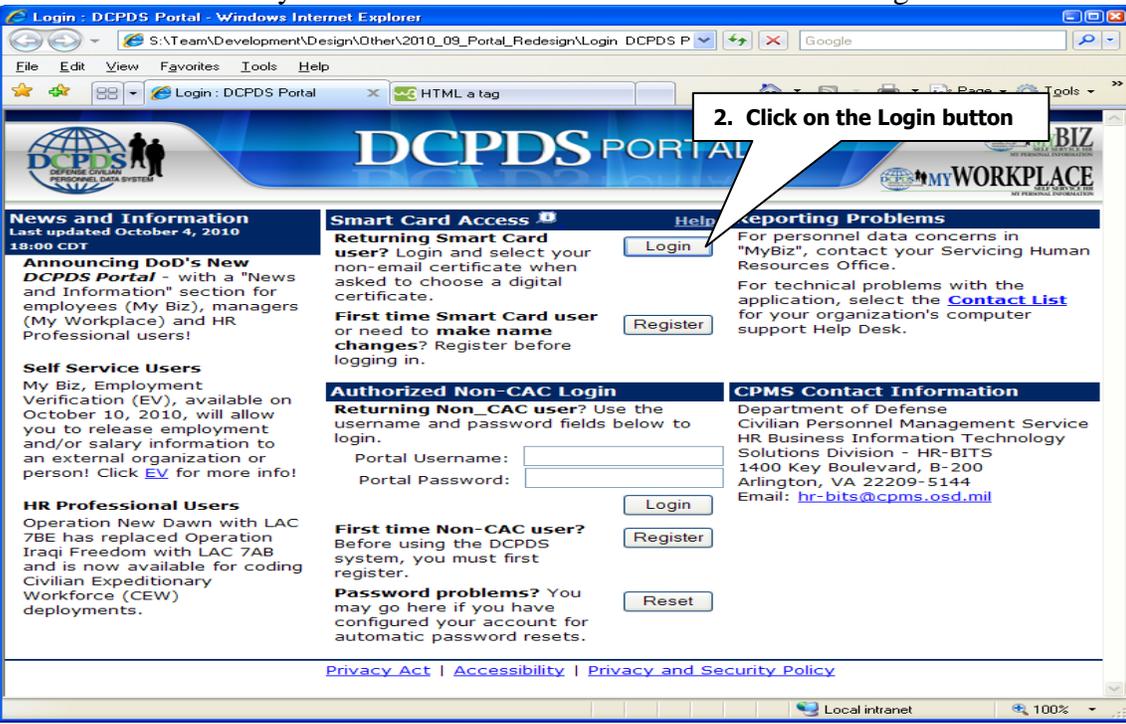
Supervisors must complete a DD FM 2875 System Access Authorization Request (SAAR). Completing the SAAR includes coordination by the immediate supervisor and the Unit Security Manager.

To ensure compliance with DoD Directives (DoDD) 8500.1 (Information Assurance) and DoDD 8000.1 (Management of Information Resources & Information Technology), National Guard employees requiring a user-id for DCPDS must possess a security clearance ***before*** an account can be established. At a minimum, a NACI should be requested or accomplished with a favorable NAC portion completed prior to requesting an account.

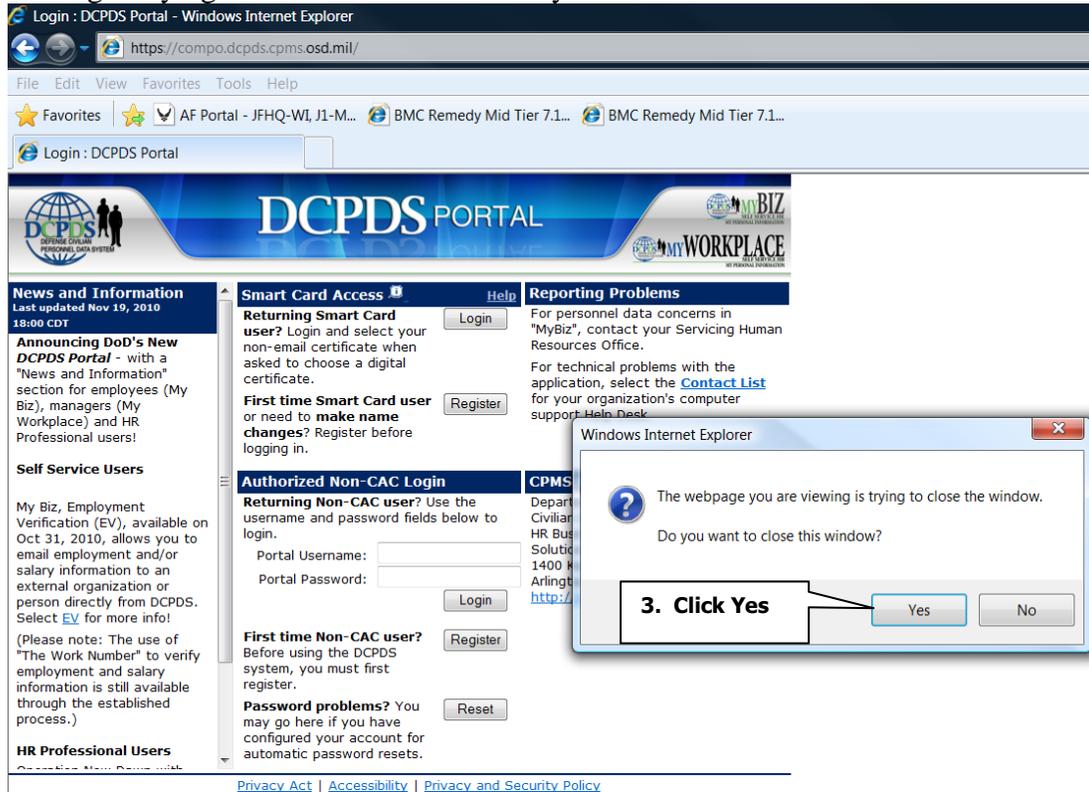
Upon completion and coordination of the DD FM 2875 SAAR submit to the J1/Information Systems Section for review and verification of minimum security clearance levels before processing. Any individual's request not meeting the minimal clearance requirements will be denied and returned for action at your level. There are no exceptions to these security policies.

The DD FM 2875 SAAR is available on the Wisconsin Department of Military Affairs website: http://dma.wi.gov/dma/hr/emp_resources/Self_Service_HR.asp or by request at DSN: 724-3713/3728 or COMM: 608-242-3713/3728.

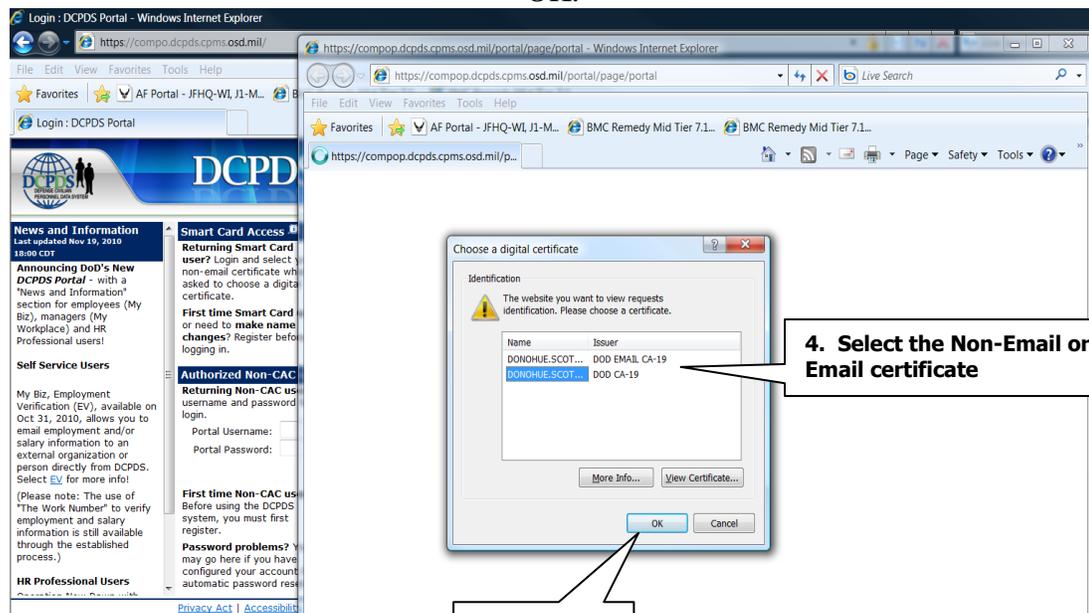
Logging into DCPDS

Step	Action
1	<p>Open your Internet Explorer. Enter the web site: https://compo.dcpds.cpms.osd.mil/. Click on the OK button on the DOD Notice and Consent banner page.</p>  <p>1. Click on the OK button</p>
2	<p>This will take you to the DCPDS Portal window. Click the Login Button.</p>  <p>2. Click on the Login button</p>

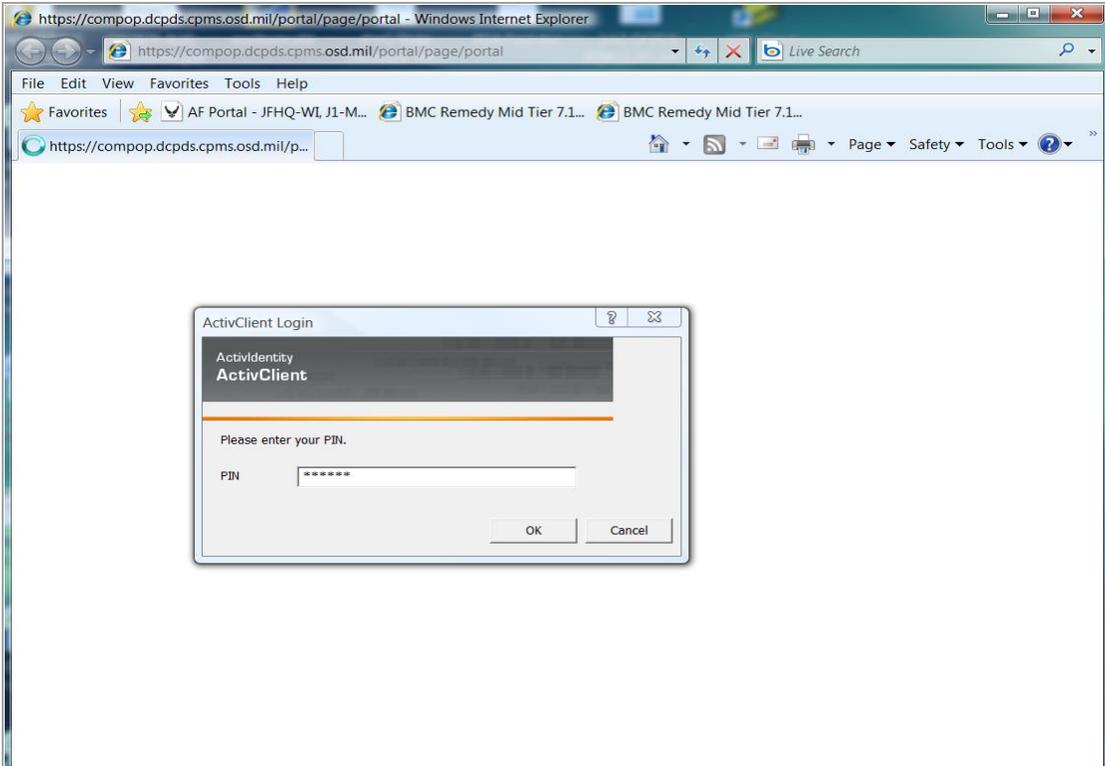
3 You will see a Windows Internet Explorer window that will state the webpage you are viewing is trying to close the window. Do you want to close this window? Click Yes.



4, 5 You should then receive a window that contains your CAC certificates. Make sure you select the certificate that is not your E-Mail certificate. The click OK.

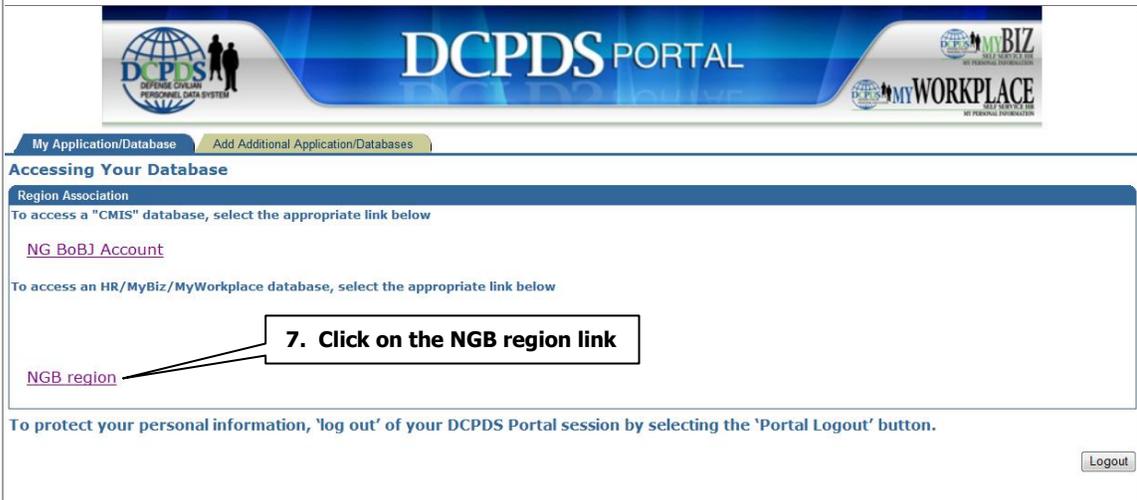


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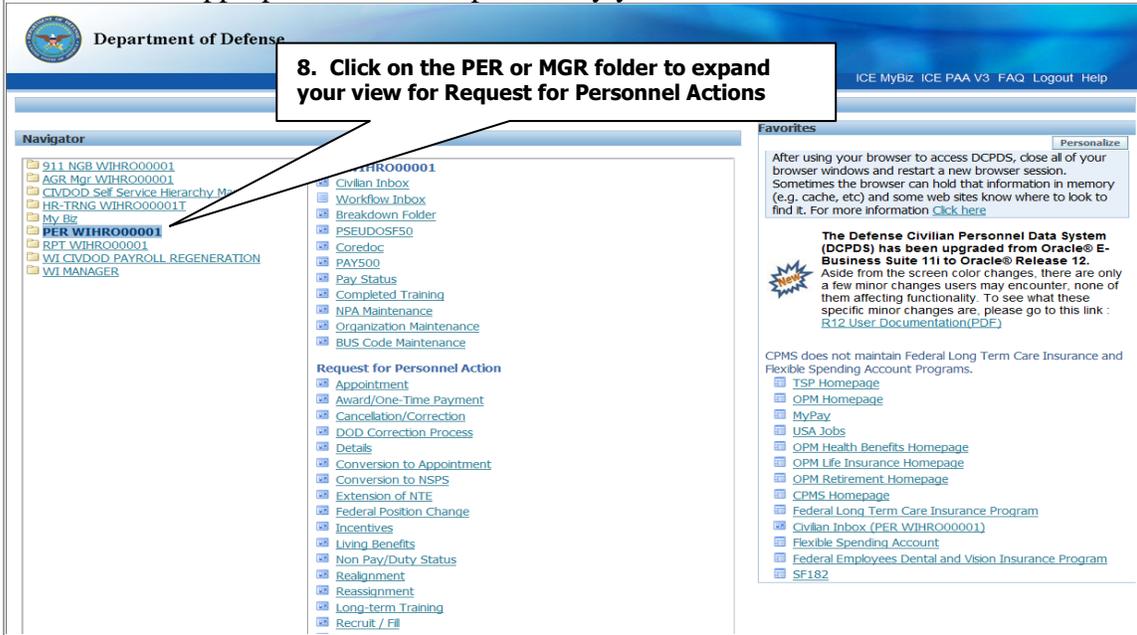


7

The “Accessing Your Database” window will open. Click on the “NGB Region”.

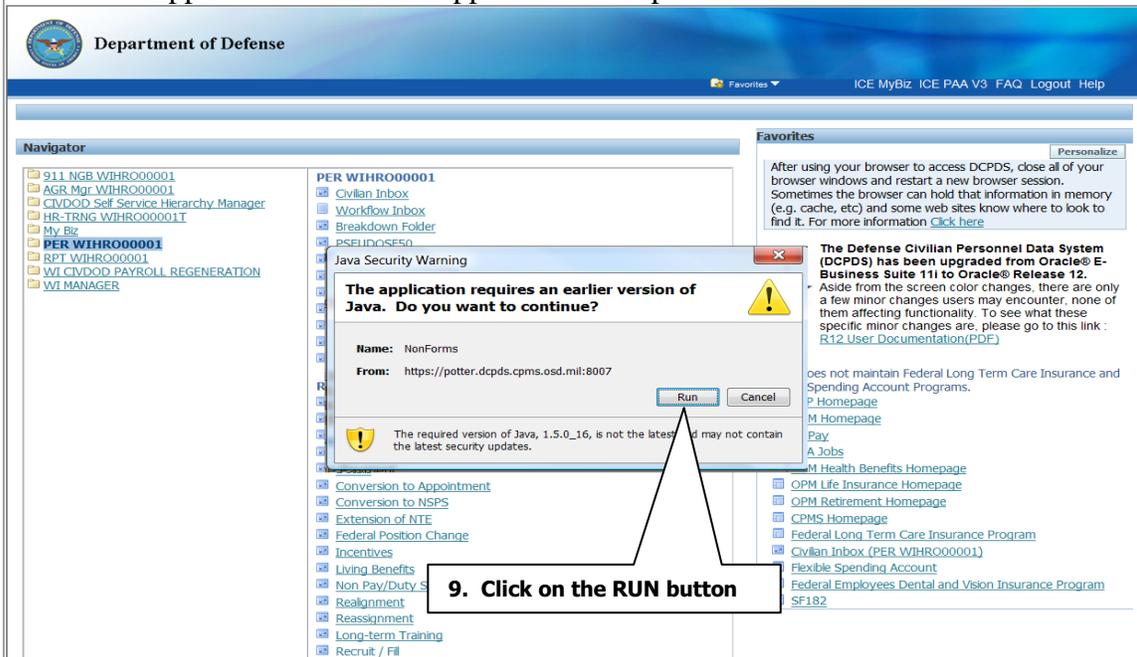


- 8 The Navigator window displays. On the left side of this window is your DCPDS *responsibility* – for most users, this will be a “secure user ID” which is what DCPDS uses to control access to records. This will be either a PER or MGR folder. You can click on the responsibility, PER or MGR folder to expand your view to see Request for Personnel Actions. The center section of the Navigator screen will populate with the tasks appropriate for the responsibility you select.

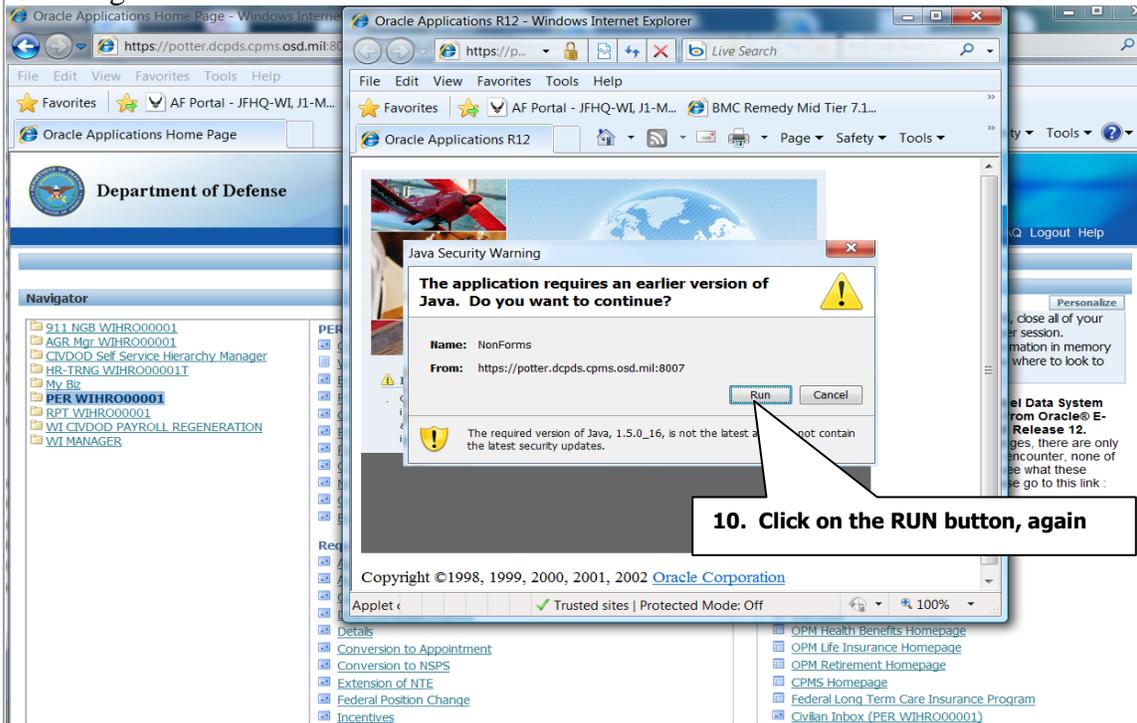


On the right side of the Navigator window there's a place for you to set up "favorites" if you want to (this is optional). See Favorites, for instructions.

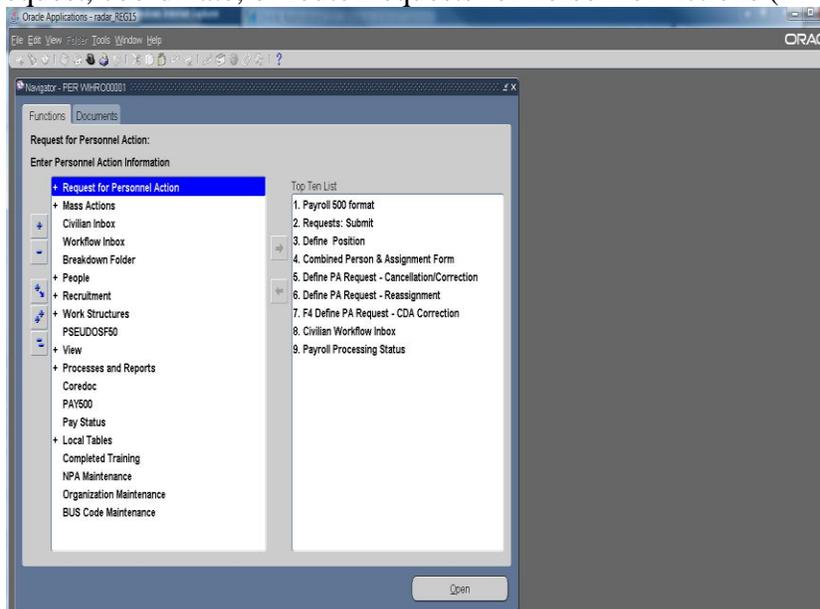
- 9 Once you have selected a task, i.e. a Request for Personnel Action or the Civilian Inbox, the Oracle Applications 11i Java Applet window opens. Click on the Run button.



10 The Oracle Applications Java Applet window will open a second time. Click on the Run button again.

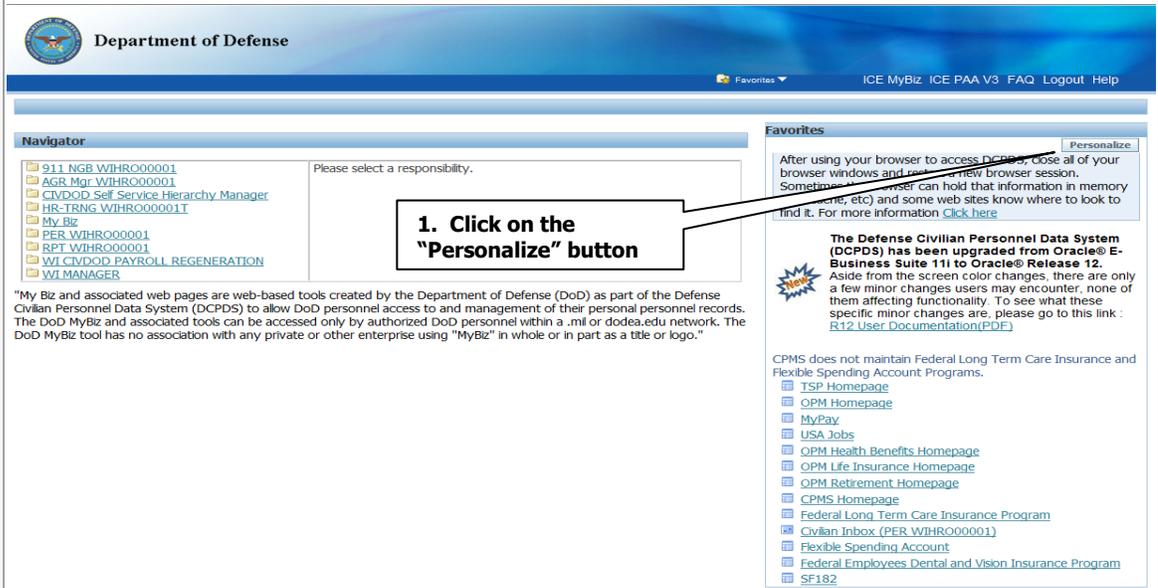
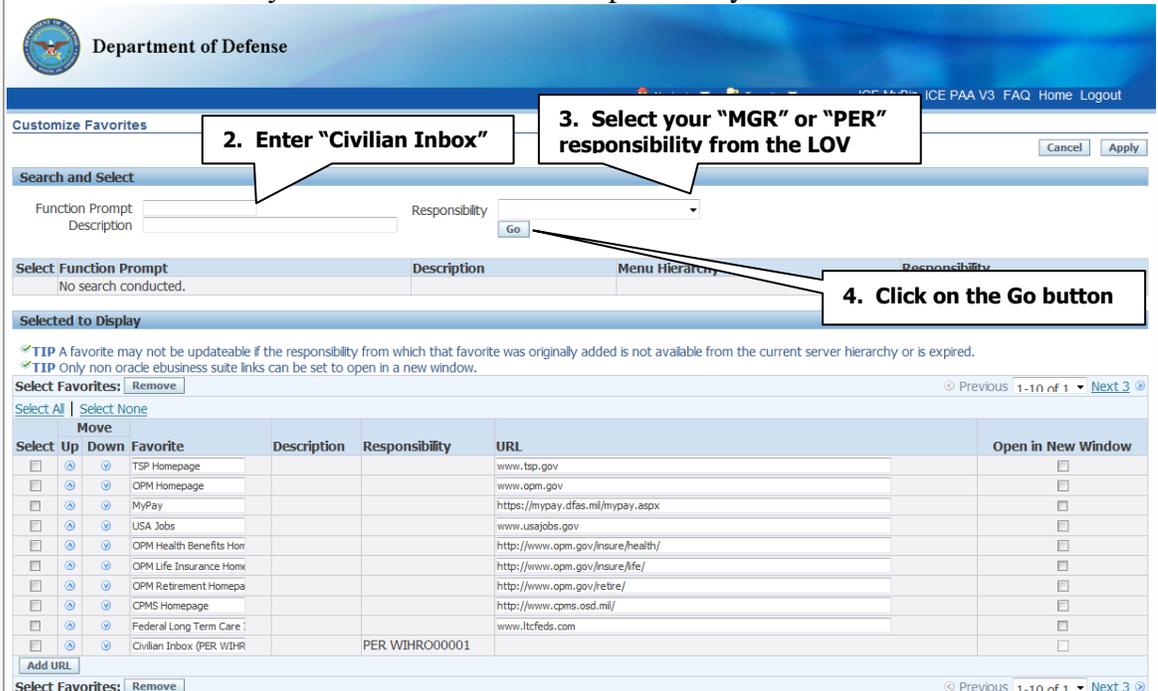


11 The DCPDS Navigator page will open in a new window. You are now logged into DCPDS to request, coordinate, or route Requests for Personnel Actions (RPAs)



Setting up Favorites

If you want to set up a “favorites” list on the new navigator, follow the steps below. This is an optional step, but it can be handy if you perform certain tasks in DCPDS repeatedly (it saves you from having to scroll through the entire navigator list).

Step	Action																																																																																								
1	<p>On the new navigator screen, click on the “Personalize” button.</p> 																																																																																								
2,3,4	<p>On the “Customize Favorites window, Enter “Civilian Inbox” in the Function Prompt block and select your “PER” or “MGR” responsibility and click on the Go button.</p>  <table border="1" data-bbox="277 1606 1435 1848"> <thead> <tr> <th>Select</th> <th>Up</th> <th>Down</th> <th>Favorite</th> <th>Description</th> <th>Responsibility</th> <th>URL</th> <th>Open in New Window</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>TSP Homepage</td> <td></td> <td></td> <td>www.tsp.gov</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>OPM Homepage</td> <td></td> <td></td> <td>www.opm.gov</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>MyPay</td> <td></td> <td></td> <td>https://mypay.dfas.mil/mypay.aspx</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>USA Jobs</td> <td></td> <td></td> <td>www.usajobs.gov</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>OPM Health Benefits Hon</td> <td></td> <td></td> <td>http://www.opm.gov/insure/health/</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>OPM Life Insurance Home</td> <td></td> <td></td> <td>http://www.opm.gov/insure/life/</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>OPM Retirement Homepa</td> <td></td> <td></td> <td>http://www.opm.gov/retire/</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>CPMS Homepage</td> <td></td> <td></td> <td>http://www.cpms.osd.mil/</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>Federal Long Term Care</td> <td></td> <td></td> <td>www.ltcfeds.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Up"/></td> <td><input type="button" value="Down"/></td> <td>Civilian Inbox (PER WDR</td> <td></td> <td>PER WJHRO0001</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Select	Up	Down	Favorite	Description	Responsibility	URL	Open in New Window	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	TSP Homepage			www.tsp.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	OPM Homepage			www.opm.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	MyPay			https://mypay.dfas.mil/mypay.aspx	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	USA Jobs			www.usajobs.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	OPM Health Benefits Hon			http://www.opm.gov/insure/health/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	OPM Life Insurance Home			http://www.opm.gov/insure/life/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	OPM Retirement Homepa			http://www.opm.gov/retire/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	CPMS Homepage			http://www.cpms.osd.mil/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	Federal Long Term Care			www.ltcfeds.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	Civilian Inbox (PER WDR		PER WJHRO0001		<input type="checkbox"/>
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5, 6 Check in the Civilain Inbox and click on the Add button.

Department of Defense

ICE MyBiz ICE PAA V3 FAQ Home Logout

Customize Favorites

Search and Select

Function Prompt: civilian inbox Responsibility: PER WIHRO00001

Select Functions: **Add**

Select All | Select None

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/>	Civilian Inbox			PER WIHRO00001

Selected to Display

5. Check in the Civilian Inbox

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.
 TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites: Remove

Select All | Select None

Select	Move Up	Move Down	Favorite	Description	Responsibility	URL	Open in New Window
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="checkbox"/>	TSP Homepage		www.tsp.gov	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="checkbox"/>	OPM Homepage		www.opm.gov	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="checkbox"/>	MyPay		https://mypay.dfas.mil/mypay.aspx	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input type="checkbox"/>	Flexible Spending Accour		https://www.fsaefeds.com/fsaefeds/index.asp	<input type="checkbox"/>

Add URL

7, 8 Verify the Civilian Inbox is listed as a Favorite and click on the Apply button.

Department of Defense

ICE MyBiz ICE PAA V3 FAQ Home Logout

Customize Favorites

Search and Select

Function Prompt: civilian inbox Responsibility: PER WIHRO00001

Select Functions: **Add**

Select All | Select None

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/>	Civilian Inbox			PER WIHRO00001

Selected to Display

8. Click on the Apply button

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.
 TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites: Remove

Select All | Select None

Select	Move Up	Move Down	Favorite	Description	Responsibility	URL	Open in New Window
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<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	<input checked="" type="checkbox"/>	Civilian Inbox (PER WIHRO00001)	PER WIHRO00001		<input type="checkbox"/>

Add URL

7. Verify the Civilian Inbox is listed as a Favorite

9 The Civilian Inbox should now appear as a Favorite

The screenshot shows the Department of Defense MyBiz portal. At the top is the Department of Defense logo and navigation links like 'ICE MyBiz', 'ICE PAA V3', 'FAQ', 'Logout', and 'Help'. Below this is a 'Navigator' section with a list of links including '911 NGB W/HRO00001', 'AGR Mgr W/HRO00001', 'CIVDOD Self Service Hierarchy Manager', 'HR-TRNG W/HRO00001T', 'My Biz', 'PER W/HRO00001', 'RPT W/HRO00001', 'WI CIVDOD PAYROLL REGENERATION', and 'WI MANAGER'. A 'Please select a responsibility.' prompt is visible next to these links. Below the Navigator is a paragraph of text explaining that MyBiz tools are web-based and accessible only to authorized DoD personnel. On the right side, there is a 'Favorites' section with a 'Personalize' button. It contains a message about the DCPDS upgrade to Oracle E-Business Suite 11i and a list of favorite links including 'TSP Homepage', 'OPM Homepage', 'MyPay', 'USA Jobs', 'OPM Health Benefits Homepage', 'OPM Life Insurance Homepage', 'OPM Retirement Homepage', 'CPMS Homepage', 'Federal Long Term Care Insurance Program', 'Civilian Inbox (PER W/HRO00001)', 'Flexible Spending Account', 'Federal Employees Dental and Vision Insurance Program', and 'SF182'. A callout box points to the 'Civilian Inbox' link in the Favorites list.

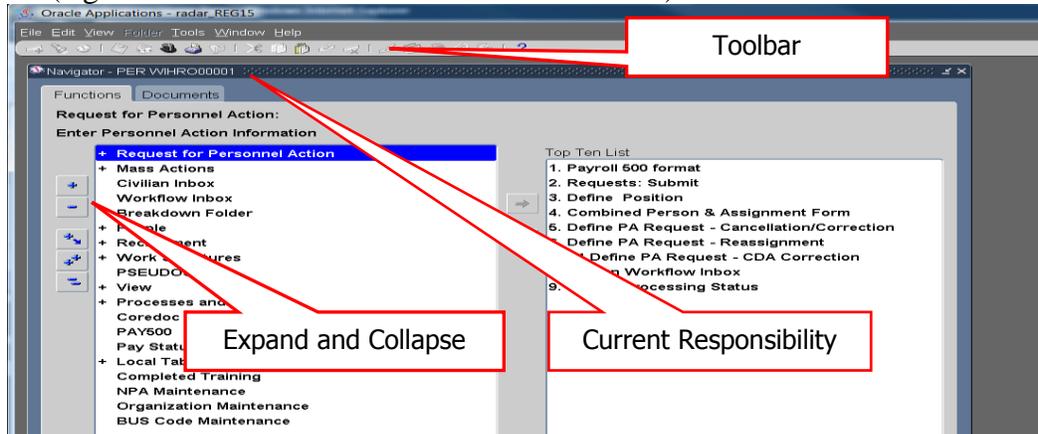
9. The Civilian Inbox should now be listed as a Favorite

Navigating Within DCPDS

Navigator Window

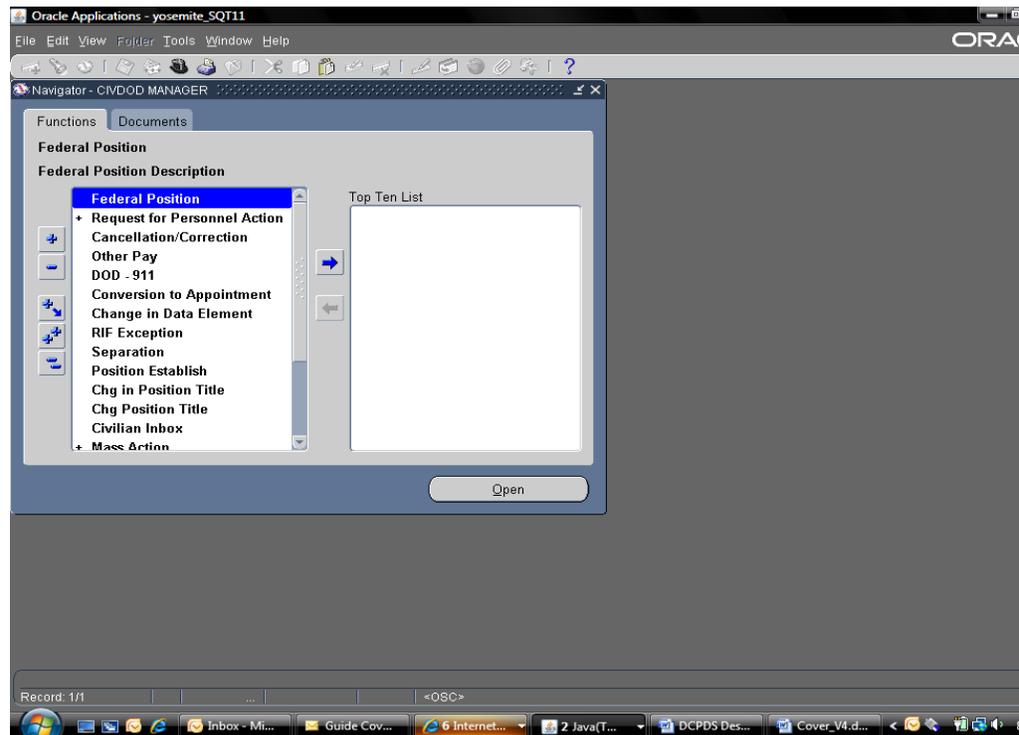
The Navigator window displays the menu of categories and tasks you can perform in DCPDS, based on the responsibilities you have been assigned (a supervisor has a somewhat different list than a manager, for instance).

- At the top of the Navigator Window you will see the name of the responsibility to which you have logged on (e.g. PER WIHRO0001 or MGR ALHRO00001)



Illustration

Below is a typical Navigator menu which is displayed if you log on under a supervisor or manager responsibility (actual items shown on the navigator will vary depending on your role):



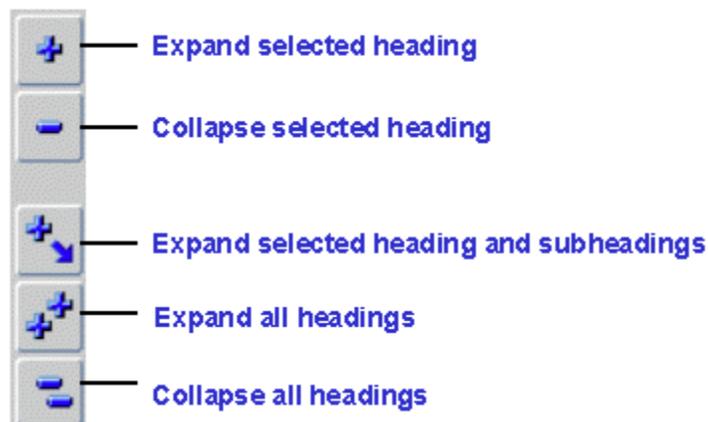
How the Navigation List is used

The Navigator menu contains two types of entries: headings and tasks. The tasks are the actual operations that you can perform (for example, initiate a request for Award). Headings are used to organize tasks into various categories, and are similar to the hierarchy of a file system, with main headings and subheadings. Headings and subheadings can be recognized because they have a plus (+) or minus (-) sign in front of them; every heading and subheading has at least one task associated with it.

Expanding and Collapsing Headings

Upon logging on, you will see a combination of headings and tasks on the Navigator menu. You can expand headings that begin with a plus sign (+) to display tasks and additional subheadings (if there are any).

- Subheadings will display indented below the items from which they are expanded.
- When a heading has been expanded, a minus sign (-) will display next to it.
- Once a heading is expanded, you can collapse it again to see only the main category heading and thus view a shorter list.
- Items with no plus or minus sign are tasks and cannot be expanded or collapsed.



Starting a Task from the Navigation List

To start a task from the Navigator menu ("tasks" are the items that don't have a plus or minus sign next to them):

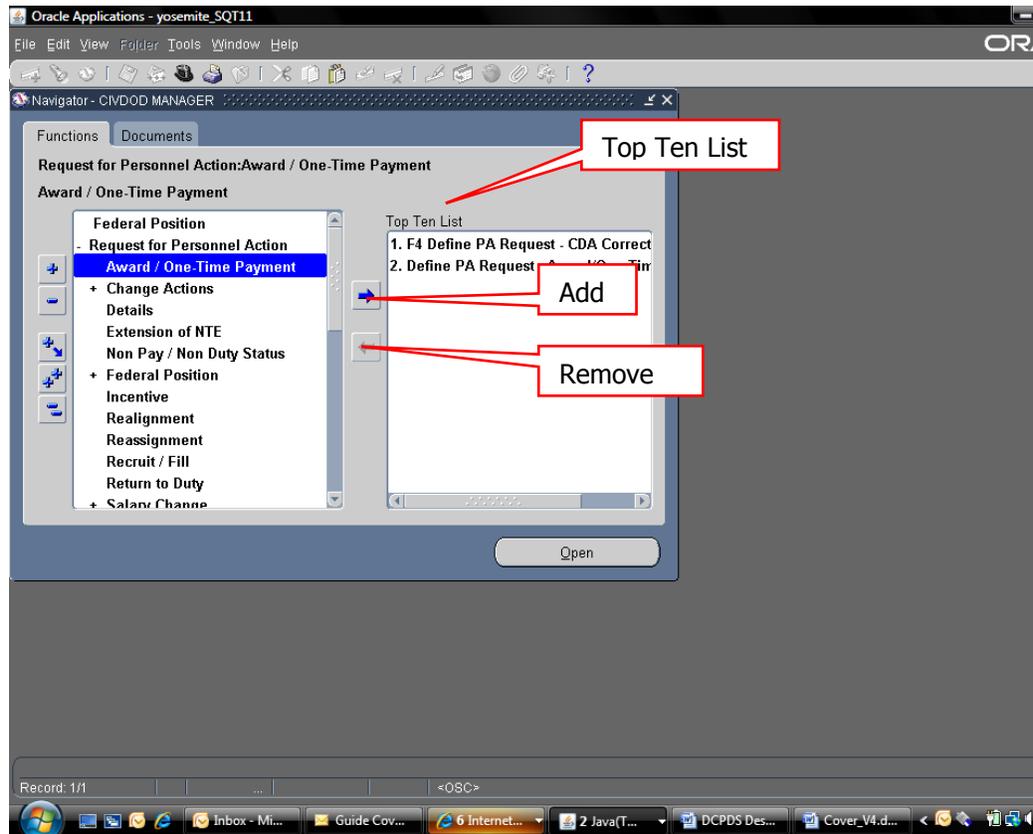
- Click the task on the navigation list you need to use, then click <Open>, or Double-click the task.

The Top Ten List

The Navigation Top Ten List

To quickly find and open menu items that you use frequently, you can create your own "Top Ten" list. The Top Ten List you create will be located on the right side of the Navigator Window.

- To start a task from your top ten list, press the number key on your keyboard that corresponds with the Top Ten List number of the item you want to open. For instance, to submit a report request, click the [2] key on the keyboard. You can also double-click the item from the top ten list or click it once (select it), then click the <Open> button.



How to Add Items to Your Top Ten List

Follow these steps to add items to your top ten list:

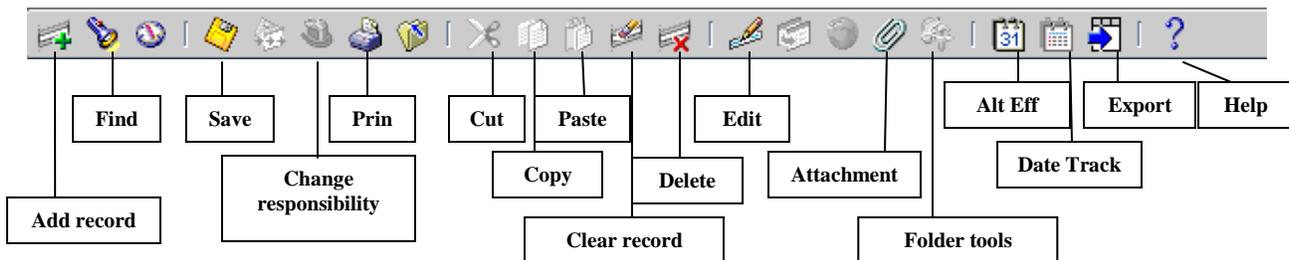
Step	Action
1	Click an item from the navigation menu you use frequently.
2	Click the <Add> button. <ul style="list-style-type: none"> The item is now displayed in the navigation Top Ten List, with a Top Ten List number beside it. Note: the wording used for an item on the Top Ten list may vary somewhat from the wording used on the navigator list.
3	Repeat steps 1 and 2 for the other items you want to put on your list (up to ten items). You can add or remove items at any time. <ul style="list-style-type: none"> To remove an item, select it (click on it) on the top ten list, then click the <Remove> button. Each time you log on, your top ten list will be as you left it when you last exited.

The Toolbar

Many functions in DCPDS can be performed by using the toolbar icons at the top of the screen (just below the menu bar). Some general points:

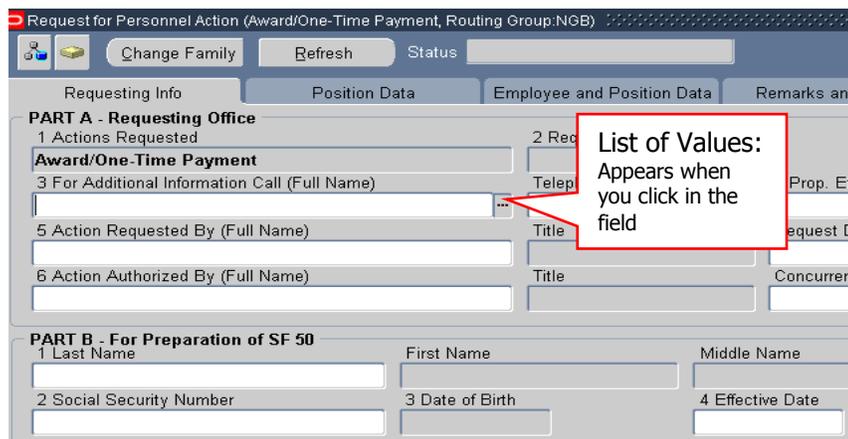
- Toolbar buttons will vary between screens depending on what functions are available; also, some may be displayed but "grayed out", which are unusable.
- To display the function of a button, move your mouse over it and an identifier will display briefly.

Toolbar Button Functions



List of Values

Lists of Values (LOV) are embedded in each field for which there is a list, and the list can be accessed by clicking on the down arrow (or a button containing three dots) at the right side of the field. Note: the LOV button is not visible until you have actually clicked in the field.



Keyboard Shortcuts

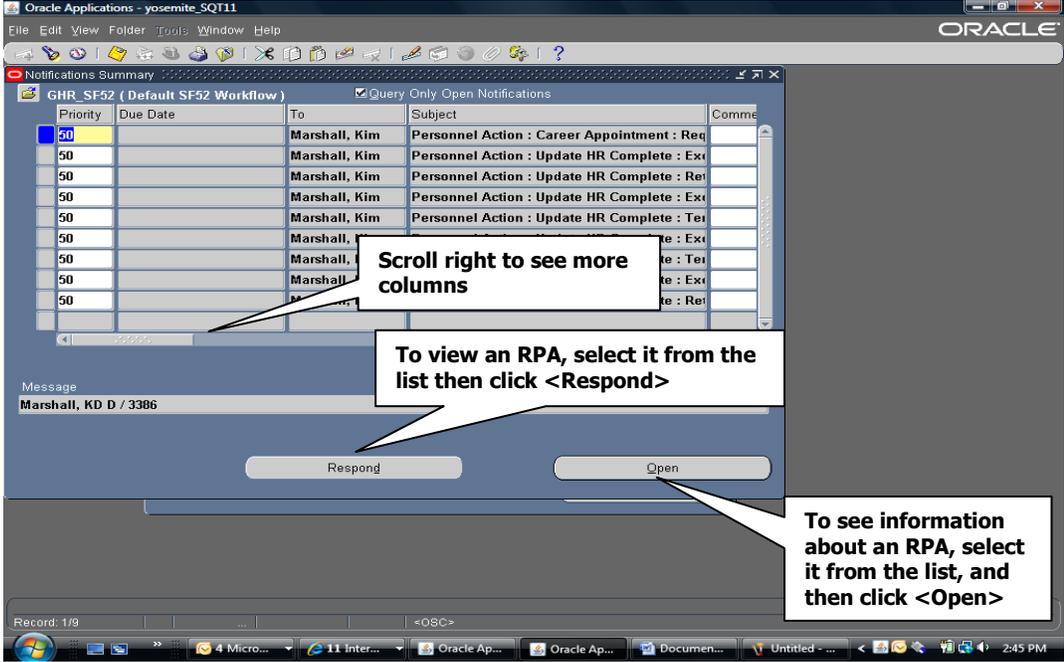
Everything that can be done with a mouse by "pointing and clicking". Everything can also be done using the keyboard. Keyboard "shortcuts" are alternate ways of performing the same functions available through the menu and Toolbar keys. A list of keyboard shortcuts is available through the DCPDS help menu. To access the list, click Help on the Main Menu Bar, and then click Keyboard Help. Click <OK> when you are done using the help screen.

Section Two - Inbox

Civilian Inbox

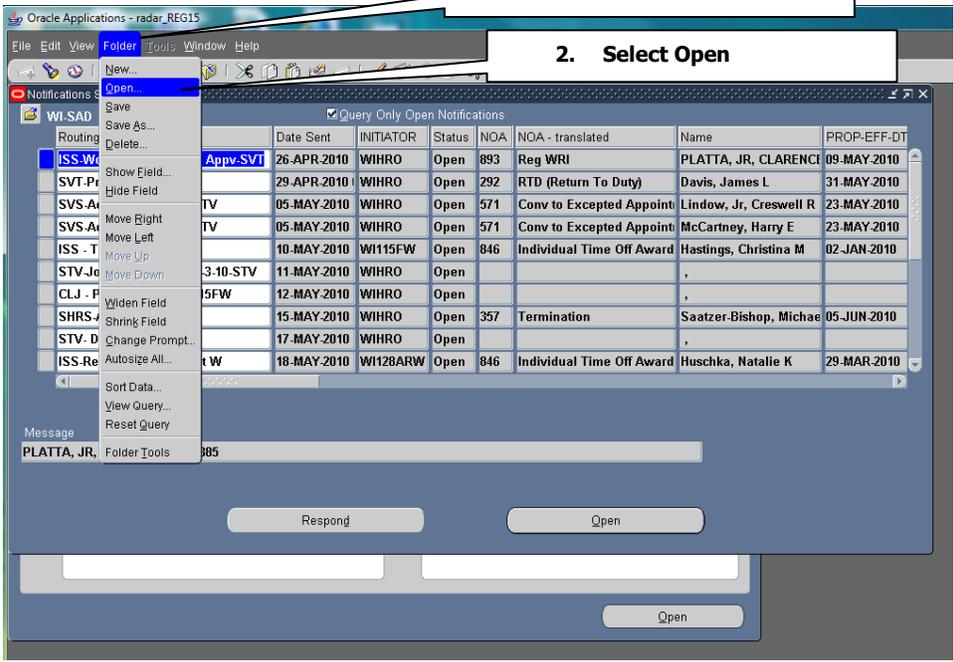
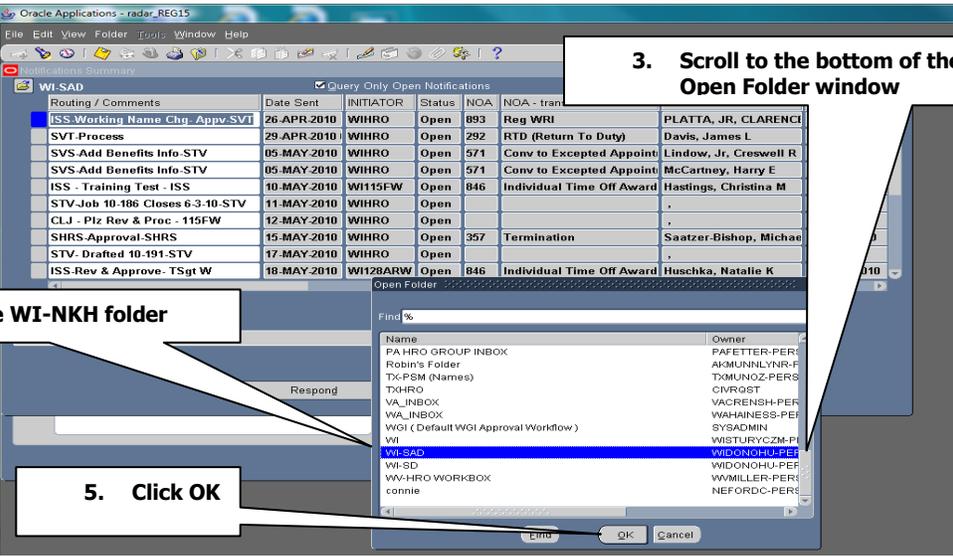
The "Civilian Inbox" is the inbox that will display within the Navigator Window.

Displaying the Request for Personnel Action (RPA) using the Civilian Inbox

Step	Action
1	Select <i>Civilian Inbox</i> from the Navigator menu (note, if you move this item to your "Top Ten" List, it will show as <i>Civilian Workflow Inbox</i>).
2	<p>The Civilian Inbox will display (called Notifications Summary). It will appear to be empty -- you need to REFRESH it to display any actions that you may have by pushing Ctrl-[F11] on your keyboard:</p>  <p>Note: The inbox window is substantially longer than one screen; to see other columns, use the scroll bar at the bottom of the window to move to the right. You can customize the display of your Civilian Inbox by rearranging the order of columns or displaying actions in a different sequence.</p>
3	<p>To access a specific action in your inbox, click on it (anywhere on that line) so that the blue record indicator appears on the left side of the action. If your list is long, you may need to use the scroll bar on the right side of the inbox window.</p> <ul style="list-style-type: none"> • To view the action, click the <Respond> button. • To track or view information about the action, click the <Open> button.

Saving a Standardized Wisconsin Folder View

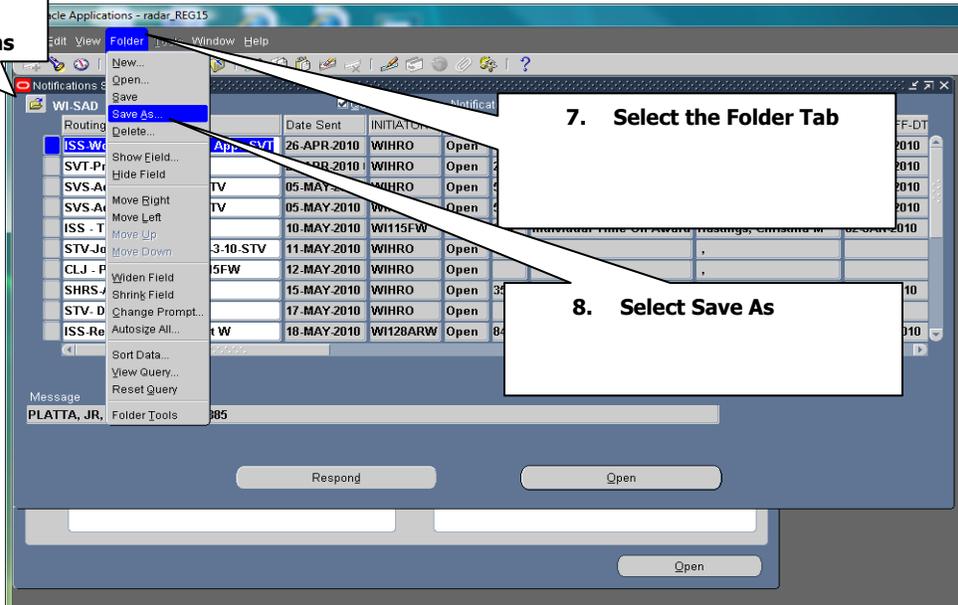
The following Steps and Actions will configure your personal Civilian Inbox:

Step	Action																																																																																																							
<p>1, 2</p>	<p>Click on the Folder Tab and select Open</p>  <p>1. Click on the Folder Tab</p> <p>2. Select Open</p> <table border="1" data-bbox="435 619 1388 976"> <thead> <tr> <th>Date Sent</th> <th>INITIATOR</th> <th>Status</th> <th>NOA</th> <th>NOA - translated</th> <th>Name</th> <th>PROP-EFF-DT</th> </tr> </thead> <tbody> <tr> <td>26-APR-2010</td> <td>WIHRO</td> <td>Open</td> <td>893</td> <td>Reg WRI</td> <td>PLATTA, JR, CLARENC</td> <td>09-MAY-2010</td> </tr> <tr> <td>29-APR-2010</td> <td>WIHRO</td> <td>Open</td> <td>292</td> <td>RTD (Return To Duty)</td> <td>Davis, James L</td> <td>31-MAY-2010</td> </tr> <tr> <td>05-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td>571</td> <td>Conv to Excepted Appoint</td> <td>Lindow, Jr, Creswell R</td> <td>23-MAY-2010</td> </tr> <tr> <td>05-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td>571</td> <td>Conv to Excepted Appoint</td> <td>McCartney, Harry E</td> <td>23-MAY-2010</td> </tr> <tr> <td>10-MAY-2010</td> <td>WI115FW</td> <td>Open</td> <td>846</td> <td>Individual Time Off Award</td> <td>Hastings, Christina M</td> <td>02-JAN-2010</td> </tr> <tr> <td>11-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td></td> <td></td> <td>.</td> <td></td> </tr> <tr> <td>12-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td></td> <td></td> <td>.</td> <td></td> </tr> <tr> <td>15-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td>357</td> <td>Termination</td> <td>Saatzer-Bishop, Michae</td> <td>05-JUN-2010</td> </tr> <tr> <td>17-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td></td> <td></td> <td>.</td> <td></td> </tr> <tr> <td>18-MAY-2010</td> <td>WI128ARW</td> <td>Open</td> <td>846</td> <td>Individual Time Off Award</td> <td>Huschka, Natalie K</td> <td>29-MAR-2010</td> </tr> </tbody> </table>	Date Sent	INITIATOR	Status	NOA	NOA - translated	Name	PROP-EFF-DT	26-APR-2010	WIHRO	Open	893	Reg WRI	PLATTA, JR, CLARENC	09-MAY-2010	29-APR-2010	WIHRO	Open	292	RTD (Return To Duty)	Davis, James L	31-MAY-2010	05-MAY-2010	WIHRO	Open	571	Conv to Excepted Appoint	Lindow, Jr, Creswell R	23-MAY-2010	05-MAY-2010	WIHRO	Open	571	Conv to Excepted Appoint	McCartney, Harry E	23-MAY-2010	10-MAY-2010	WI115FW	Open	846	Individual Time Off Award	Hastings, Christina M	02-JAN-2010	11-MAY-2010	WIHRO	Open			.		12-MAY-2010	WIHRO	Open			.		15-MAY-2010	WIHRO	Open	357	Termination	Saatzer-Bishop, Michae	05-JUN-2010	17-MAY-2010	WIHRO	Open			.		18-MAY-2010	WI128ARW	Open	846	Individual Time Off Award	Huschka, Natalie K	29-MAR-2010																										
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<p>3, 4, 5</p>	<p>Use the right scroll bar and go to the bottom of the Open Folder window and select the WI-NKH folder and click OK</p>  <p>3. Scroll to the bottom of the Open Folder window</p> <p>4. Select the WI-NKH folder</p> <p>5. Click OK</p> <table border="1" data-bbox="435 1375 1388 1564"> <thead> <tr> <th>Date Sent</th> <th>INITIATOR</th> <th>Status</th> <th>NOA</th> <th>NOA - translated</th> <th>Name</th> <th>PROP-EFF-DT</th> </tr> </thead> <tbody> <tr> <td>26-APR-2010</td> <td>WIHRO</td> <td>Open</td> <td>893</td> <td>Reg WRI</td> <td>PLATTA, JR, CLARENC</td> <td>09-MAY-2010</td> </tr> <tr> <td>29-APR-2010</td> <td>WIHRO</td> <td>Open</td> <td>292</td> <td>RTD (Return To Duty)</td> <td>Davis, James L</td> <td>31-MAY-2010</td> </tr> <tr> <td>05-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td>571</td> <td>Conv to Excepted Appoint</td> <td>Lindow, Jr, Creswell R</td> <td>23-MAY-2010</td> </tr> <tr> <td>05-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td>571</td> <td>Conv to Excepted Appoint</td> <td>McCartney, Harry E</td> <td>23-MAY-2010</td> </tr> <tr> <td>10-MAY-2010</td> <td>WI115FW</td> <td>Open</td> <td>846</td> <td>Individual Time Off Award</td> <td>Hastings, Christina M</td> <td>02-JAN-2010</td> </tr> <tr> <td>11-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td></td> <td></td> <td>.</td> <td></td> </tr> <tr> <td>12-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td></td> <td></td> <td>.</td> <td></td> </tr> <tr> <td>15-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td>357</td> <td>Termination</td> <td>Saatzer-Bishop, Michae</td> <td>05-JUN-2010</td> </tr> <tr> <td>17-MAY-2010</td> <td>WIHRO</td> <td>Open</td> <td></td> <td></td> <td>.</td> <td></td> </tr> <tr> <td>18-MAY-2010</td> <td>WI128ARW</td> <td>Open</td> <td>846</td> <td>Individual Time Off Award</td> <td>Huschka, Natalie K</td> <td>29-MAR-2010</td> </tr> </tbody> </table> <table border="1" data-bbox="435 1575 1388 1827"> <thead> <tr> <th>Name</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>PA HRO GROUP INBOX</td> <td>PAFETTER-PER</td> </tr> <tr> <td>Robin's Folder</td> <td>AKMUNNLNRF</td> </tr> <tr> <td>TxPSM (Names)</td> <td>TXMUNOZ-PER</td> </tr> <tr> <td>TRHRO</td> <td>CIVROST</td> </tr> <tr> <td>VA_INBOX</td> <td>VACRENSH-PER</td> </tr> <tr> <td>WA_INBOX</td> <td>WAHAINES-PER</td> </tr> <tr> <td>WGI (Default WGI Approval Workflow)</td> <td>SYSDADMIN</td> </tr> <tr> <td>WI</td> <td>WISTURYCZM-P</td> </tr> <tr> <td>WI-SAD</td> <td>WIDONOHU-PER</td> </tr> <tr> <td>WI-SD</td> <td>WIDONOHU-PER</td> </tr> <tr> <td>WI-HRO WORKBOX</td> <td>WMILLER-PER</td> </tr> <tr> <td>connie</td> <td>NEFORDC-PER</td> </tr> </tbody> </table>	Date Sent	INITIATOR	Status	NOA	NOA - translated	Name	PROP-EFF-DT	26-APR-2010	WIHRO	Open	893	Reg WRI	PLATTA, JR, CLARENC	09-MAY-2010	29-APR-2010	WIHRO	Open	292	RTD (Return To Duty)	Davis, James L	31-MAY-2010	05-MAY-2010	WIHRO	Open	571	Conv to Excepted Appoint	Lindow, Jr, Creswell R	23-MAY-2010	05-MAY-2010	WIHRO	Open	571	Conv to Excepted Appoint	McCartney, Harry E	23-MAY-2010	10-MAY-2010	WI115FW	Open	846	Individual Time Off Award	Hastings, Christina M	02-JAN-2010	11-MAY-2010	WIHRO	Open			.		12-MAY-2010	WIHRO	Open			.		15-MAY-2010	WIHRO	Open	357	Termination	Saatzer-Bishop, Michae	05-JUN-2010	17-MAY-2010	WIHRO	Open			.		18-MAY-2010	WI128ARW	Open	846	Individual Time Off Award	Huschka, Natalie K	29-MAR-2010	Name	Owner	PA HRO GROUP INBOX	PAFETTER-PER	Robin's Folder	AKMUNNLNRF	TxPSM (Names)	TXMUNOZ-PER	TRHRO	CIVROST	VA_INBOX	VACRENSH-PER	WA_INBOX	WAHAINES-PER	WGI (Default WGI Approval Workflow)	SYSDADMIN	WI	WISTURYCZM-P	WI-SAD	WIDONOHU-PER	WI-SD	WIDONOHU-PER	WI-HRO WORKBOX	WMILLER-PER	connie	NEFORDC-PER
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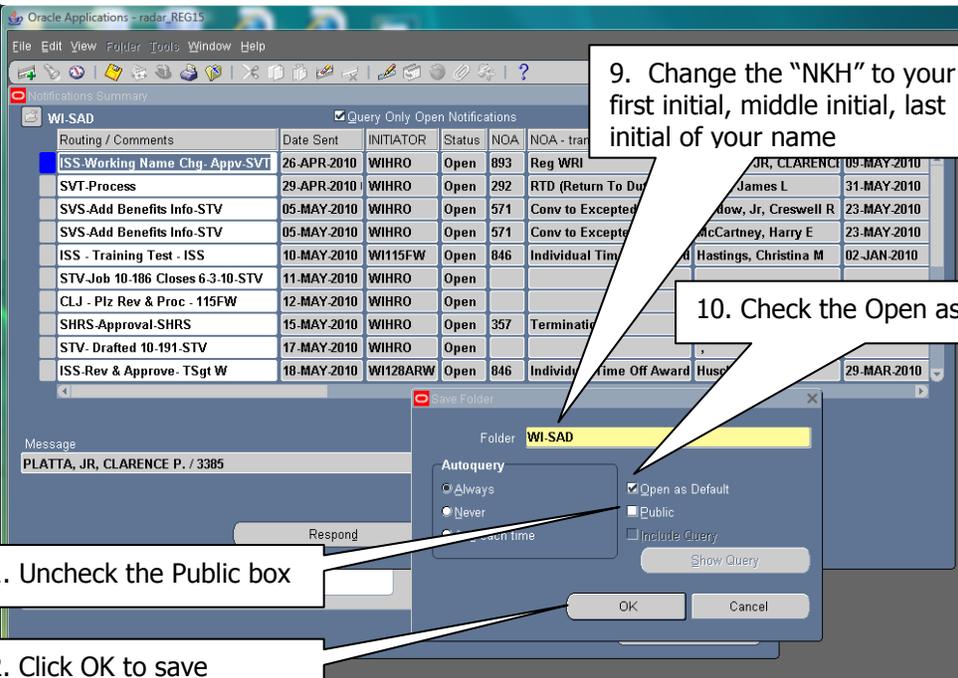
After the WI-NKH Inbox opens select the Folder Tab and select Save As

6. WI-NKH Inbox opens



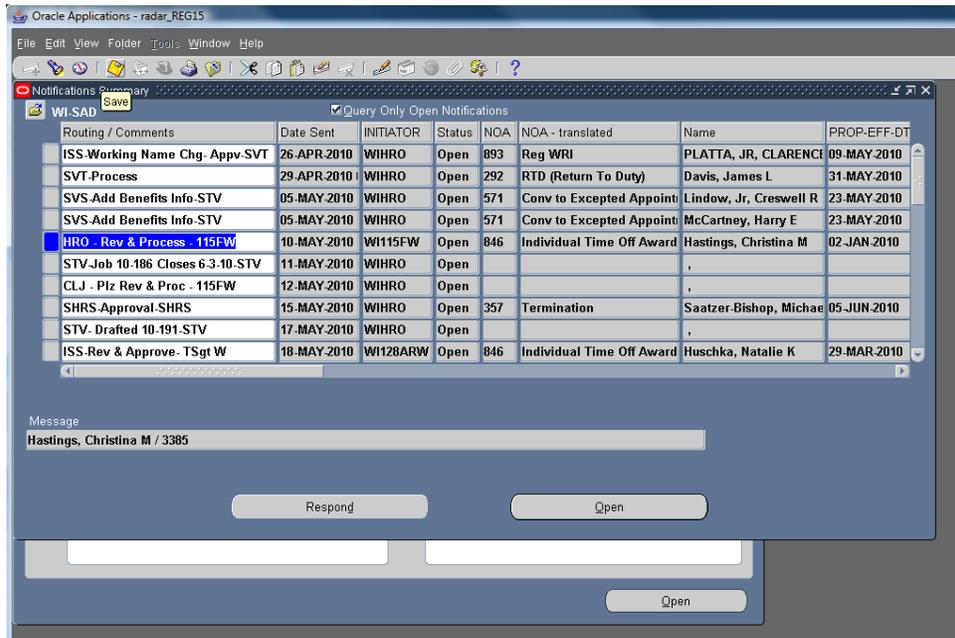
9, 10, 11, 12

The Save Folder window displays. Change the "NKH" to your first initial, middle initial, last initial of your name. Be sure to check the Open as Default box. Be sure to uncheck the Public box. Click OK to save your personal inbox.



13

The new name of your personal inbox is now showing next to the folder icon at the top of the window. It will automatically open when you open the civilian inbox.



Accessing the Request for Personnel Action (RPA)

To view the RPA history within DCPDS, you must first retrieve the RPA from your inbox. The procedure for doing this varies somewhat depending on which inbox you are using

- **Civilian Inbox:**
 - If the RPA is active in your inbox (open), open your inbox, click the <Open> button to display the **Notification Details** window. Click the <References> icon to display the RPA history.
 - If the RPA is closed (not active in your inbox), un-check the <Display Only Open Notifications> checkbox at the top of the window, and push **Ctrl-[F11]** on your keyboard. Then select the RPA and click the <Open> button to display the **Notification Details** window. Click the <References> icon to display the RPA history.

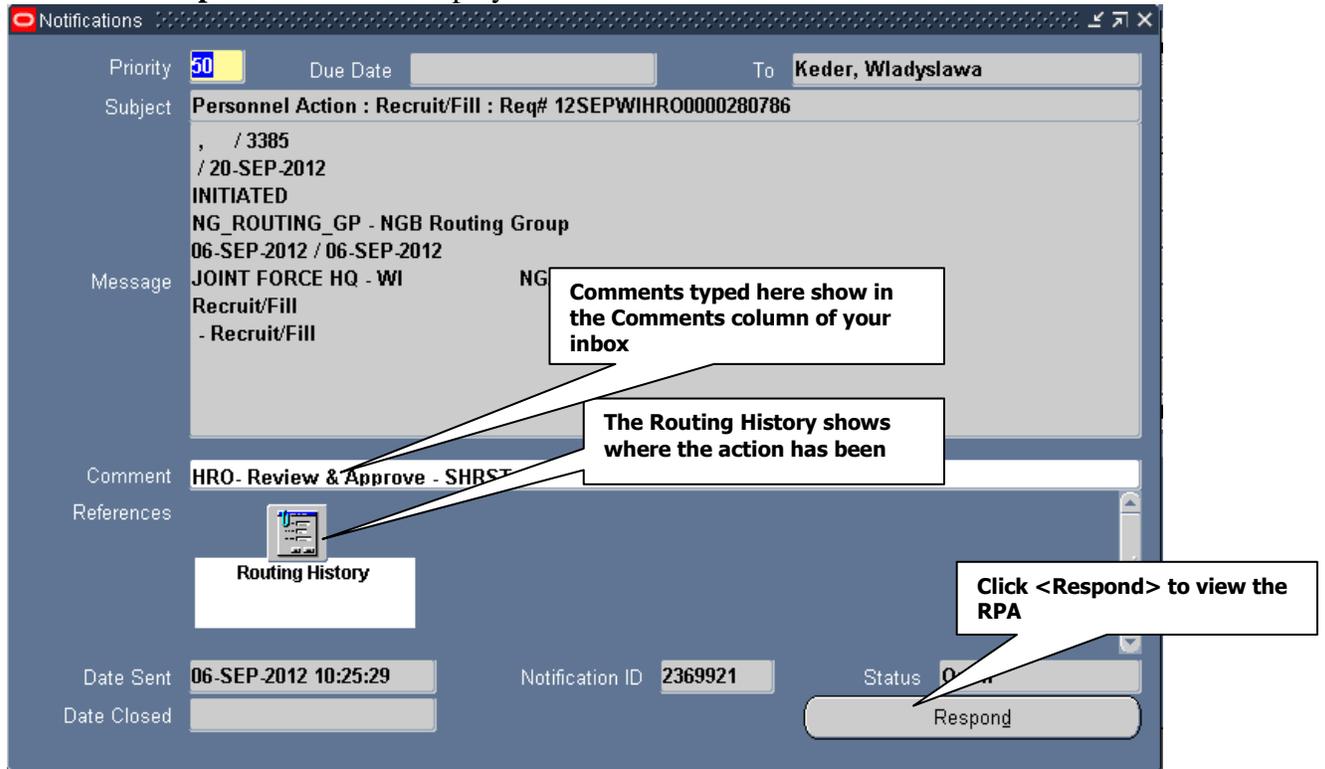
The Notifications Window

The **Notifications** window provides additional information about the RPA.

- You can enter comments that will show in your inbox if desired. These comments are only for you -- they will not travel with the RPA.
- Click <Routing History> icon on the **Notifications** Window to display the **Routing History** Window. This window shows where this action has been, who has had the action, and what

they did with it. This is the same window that displays when you click the <History> task flow button at the bottom of an RPA.

- Click the <Respond> button to display the actual RPA form itself.



Tracking History

Clicking the <Routing History> button (on the **Notification Details** screen) or the <History> task flow button at the bottom of the RPA) will show a history of the routing of the RPA – who initiated the request, who approved it, who reviewed it, etc. You can see the progress of a form as it is routed, including personal inboxes and group boxes.

- Be sure to use the scroll bar on the bottom of the window to display additional routing information.
- No information can be changed in this window. It is for viewing only.

The “**Action History**” section, shown below, indicates what user(s) have had the action, and what action they took (if any).

User Name	Full User Name	Action Taken	Approved	Interim Approved	Initiator	Requester	Authorizer	Personnelist	Approver	Reviewer
MULLINSA	Zorich,Elda P	NO_ACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
MULLINSA	Zorich,Elda P	INITIATED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

The “**Routing History**” section, shown below, displays as you scroll to the right. It shows what user (inbox or group box) had the action, and when. The user (or group box) shown in the top line of the routing history is the user who currently has the action.

Username	Groupbox Name	Routing List Name	Seq.	Date Notification Sent	Family
MULLINSA				22-SEP-2009	Award
MULLINSA				08-JUN-2007	Award
MULLINSA					Award

Section Three – Initiating the Request for Personnel Action

Introduction

This module explains how to use the automated RPA to initiate personnel actions. The steps below take you through the process of initiating a Request for Personnel Action, and link you to pertinent sections of this Guide (or other references) for more detailed information about that step. *Note: For security reasons, DCPDS will not allow you to process or view your own RPA. Also, the person's RPA that you are processing cannot be routed to that person for any type of action.*

Step	Action
1	Log into DCPDS (see <i>Logging into DCPDS</i>).
2	Determine what type of personnel action you are requesting. See <i>Types of Personnel Actions</i> below, which describes the types of actions that can be requested by most users. It also indicates what to include on the RPA. Although this is usually a straightforward determination, it can be confusing in some situations; if you have questions, contact your servicing HRO.
3	Access DCPDS via the DCPDS Portal link. When the Oracle logon screen displays, log in to DCPDS (see <i>Logging into DCPDS</i>).
4	Initiate the RPA (see <i>Initiating a Request for Personnel Action</i> , below, for more detailed instructions). Follow the instructions in the <i>Types of Personnel Actions</i> section below to determine what information to include on the RPA. In all cases, you will need to complete applicable portions of the requesting office information (Part A).
5	If you want to print a hard copy of the RPA, you should do this before routing the action to the next user (see <i>Printing an RPA or NPA</i> below) (optional).
6	Route the RPA to the next person in the routing chain (see <i>Routing an RPA</i> , below).

Types of Personnel Actions

The "Request for Personnel Action" heading on the Navigator menu shows the types of actions that can be requested by most users with a manager or supervisory level of responsibility.

Although most types of personnel actions are self-explanatory, there are some types of actions that can be confusing. If you have questions about the correct type of action to select, contact your servicing HRO.

To view step by step instructions on the completion of specific personnel actions in DCPDS please refer to http://dma.wi.gov/dma/hr/emp_resources/forms.asp

Initiating an Request for Personnel Action

From the **Navigator** window, select *Request for Personnel Action* <**Open**> **Recruit/Fill** (or any of the other types of actions listed under the *Request for Personnel Action* menu) to display the RPA. *Award/One-Time Payment* is used in this guide as an example.

Types of Data Fields

Data fields on the RPA are colored to represent levels of access:

- White: you can enter or edit data in these fields.
- Gray: you can view data in these fields but not change it.

The RPA is configured based on the type of action you select and your responsibility; different actions require different types of information. The coloring scheme makes it very easy to determine what information you are able to include on the RPA – just look for the white fields. Follow the instructions in the *Types of Personnel Actions* section below to determine exactly what information to include on an RPA.

The screenshot shows the Oracle Applications interface for a Request for Personnel Action (RPA) form. The form is divided into several sections: PART A - Requesting Office, PART B - For Preparation of SF 50, and two action sections (FIRST ACTION and SECOND ACTION). Callouts provide specific instructions for each field:

- 7 Notepad** – Include Supervisory Information, “cut & paste” remarks information from Sample SF52s, any unique RPA related information, and questions for HRO
- Part A information is needed on all actions**
- 3 Remote personnelist or 1st line supervisor last name**
- 1 Auto populates**
- 2 Request Number**
- 2 RPA number is generated after**
- 4 Proposed Effective Date**
- 5 1st line supervisor last name**
- 5 Action Requested By (Full Name)**
- 5 1st line supervisor last name**
- 6 2nd line supervisor last name. (Route in group box to 2nd line supervisor)**
- 6 Action Authorized By (Full Name)**
- 4 Proposed Effective Date**
- Include J1/HR's 15 “work days” processing time**
- Then the start of the first pay period after the 15 “work days”**

Requesting Info – Tab 1, Part A – Completed by Requesting Office	
1 Actions Requested	The data field is automatically populated based on the action selected from the Navigator menu.
2 Request Number	Each RPA is assigned an RPA number by DCPDS for identification. The format is YYMMM / 2-char State Code/ HRO/ 10-Digit sequence number. The data field number will populate <u>after the first time the RPA is saved.</u> Example: 10SEPWIHRO0000352692
3 For Additional Information Call	Typically this is the requesting 1 st line supervisor or unit Remote personnelist if assigned. Type the last name or the first few letters of the last name of the individual and click <OK>), click the name from the LOV, and click <OK>. This should be someone who can address specific questions about the action. If the phone number is not automatically populated, be sure to include it.
4 Proposed Effective Date	Enter the proposed effective date for this action in the DD-MMM-YYYY format, i.e., 09-JUN-2001. Hyphens are required and the month is always capitalized (or you can click the LOV button on the Toolbar and select the requested effective date from the calendar LOV).
5 Action Requested By	Typically this is the requesting 1 st line supervisor. Type the last name or the first few letters of the last name of the individual and click <OK>), click the name from the LOV, and click <OK>. (It may just be your own). Click the correct name if there is a list, and click <OK> to automatically populate the data field. The Request Date field is automatically populated once the Action Requested By data field is completed.
6 Action Authorized By	Typically this is the authorizing 2nd line supervisor. Type the last name or the first few letters of the last name of the individual and click <OK>), click the name from the LOV, and click <OK>. (it may just be your own) Or leave blank if someone else will be authorizing this action (this field will be grayed out if you do not have authorizing responsibility). The Concurrence Date is automatically populated once the Action Authorized By data field is completed.
7 Notepad information	Notepad – Include Supervisory Information, “cut & paste” remarks information from Sample RPAs, any unique RPA related information, and questions for HRO. Reference the J1/HR public website for sample notepad remarks required for the specific Nature Of Action (NOA) (cut & paste)

Requesting Info – Tab 1, Part B - For Preparation of SF 50 (Completed by Requesting Office)

The screenshot shows the Oracle Applications interface for 'Request for Personnel Action'. The 'Requesting Info' tab is active. The form includes sections for 'PART A - Requesting Office' (with fields for Request Number, Prop. Eff. Date, etc.) and 'PART B - For Preparation of SF 50' (with fields for Last Name, First Name, Middle Name, Social Security Number, Date of Birth, Effective Date, and Action codes). Callout boxes highlight specific fields and instructions: '1 Type the Last name of the individual the RPA is for' points to the '1 Last Name' field; '2 Should auto populate based upon the name input' points to the '2 Social Security Number' field; '4, 5-A Select the appropriate Nature of Action (NOA) code from the drop down menu.' points to the '5-A Code' dropdown menu.

2 Should auto populate based upon the name input

1 Type the Last name of the individual the RPA is for

4, 5-A Select the appropriate Nature of Action (NOA) code from the drop down menu.

<p>1 Last Name</p>	<p>Type the last name or the first few letters of the last name of the individual and click <OK>), click the name from the LOV, and click <OK>, to automatically populate the data field. Only the names of your employees are displayed in the LOV. If you select a name from the LOV, the <i>First Name, Middle Name, Date of Birth, and Social Security Number</i> data fields will automatically populate on the RPA.</p>
<p>2 Social Security Number</p>	<p>This is automatically populated based on the <i>Name</i> data field. If desired, you can select the employee based on the SSN with hyphens (999-99-9999).</p>
<p>4 Nature of Action, Block 5-A</p>	<p>Select the appropriate Nature Of Action (NOA) from the List Of Values (LOV) drop down menu. Reference the Sample Standard Form SF52s from the J1/HR public web site or page 21 from this guide.</p>

**Position Data – Tab 2 – To Information
(Completed by Requesting Office)**

Note: Depending on the NOA this information may Autopopulate. If it does autopopulate skip to Entering Notepad Remarks

1 Position Title	Input the Title of the Position as it appears on either your HRMD or your MyWorkplace account and press “TAB”
-------------------------	---

To Positions

Find Human Resources Assistant%

Position Title	Occupied	Pay Plan	Occ Series	Grade	Organization Name	Pos Num	Pos Seq Num	Agency C...
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	70408000	306047	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	70408000	365463	NGAR
HUMAN RESOURCES ASSISTANT	NO	GS				04080000	396113	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS				04080000	491767	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS				04080000	501200	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS				04080000	514934	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	80532000	28390	NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	07261000	371925	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	70415000	319997	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	70541000	270533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	70541000	276902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	70541000	277849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	MC	0001	47	JOINT FORCE HQ - WI	70541000	278131	NGAR

2 Scroll to the right and look for Pos Seq Num

Find OK Cancel

2 Position Title

A new window should pop up. Scroll right until you see the Pos Seq Num column Scroll through the Sequence Numbers until you find the correct one for the position you are trying to advertise. here may be a lot depending on the position so be careful to select the correct one as it appears on your HRMD or MyWorkplace account

Note 1: If you are not sure which sequence number you want, select one in your area and the HR Staff will work with you to determine which one you're looking for after you've submitted the request

Note 2: If there is no position currently built within your section for you to reference leave this field blank, provide a description of what you're looking for in the notepad (a later step)

Employee and Position Data – Tab 3

Completed by HRO

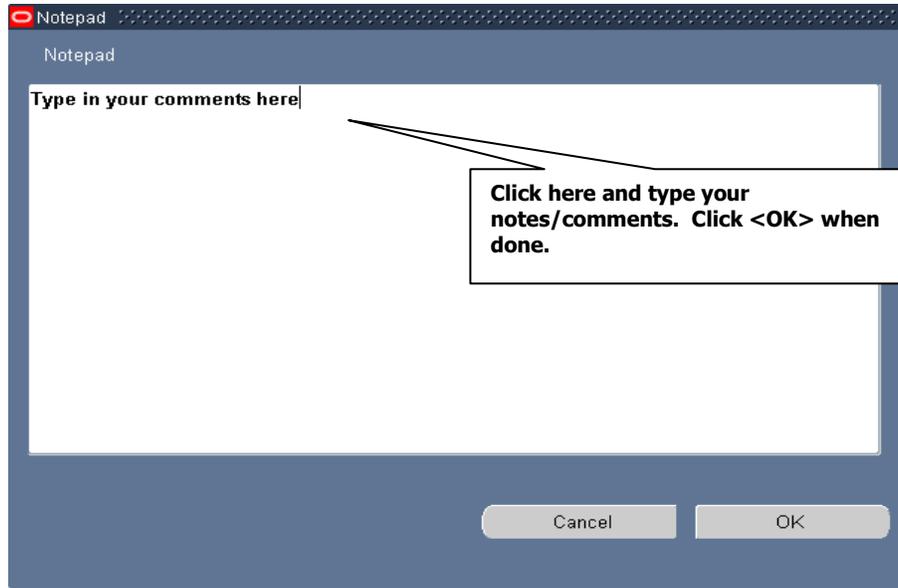
Remarks and Address – Tab 4

Completed by HRO

Entering Notepad Remarks



Use the Notepad button on the top of the RPA to access the notepad.

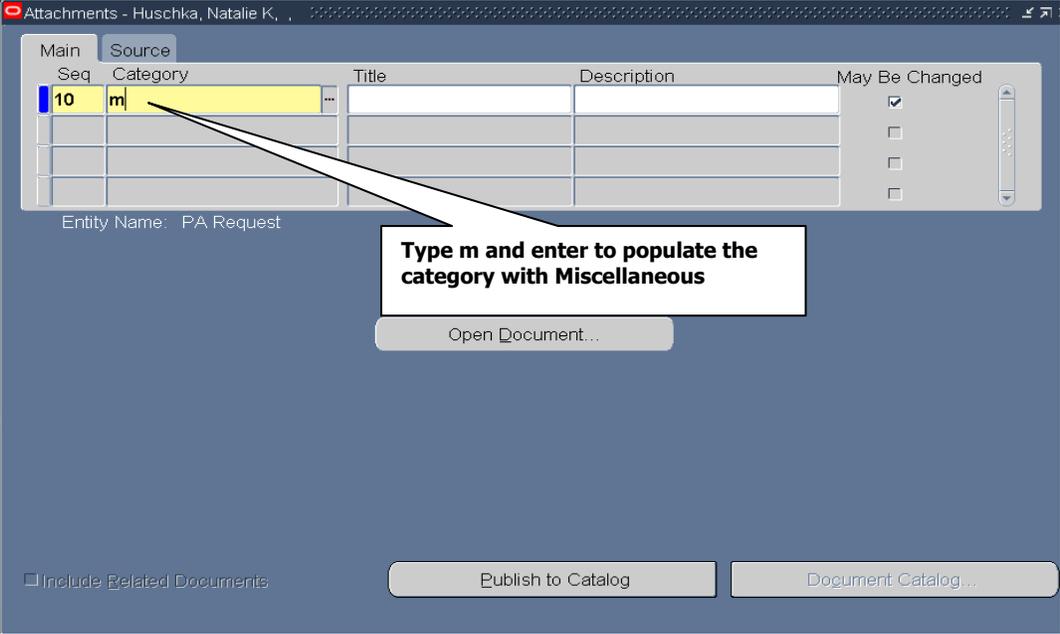


- You can use the notepad to write any notes pertinent to the action. Click in the white text area and begin typing to start a new note. If there is already information in the notes section (that is, the action was sent to you from someone else who added a note), select **<Append>** and add your notes to the bottom.
- You should include your name and the date with your note so that others reading the note will know where it came from. Notes accompany the RPA during its routing and are accessible to anyone who has access to the RPA.
- When you receive an RPA routed to you from another user, you should check for accompanying notes by clicking on the notepad button.
- Notes have a limit of 2000 characters. If you need more room, you should include the information using the "attach document" feature (see *Attaching Documents or Comments to an RPA*).

Attaching Documents or Comments to an RPA

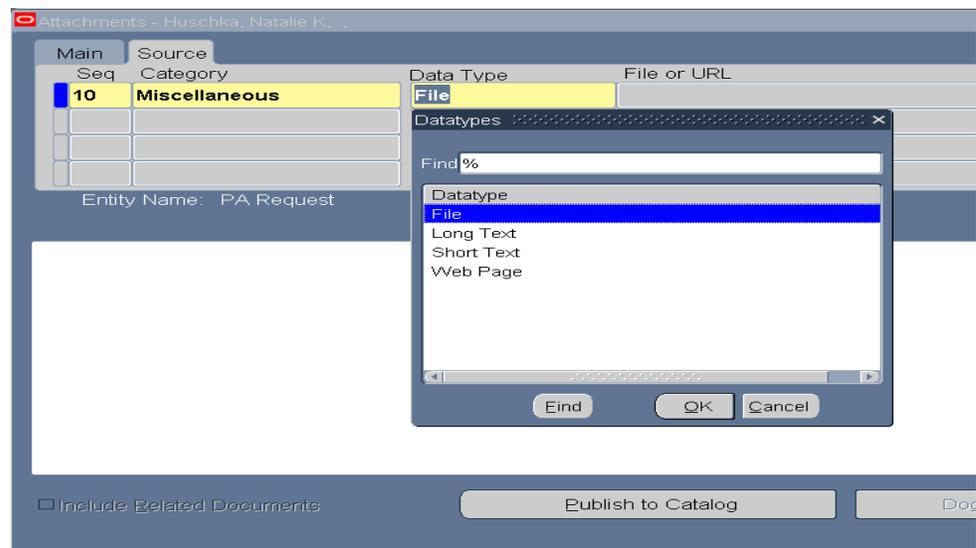
This section shows how to attach word documents, spreadsheets, or other computer files (including lengthy comments) to an RPA, how to view and/or print an attached document, and how to delete an attachment.

Attaching Comments

Step	Action
<p>1</p> 	<p>While the RPA to which you want to attach a document is open on your screen, click the Attachments icon (the paperclip) on your toolbar.</p>
<p>2</p>	<p>The Attachment Window is displayed:</p> 
<p>3</p>	<p>Click the Category data field. Type in the letter "C" or "M" depending on whether you are going to type in some comments ("C"), or attach a file ("M" -- Miscellaneous). Then press the tab key.</p> <ul style="list-style-type: none"> ○ <u>Comments</u> allow you to enter text and save it with the RPA. This is similar to using the notepad, but using Comments does not have the 2000-character size limitation of the notepad. ○ <u>Miscellaneous</u> is used to attach an existing document from another application such as Microsoft Word, Excel, etc.
<p>4</p>	<p>Type a title of the document to be attached in the Title field by typing something descriptive, short, specific, and understandable to users, e.g., "Job description PD0314," "Org Chart Trng Div," etc. Then press the tab key.</p>
<p>5</p>	<p>In the Description field press the tab key.</p>
<p>6</p>	<p>In the Data Type field. Click the LOV button for a listing of data types that can be attached. Click the data type you want and click <OK>. The most commonly used data types are:</p>

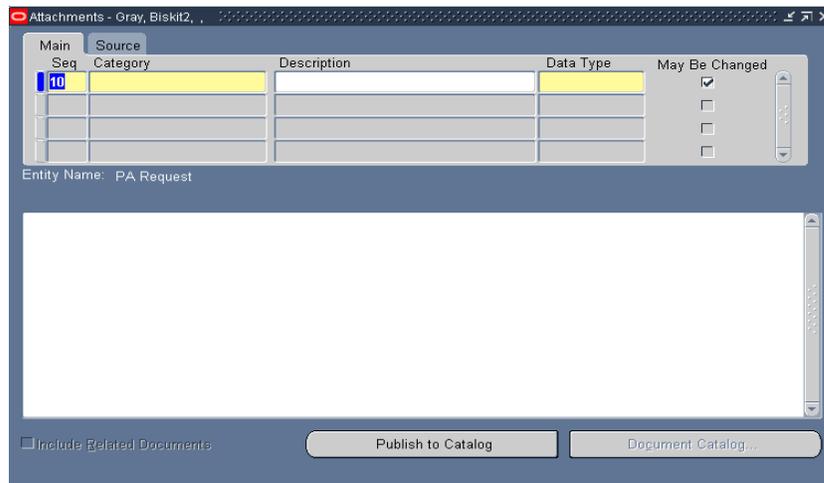
- File – allows you to attach a Word document, spreadsheet, etc., to the RPA. When you select this, an Upload File window will open. Continue at *Attaching a File*, below.
- Long Text – allows you to type free-form comments similar to using the notepad, but without the 2000-character limitation of the notepad. Continue at *Adding a Comment*, below.
- Short Text – allows you to type free-form comments similar to the notepad.

Also like the notepad, Short Text has a 2000-character limitation. Continue at *Adding a Comment*, below.



Adding a Comment (Long or Short Text)

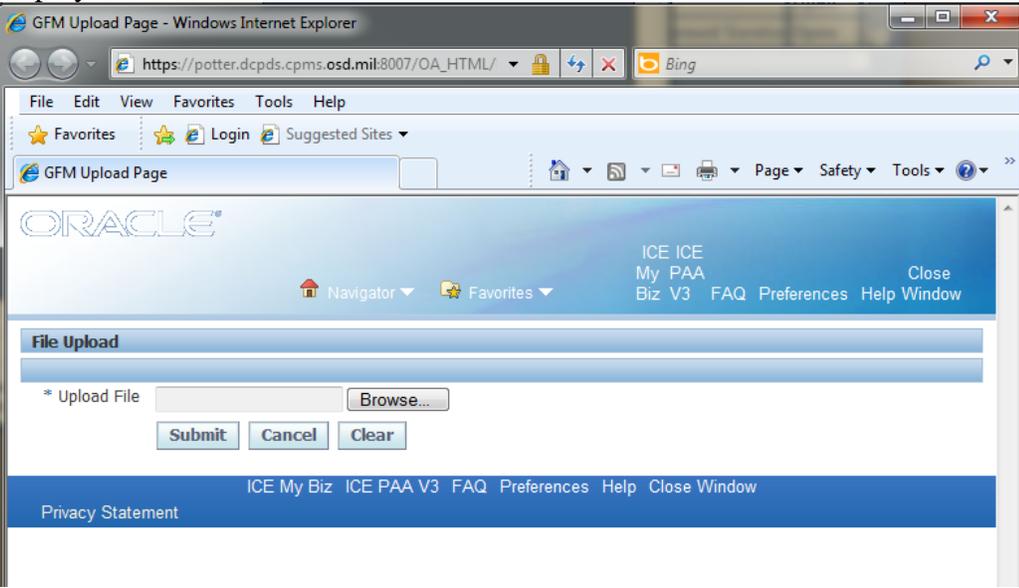
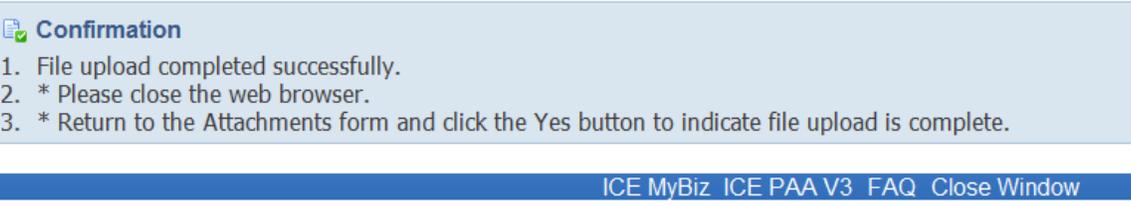
Click in the large white area and type your comments:

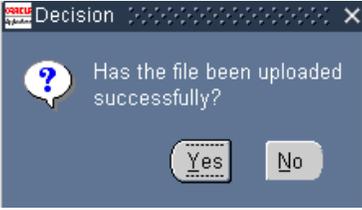


When you are done typing the comments, click the **Save** button on the toolbar to save the attachment information. You can then close the attachment window to return to the RPA, or add another attachment if desired.

Attaching a File

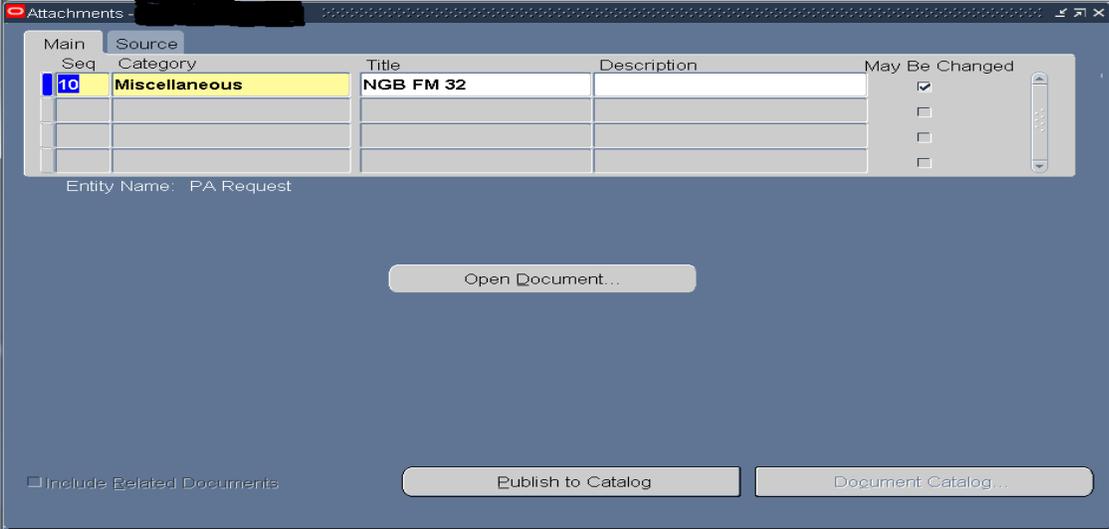
Follow these instructions to attach a file (Word document, Excel spreadsheet, or other computer file):

Step	Action
1	<p>When you select "File" as the "Data Type" in step 6 above, a File Upload window displays:</p> 
2	<p>Click the <Browse> button and find the file that you want to attach. You will have access to the same drives and folders that you normally access from your workstation. After you have selected the file, click the <Submit> button on the File Upload window.</p>
3	<p>Once the file has been uploaded, the following message displays:</p> 
4	<p>Close the window to return to the Attachment window, and click the <Yes> button on the decision window:</p>

	
5	<p>Click the Save button on the toolbar to save the attachment information. You can then close the Attachment window to return to the RPA, or add another attachment if desired.</p>

Viewing and Printing Attachments

Follow the steps below to view or print an attachment to an RPA.

Step	Action
<p>1</p> 	<p>To view the attachment(s) to an RPA, click the Attachment icon on the Toolbar (the RPA must be open on your screen).</p> <p>Note: You can tell if there is an attachment to an RPA or any other personnel document by checking if there is "paper" in the paper clip Attachment button on the Toolbar.</p>
2	<p>The Attachments Window is displayed. Click on the line containing the attachment you want to view or print (if there is more than one item).</p> <ul style="list-style-type: none"> ○ For a file, click the <Open Document> button. The file will open in a separate browser window where you can view or print it. ○ Comments will display automatically when you select a "Comment" item. 
3	<p>When you are done, close the Attachment window to return to the RPA.</p>

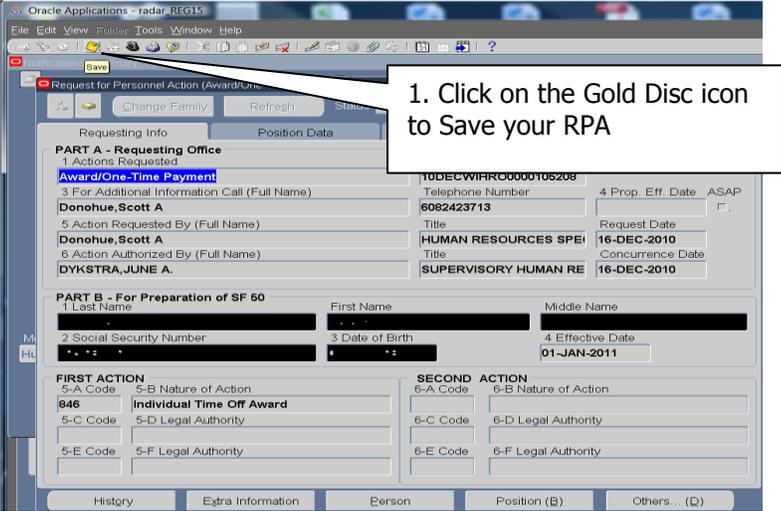
Deleting an Attachment

To delete an attachment to an RPA, follow these steps:

Step	Action
<p>1</p> 	<p>Click the Attachment button on the Toolbar (the RPA must be open on your screen).</p> <p>Note: You can tell if there is an attachment to an RPA or any other personnel document by checking if there is "paper" in the paper clip Attachment button on the Toolbar.</p>
<p>2</p>	<p>The Attachments Window is displayed. Use your scroll bar to locate and click on the item you want to delete (if there is more than one item).</p>
<p>3</p> 	<p>Click the Delete Record button on the toolbar.</p>
<p>4</p>	<p>The following message is displayed. Click the appropriate button.</p> <div data-bbox="516 852 1377 1037" data-label="Image"> </div> <ul style="list-style-type: none"> ○ <u>Attachment</u> means that you are "un-attaching" the document from the RPA, but the document itself will still exist. Note: documents attached to RPAs in DCPDS are saved (stored) on the DCPDS server. When you use the delete "Attachment" option, the document will still be using space on the server. ○ <u>Document and Attachment</u> means that you are both un-attaching the document and deleting it. This option will remove the document from the DCPDS server and should normally be used.
<p>5</p>	<p>Click the <Save> icon on the toolbar to save your changes to the Attachment Window.</p>

Saving an RPA

Once you have completed the Requesting Info tab, and added your Notepad comments, and if necessary, attached documents, you are now ready to save and route the RPA.

Step	Action
1	<p>Click on the Gold Disc Save icon</p> 

Routing an RPA

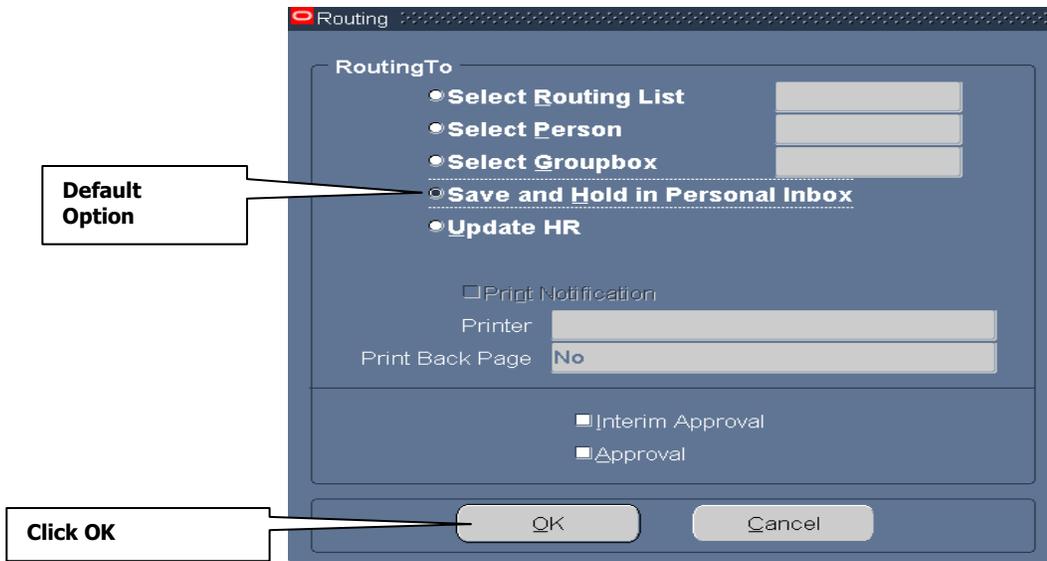
Once you click on the Save icon on an RPA, a dialog box is displayed.



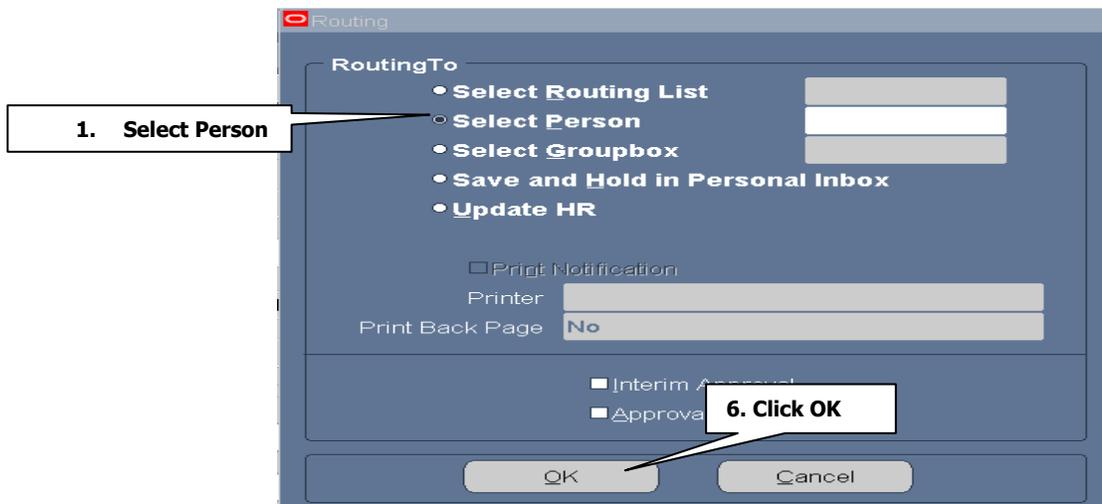
- o Click <Yes> to display the **Routing Window** (including routing it to your inbox).
- o Click <Cancel> to return to the RPA.
- o Click <No> to save your action and return to the RPA (without routing it).

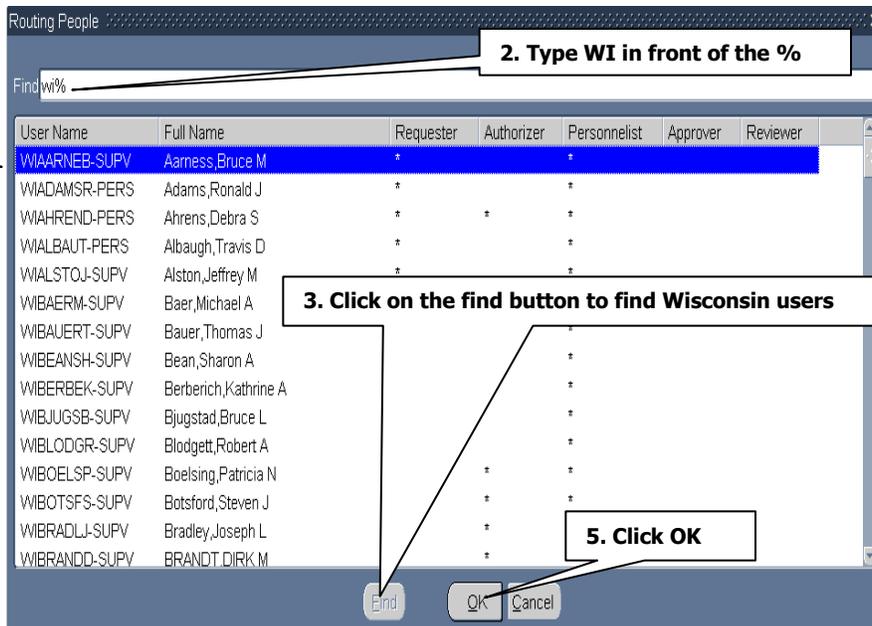
The Routing Window

When you click <Yes> on the routing decision window, the **Routing** window is displayed. This window gives you several options for processing your RPA. By default the Save and Hold in Personal Inbox is selected.



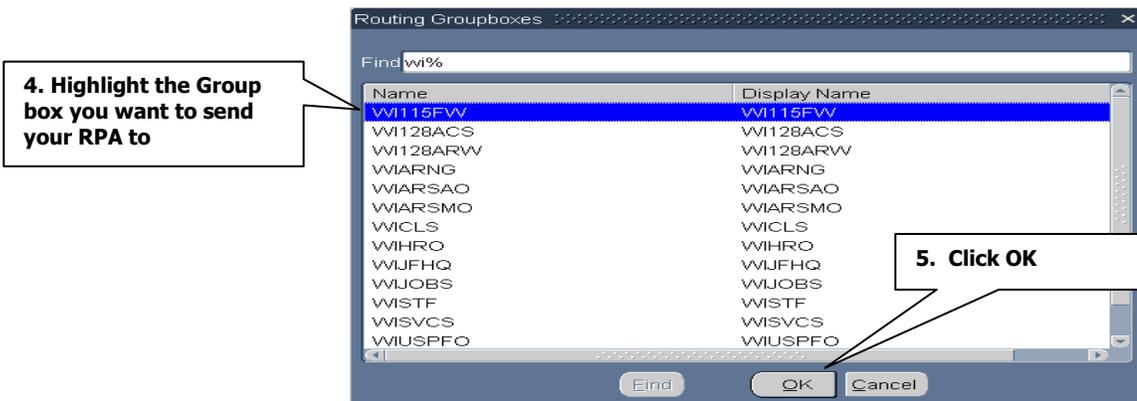
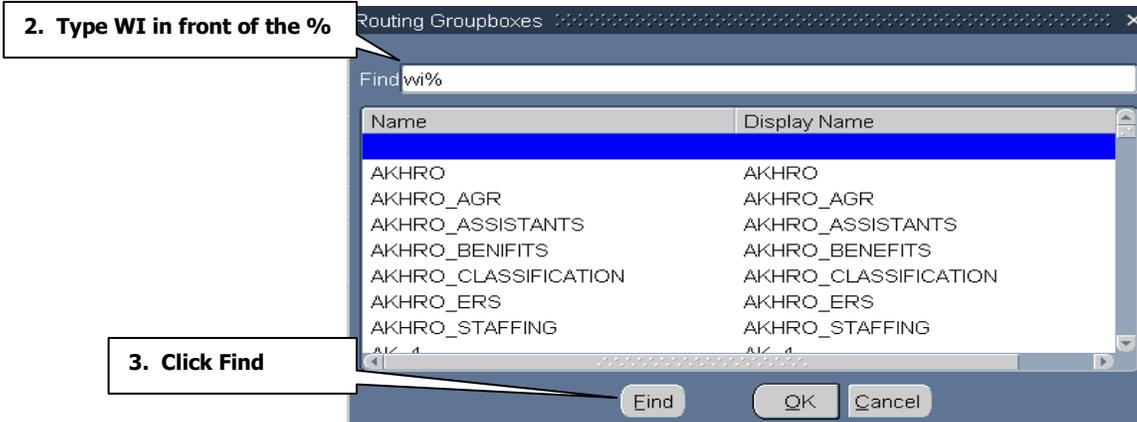
Routing To	Description/Function
<p>1 Save and Hold in Personal Inbox</p>	<p>This is the default option; it saves the RPA in your own inbox.</p> <p>If you are the initiator of the RPA, the system will generate the RPA number and display it in a window; click <OK> to close this window.</p> <p>The RPA that you saved will be accessible in your inbox and a blank RPA will be on your screen; close the RPA window to return to the Navigator window or to the inbox.</p>





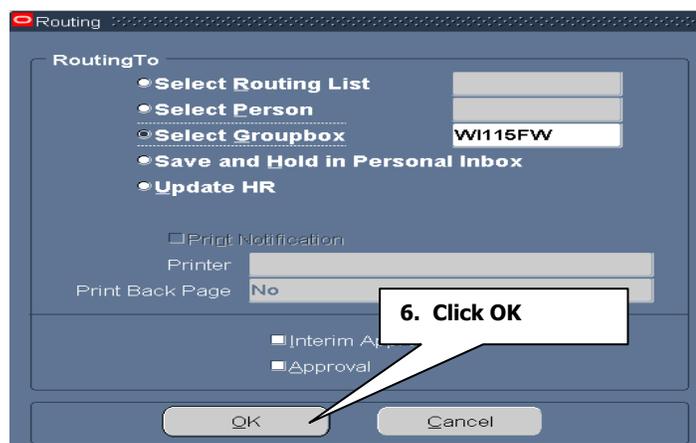
Routing To	Description/Function
<p>Select Person 1, 2, 3, 4, 5, 6</p>	<p>This option routes the action to a particular individual and should be used only for sensitive RPAs, i.e. suspension.</p> <p>Click Select Person to display a listing of individuals, then click the correct individual to whom you want to route the action.</p> <p>Type WI in front of the % and click on the find button.</p> <p>Then highlight the user's name you wish to route the RPA to.</p> <p>Click OK to populate the data field on the Routing Window.</p> <p>Then click OK on the Routing Window to actually "send" the action to that person.</p>





Select Groupbox 1, 2, 3, 4, 5

This option sends the RPA to a "groupbox" which is an inbox shared by a group of supervisors assigned to a Unit or Wing. Groupboxes are most commonly used at the HRO, serving as general "in boxes" for actions coming into the HRO. Click **Select Groupbox** to display a listing of established groupboxes (contact your servicing HRO if you are not sure of the correct groupbox to select). Type **wi** in front of the % sign. Then click **Find**. Then **highlight/click** the groupbox and click **OK**.



Select Groupbox 6	Verify the Groupbox data field populates with your groupbox name on the Routing Window. Finally, click OK on the Routing Window to route the action to the selected groupbox.
Update HR	This procedure is done at the HRO and will generate a Notification of Personnel Action (SF50) after all authorizations are done and processing is completed.
<Cancel>	Click <Cancel> to stop the process and return to the RPA.
<OK>	Click the <OK> button to route the action to the selected user or inbox.

Refreshing Your Inbox after Routing - **IMPORTANT**

If you are using the Civilian Inbox it is very important that you refresh your inbox after routing the RPA to another user or groupbox

After you route an RPA that was opened from your Civilian Inbox, you are returned to your inbox. The action that you routed is still visible even though it is not technically "your" action anymore. You can still click the **<Respond>** button, display the action, even route it again to another user.

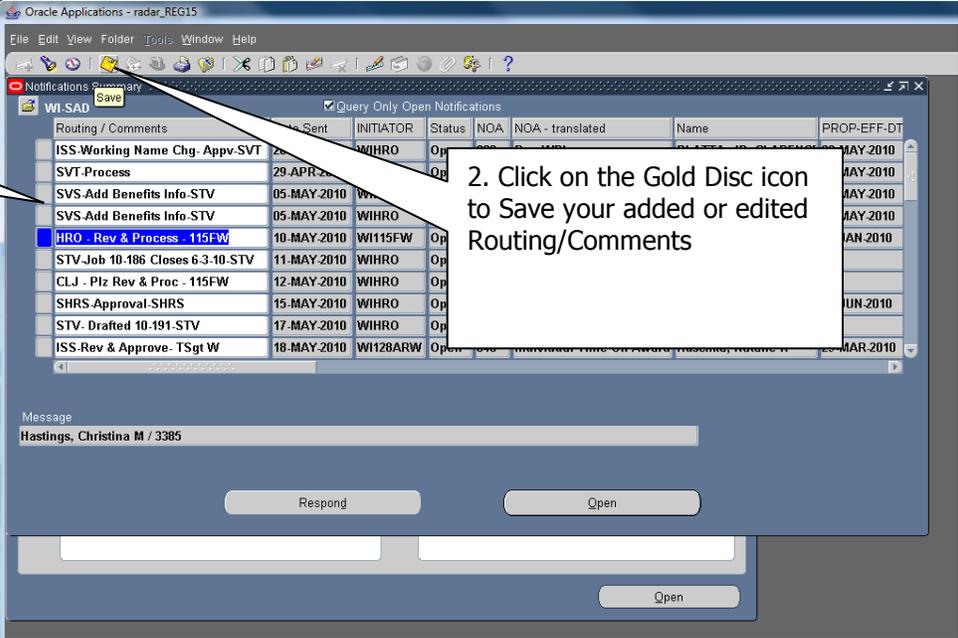
Always remember to refresh your inbox by pushing Ctrl-[F11] on your keyboard when you return to the civilian inbox after routing an RPA.

Routing Comments

1

1. Add or edit Routing/Comments

After saving an RPA, be sure to add or edit your Routing/Comments. Then click on the Gold Disc icon to save.



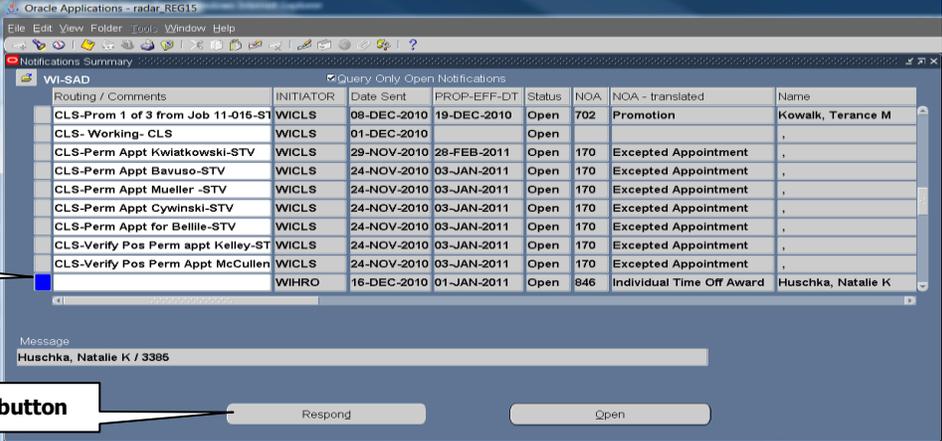
2. Click on the Gold Disc icon to Save your added or edited Routing/Comments

When adding or editing your Routing/Comments always address the last name of the person/office you are sending to followed by a dash then add your Comments followed by another dash and your last name or office symbol. Some examples below:

- 2nd line supervisor’s last name – Rev & Auth – 1st line supervisor’s last name
- Remote personnelist’s last name- Rev & Route to HRO – 2nd line supervisor’s last name
- COL Smith – Rev & Authorize – SGT Doe
- HRO – Rev & Proc – Col Smith

Press the CTRL+ [F11] keys to REFRESH your Inbox and verify your Routing / Comments are saved.

Deleting an RPA

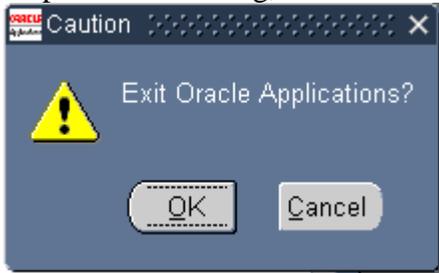
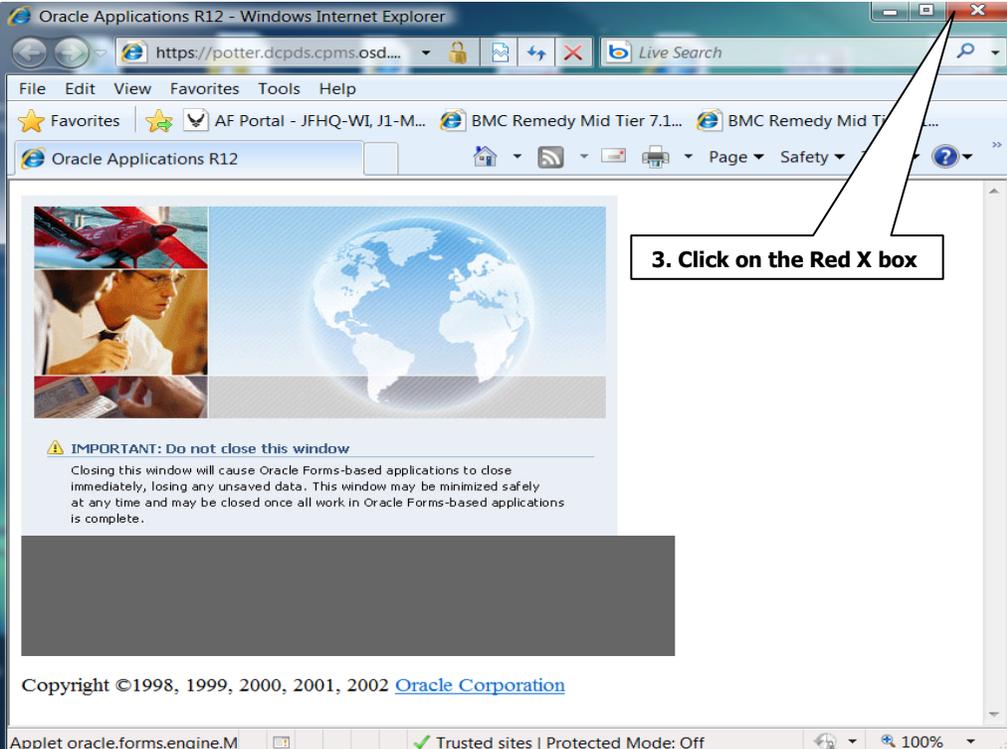
Step	Action
1, 2	Select the RPA in the inbox and click on the Respond button.
<div data-bbox="151 1325 375 1371" style="border: 1px solid black; padding: 2px;">1. Select the RPA</div> <div data-bbox="151 1451 529 1497" style="border: 1px solid black; padding: 2px;">2. Click on the Respond button</div>	 <p>The screenshot shows a window titled 'Oracle Applications - radar_REG15'. It displays a table of notifications with columns: Routing / Comments, INITIATOR, Date Sent, PROP-EFF-DT, Status, NOA, NOA - translated, and Name. The selected row is: CLS-Verify Pos Perm Appt McCullen, WIHRO, 16-DEC-2010, 01-JAN-2011, Open, 846, Individual Time Off Award, Huschka, Natalie K. Below the table, a message header for 'Huschka, Natalie K / 3385' is visible, and the 'Respond' button is highlighted.</p>
3, 4, 5	Click on the Red X . Confirm the cancellation, click on the Yes button, and click on the OK button.

6.	<p>REFRESH the Inbox by entering the keys Ctrl+[F11] on your keyboard and the RPA should be gone.</p>

How to Exit from DCPDS

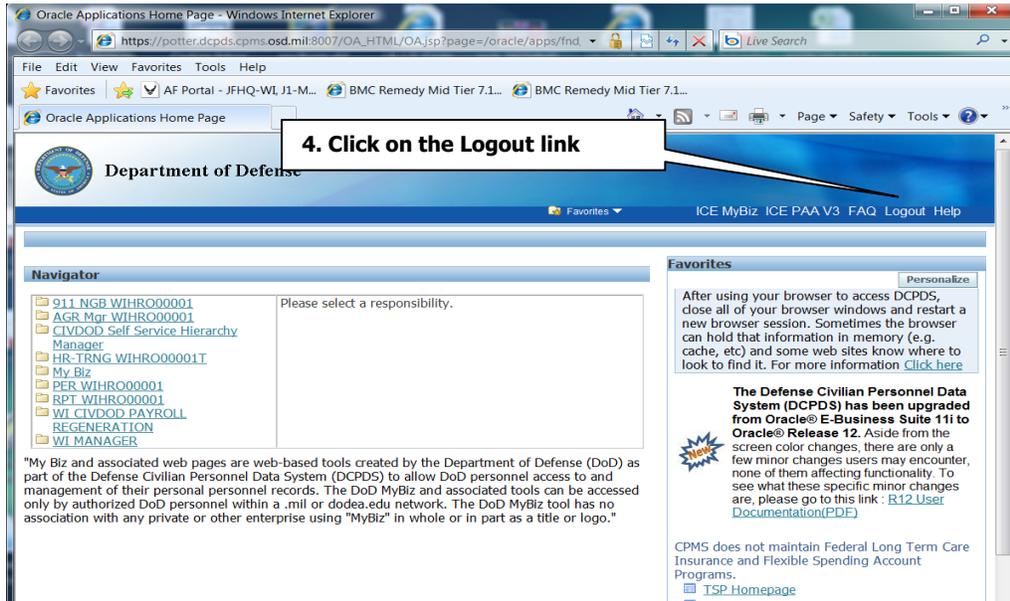
When you are done working in DCPDS:

Step	Action
1	<p>Click <i>File</i> → <i>Exit Oracle Applications</i> from the main menu.</p>

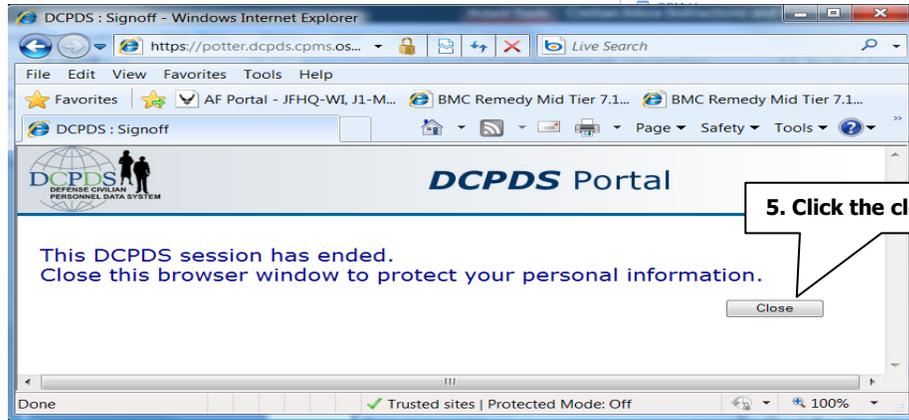
<p>2</p>	<p>Click <OK> on the prompt window asking, "Exit Oracle Application?"</p> 
<p>3</p>	<p>Close this window using the Close Window control button.</p> 

4, 5, 6

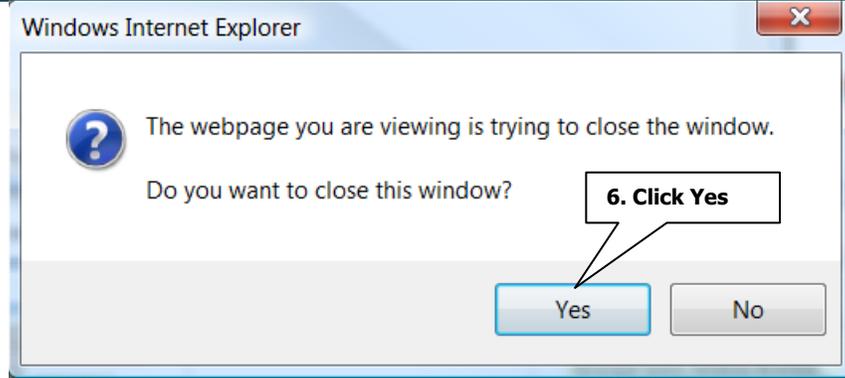
Close this window using the Logout link and then the close button and click Yes.



"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."



5. Click the close button



7

Close this window using the Logout button and then the close button and click Yes.

