

Department of Defense Civilian Personnel Management Service



DCPDS Functional /Technical Tips and Observations	04-02	28-Apr-2004
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1. PROCESSING AWARDS FOR EX-EMPLOYEES.

We've experienced a problem recently with payroll paying an award twice for an ex-employee. After much research, it was determined that the region had faxed a copy of the award NPA to payroll in addition to a payroll transaction (Pay500) being sent to payroll and since both had different effective dates, payroll paid the award twice. Apparently, users were not aware that, for ex-employees, the date on the Award NPA will be different from the effective date on the Pay500 transaction. Thus the confusion and why the employee was paid twice for the same award.

DCPDS Users Manual, Module 5, Chapter 3, page 19 provides instructions for processing awards on ex-employees. To help clarify dates used in this type of action:

- **Effective date of the RPA** (block 4) should be no later than the employee's date of separation (this can be earlier than the date of separation). This date will also become the effective date on the Pay500 transaction.

Request for Personnel Action (Award/One-Time Payment, Routing Group NO_ROUTING_GP)

Change Family Refresh Status UPDATE_HR_COMPLETE

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested
Award/One-Time Payment

2 Request Number
04FEB235855

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name
DeLong George L

2 Social Security Number 3 Date of Birth 4 Effective Date
01-FEB-1948 31-JAN-2004

FIRST ACTION

5-A Code 5-B Nature of Action
840 Individual Cash Award

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

Standard Form 50-7
Rev. 7/93
U.S. Office of Personnel Management
FPM Supp. 206-33, Section 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) DELONG, GEORGE L.		2. Social Security Number	3. Date of Birth 02-01-1948	4. Effective Date 02-23-2004
FIRST ACTION		SECOND ACTION		
5-A. Code 840	5-B. Nature of Action Individual Cash Award	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number HUMAN RESOURCES SPECIALIST(RECR & PLACEMENT COM) 70388 - 199138		15. TO: Position Title and Number HUMAN RESOURCES SPECIALIST(RECR & PLACEMENT COM) 70388 - 199138		
8. Pay Plan G5	9. Occ. Code 0201	10. Grade/Level 11	11. Step/Rate 10	12. Total Salary \$62,429.00
13A. Base Pay \$56,707.00		13B. Locality Adj. \$5,722.00	13C. Adj. Base Pay \$62,429.00	13D. Other Pay \$0
14. Name and Location of Position's Organization THE ADJUTANT GENERAL - MO HQ STARC MO HRO TECH PERS MGT BR JEFFERSON CITY, MO		22. Name and Location of Position's Organization THE ADJUTANT GENERAL - MO HQ STARC MO HRO TECH PERS MGT BR JEFFERSON CITY, MO		
EMPLOYEE DATA				
23. Veterans Preference 1 - None 2 - 5-Year 3 - 10-Year/Disability 4 - 10-Year/Comparable 5 - 10-Year/Other 6 - 10-Year/Comparable/3%		24. Tenure 1 - None 2 - Permanent 3 - Conditional 4 - Probation		25. Agency Use
27. FEGLI B0 - Waived		28. Annual/Inst Indicator 9 - Not Applicable		26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
29. Retirement Plan 1 - CSRS	31. Service Comp. Date (Leave) 09-26-1970	32. Work Schedule F - Full-Time		29. Pay Rate Determinant
POSITION DATA				
34. Position Occupied 1 - Competitive Service 2 - SES/General	35. FLSA Category 1 - Exempt	36. Appropriation Code 133(G92001)	37. Bargaining Unit Status 00000	

Date comes from Date Ex Emp Award Paid

- **Date Award Earned** - auto-populates from the effective date entered on RPA. User has the capability to manually change this date if the award was earned prior to the effective date of RPA.

Bottom line: The generated Pay 500 flow to payroll is all that is required for the ex-employee to be paid the award – **do not fax** a copy of the Notification of Personnel Action to your payroll office. This will only cause indebtedness to the ex-employee.

2. AUTHORITY CODE J8M CLEAR TEXT CLARIFICATION.

An email was sent to us recently looking for clarification on what is the correct clear text for Authority Code J8M. Synopsis of the email: "One of the specialists brought this up to us today.... when entering a 721 action with the LAC J8M, the GPPA (Update 38 dated November 2001) states that the clear text for J8M is Reg 307.103. However, the Oracle tables show J8M as P.L. 107-288. What should the clear text be for authority code J8M?"

We contacted OPM who indicated that they had issued an Update 42 to the GPPA dated September 7, 2003 that changed the clear text for authority code J8M to P.L. 107-288. They also indicated that Update 42 will be posted to OPM's web site in the near future.

3. WHAT HAPPENS TO RPAS ASSIGNED TO A USER IF THEIR USER ID CHANGES?

One of the components asked the following question: 'We recently had processed multiple realignments moving employees from one UIC to a new UIC. Our User ID structure includes the UIC in the SMART number. Ideally, we would like to change the UIC in the User ID instead of having to build new User IDs. What would the ramifications be if we changed a User's login? For example, the current user name is NWRAQK68742A and that person's UIC changed to 00253. Can I change their user ID to NWRAQK00253A?'

Here's what happens if you change the User ID:

- Any RPAs in the Inbox assigned to that User ID before the change will no longer be there after the change.
- Changing the User ID does not automatically change the user name associated with the Groupbox (under Federal Maintenance Forms, Routing Groups and Groupboxes). Even if you change the user name in the Groupbox, old RPAs will still not be visible in the Inbox.
- Any RPAs placed in the Inbox after the change will be visible when a user signs on with the new User ID.

If a User ID needs to be changed, users should follow these steps:

- Route all RPAs to a separate Inbox as a temporary holding area.
- Make the change to the User ID and change the user name in the Groupbox.
- Route the RPAs back to the new User ID.

4. CONCURRENT REQUEST APP-00500 ERROR.

Occasionally, we get questions about why the user receives an APP-FND-00500 error after they have submitted a request (i.e. Notification of Personnel Action) and the concurrent request shows completed with a warning. When they review the log, they see the following error:

APP-FND-00500: AFPPRN received a return code of failure from routine FDUPRN.

Request ID	Name	Parent	Phase	Status	Parameters
302915	Notification of Personnel		Completed	Warning	62105, 1941, Y, N
302816	Notification of Personnel		Completed	Normal	60471, 1941, Y, N
299072	Delete Uncompleted RPA		Completed	Warning	03AUG000NEWSQT013967, (97965),
299066	Delete Uncompleted RPA		Completed	Warning	03FEB000NEWSQT003028, (54455),

View the log to see what happened

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Start of log messages from FND_FILE
+-----+
End of log messages from FND_FILE
+-----+

+-----+

Executing request completion options...

Printing output file.
      Request ID : 302915
      Number of copies : 1
      Printer : QA_DUMMY_PTR

lp: destination "QA_DUMMY_PTR" non-existent
APP-FND-00500: AFPPRN received a return code of failure from routine FDUPRN. An error occurred while AOL tried to spawn the
Cause: AFPPRN received a return code of failure from the OSD routine FDUPRN. An error occurred while AOL tried to spawn the
Action: Review your concurrent request log file for more detailed information.

Finished executing request completion options.

+-----+
Concurrent request completed
Current system time is 22-APR-2004 16:42:44
+-----+

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The most common reasons users may receive this error are:

- User selects an invalid printer or the user’s profile for default printer reflects an invalid printer.
- The selected printer is not defined on UNIX.
- When a concurrent request is selected to print when there is no output.
- When the warning occurs the printer is off line.
- When default temp spaces run out of space on UNIX.

5. CAO SUPPLEMENTAL INFORMATION.

The following information provides supplemental CAO information to the DCPDS User’s Guide Mod IV Chapter 11.

- Executing the CAO Batch process is no longer required. With the implementation of the new CAO/Transfer process, Separations processing does not use Workflow for RPA creation. RPA will now be updated when Futures is executed on the Losing Region.

CAO/TRANSFER REQUEST FORM

- The CAO/Transfer Request Status Tab is now used to track the status of the CAO/Transfer request. Notices will no longer flow to the Workflow Inbox indicating a Successful/Failed CAO/Interagency Transfer transaction. Use of the CAO Group box is no longer required.
- CAO/Transfer requests can now be viewed by Losing Region users. They will be able to determine the Region that initiated the action and have a POC that can be contacted if necessary. The Losing Region has view-only capability; any changes to an initiated request must be made by the Gaining Region.
- The POC data field on the Initiate Tab of the CAO/Transfer request form should include a Name and DSN phone number of the POC for the initiated transaction. The question “Should this be the component POC or the name of the individual inputting the request form” has been asked several times. This question has to be answered by your component representative. The intent of this field was to provide the Losing Region with a POC at the Gaining Region for the transaction.
- The CAO/Transfer Request will be deleted from the Status Tab fourteen (14) days after the request Status has been updated to “Canceled, Completed, Failed or Aborted”.

- The CAO/Transfer form is set up to allow full access to the Status Tab for all Region users. Users that are issued “Secure Views” will only be able to view those records associated with their “secure” view. When a Global user clicks one of the radio buttons (Gain, Loss or All) all active requests on the Region database will be displayed. Using the SSAN to search for a specific request will prevent the user from having to scroll through all of the active requests.
- The “Separation/Complete” entry in the CAO Current Status column (Gaining Region) is not intended to mean that the Separation has processed successfully at the Losing Region, but is only a notification to the Gaining Region that the Separation RPA has been successfully created. The Separation RPA will be consummated at the Losing Region with the next Futures execution.
- The “Separation/Pending” entry in the CAO Current Status column (Losing Region) is not intended to mean that the Separation has processed successfully. It only serves as a notice to the Losing Region that a separation for the employee identified is pending. The Separation (CAO/T352) can be verified by checking the employee’s Person record or viewing the Cancellation/Correction Window. If after receiving the “Separation/Pending” notification the employee’s Separation has not been consummated navigate to the WGI/Suspense box to locate, fix and update the Separation RPA.

PAY500 TRANSACTIONS

- A Pay500 is automatically generated for every accession at the Gaining region (e.g. T1XX, T5XX, T7XX) using the CAO/Interagency Transfer process. A Pay500 is processed at the Losing region only if the Gaining/Losing payroll offices are different. If both payroll offices are the same, a Pay500 is not generated at the Losing Region.

CANCELLATION OF CAO/INTERAGENCY TRANSFER

- Cancellation of a CAO/Interagency Transfer before the RPA has been updated is now possible by clicking the “Cancel Request” button in the CAO Details Window.
- Cancellation of a CAO/Interagency Transfer cannot be accomplished from the CAO Details Window. Once the RPA is consummated by DCPDS, you **must** use the Cancellation/Correction process to cancel the completed RPA. Remember the cancellation processed at the Gaining Region does not flow a cancellation of the Separation processed against the Losing Region. **The Gaining Region must contact the Losing Region so the Separation action can be cancelled at the Losing Region.**

THRIFT SAVINGS

- The TSP Agency Contribution Eligibility Date and TSP Employee Contribution Eligibility Dates are not captured in the CAO SF-75 Info data, but can be entered in the RPA Extra Information Benefits DDF. These fields will then be updated and flowed on the Pay500 generated to the gaining payroll office.
- The TSP Catch-Up Amount must be input **after** the CAO/Interagency Transfer RPA has been updated. This is because the payroll office will only update the TSP Catch-Up Amount when it receives the “CUN” NOA.

SF75 INFORMATION

- The CAO/Transfer process does not take away the need to contact the Losing Region for information. The SF75 information received by the CAO/Transfer process does not contain all the information that may be required to process the accession at the Gaining Region. Contact with the Losing Region will always be necessary for information necessary for processing your RPA that is not stored in DCPDS (e.g. Career Tenure dates). The CAO process is used to transfer an employee’s Education/Training/Award etc. history - a feature that precludes need for the Gaining Region to capture historical data.

6. POC is CPMS-AMD, San Antonio, DSN 487-6500 or Commercial (210) 652-6500.