

Department of Defense Civilian Personnel Management Service



DCPDS Functional /Technical Tips and Observations	04-05	03-Dec-2004
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INTRODUCTION

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

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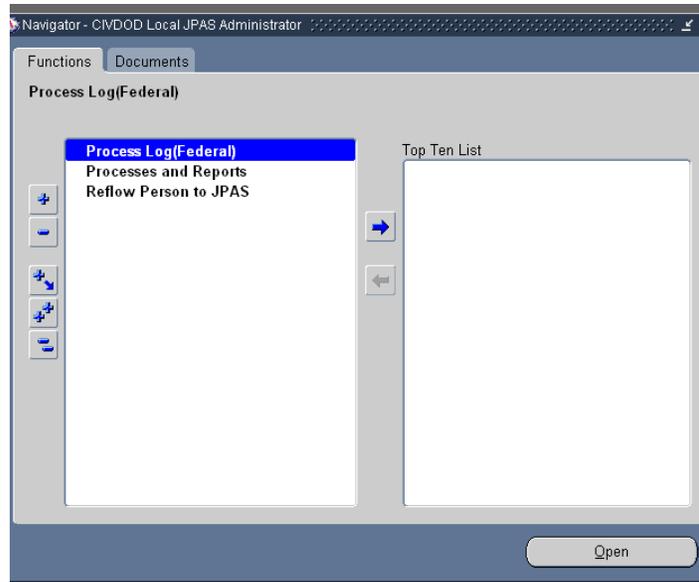
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1. **JPAS Tips and Tricks**

The Joint Personnel Adjudication System (JPAS) is a DoD system that is the database of record of all personnel security data on DoD civilian employees. There is a two-way, bi-weekly data interface between DCPDS and JPAS. On the first Friday of each pay period, several files containing person records are sent from DCPDS to JPAS. On the second Friday of the pay period, JPAS sends a reverse file back to DCPDS containing security data on the person records previously sent to them by DCPDS. This security data is then updated into DCPDS later that evening. This article describes some of the features in DCPDS related to the JPAS interface.

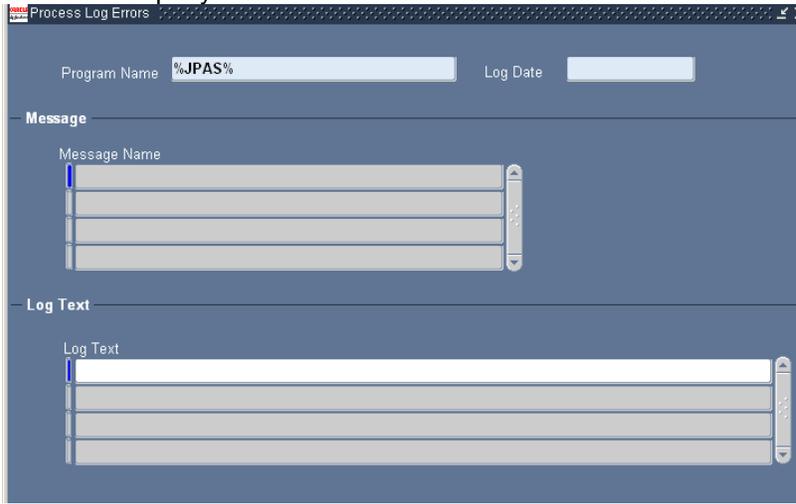
a. **CIVDOD Local JPAS Administrator responsibility**

This responsibility allows users to locally administer certain aspects of the interface between DCPDS and JPAS. Users can (1) monitor the DCPDS Process Log for updates of JPAS data to DCPDS, (2) run the JPAS Tickler Report (which provides a "page eject" report telling which DCPDS records were updated during the last interface from JPAS), and (3) "Re-flow" a record from DCPDS to JPAS.



b. Process Log (Federal)

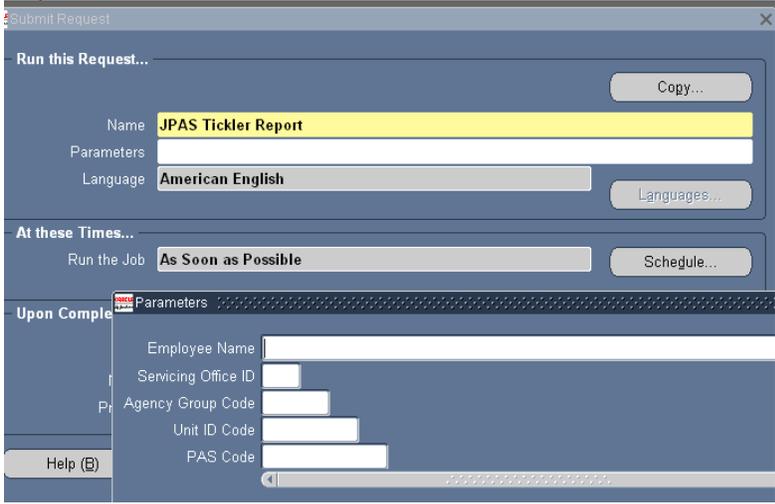
The process log allows local JPAS administrators to see which records were recently updated in DCPDS by the inbound JPAS interface. To find this information, take the following steps:

Steps	Action
1	Log into DCPDS and select the CIVDOD Local JPAS Administrator responsibility .
2	Select the Process Log (Federal) menu item and click Open .
3	When the process log form appears, leave the cursor in the Program Name field and press F11 to initiate a query.
4	Type %JPAS% in the Program Name field and press CTRL-F11 to execute the query. 
5	The query will return various messages indicating how many records processed successfully into DCPDS and how many errors occurred.

c. JPAS Tickler Report

This report provides a “no-page eject” listing of which DCPDS records were updated during the last interface from JPAS. Users can run the report to select all records that have been updated, or to select only certain ones by employee name, SOID, Agency Group Code, UIC or PAS Code. To run this report, take the following steps:

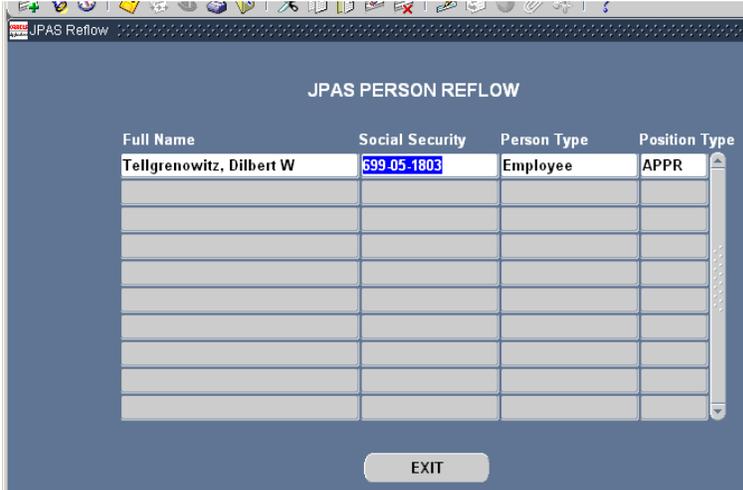
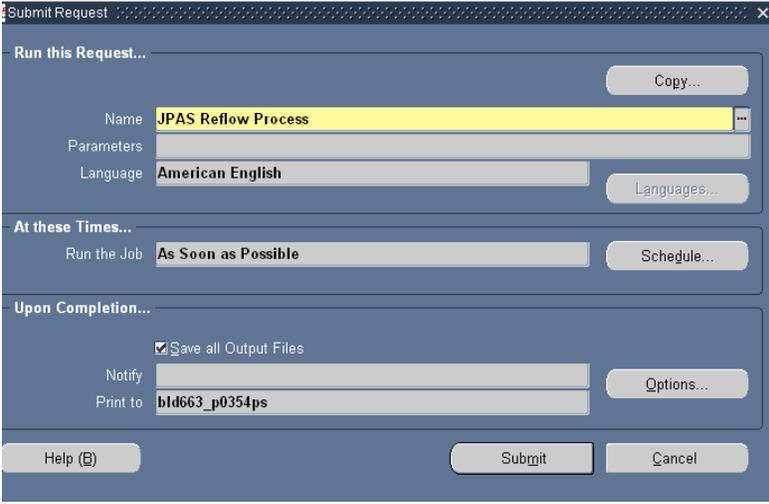
Steps	Action
1	Log into DCPDS and select the CIVDOD Local JPAS Administrator responsibility.
2	Select the Processes and Reports menu item and click Open .
3	Select Single Request from the dialogue box.
4	In the Submit Request for, enter JPAS Tickler Report in the Name field.
5	Enter any desired parameters (Name, SOID, etc.) and submit the request.



d. Reflow Person to JPAS

This function re-flows a person record to JPAS the next business day. This is a **two-step process** that involves “flagging” the person record and then running a concurrent process to place the record in an interface table. To re-flow a record to JPAS, take the following steps:

Steps	Action
1	Log into DCPDS and select the CIVDOD Local JPAS Administrator responsibility .
2	Select the Reflow Person to JPAS menu item and click Open .
3	When the JPAS Person Reflow form appears, type the person’s last name in the Full Name field and press the Tab key. Select the person’s full name from list.
4	With the person’s information populated in the form, click the Save button.

Steps	Action
5	Click the Exit button to exit the form. 
6	At the Navigator Menu, select Processes and Reports and click Open .
7	Select Single Request from the dialogue box.
8	In the Submit Request for, enter JPAS Reflow Process in the Name field. 
9	Click the Submit button.

Additional information on the JPAS Reflow Process. The JPAS Reflow Process places the flagged record in an interface table on the DCPDS regional database. At 08:00 pm local time, another process automatically runs on the DCPDS region and extracts the record from the interface table and places it in a staging table. Then, at 09:00 pm region local time, another process runs on the Lockheed-Martin external interface (EXITS) server that pulls the record down from the region. Then the EXITS server combines any records from the various regions into an output file and places it in the JPAS outbound directory for JPAS to pick up for loading into the JPAS system.

2. DCPDS/DCPS Payroll File Transfer Process

CPMS occasionally receive questions from components about how the daily process that flow personnel actions to DCPS payroll truly works. An explanation of the DCPDS/DCPS (DFAS) File Transfer process follows:

- a. The main file transfer piece of the DCPDS/DCPS process is a product called "Connect: Enterprise". This product was customized for the DCPDS unique processing requirements and resides on a single interface server (EXITs) maintained by Lockheed Martin. This product is the focal point for all inbound and outbound traffic between all DCPDS regions and DCPS systems.
- b. At each region, all outbound payroll transactions are grouped together into packages and sequenced by Servicing Office ID (SOID), Agency and Payroll Office ID (POID). All packages are then grouped by Payroll Office ID (POID) into files and made available for transmission to DFAS through the EXITs interface server. This same data will also remain within the regional database, structured to allow any piece of the output to be reproduced (for example, a complete file or a single package).
- c. The EXITs interface server polls each region hourly to drop off any new incoming files and to pick up any outgoing files. For outgoing files, the EXITs interface server determines the appropriate DFAS destination by payroll office identifier and sends the files to that destination. A copy of each file will remain on the EXITs interface server for history retrieval purposes. If DFAS needs a complete file transmitted or just a specific package be resent, they will contact the EXITs operators to request the file(s). The EXITs operators will then re-transmit the file from the EXITs interface server. If, for some reason, the file is not available on the EXITs interface server, the EXITs operators will poll the regional database to re-create the original files. If DFAS needs a specific package resent, the EXITs operators will poll the regional database to re-create the package needed into a new file. The original file or the new file (with just the requested package) will then follow the same path from the region to DFAS as listed above.
- d. The EXITs operators also monitor the status of incoming data received from DFAS to DCPDS. Data received from DFAS are sent to the EXITs interface server and sorted by Servicing Office ID (SOID). The SOID is used to determine the destination region for all incoming files. These files are then sent to the destination region and a copy of the file is maintained on the interface server. All incoming files from DFAS are sent to the regions during the hourly connection schedule. The packages within the files will be sequence-controlled at the region level. The EXITs operators will monitor the status of all incoming packages and their sequence controls for each region and will contact DFAS for retransmission if an incomplete or corrupted file is found.
- e. Each region has an account on the EXITs interface server where all incoming and outgoing files are maintained and processed. This account is only accessible by the EXITs operators. Outbound payroll transactions are queued when they are created at the region into an interface staging table on the regional database. The interface process will group all pending transactions on the regional database accordingly into packages, file those records into the interface staging tables, and then create the actual data files that are picked up via FTP by the EXITs interface server for forwarding to DFAS.
- f. The outbound payroll process is set to run 7 days a week, at 4:30 pm region time for all regions except Air Force and Army centralized regions. Air Force and Army are set to process outbound payroll at approximately 05:30 am, 09:30 am and 4:30 pm every day.

3. Reason for Separation Code Additions and Business Edits.

CRT 04-16760-DoD was implemented in Patch 53.15 (fielded on August 15, 2004) that added additional code values to the Reason for Separation List of Values. These additional entries will support the reporting requirements for VERA/VSIP separation actions. Implementing these additional business rules also will ensure users include the proper code for Reason for Separation in the Separation RPA. The Reason for Separation code is used to summarize the reason input on the RPA/NPA and is used as a field of query for reporting purposes. If users input a code that is not authorized for the NOAC, the separation action will reject.

a. For NOA 317 Resignation personnel action, users should only use one of these “Reason for Separation” codes:

Code	Meaning
16	Retirement/Resigned-Health Reasons
18	Retirement/Resigned-To Accept Another Position
19	Resigned While RIF Pending
20	Resign-Receipt Of Notice Of Sep Demotion Or Susp
21	Resign-In Lieu Of Separation Demotion Or Suspension
22	Resign-Position Abolished
23	Resign-Displacement
24	Resign-Decline Relocation
25	Resign-Decline Assignment Out Of Commuting Area
26	Resign-RIF
27	Resign-Undesirable Duty Hours
28	Resign-Too Much Pressure
29	Resign-Too Much Work
30	Resign-Too Much Travel
31	Resign-Too Little Work
32	Resign-Work Environment Too Dusty
33	Resign-Work Environment Too Noisy
34	Resign-Work Environment Too Cold
35	Resign-Work Environment Too Hot
36	Resign-Work Environment Too Humid
37	Resign-Inadequate Facilities and/or Equipment
38	Resign-Insufficient Challenge
39	Resign-Insufficient Prestige
40	Resign-Skills Not Fully Utilized
41	Resign-Dislikes Or Is Not Suited To Type Of Work
42	Resign-Job Is Not In Line With Career Plans
43	Resign-Not Enough Recognition For Accomplishment
44	Resign-Inadequate Pay
45	Resign-Not Enough Fringe Benefits
46	Resign-Not Enough Promotional Opportunity
47	Resign-Lack Of Job Security
48	Resign-Physical Disability
49	Resign-Psychological Or Nervous Disorders
50	Resign-Pregnancy
51	Resign-Marriage
52	Resign-Children Require Full Time Attention



Code	Meaning
53	Resign-Illness In Family
54	Resign-To Accompany Spouse
55	Resign-To Move Nearer Home
56	Resign-Further Education
57	Resign-Opportunity For More On The Job Training
58	Resign-To Broaden Experience
59	Resign-Does Not Get Along With Fellow Employees
60	Resign-Does Not Get Along With Supervisor(S)
61	Resign-Favoritism In Assignments Promotions Etc
62	Resign-Discrimination Because Of Race-Color-Origin
63	Resign-Discrimination Because Of Sex
64	Resign-Discrimination Because Of Religion
65	Resign-Discrimination Because Of Age
66	Resign-To Accept Appointment In Another Agency
67	Resign-To Enter Military Service
68	Resign-No Return From Military Furlough
69	Resign-Combination Of Reasons
70	Resign-To Accept Position In Private Industry
71	Resign-To Go Into Business For Self
72	Resign-No Reason Provided-No Other Info Available
73	Resign-Moving Out Of The Area
74	Resign-To Remain At Home
75	Resign-Other
76	Resign-Personal Reasons
90	Resign-Public Law 101-508
CI	Resign-Position Abolished (Directly related to CS&P)
CJ	Resign-Position Abolished with VSIP (Directly related to CS&P)
CK	Resign-VSIP (Directly related to CS&P) (see note)
NA	Resign-Permanent Change of Station (PCS)
NB	Resign-Due to Illness
NC	Resign-To Accompany Family Member
ND	Resign-Conflicting Duty Hours
NE	Resign-BBA
V9	Resignation with VSIP (Based on downsizing) (see note)
VA	Resignation with VSIP (Based on restructuring) (see note)
VB	Resignation with VSIP (Based on downsizing & directly related to BRAC) (see note)
VC	Resignation with VSIP (Based on restructuring & directly related to BRAC) (see note)
NOTE: Code is only used with NOA 317 Resignation with second NOA of 825.	

b. For NOA 302 Retirement-Voluntary personnel action and the second NOA is 825, users should only use one of these “Reason for Separation” codes:

Code	Meaning
CE	Ret-Vol with VSIP (Directly related to CS&P)
CF	Ret-Opt-with VSIP (Directly related to CS&P)
V5	Retirement-Optional with VSIP (based on downsizing)

Code	Meaning
V6	Retirement-Optional with VSIP (based on restructuring)
V7	Ret-Optional with VSIP (based on downsizing & directly related to BRAC)
V8	Ret-Optional with VSIP (based on restructuring & directly related to BRAC)

c. For NOA 303 Retirement-Special Option personnel action and the second NOAC is 825, users should only use one of these “Reason for Separation” codes:

Code	Meaning
V1	Ret-Spec Opt - VERA (based on downsizing)
V2	Ret-Spec Opt - VERA (based on restructuring)
V3	Ret-Spec Opt - VERA (based on downsizing & directly related to BRAC)
V4	Ret-Spec Opt - VERA (based on restructuring & directly related to BRAC)
CN	Ret-Spec Op with VSIP (Directly related to CS&P)

d. For NOA 304 Retirement-ILIA personnel action and the second NOAC is 825, users should only use one of these “Reason for Separation” codes:

Code	Meaning
CG	Ret-Discontinued Service with VSIP (Directly related to CS&P)
CH	Ret-Vol Discontinued Service with VSIP (Directly related to CS&P)

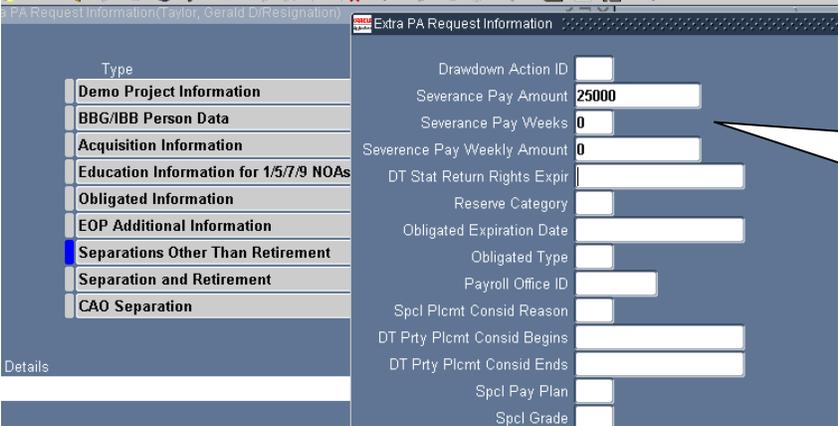
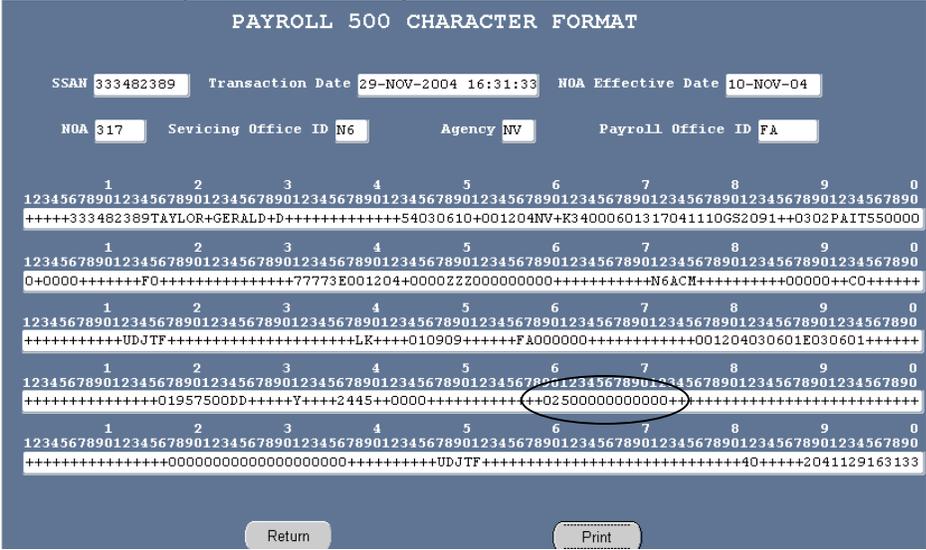
e. For NOA 312 Resignation-ILIA personnel action and the second NOAC is 825, users should only use one of these codes “Reason for Separation” codes:

Code	Meaning
CJ	Resign-Position Abolished with VSIP (Directly related to CS&P)
CK	Resign-VSIP (Directly related to CS&P)
V9	Resignation with VSIP (Based on downsizing)
VA	Resignation with VSIP (Based on restructuring)
VB	Resignation with VSIP (Based on downsizing & directly related to BRAC)
VC	Resignation with VSIP (Based on restructuring & directly related to BRAC)

4. Processing Separation Actions with Severance Pay.

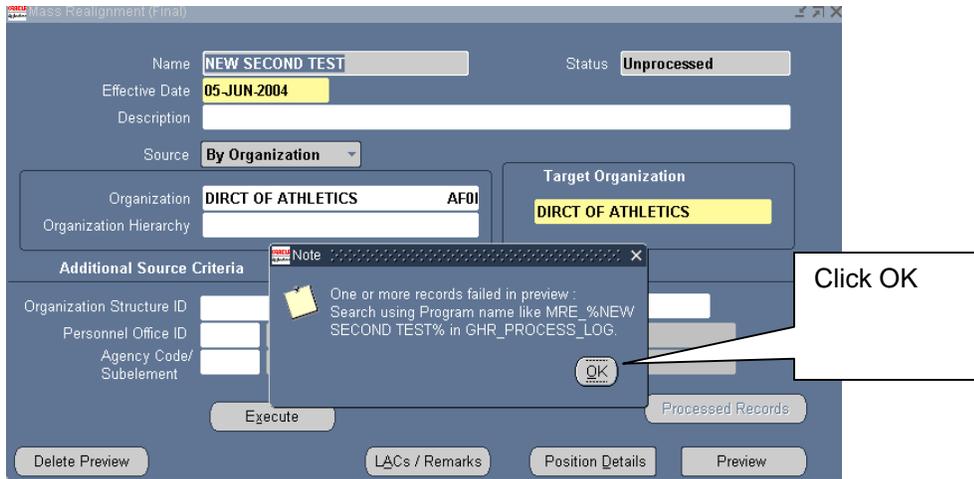
Recently CPMS was asked how to process a Separation (NOA 3XX) action with lump-sum severance pay. To process a Separation action with Severance Pay (either lump-sum or installment amounts), please follow these steps:

Steps	Action
1	Enter NOA and Authority Code on the RPA page 1 blocks 5-A and 5-C
2	Click on Extra Information>Separations Other than Retirement DDF
3	Enter the total Severance Pay Amount (as dollars and cents) in data element Severance Pay Amount
4	Enter the # Weeks of Severance Pay in data element Severance Pay Weeks . <i>Note: If severance pay is to be paid in lump sum, input 0.</i>

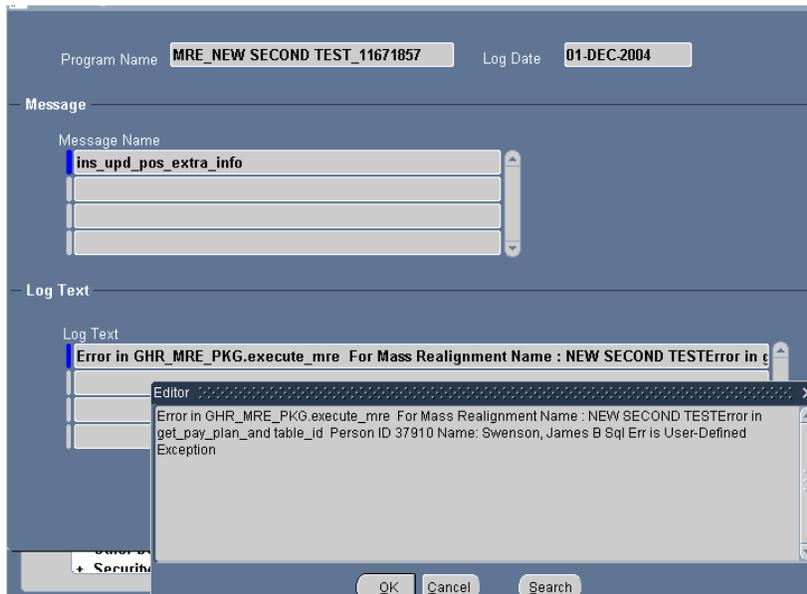
Steps	Action
5	<p>Enter Severance Pay Weekly Amount (as dollars and cents) in data element Severance Pay Weekly Amount. Note: If severance pay is to be paid in lump sum, input 0.</p> 
6	Complete other data elements, as applicable.
7	If employee has elected the installment payment option , user should enter the appropriate severance pay remark on the RPA.
7	Update HR
8	<p>NOA 3XX Pay500 will generate reflecting the Total Severance Pay amount in columns 359-366 and Weekly Severance Pay Amount in columns 367-372. Note: If lump sum severance pay, Weekly Severance Pay Amount will reflect zeroes (columns 367-372)</p> 
9	When NOA 3XX Pay500 reflects a lump sum severance pay and is sent to payroll, DCPS is erroneously rejecting the action back to Personnel with error message "9001-Sev Wkly". Personnel should take no further action on this reject as payroll will process the separation action manually.
10	When employee has elected a severance pay installment payment option, HRO will need to fax a copy of the NPA to DFAS Imaging System. Once received in payroll, the technician will follow the payroll office documented workaround procedures. Note: This is documented in PAL #04-02 Section IIIA paragraph 4.

5. Mass Realignment Preview Errors.

When the preview process for Mass Realignment encounters records with an error, users will now receive an error message: One or more records failed in preview. Search using Program name like MRE_%NEW SECOND TEST% in GHR_PROCESS_LOG.



Once the user clicks OK, the process will continue and provide the records within the preview. Records that fail the preview will not be among the records listed on the preview screen. Users can query the Process Log (using the mass realignment file name as part of the query) for the records that failed in the preview process.



Users have two choices what to do with the records that failed in the preview process.

- Users can fix the identified records in the process log. Click on the Mass Realignment Preview button so that the fixed records will be listed in the preview list. User can then continue the mass realignment process. OR
- Users can process manual realignment actions once the records have been fixed.