California DCPDS Guide For Supervisors and Managers

California Military
Department
Human Resources Office
Sacramento, CA 95826
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Summary: This guide contains the step-by-step instructions for requesting an electronic Request for Personnel Action for the state of California.

Applicability: This guide applies to all Joint Force Headquarters elements, the California Army National Guard, and the California 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

California DCPDS Guide for Supervisors and Managers Table of Contents

Section One – General Information

Terms

Term	Description
AGR	Active Guard Reservist
DCPDS	Defense Civilian Personnel Data System
eRPA	electronic Request for Personnel Action
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

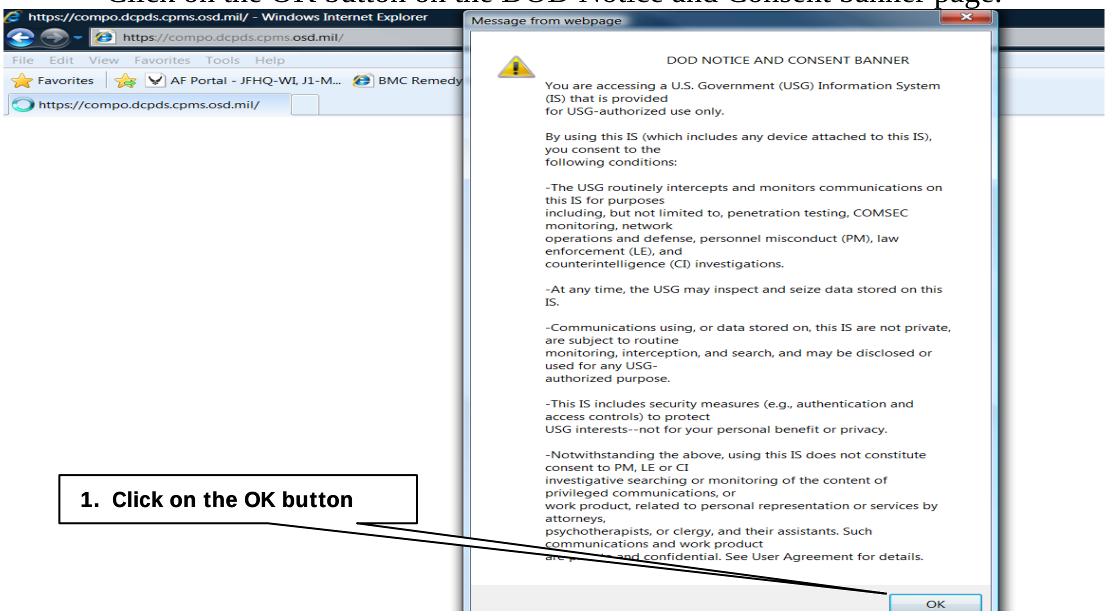
Gaining access to the Defense Civilian Personnel Data System (DCPDS) is a supervisory responsibility. DCPDS is used to electronically request personnel actions (eRPAs) on subordinate technician employees. Supervisory responsibilities are defined within assigned position descriptions and may include Active 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. Upon completion and coordination of the DD FM 2875 SAAR submit to the J1/Information Systems Section for processing.

The DD FM 2875 SAAR is available on the California 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.

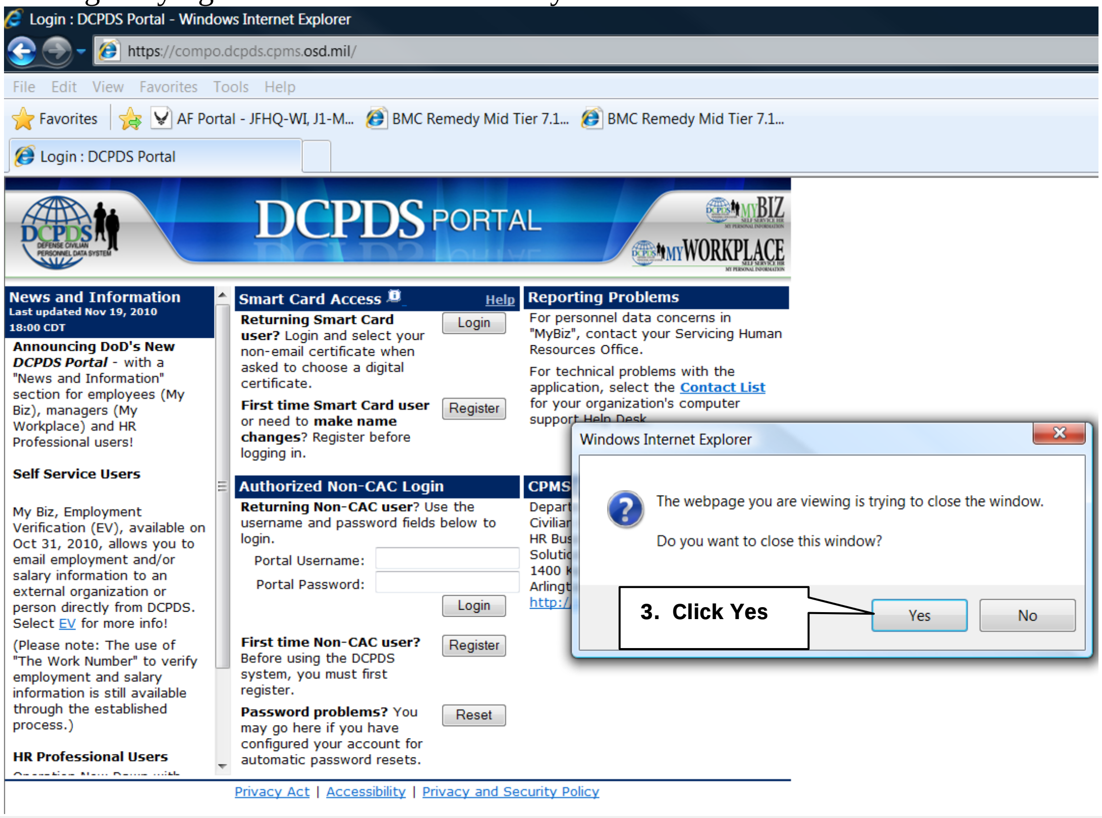
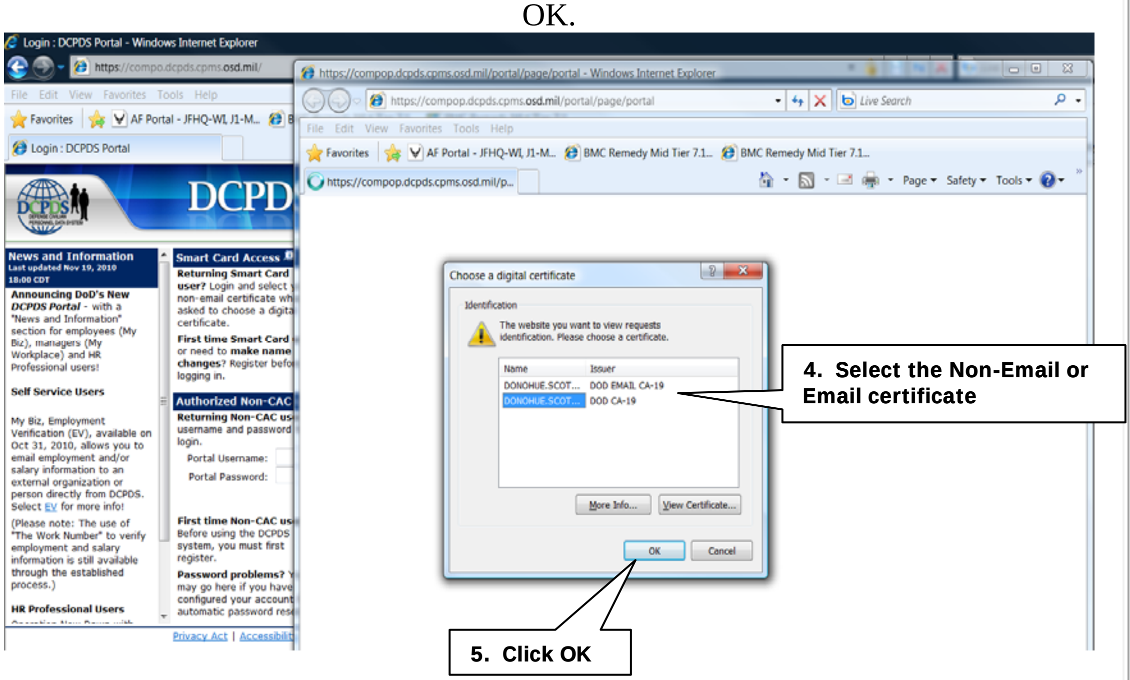
Logging into DCPDS

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>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.

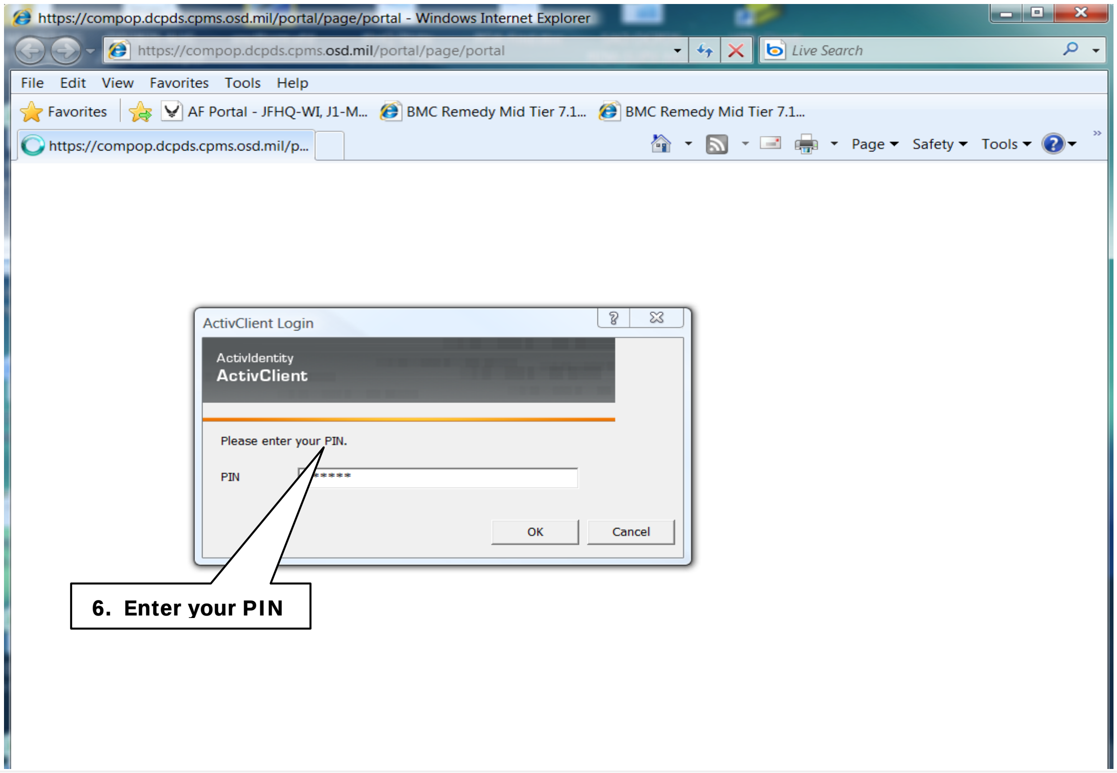


</td></tr>
<tr><td>2</td><td>This will take you to the DCPDS Portal window. Click the Login Button.

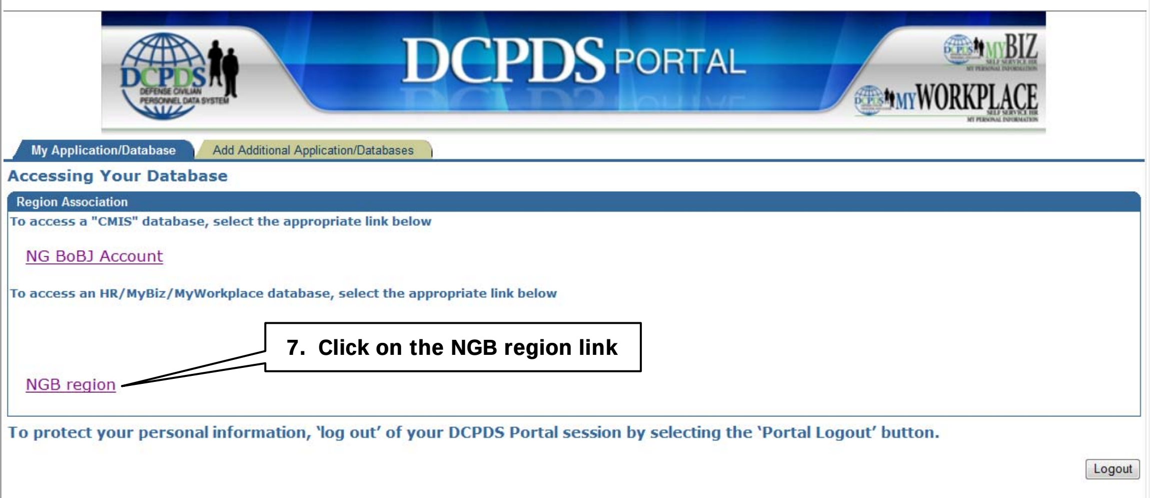
</td></tr>
</table>

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. 
6	You will then enter your

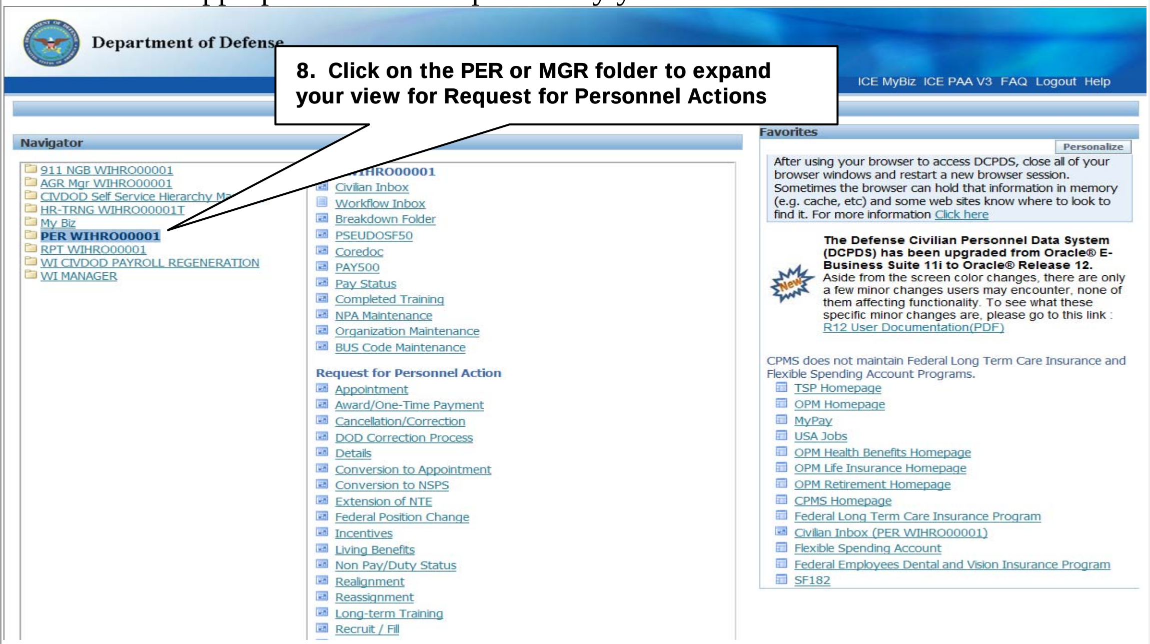
PIN



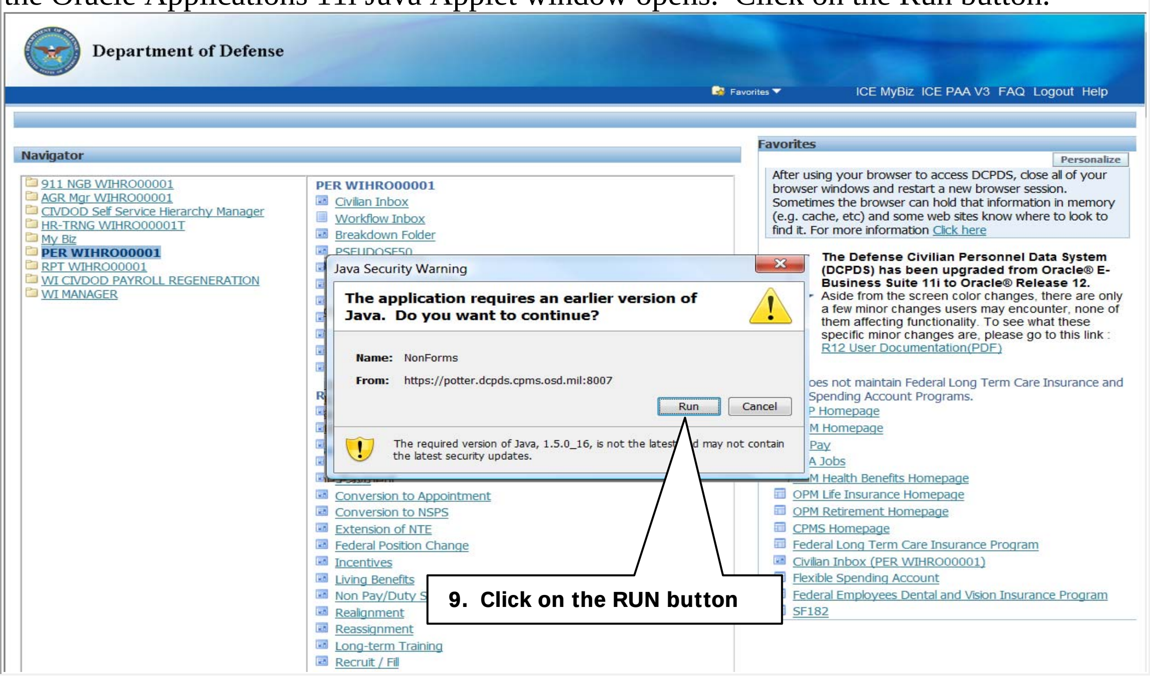
7 The “Accessing Your Database” window will open. Click on the “NGB Region”.



<table>
<tr>
<td>8</td>
<td>
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.

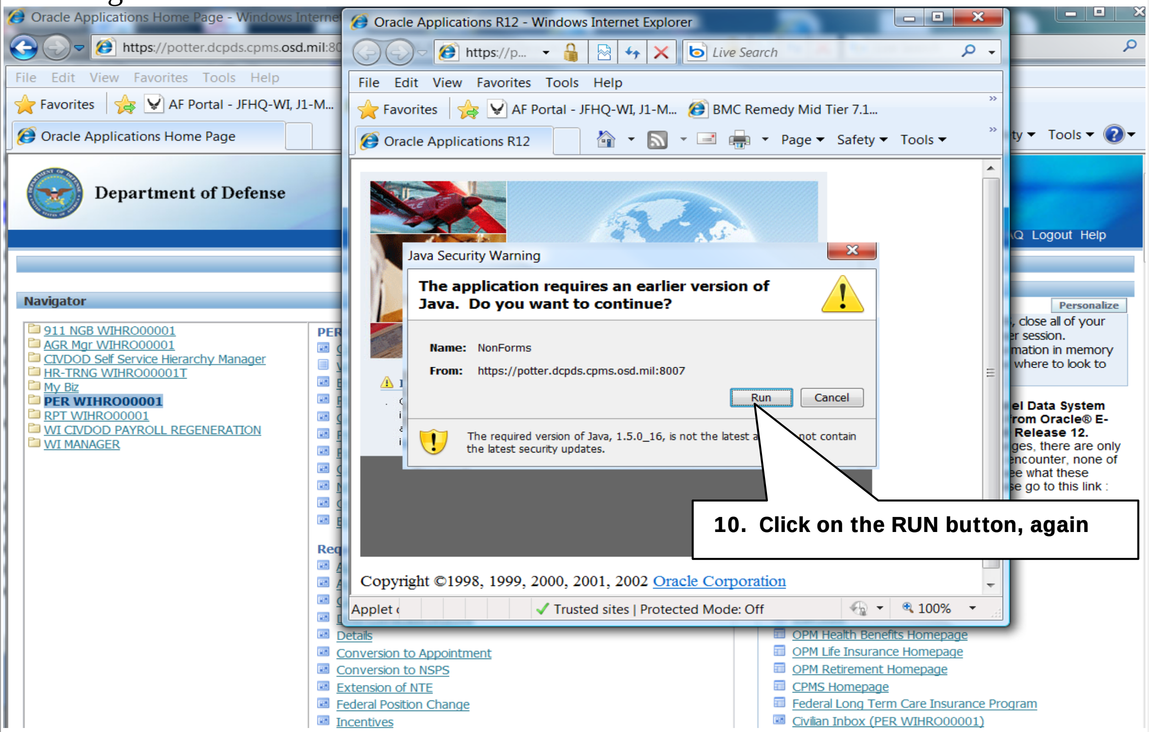


On the right side of the Navigator window there's a place for you to set up "favorites" if you want to (this is optional). See Favorites, for instructions.
</td>
</tr>
<tr>
<td>9</td>
<td>
Once you have selected a task, i.e. a Request for Personnel Action or the Civilian Inbox, the Oracle Applications 11i Java Applet window opens. Click on the Run button.

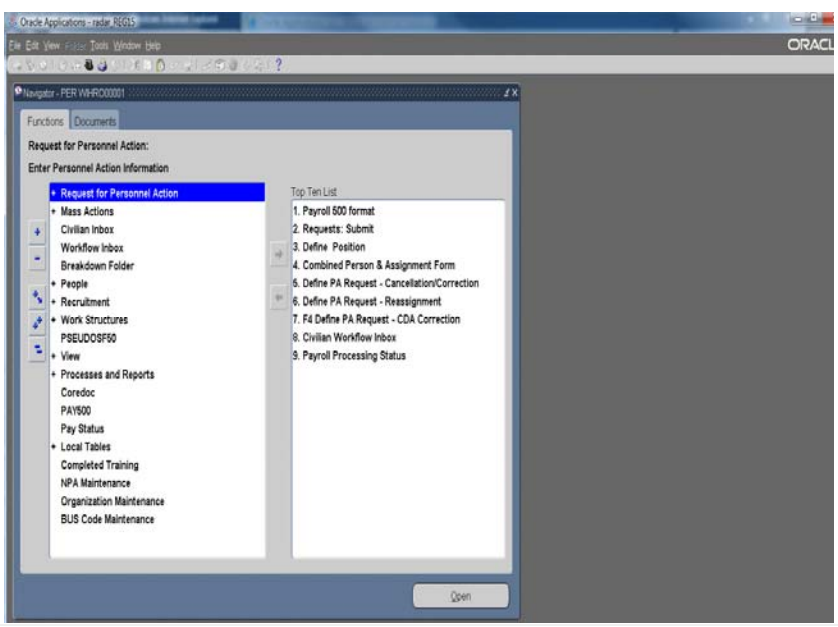


</td>
</tr>
</table>

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



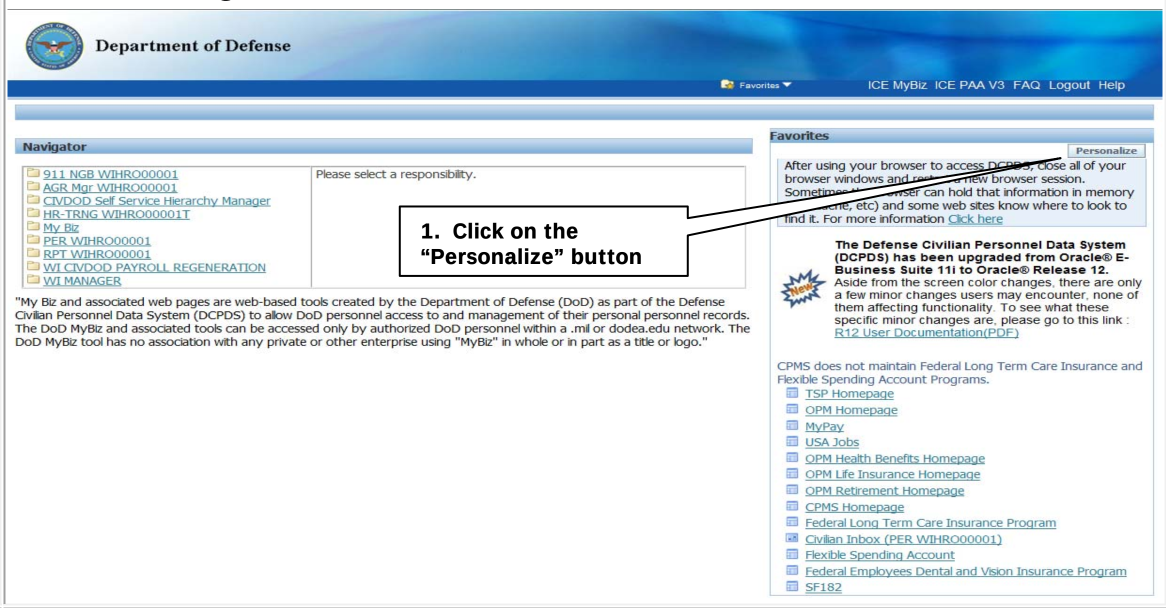
11 The DCPDS Navigator page will open in a new window. You are now logged into DCPDS to request, coordinate, or route Electronic Requests for Personnel Actions (ERPAs)



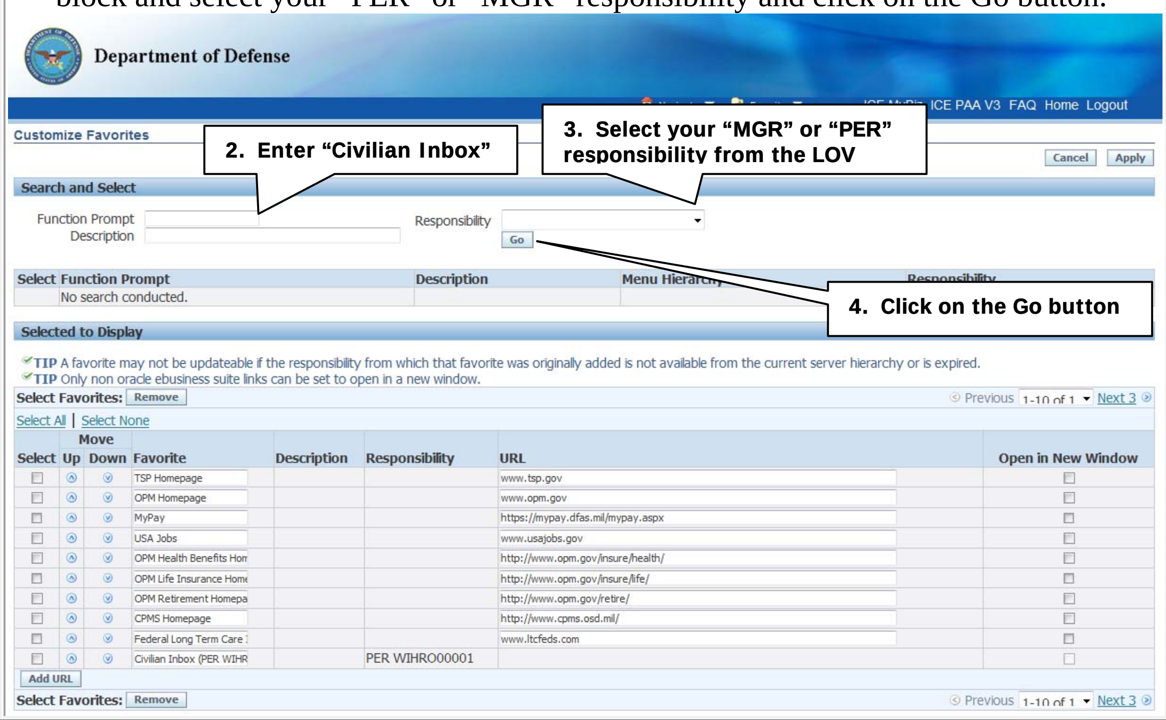
Setting up Favorites

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).

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the new navigator screen, click on the "Personalize" button.

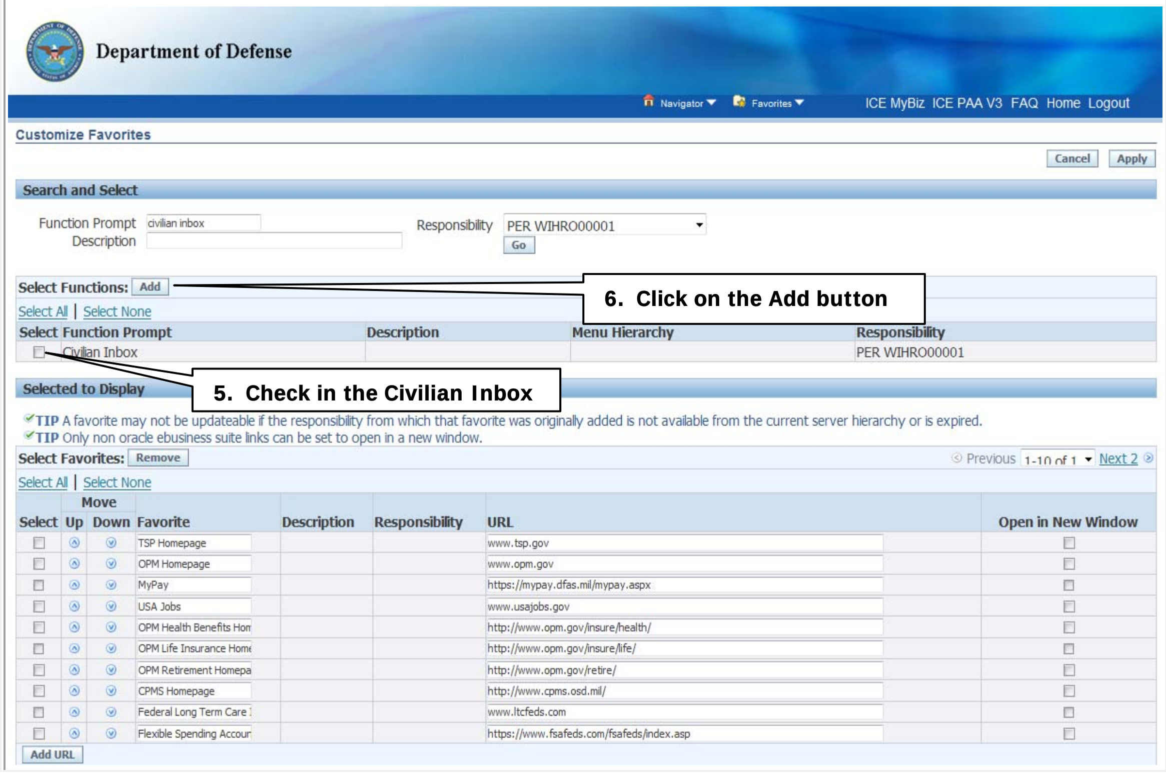


</td></tr>
<tr><td>2,3,4</td><td>On the "Customize Favorites window, Enter "Civilian Inbox" in the Function Prompt block and select your "PER" or "MGR" responsibility and click on the Go button.

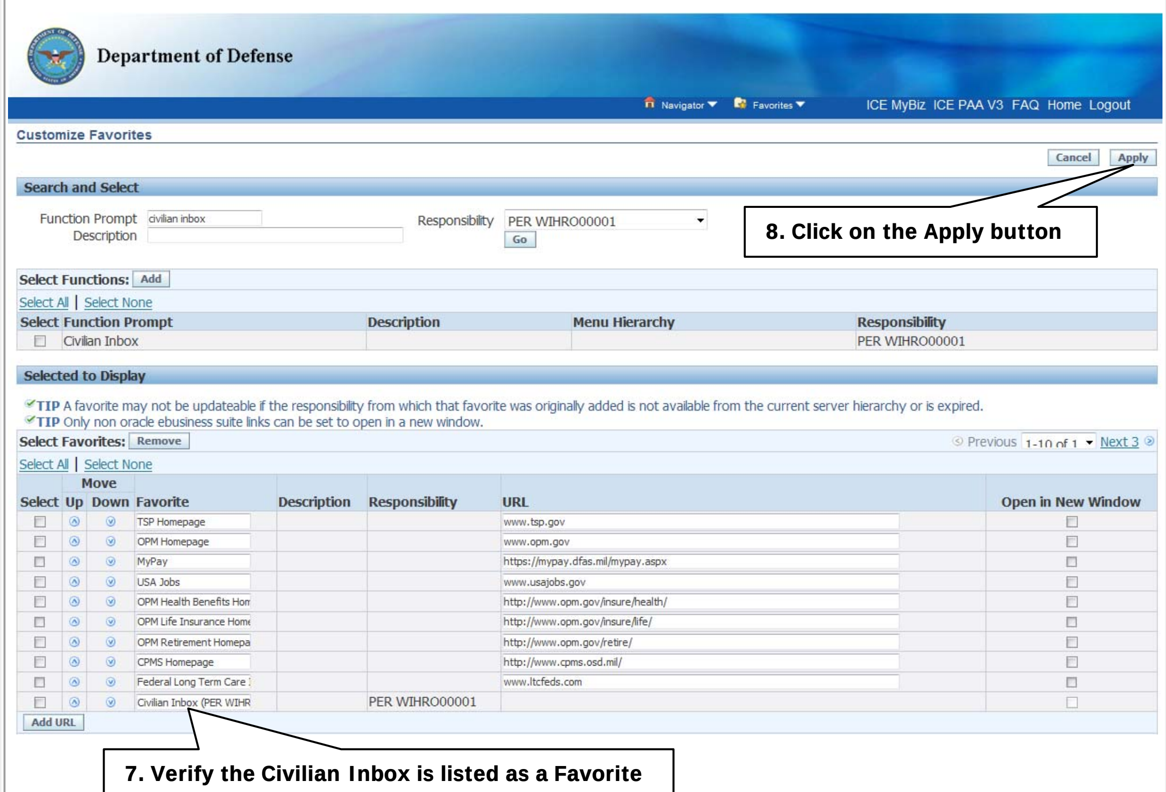


</td></tr>
</table>

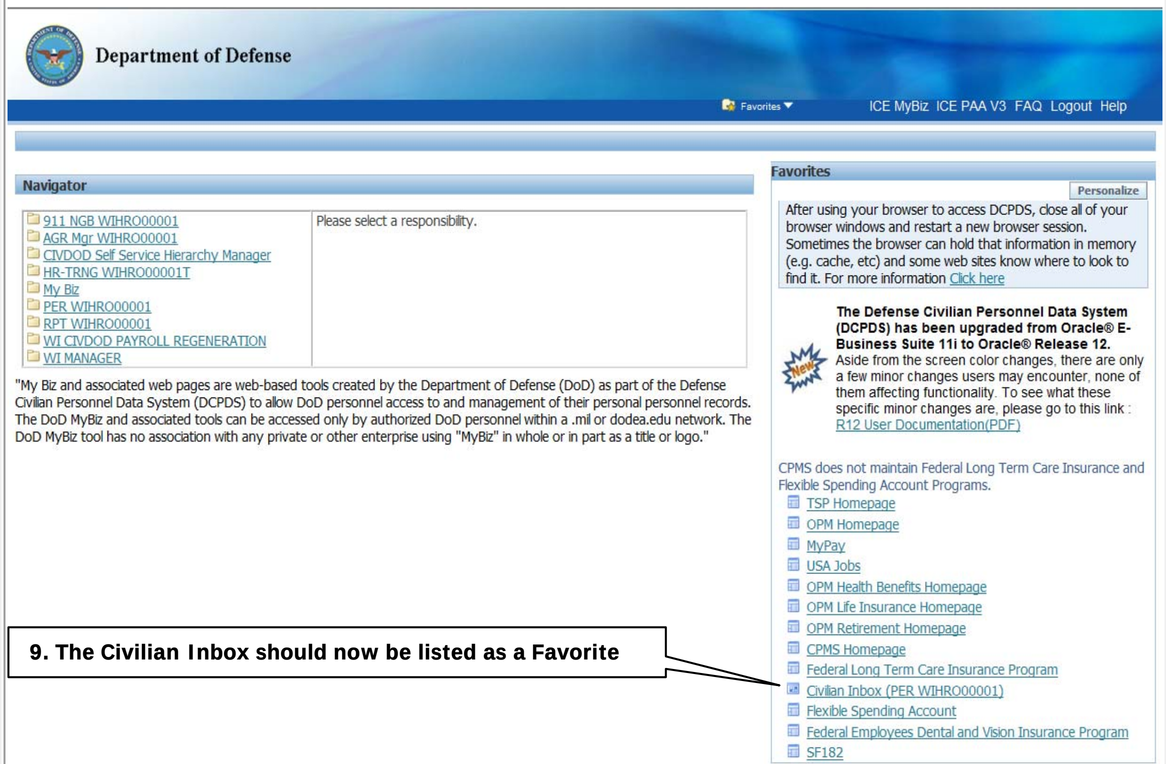
5, 6 Check in the Civilain Inbox and click on the Add button.



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



9 The Civilian Inbox should now appear as a Favorite

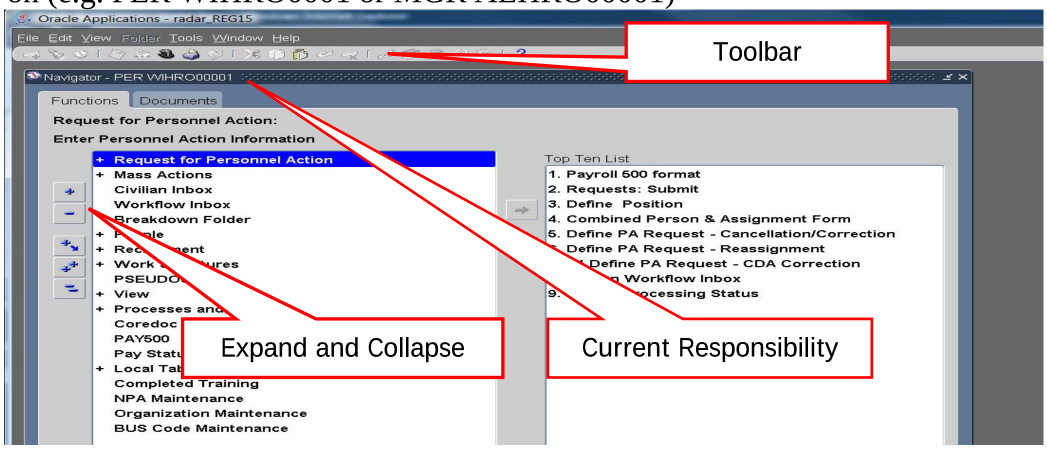


Navigating Within DCPDS

Navigator Window

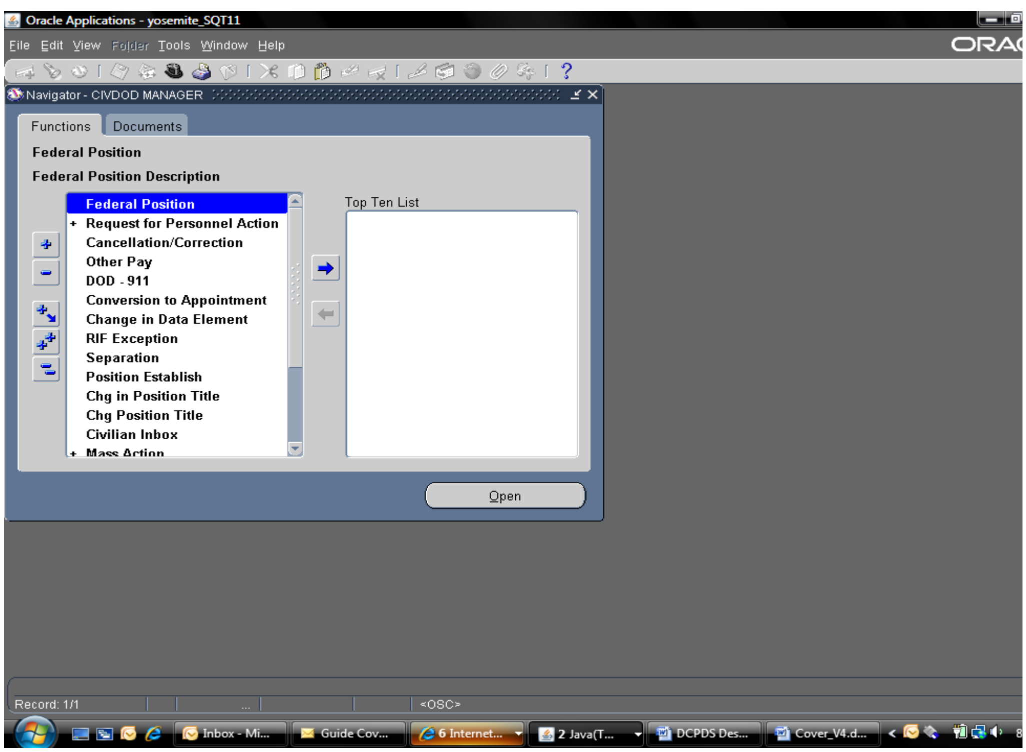
The Navigator window displays the menu of categories and tasks you can perform in DCPDS, based on the responsibilities you have been assigned (a supervisor has a somewhat different list than a manager, for instance).

- 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):



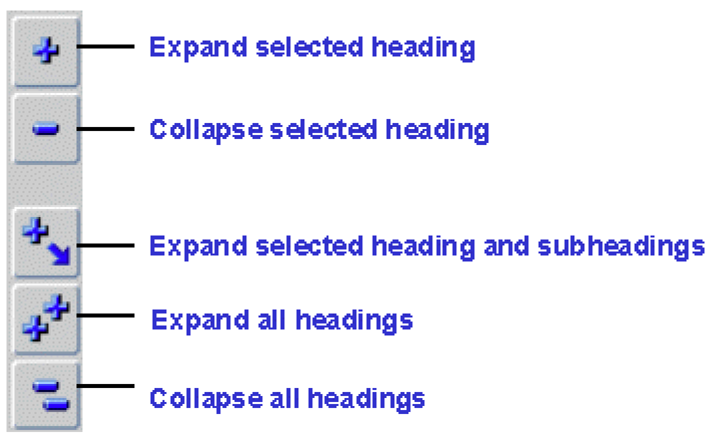
How the Navigation List is used

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

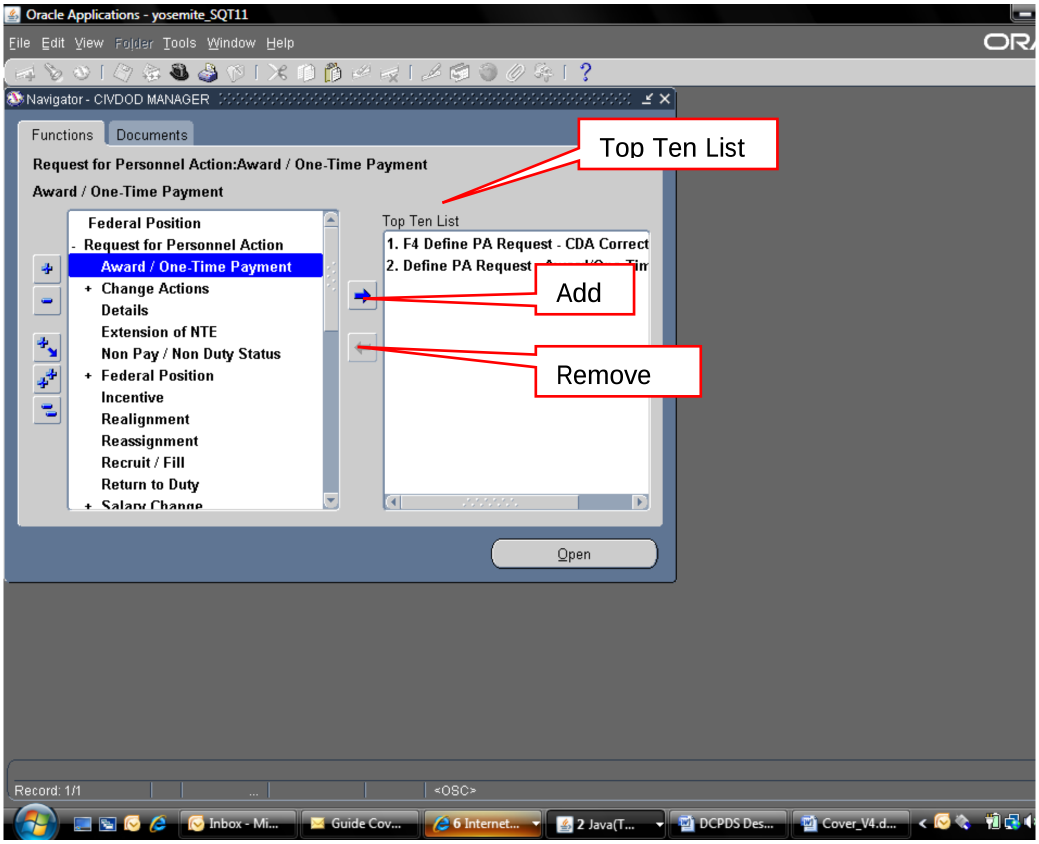
Double-click the task.

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:

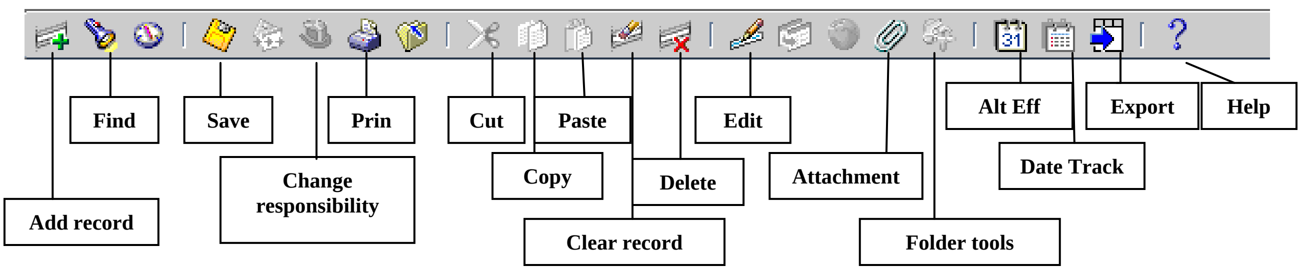
Step	Action
1	Click an item from the navigation menu you use frequently.
2	Click the <Add> button. • The item is now displayed in the navigation Top Ten List, with a Top Ten List number beside it. Note: the wording used for an item on the Top Ten list may vary somewhat from the wording used on the navigator 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. • 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:

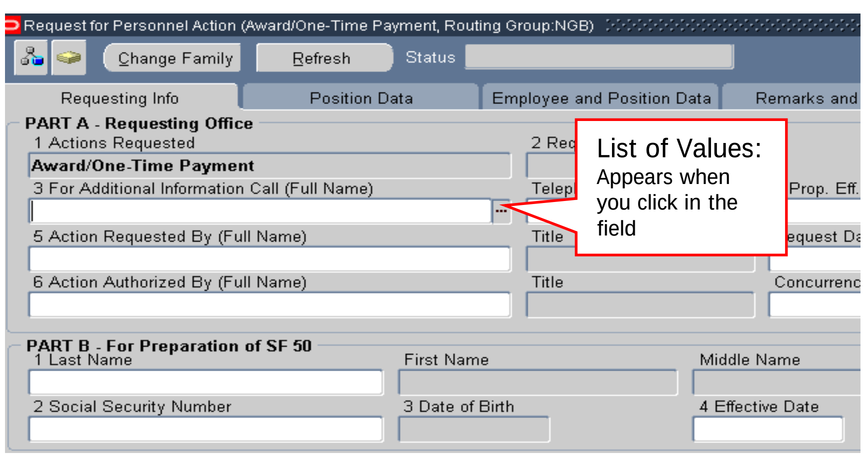
- Toolbar buttons will vary between screens depending on what functions are available; also, some may be displayed but "grayed out", which are unusable.
- To display the function of a button, move your mouse over it and an identifier will display briefly.

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

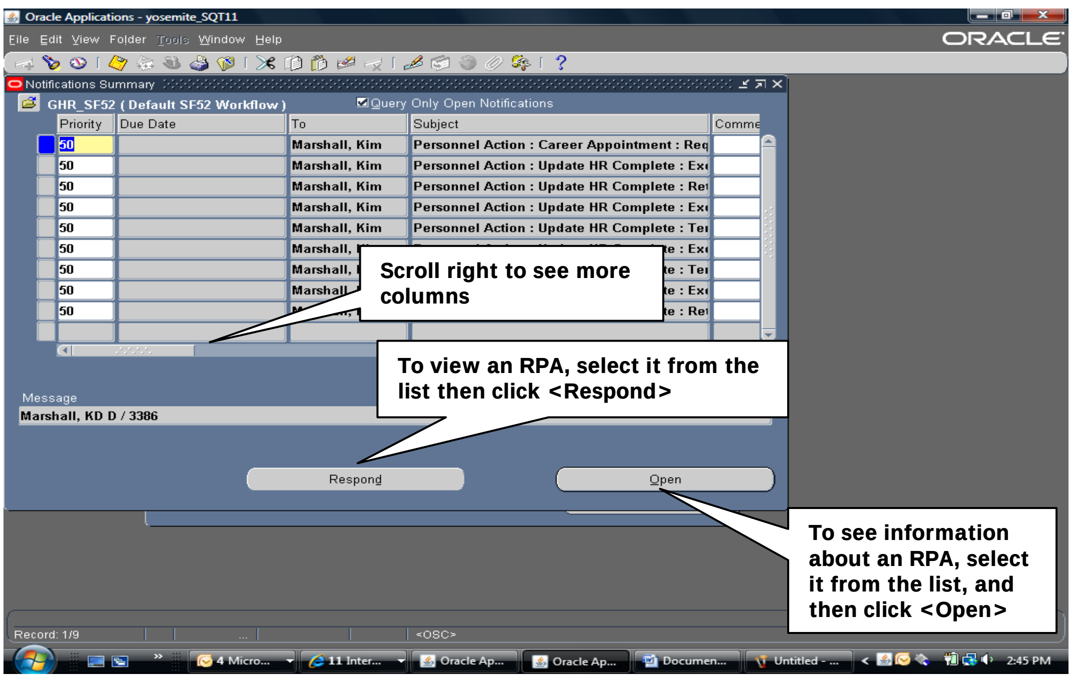
Everything that can be done with a mouse, by "pointing and clicking," can also be done using the keyboard. Keyboard "shortcuts" are alternate ways of performing the same functions available through the menu and Toolbar keys. A list of keyboard shortcuts is available through the DCPDS help menu. To access 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. It is the original inbox view that was created for DCPDS. This inbox will contain the same actions as the Workflow Inbox, just with a different view.

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

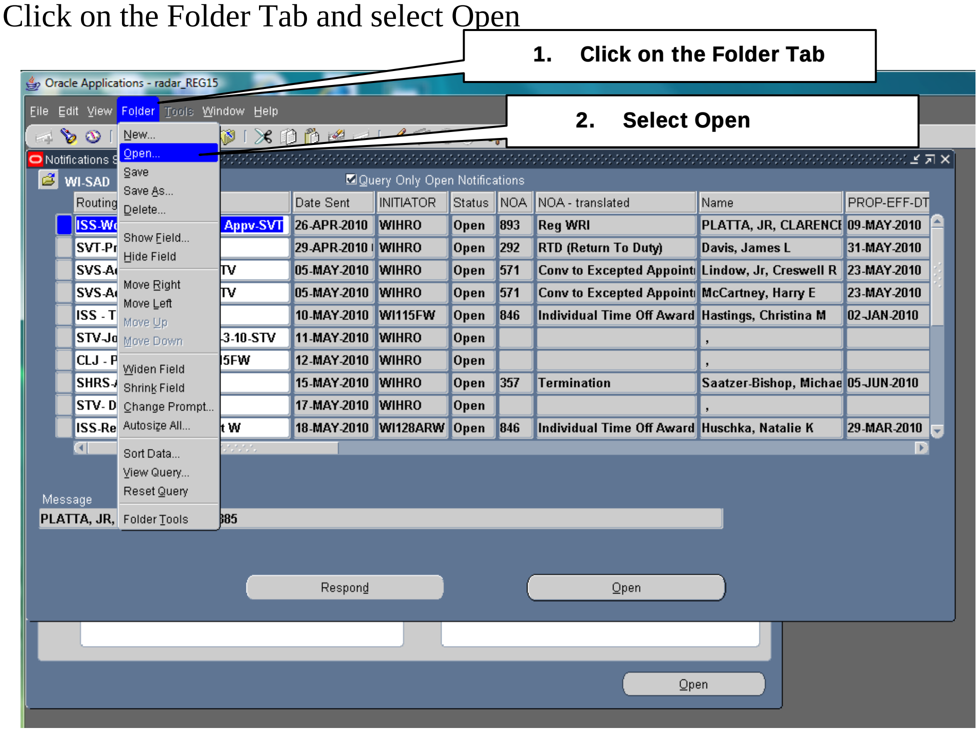
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select Civilian Inbox from the Navigator menu (note, if you move this item to your "Top Ten" List, it will show as Civilian Workflow Inbox).</td></tr>
<tr><td>2</td><td>The Civilian Inbox will display (called Notifications Summary). It will appear to be empty -- you need to REFRESH it to display any actions that you may have by pushing Ctrl-[F11] on your keyboard:


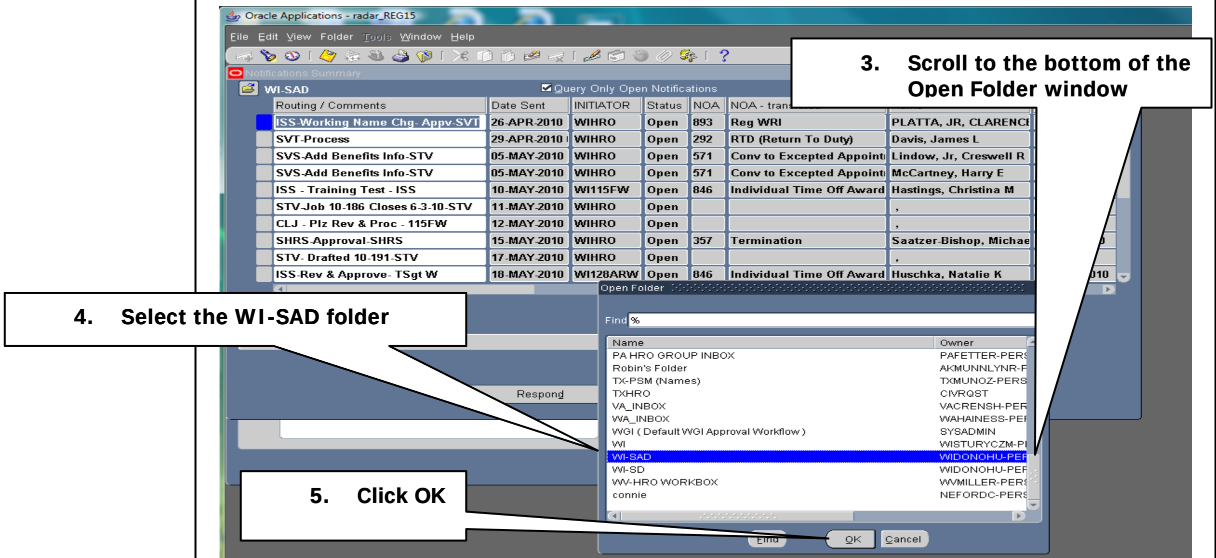
Note: The inbox window is substantially longer than one screen; to see other columns, use the scroll bar at the bottom of the window to move to the right. You can customize the display of your Civilian Inbox by rearranging the order of columns or displaying actions in a different sequence.</td></tr>
</table>

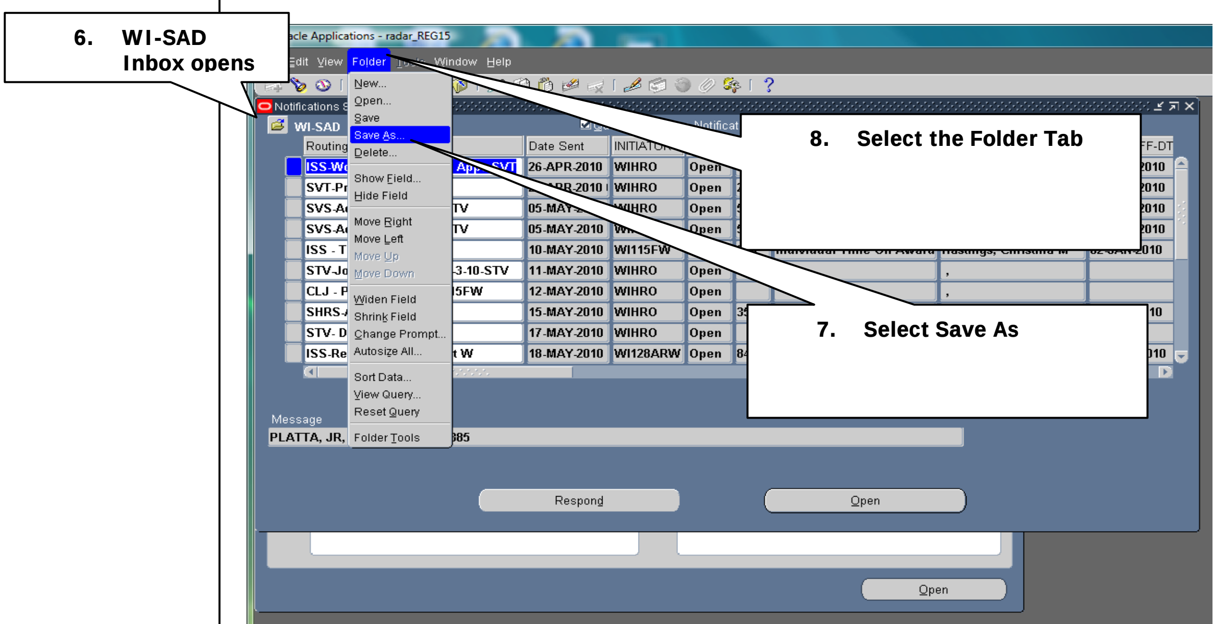
3	To access a specific action in your inbox, click on it (anywhere on that line) so that the blue record indicator appears on the left side of the action. If your list is long, you may need to use the scroll bar on the right side of the inbox window. • To view the action, click the <**Respond**> button. • To track or view information about the action, click the <**Open**> button.

Saving a Standardized California Folder View

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

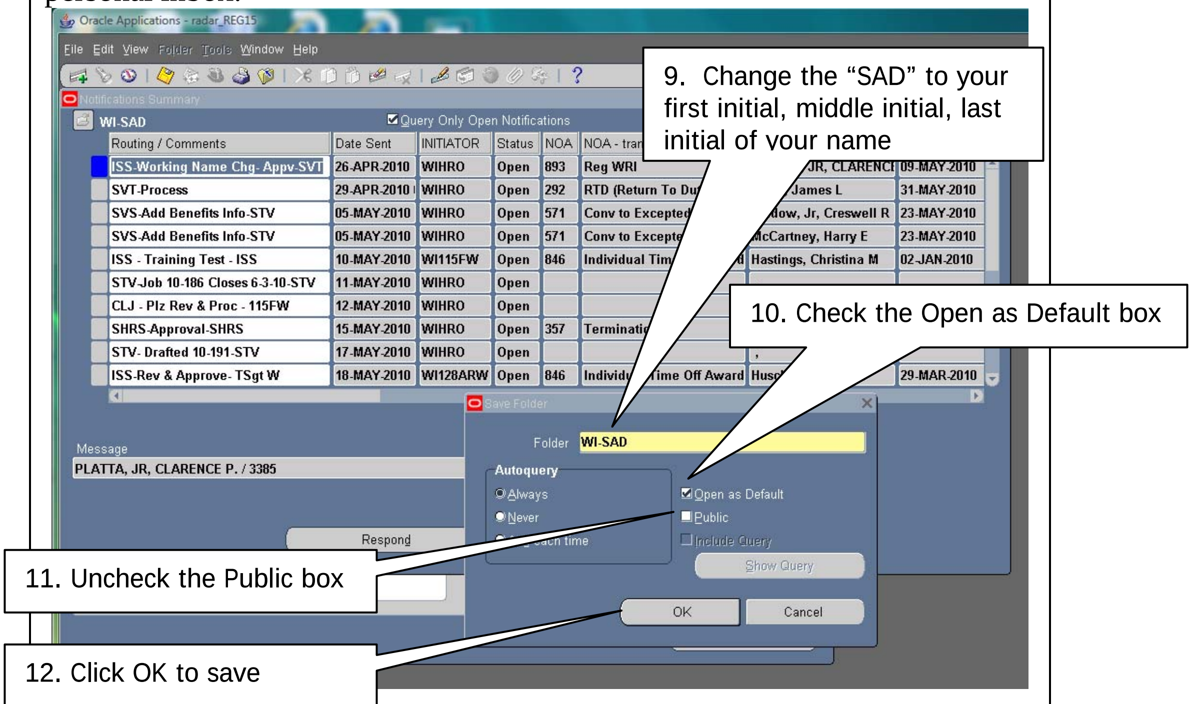
Step	Action
1, 2	Click on the Folder Tab and select Open 

<table>
<tr>
<td>3, 4 , 5</td>
<td>Use the right scroll bar and go to the bottom of the Open Folder window and select the WI-SAD folder and click OK


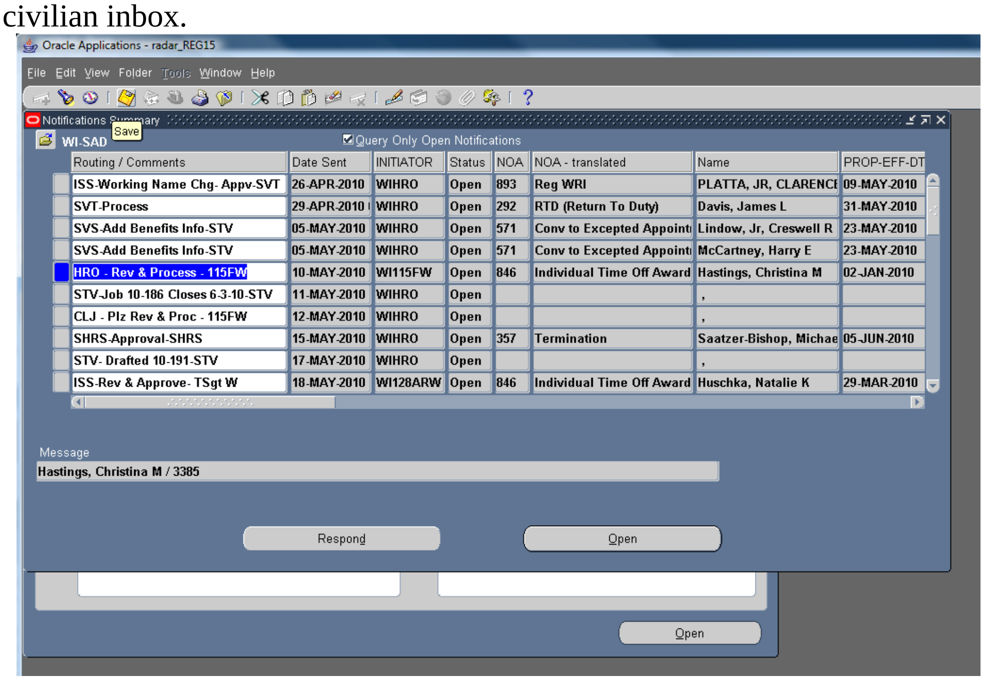
</td>
</tr>
<tr>
<td>6, 7, 8</td>
<td>After the WI-SAD Inbox opens select the Folder Tab and select Save As


</td>
</tr>
</table>

<table>
<tr>
<td>9, 10, 11, 12</td>
<td>The Save Folder window displays. Change the “SAD” 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.



</td>
</tr>
<tr>
<td>13</td>
<td>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.



</td>
</tr>
</table>

Accessing the eRPA

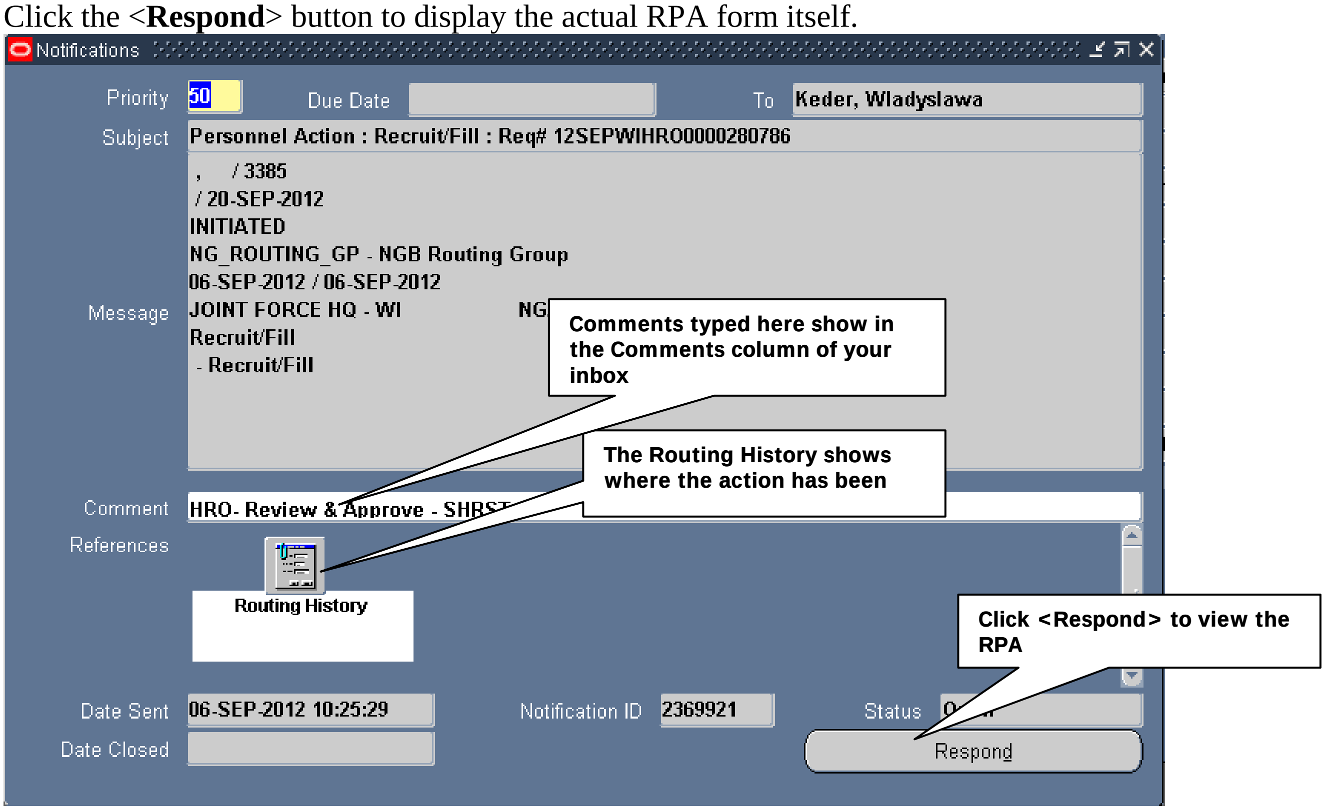
To view the eRPA history within DCPDS, you must first retrieve the eRPA from your inbox. The procedure for doing this varies somewhat depending on which inbox you are using

- **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 eRPA.

- You can enter comments that will show in your inbox if desired. These comments are only for you -- they will not travel with the eRPA.
- 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 eRPA.
- Click the <**Respond**> button to display the actual RPA form itself.

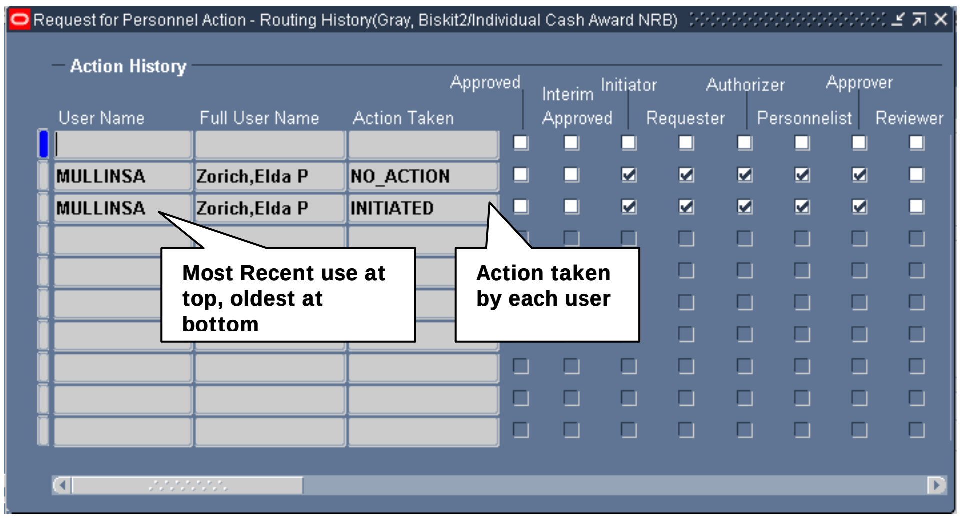


Tracking History

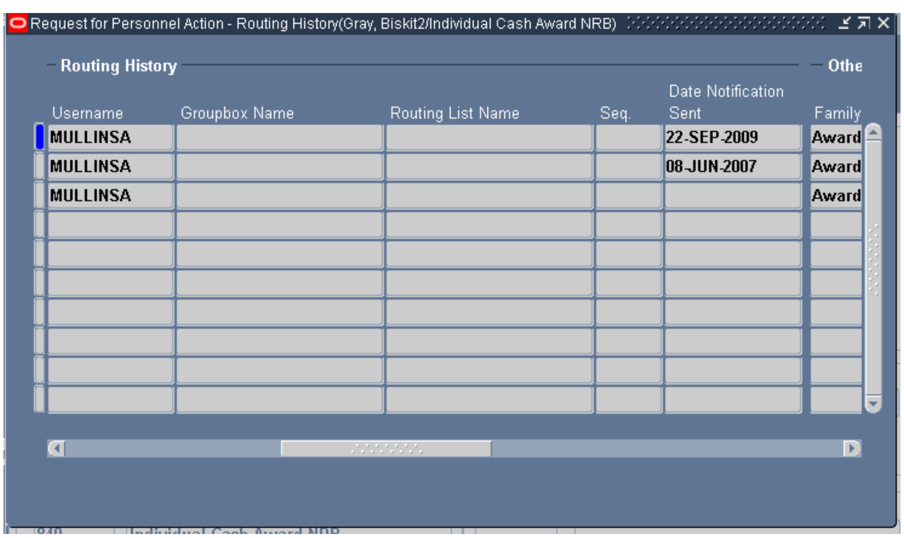
Clicking the <**Routing History**> button (on the **Notification Details** screen) or the <**History**> task flow button at the bottom of the RPA) will show a history of the routing of the RPA – who initiated the request, who approved it, who reviewed it, etc. You can see the progress of a form as it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

- o Be sure to use the scroll bar on the bottom of the window to display additional routing information.
- o 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).



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.



Section Three – Initiating the electronic 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 ***Logging into DCPDS***).
2	Determine what type of personnel action you are requesting. See ***Types of Personnel Actions*** 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 ***Logging into DCPDS***).
4	Initiate the RPA (see ***Initiating a Request for Personnel Action***, below, for more detailed instructions). Follow the instructions in the ***Types of Personnel Actions*** 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 ***Printing an RPA or NPA*** below) (optional).
6	Route the RPA to the next person in the routing chain (see ***Routing an RPA***, 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 electronic Request for Personnel Action

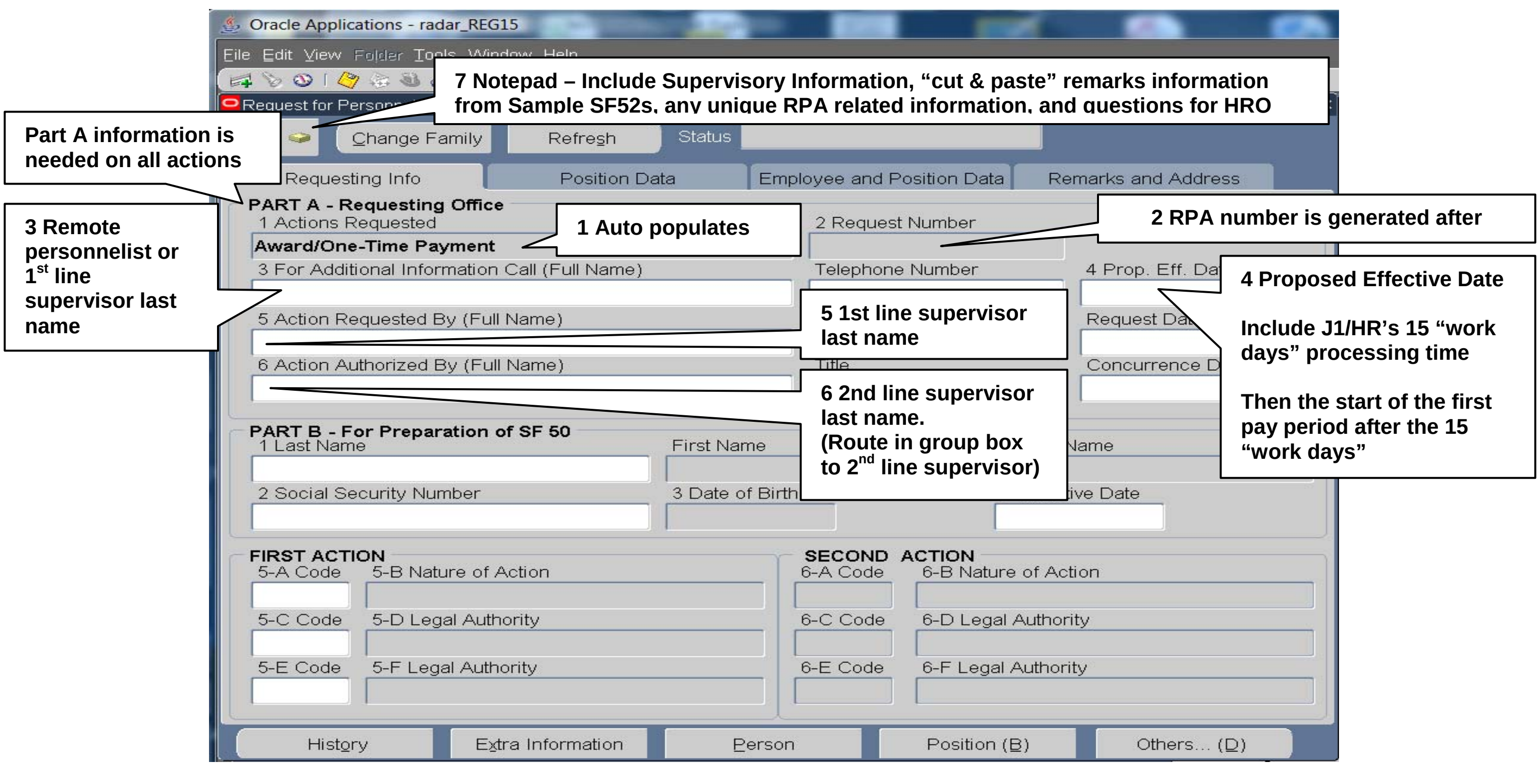
From the **Navigator** window, select *Request for Personnel Action* <**Open> Recruit**/*Fill* (or any of the other types of actions listed under the *Request for Personnel Action* menu) to display the RPA.   *Award/One-Time Payment* is used in this guide as an example.

Types of Data Fields

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

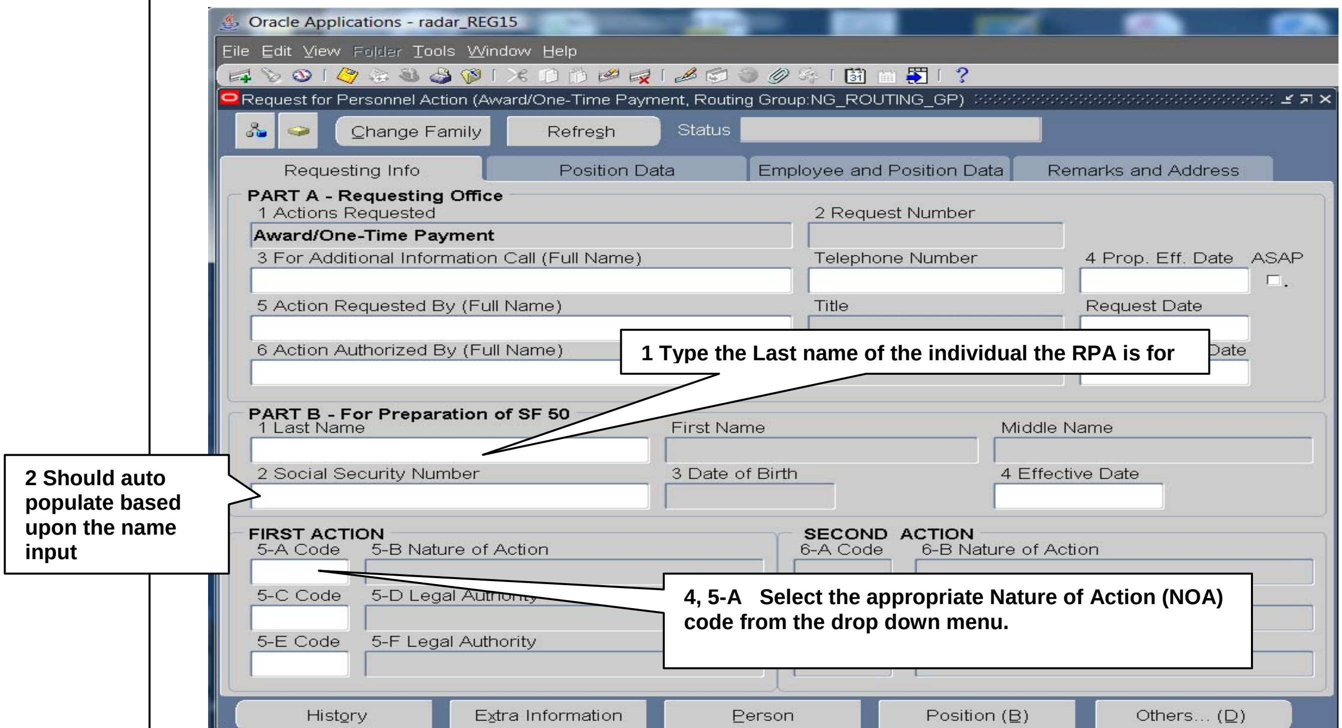
- White: you can enter or edit data in these fields.
- Gray: you can view data in these fields but not change it.

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.



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 after the first time the RPA is saved. **Example**: 10SEPWIHRO0000352692
3 For Additional Information Call	Typically this is the requesting 1st 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 1st 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 eRPAs, 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)

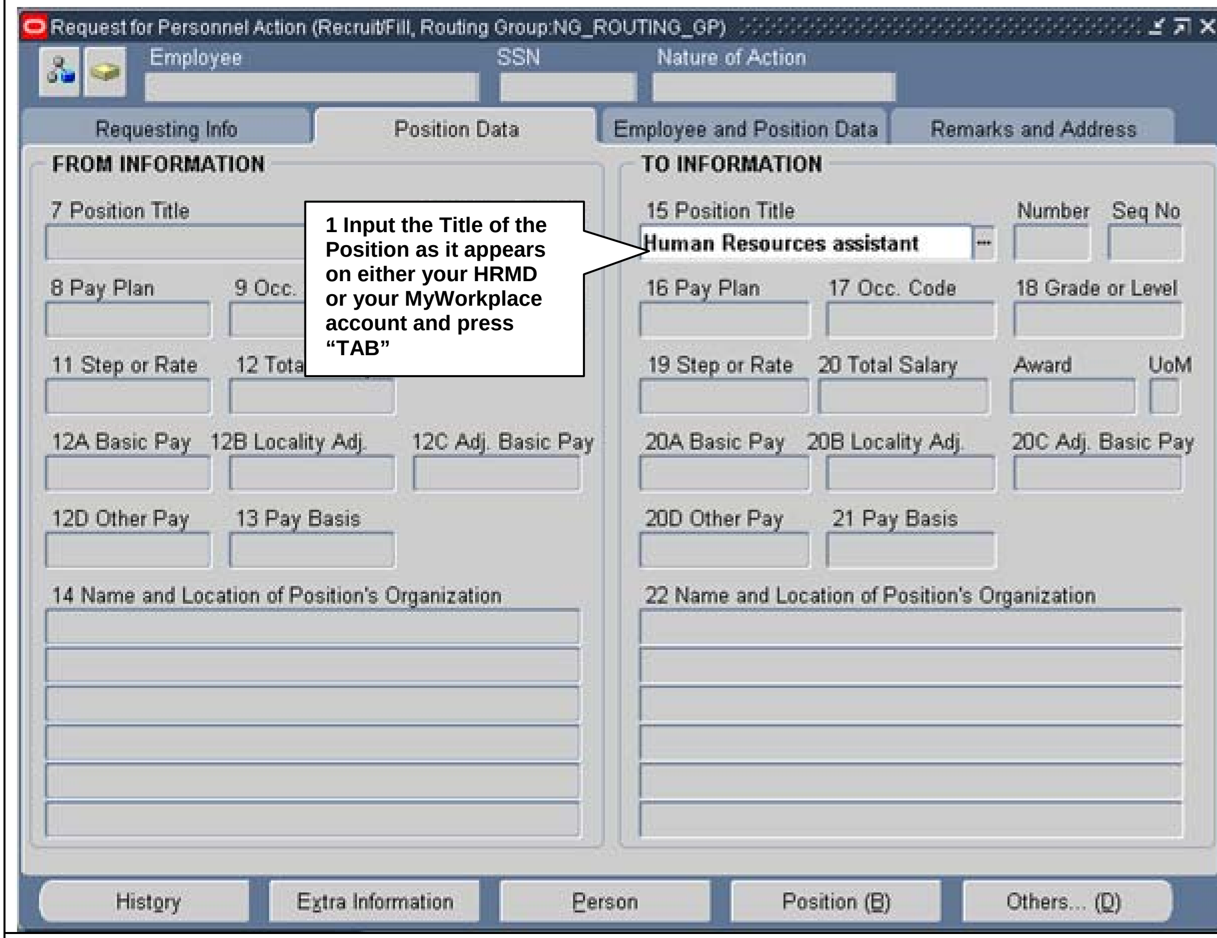
Requesting Info – Tab 1, Part B - For Preparation of SF 50
(Completed by Requesting Office)



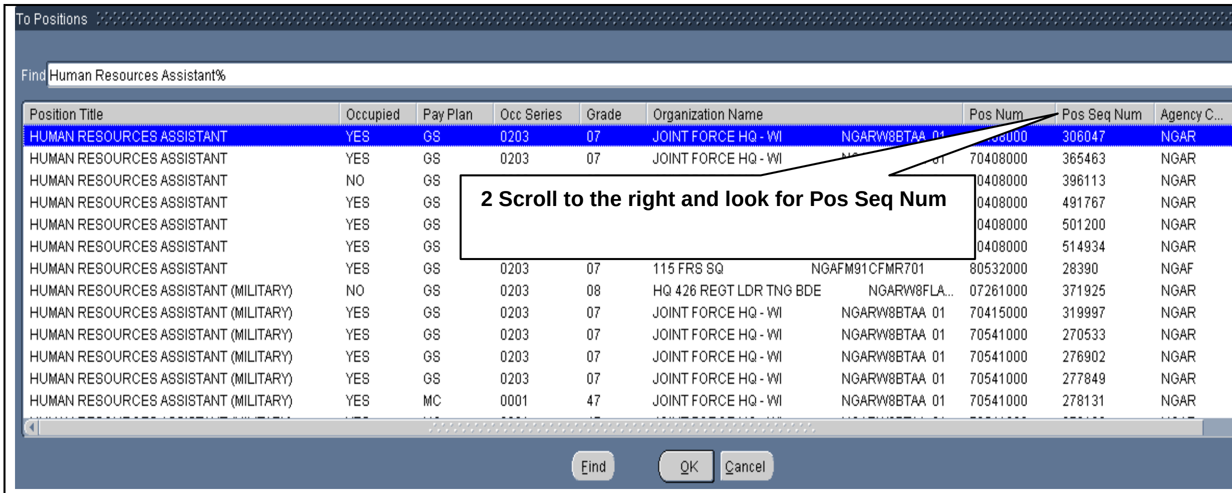
1 Last Name	Type the last name or the first few letters of the last name of the individual and click <**OK**>), click the name from the LOV, and click **<OK>,** to automatically populate the data field. Only the names of your employees are displayed in the LOV. If you select a name from the LOV, the ***First Name, Middle Name, Date of Birth*****, and *Social Security Number*** data fields will automatically populate on the RPA.
2 Social Security Number	This is automatically populated based on the ***Name*** data field. If desired, you can select the employee based on the SSN with hyphens (999-99-9999).
4 Nature of Action, Block 5-A	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.

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"



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	NGARW8BTAA 01	[illegible]	306047	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	[illegible]	70408000	365463	NGAR
HUMAN RESOURCES ASSISTANT	NO	GS					0408000	396113	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS					0408000	491767	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS					0408000	501200	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS					0408000	514934	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	80532000	28390	NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07261000	371925	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70415000	319997	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	270533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	276902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	277849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	MC	0001	47	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000	278131	NGAR

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

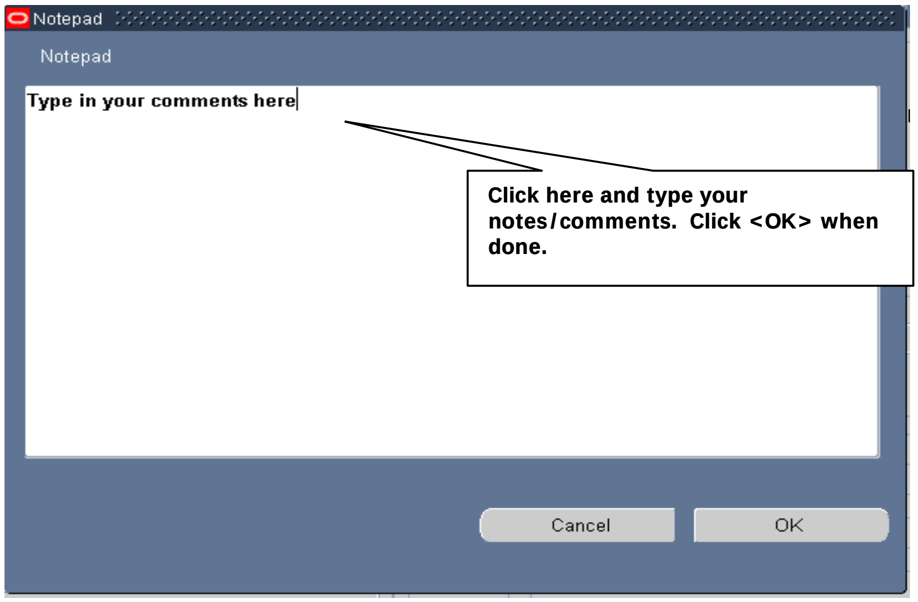
Completed by HRO

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.

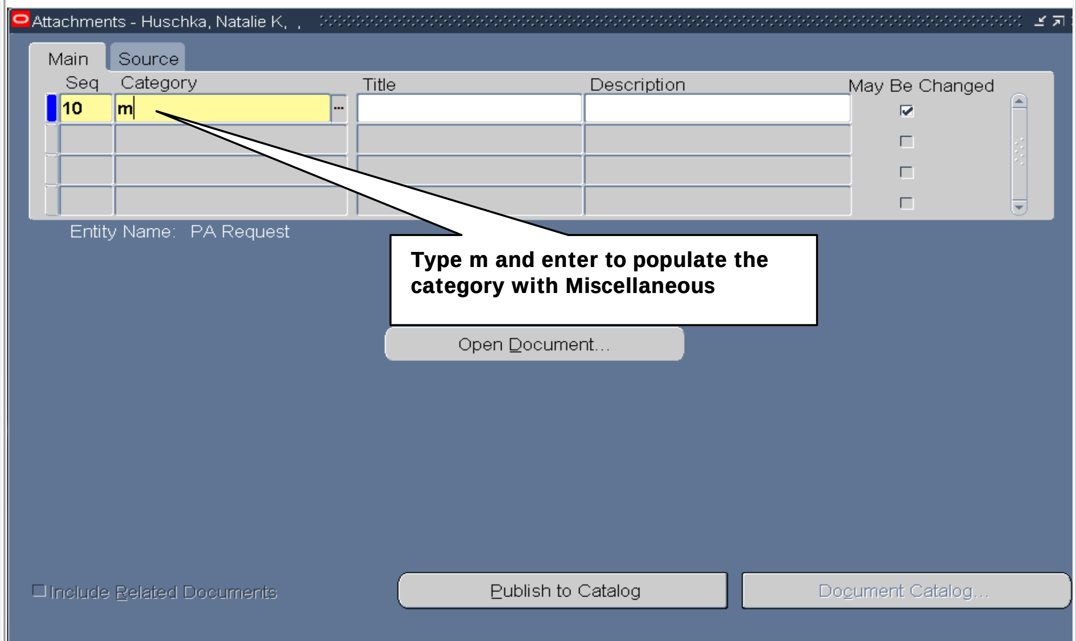


- You can use the notepad to write any notes pertinent to the action. Click in the white text area and begin typing to start a new note. If there is already information in the notes section (that is, the action was sent to you from someone else who added a note), select <**Append**> and add your notes 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

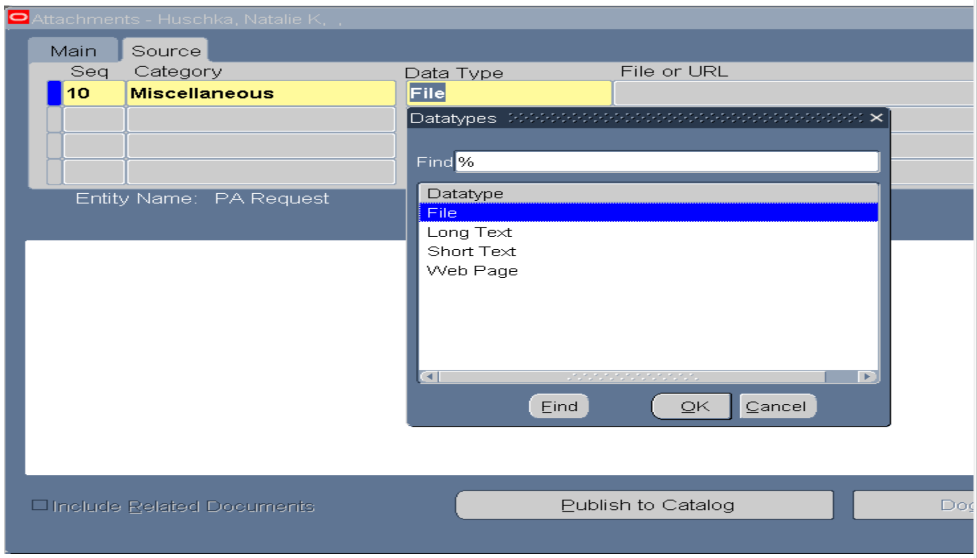
This section shows how to attach word documents, spreadsheets, or other computer files (including lengthy comments) to an eRPA, how to view and/or print an attached document, and how to delete an attachment.

Attaching Comments

Step	Action
1 	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.
2	The **Attachment** Window is displayed: 
3	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. o Comments 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. o Miscellaneous is used to attach an existing document from another application such as Microsoft Word, Excel, etc.
4	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.
5	In the Description field press the tab key.
6	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:

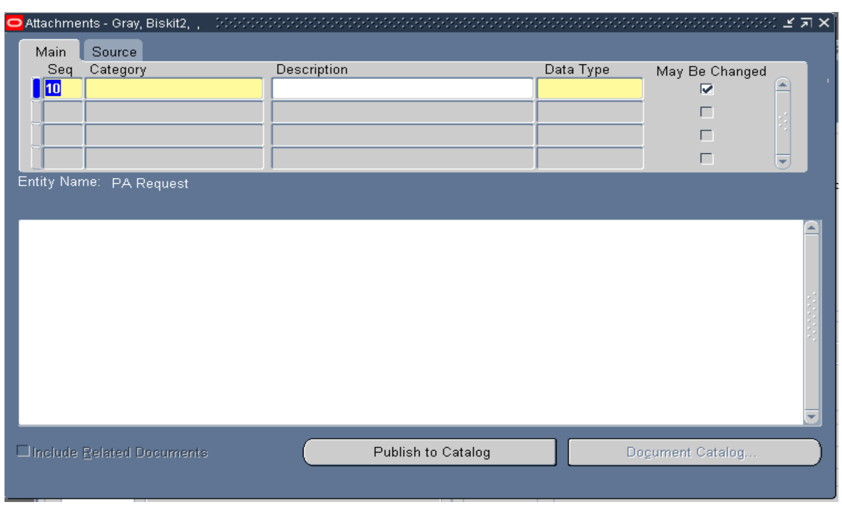
- File – allows you to attach a Word document, spreadsheet, etc., to the RPA. When you select this, an Upload File window will open. Continue at ***Attaching a File***, below.
- Long Text – allows you to type free-form comments similar to using the notepad, but without the 2000-character limitation of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

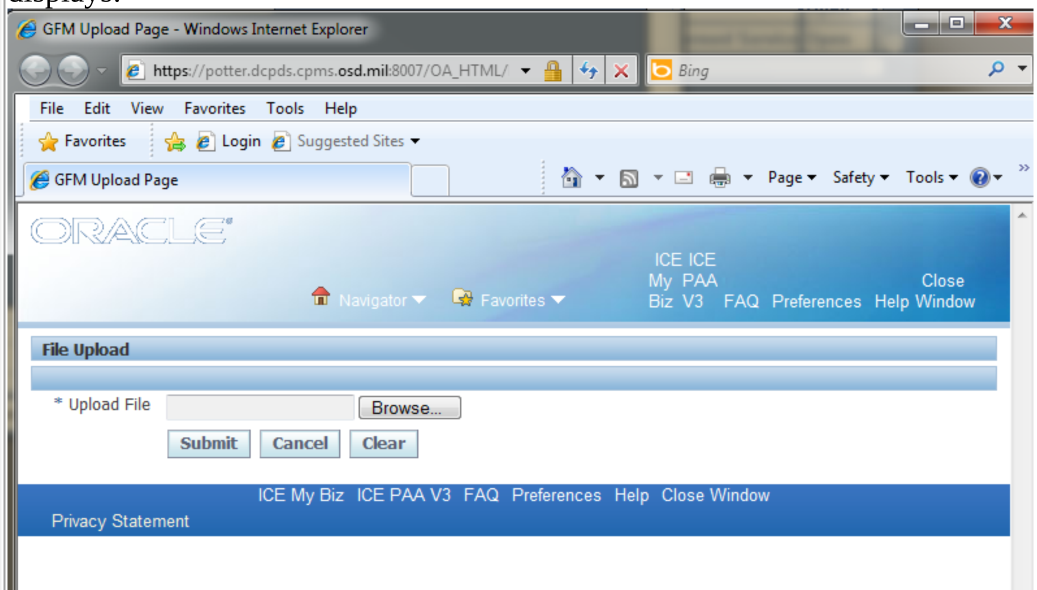
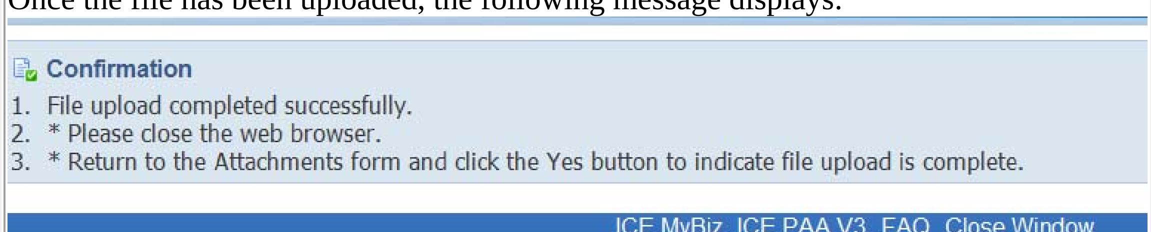
Click in the large white area and type your comments:

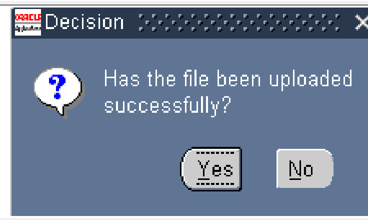


When you are done typing the comments, click the **Save** button on the toolbar to save the attachment information. You can then close the attachment window to return to the RPA, or add another attachment if desired.

Attaching a File

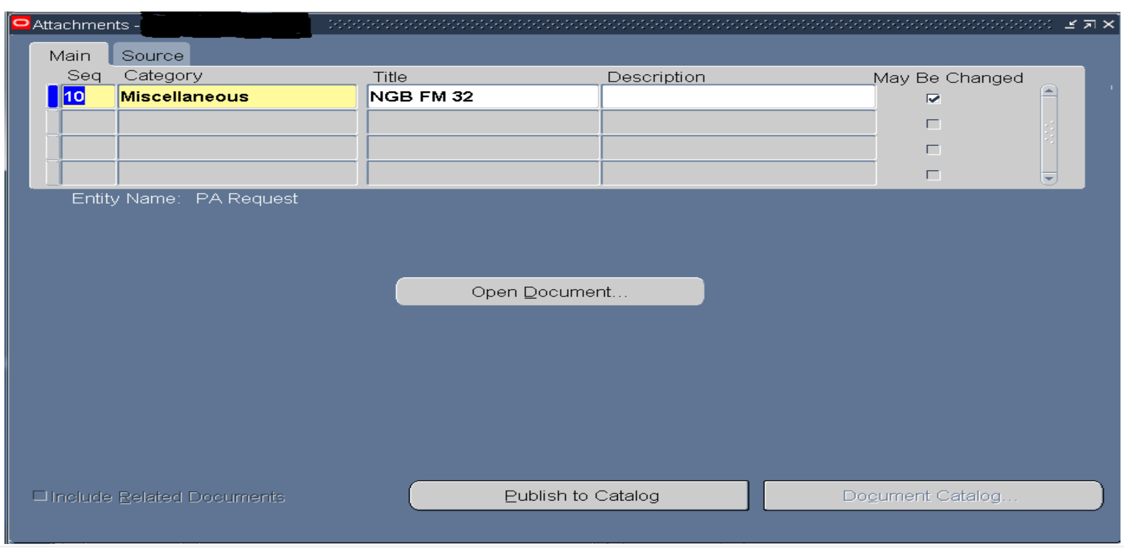
Follow these instructions to attach a file (Word document, Excel spreadsheet, or other computer file):

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>When you select "File" as the "Data Type" in step 6 above, a File Upload window displays:

</td></tr>
<tr><td>2</td><td>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.</td></tr>
<tr><td>3</td><td>Once the file has been uploaded, the following message displays:

</td></tr>
<tr><td>4</td><td>Close the window to return to the Attachment window, and click the <Yes> button on the decision window:</td></tr>
</table>

	
5	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.

Viewing and Printing Attachments

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

Step	Action
1 	To view the attachment(s) to an RPA, click the Attachment icon on the Toolbar (the RPA must be open on your screen). **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.
2	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). o For a file, click the <**Open Document**> button. The file will open in a separate browser window where you can view or print it. o Comments will display automatically when you select a "Comment" item. 
3	When you are done, close the **Attachment** window to return to the RPA.

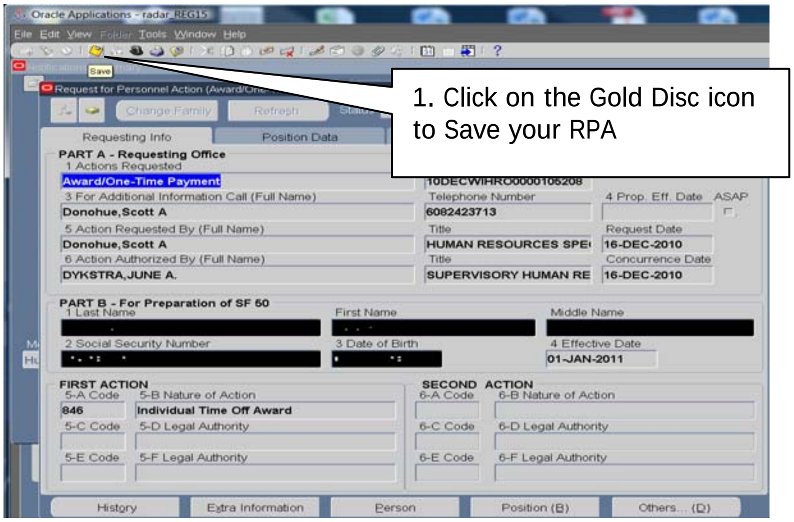
Deleting an Attachment

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

Step	Action
1 	Click the Attachment button on the Toolbar (the RPA must be open on your screen). **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.
2	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).
3 	Click the **Delete Record** button on the toolbar.
4	The following message is displayed. Click the appropriate button.  o *Attachment* 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. o *Document and Attachment* 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.
5	Click the <**Save**> icon on the toolbar to save your changes to the **Attachment** Window.

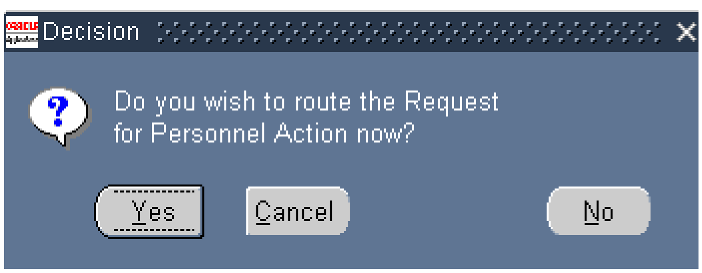
Saving an eRPA

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 eRPA.

Step	Action
1	Click on the Gold Disc Save icon 

Routing an eRPA

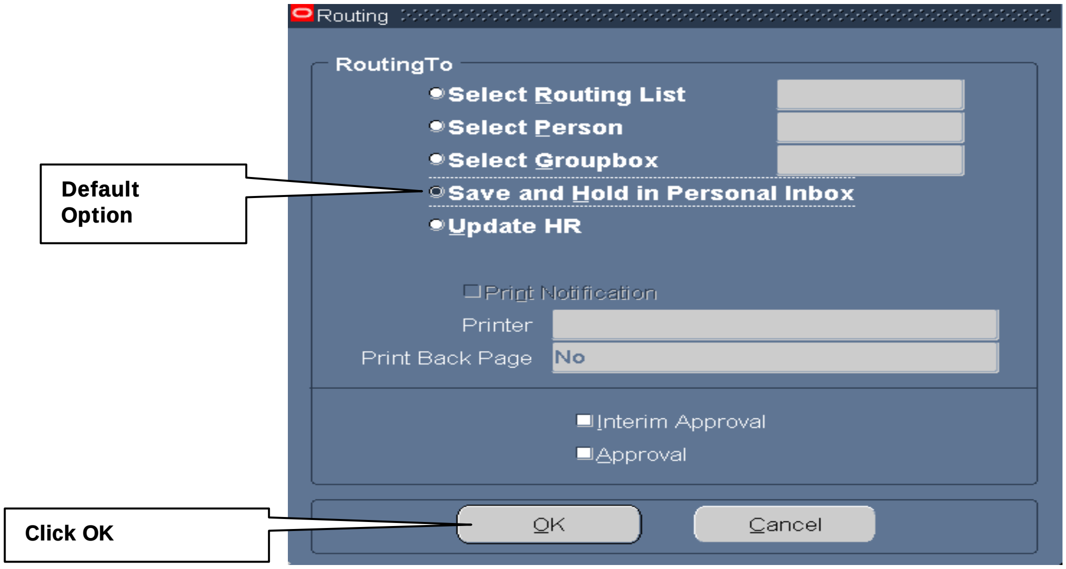
Once you click on the Save icon on an RPA, a dialog box is displayed.



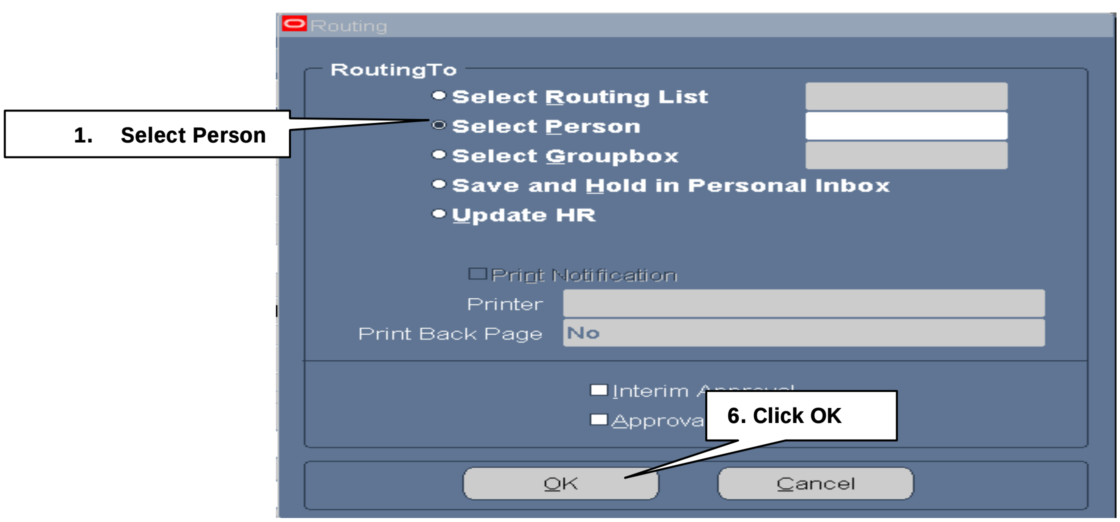
- Click **<Yes>** to display the **Routing** Window (including routing it to your inbox).
- Click **<Cancel>** to return to the RPA.
- Click **<No>** to save your action and return to the RPA (without routing it).

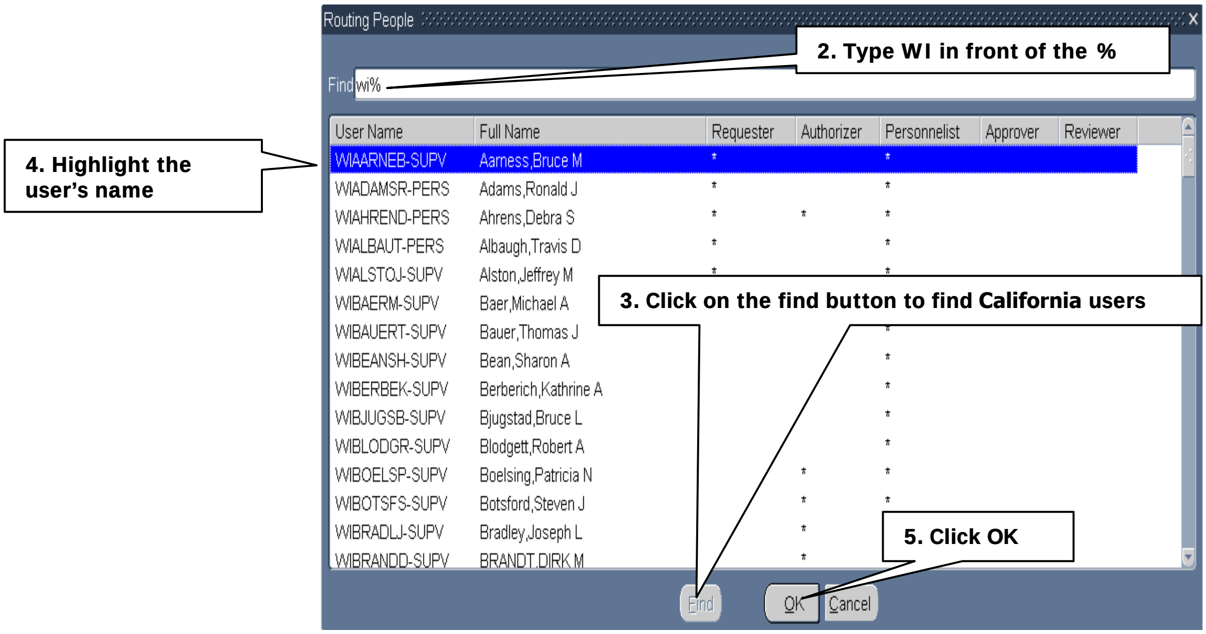
The Routing Window

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.

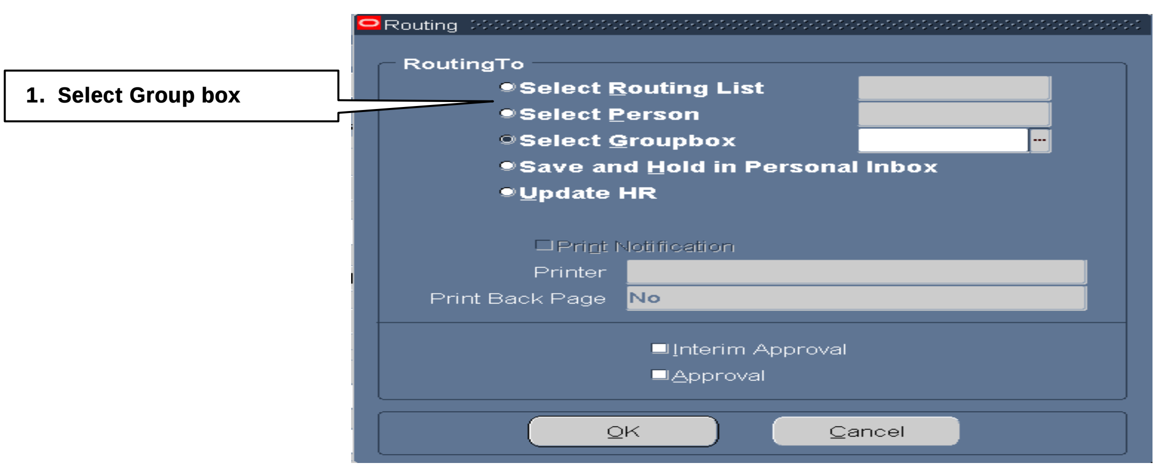


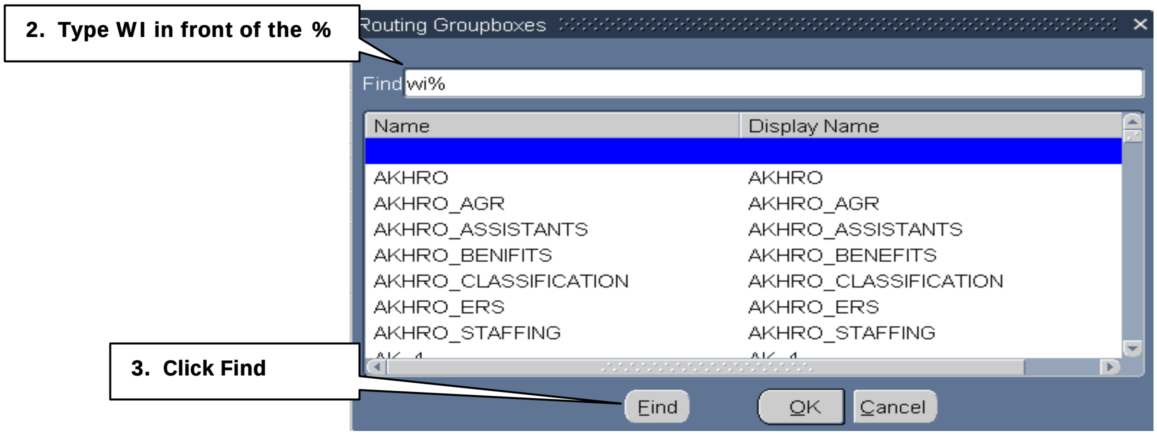
Routing To	Description/Function
1 Save and Hold in Personal Inbox	This is the default option; it saves the RPA in your own inbox. If you are the initiator of the RPA, the system will generate the RPA number and display it in a window; click <**OK**> to close this window. The RPA that you saved will be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

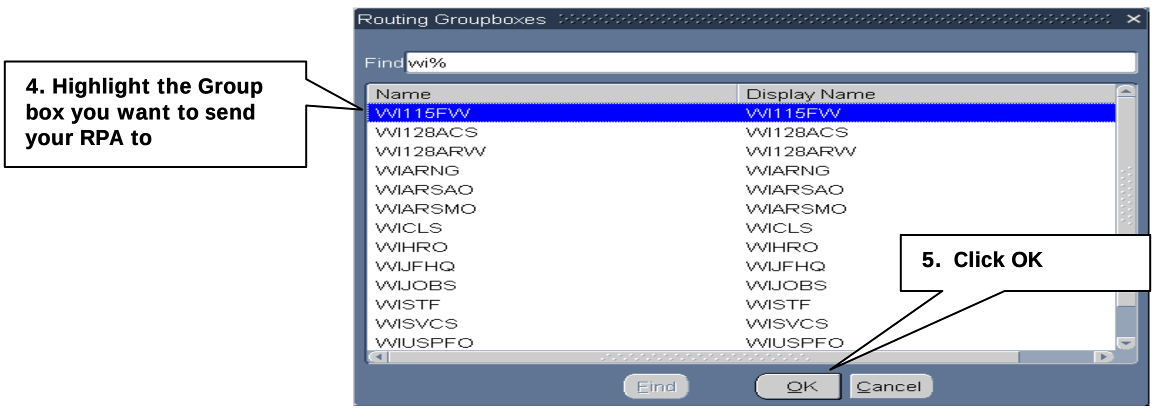




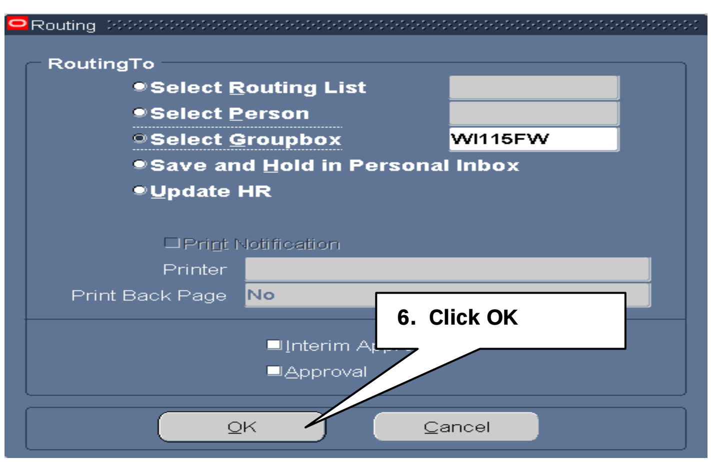
Routing To	Description/Function
Select Person 1, 2, 3, 4, 5, 6	This option routes the action to a particular individual and should be used only for sensitive RPAs, i.e. suspension. Click ***Select Person*** to display a listing of individuals, then click the correct individual to whom you want to route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







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

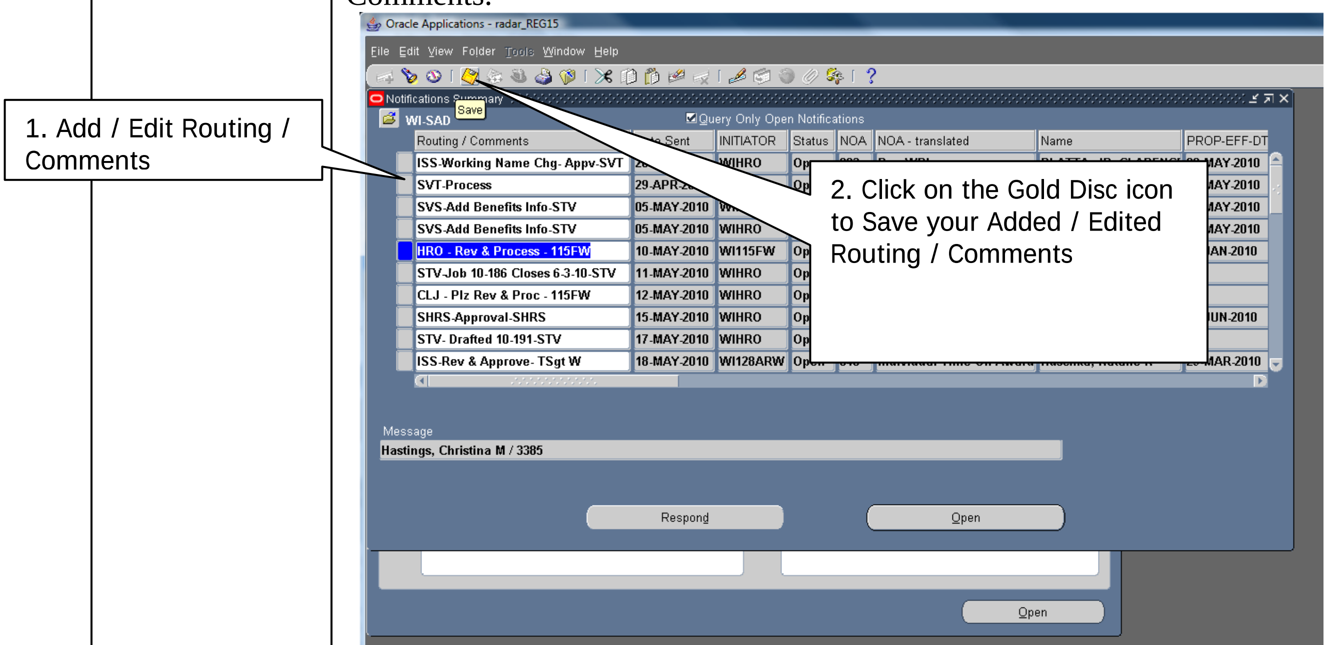
If you are using the Civilian Inbox it is very important that you refresh your inbox after routing the RPA to another user or groupbox

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

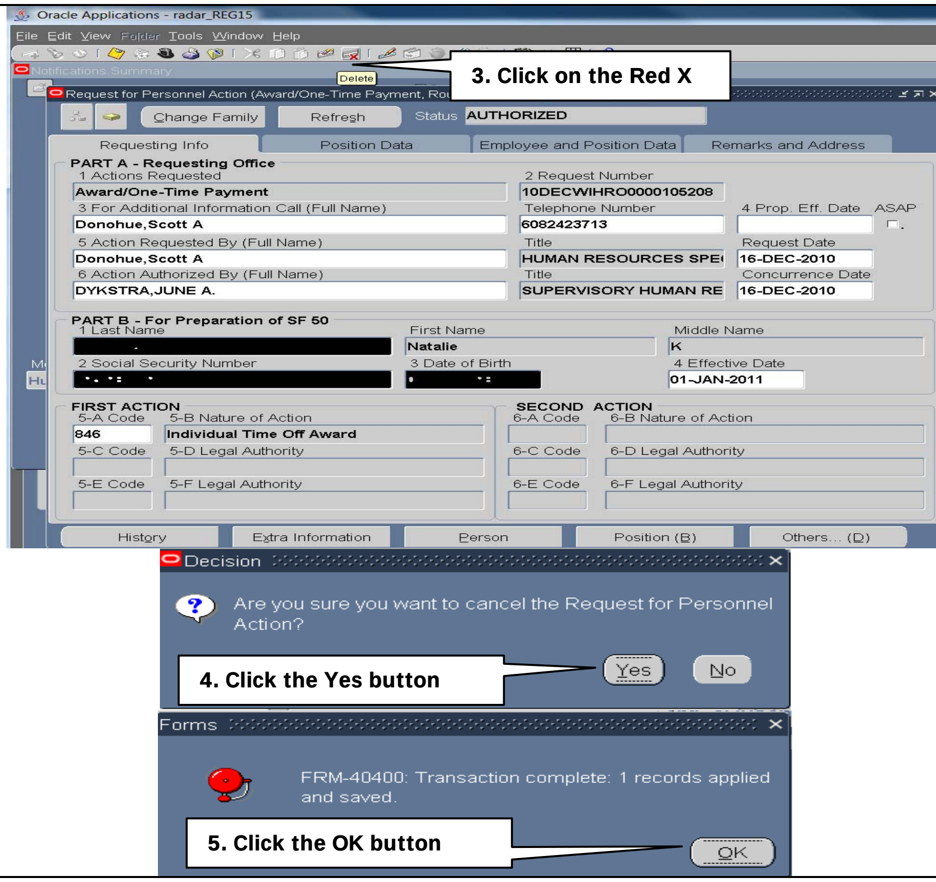
<table>
<tr>
<td>1</td>
<td>After saving an eRPA, be sure to add / edit your Routing / Comments next to your eRPA. Then click on the Gold Disc icon to Save your Routing / Comments.


</td>
</tr>
</table>

	When adding / 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 • HRO – Rev & Proc – 2nd line supervisor's last name • HRO – Rev & Proc – Remote personnelist's last name Press the CTRL+ [F11] keys to REFRESH your Inbox and verify your Routing / Comments are saved.

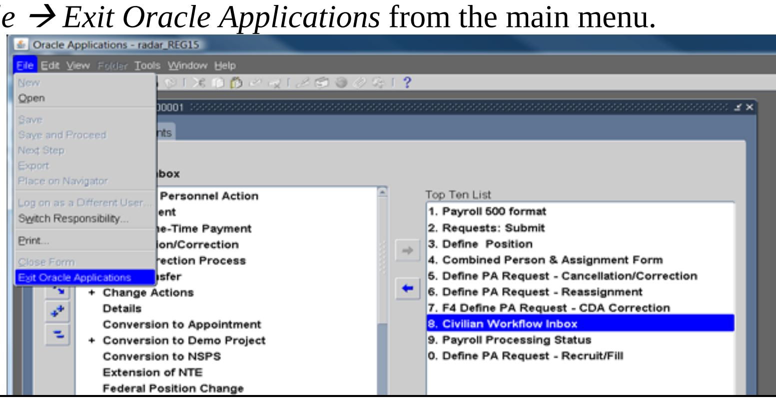
Deleting an eRPA

Step	Action
1, 2	***Select*** the RPA in the inbox and click on the ***Respond button***.
	
3, 4, 5	Click on the Red **X.** Confirm the cancellation, click on the Yes button, and click on the OK button.

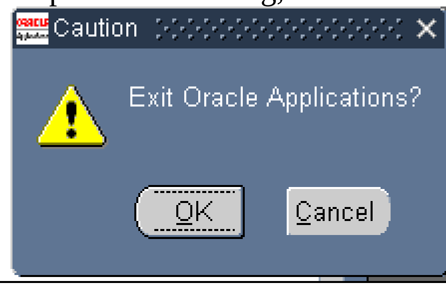
<table>
<tr><td></td><td>
</td></tr>
<tr><td>6.</td><td>REFRESH the Inbox by entering the keys Ctrl+[F11] on your keyboard and the RPA should be gone.</td></tr>
</table>

How to Exit from DCPDS

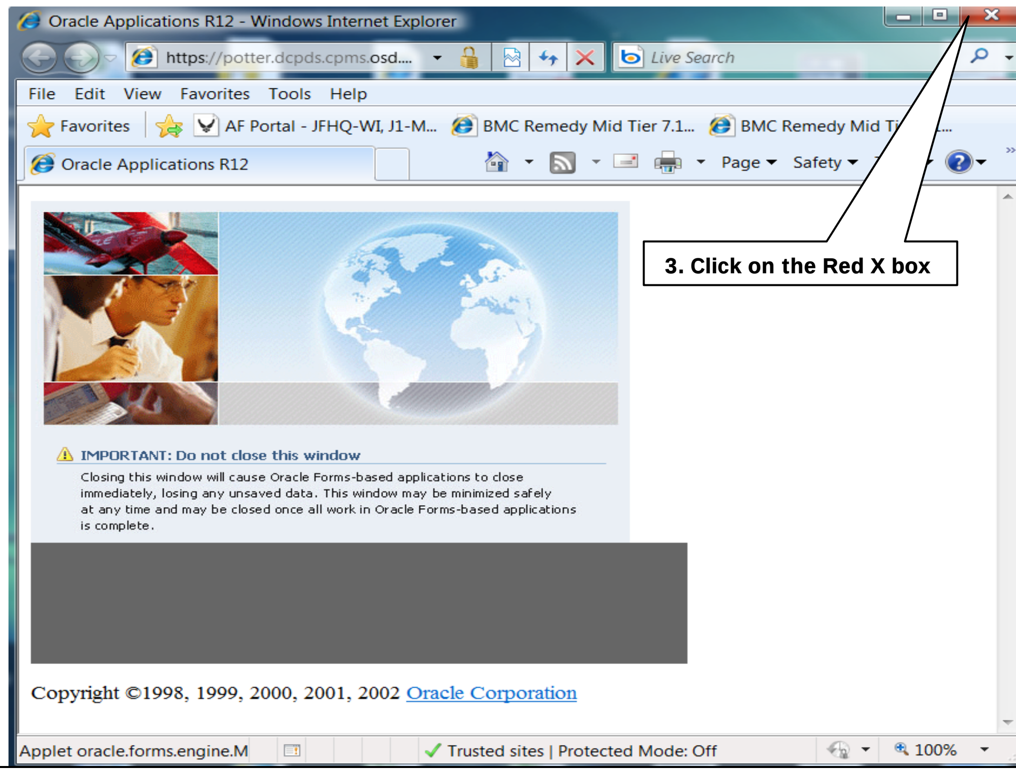
When you are done working in DCPDS:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click File → Exit Oracle Applications from the main menu.

</td></tr>
</table>

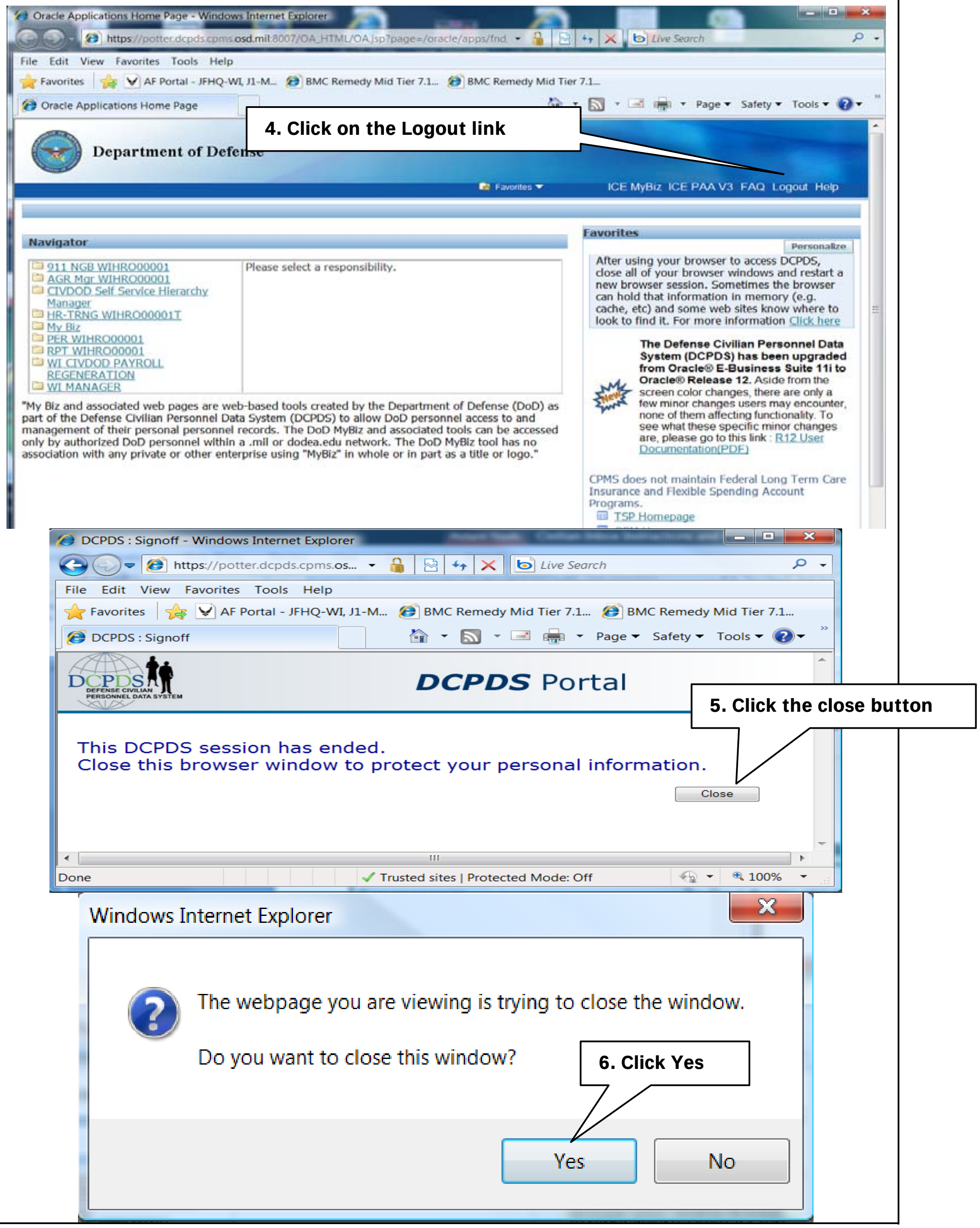
<table>
<tr><td>2</td><td>Click <OK> on the prompt window asking, "Exit Oracle Application?"



</td></tr>
<tr><td>3</td><td>Close this window using the Close Window control button.



</td></tr>
</table>

<table>
<tr>
<td>4, 5, 6</td>
<td>Close this window using the Logout link and then the close button and click Yes.


</td>
</tr>
</table>

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