



U.S. AIR FORCE



"Keeping The Human Resource Community Informed"

Headquarters, Air Force Personnel Center
Directorate of Civilian Personnel Operations
Functional Clearinghouse (DPCXTC)

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MODERN HR (MDCPDS)

Instructions for Processing Mass Realignment

The August 2002 stress test uncovered a problem with the Futures process in HR when processing mass realignments. Until the problem with futures is corrected, use the following procedures for processing a Mass Realignment:

Step 1. Use the instructions provided in the step-by-step guide attached to the Memorandum for MAJCOM/DP E-mailed on 19 Aug 02, up to Stage 5 (executing the Mass Realignment) or in the Modern DCPDS Users Guide, Module 4, Chapter 6, pages 3-17 up to page 15, step 4 'Click Save and exit the window.' DO NOT EXECUTE.

Step 2. E-mail the process name and number of records to your AFPC/DPCXO POC. DPCXO will execute the mass realignment run.

Step 3. Once processing is complete, you will receive a confirmation E-mail and any associated rejects.



MassRealignmentGuid
eSep02.doc



MDCPDS_POC.xls



ORGINFO.TXT



New Combat Wing
Organization S...

Verifying Locality Pay

Did you ever have a problem with the locality pay for an action? When you put a current employee on an RPA, the RPA displays the current employee information on both sides of the RPA. If you're filling a job, you'll need to enter the new position title (to include sequence number) in Block 15. If the action will result in a change in GSA location code, you will also need to make sure the new Duty Station Code is put back in Block 38. It's the information in Block 38 (not the position information) that determines the locality pay in Block 20B, as well as the translation of the Block 38 code in Block 39.

Refresh RPA

Did you know there is a "Refresh" button in the RPA, on screen 1? You will find this button useful if you updated Person or Position information while in the RPA. After you make your changes, just hit the Refresh button and you'll get a notice of what has changed. Another way to refresh the RPA information is to close it and reopen ("respond") from your Inbox.

Requesting PEC (Appropriation) Code Updates

When a new PEC code or a change to the clear text of an existing PEC code is identified by the CPF, the user should submit the requested update through the CPF Personnel Systems Manager (PSM) for coordination. The PSM or designated appointee will track change requests to ensure multiple requests for the same code are not submitted. The authorized Clearinghouse representative will build a Clearinghouse ticket with the information provided for update to Modern DCPDS. Information required will be what is included on the Unit Manning Document (UMD), both the code and associated clear text. Once the request is received at AFPC/DPCXO, it will be forwarded to the Requirements

section for update in the next available Patch to HR. Questions should be directed to DSN 665-2905 or DSN 665-2903.

Updating BUS Codes

Did you know that a change in Bargaining Unit Status (BUS) code is not an updateable field in HR? Since the BUS code is an item on the SF-50, it requires an RPA (800-Change in Data Element) for each position that needs updating correcting.

Trying to put a position on an RPA and can't find it in the LOV?

Check to see if the RPA has an effective date listed. If the effective date of the RPA is before the start date of the position, you won't be able to find it in the LOV. Either delete the effective date on the RPA, or build a new sequence number with a start date prior to the effective date of the RPA.

Civilian Servicing Unit (CSU)

Reports

CSU, like Regional Applications in the FPIs before it, has many pre-designed reports that you may find useful. You can refine these reports to make them more useful to you. Let's say you need to know who at your CPF is on retained pay. Go to the "Retained Pay/Grade/Special Pay Report". Use the Items button to put J,K (no spaces) in the Pay Rate Determinant (PRD). This will give you everyone at your CPF on pay retention. You could similarly customize it to look for everyone on the IT Special Rate chart (e.g., 999B), etc.

Employee is on Both AF and NAF Roles

If an employee has more than one active employee record (e.g., appropriated fund and NAF), only one record can show in CSU. If that record happens to be the NAF one, a CPF user probably doesn't have viewing permission for NAF records, so you won't be able to see anything on that employee (it will say record not found). A clearinghouse problem ticket is currently open and we hope to have a resolution in the very near future.

RESUMIX

Posting Requisitions

Did you know that once a requisition (vacancy announcement) has been posted, and candidates self-nominate, that the "Post" box in Resumix (located in the detail tab) must always be checked. After researching numerous customer complaints we found that in the case of canceling, returning, etc. that this box is being unchecked.

Please insure that the appropriate procedures are followed to assign status and tracking codes. Following the appropriate procedures will ensure that candidates are able to view/hear the status of self-nominations.

Long Job Titles

Do you have a long job title and you don't know how to see it all in Resumix? The Resumix/CPDSS User's Guide to Filling Jobs, page 3-9, tells you how.

Incomplete Job Codes

Incomplete Job Codes (how to find the last 4 digits & why it's important)

When sending an RPA to Resumix, the system only sends over the 4 digit occupational series code. Resumix requires an 8 digit code, so you must change the code manually by selecting it from the "open folder" located next to the Job code block in the requisition. The instruction for this are located in the Resumix/CPDSS User's Guide to Filling Positions, Chapter 3, pages 8-10.

Requisition Naming Convention We discovered several posted requisitions do not follow the appropriate naming convention outlined in the User's Guide to Posting External/Internal Vacancy Announcements. Unlike the Internet, customer-using IVRS (AFPC Job Line) will not be able to listen to vacancies if you deviate from the naming convention and therefore may miss a job opportunity.

CIVILIAN PERSONNEL DECISION SUPPORT SYSTEM (CPDSS)

Selecting Current Active Employee **INTERNAL CRRs:** If an employee has more than one record in Modern (e.g., active employee, ex-employee, active NAF), when you pull over the self-nominations from Resumix, you may get the record that is NOT the current active employee record. Which record is pulled on the employee is not consistent - you may get the appropriated active record on one CRR, and the NAF record on another CRR. What should you do if you have the wrong record? Look in Experience History for the SSN, view the correct record, manually determine what the score should have been, and annotate the Notes area of the CRR. If you have the authority to change the score, you can do so and proceed as usual. If you don't have the authority, still put the proper referral code (e.g., RFP) - the Notes area will have the explanation of why you referred out a candidate that the system scored as 0 points.

Mass Tracking **Cancelled Fill Action and Mass Tracking Codes:** What happens if management does not need a CRR after you've already done the announcement (e.g., PPP Match, management-directed reassignment)? You can mass track in Resumix, but to provide a clear audit trail it is recommended that you use CPDSS to mass track. You can pull the self-nominations into CPDSS without applying a template, and mass track (NRM Non-Referral, Psn Filled Mgmt Init Act; NRN Non-Referral, Position not Filled, NRP Non-Referral, Psn filled Priority Cand).

Training and Reference Materials

AFPC/DPCXTT regularly updates the AFPC Modern DCPDS website located at <http://www.afpc.randolph.af.mil/mdcpds/default.htm>. Recently, there have been several updates to the website that we wanted you to be aware of, especially, if you haven't visited the website lately.

- New
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-
- Coming – Late Oct
- updated and should be available late Oct 02.

How To Report Functional or Technical Problems

By Phone AFPC Local 527-2400, all other areas dial 1-888-368-9367. To report a **Technical problem, press 1**, if you are calling to report a **Functional problem, press 2**.

Internet Only **Functional problems** may be reported through the Internet, by authorized Clearinghouse POC's. All customers may view the status of a reported problem via the web. <http://www.afpc.randolph.af.mil/clrhouse/default.htm>

Note: All Functional problems require the submission of a Modern DCPDS Problem Report Template. The template is located on our website at <http://www.afpc.randolph.af.mil/clrhouse/default.htm>.