

1. Regulations, Directives and Policy:

Both AFPC and CPFs are responsible for maintaining, or assuring access to, policy directives, regulations and statutes applicable to their respective authority and responsibilities. AFPC is responsible for providing guidance to CPFs on the procedures AFPC uses to accomplish its responsibilities.

2. Resource Management and Position Control:

Resource management and position control are directly related to the obligation and control of funds and personnel; therefore, both remain the responsibility of commanders and management at the local installation. These functions will be accomplished in accordance with local policies and procedures prior to submitting a Request for Personnel Action (RPA) to AFPC. The locally classified CPF will be responsible for updating the Modern DCPDS with any Unit Manning Document (UMD) changes that do not generate a SF 50. AFPC classified base CPFs are responsible for providing necessary information to AFPC Classification so the appropriate change may be made for them. Any change that generates a SF 50 must be sent to AFPC via an RPA. The CPF will be responsible for advising payroll of the appropriate change and ensuring local Personnel Accounting System (PAS) and Organizational Structure tables are updated. CPFs must contact their servicing Personnel Systems Manager (PSM) when a PAS code changes since this requires a new table build.

UMD updates/changes include the following data items:

1. Manpower Position Control Number (MPCN)
2. Personnel Accounting Symbol (PAS) i.e., authorized PAS
3. Organization Structure Code (OSC)
4. Program Element Code (PEC)
5. Functional Account Code (FAC)
6. Air Force Specialty Code (AFSC)
7. Office Symbol

3. Documentation:

a. Employment: AFPC/DPC is responsible for maintaining records to support/defend qualification and referral determinations for MPP and non-competitive ASF, AFPC Centralized DEO and RIF placements. AFPC/DPK is responsible for maintaining records to support/defend qualification and referral determinations for Career Programs. The CPF is responsible for maintaining records relating to selections from SEU, OPM (non-AFPC) and Career Program certificates and qualifications/referral determinations pertaining to the Priority Placement Program (PPP). The CPF conducts pre-RIF placements, including qualification

determinations and waivers of qualifications, and maintains appropriate documentation.

b. Benefits and Entitlements: AFPC is responsible for documentation in programs such as Health Benefits, Life Insurance, Thrift Savings Plan, Retirement and Survivorship Issues.

c. Classification: The office with classification authority (AFPC or locally classified CPFs) will maintain official file copies of Position Descriptions/Core Personnel Documents/Standard Core Personnel Documents (PDs/CPDs/SCPDs), canceled PDs/CPDs/SCPDs, appeal decisions and the PD numbering log.

d. Systems: AFPC provides the automation primary and joint support with the CPF systems in such areas of system control/performance, products, tables, system problems/rejects, etc.

4. Request for Personnel Action (RPA):

All Requests for Personnel Action, SF 52, must be submitted electronically to AFPC for action using the Modern DCPDS. A hard copy of the SF 52 will only be accepted in a pre-approved emergency situation. The electronic SF 52 is called a Request for Personnel Action (RPA). The parts of the RPA mirror those of the SF 52. Instructions for completing an RPA follow.

GUIDE TO PREPARING A REQUEST FOR PERSONNEL ACTION

For additional information, please refer to the Modern Defense Civilian Personnel Data System (DCPDS) Desk Guide for CSU Staffs, Managers, Administrative Officers, Resource Managers, Personnel Liaisons and Training Coordinators.

SCREEN ONE - PART A

1. Action Requested: At the time an RPA is initiated, the initiator selects a type of personnel action at the Navigator window. Various types of actions include: Award/One-Time Payment, Change Actions, Details, Extension of NTE, Non Pay/Non Duty Status, Position Actions, Realignment, Reassignment, Recruit/Fill, Return to Duty, Salary Change and Separation. On the RPA, the "Action Requested" data field is automatically populated based on the type of action selected at the Navigator window.

2. NTE Block: If action requested has a termination date, enter a specific date or a length of time (14 days, 1 year, etc.). (This would be applicable for such actions as: Detail, Temporary Promotion, Temporary Appointment, Suspension, etc.).

3. Request Number: Each RPA is assigned an RPA number by Modern DCPDS. The data field number will populate after the first time the RPA is saved.

4. **For Additional Information Call:** Enter the name and phone number of the selecting official for this action. Also include Fax number and e-mail address in Remarks.
5. **Proposed Effective Date:** Enter the date on which action is desired in DD-MMM-YYYY format. For resignations and retirements, enter effective date requested by employee.
6. **Action Requested By:** Type in your name or use the List of Values (LOV) button for a listing of names. Click the correct name and click "OK" to automatically populate the name field.
7. **Action Authorized By:** Type in your name or use the List of Values (LOV) button for a listing of names. Click the correct name and click "OK" to automatically populate the name field.

SCREEN ONE - PART B

SSAN/Name/Date of Birth: If requesting an action on a current employee, highlight the Name or SSAN block and click on LOV button. Select the employee and click on OK button. The system will automatically populate the employee's information. The information in the Date of Birth (DOB) block is visible only to a personnelist.

NOTE: For a name change, click on SSAN and LOV. Select the appropriate record. SSAN and DOB will populate (DOB only visible to a personnelist). Name block will be blank and you can enter new name. Leave effective date blank.

SCREEN TWO - PART B

1. **Name and Location of Position's Organization:** Type the title of the position to be used for the action to be processed.
2. **From: Position Title and Number:** This information will auto populate based on the employee information extracted from Modern DCPDS.
3. **To: Position Title :** Type in the Position Title, a LOV (based on access) will show all positions, select the Position Number/Sequence Number combination for the desired position. The position information will automatically be entered.

SCREEN THREE - PART B

1. **Aprop Cd: Functional Acct & Shred (FAC):** Populated from existing position.
2. **Program Element (PEC):**Populated from existing position.

3. **Agency Unique:** Manpower Personnel Control Number (MPCN) for permanent positions, Personnel Accounting System (PAS), Air Force Specialty Code (AFSC)

4. **Employee Data:** A manager is restricted from editing any employee data from Blocks 22 through 33 on this screen.

5. **Work Schedule and Part-Time Hours Per Pay Period:** Data can be entered in these fields if requesting the establishment of a new position or changing an employee's work schedule. Indicate the number of hours a part-time employee is scheduled to work during a two-week pay period.

PART C

Part C is automatically updated by the system when an RPA is moved from one box to another. (Part C is not visible to users.)

SCREEN FOUR - PART D

Remarks by Requesting Office:

a. If the action requested is a detail or temporary promotion, extension of detail or temporary promotion, establishment of a temporary position, or appointment of a temporary employee to a permanent or temporary position, the reason for the action (justification) must be stated in this block (or indicate that it is attached via NOTES) and certify that the use of temporary employment is appropriate and meets the regulatory time limits and intent of 5 CFR, Sec. 316.401(b). This information is required for remarks on the SF 50.

b. CPFs must include a note on appropriate RPAs referencing that internal priorities and the PPP are clear including the date of the clearance. The PPP requisition number must also be included in this section.

c. When applicable, CPFs should annotate if security and physical requirements have been met, if position is Emergency Essential (EE) or Key, Testing Designated (TDP) or Personnel Reliability Program (PRP).

d. If establishing a new position, enter Special Pay Codes (Environment Differential Pay, Hazardous Duty Pay, Premium Pay - Firefighters) here, if applicable.

e. For Reserves only, enter Civilian Air Reserve Technician (ART) ID Number and military grade here.

f. If the position is funded from sources other than the local installation, MAJCOM or equivalent identification, it must be noted on the RPA in this section.

g. AFPC classified base CPFs must include in this section the following information:

1. If so designated, identify the position as either EE or Key.
2. Projected Assigned/Civilian/ART Identification on ART positions
3. APDP code from the UMD on Acquisition positions
4. If the position is obligated, the social security number of the employee to whom the position is obligated, the type of obligation, and the date the obligation expires. If a position is to be de-obligated include that also.
5. For term and temporary positions, purpose and duration of position.

NOTE: When information is furnished in the "NOTES" area, it would be helpful for the CPF personnelist to furnish their name and DSN in case further clarification is needed by AFPC.

SCREEN FOUR - PART E

1. Employee Resignation/Retirement: Enter the employee's reason for resigning here. Effective date of a resignation or retirement will be at midnight unless you specify otherwise.

2. Forwarding Address: Enter the address to forward last personnel action and other documentation. Print this screen for employee's signature and FAX to the appropriate AFPC FAX Server. (Letters of resignation can be attached to the RPA; if employee is not available for signature, include that statement).

3. Remarks: CPF will annotate all RPAs for selections made from OPM/DEO/SEU/DPK and PPP placements.

NOTE: Recommend extensive use of NOTES area. Include any additional information that may be helpful in processing the RPA. Examples: Request fill by internal/external/CSB, etc.