

**Air Force Modern DCPDS Workaround  
for  
In-Place Employee 5XX/702/703 Actions**

**1 Sep 02**

**5XX actions and permanent promotions (702) following a temporary promotion (703) for which the CPCN does not change, do not generate a new Dt-Start-Present-Position (Occupancy Date), however, they do trigger a CPDSS experience entry resulting in a future duplicate or overlapping experience entry.**

**What actions are affected? Those actions on employees that are being:**

- 1. Converted (5XX) and remain in the same position or**
- 2. Permanently promoted (702) following a temporary promotion (703) in the same position**

**The workaround is: Step 1 – quick copy the existing position, making no changes; Step 2 – convert or permanently promote the employee moving them to the quick copied position; Step 3 – end date the “old” position as it is not a true vacancy.**

**No workaround is needed if the employee is being converted or permanently promoted to a different position.**

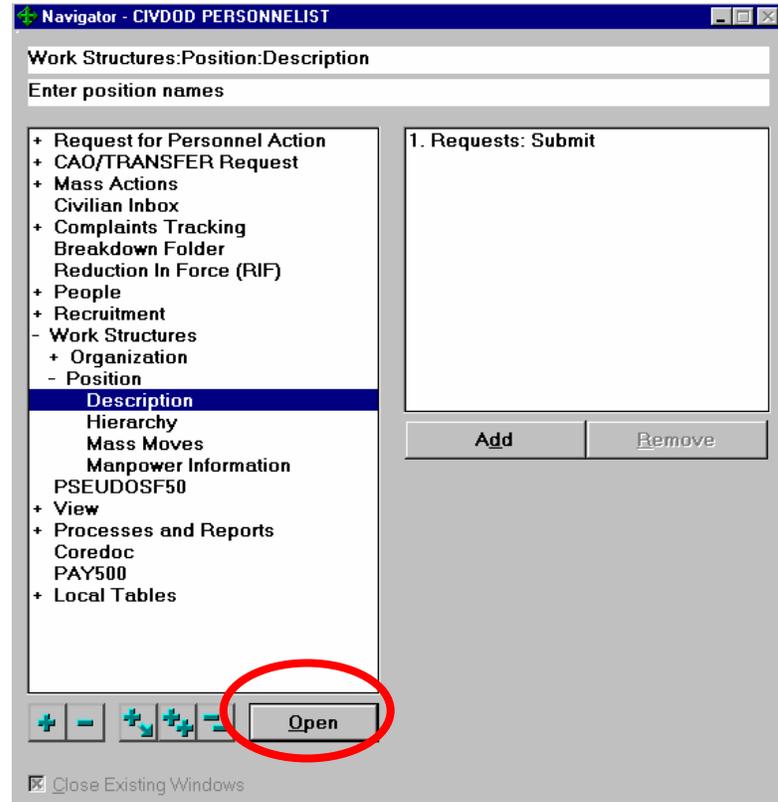
**Step 1: Fast Copy Position**

The employee's current position must be "fast copy" to create a duplicate position. This position will be used for the Request for Personnel Action (RPA).

From the Navigation List, select:

*Work Structures* → *Position* → *Description*

Click **Open**.



The **Position** window displays.

Click **Query** → **Enter** on the menu bar (or push the [F7] key).

With the cursor in the *Name* field, enter the

***PD Number.. Sequence Number***

Ex: 01860..38077

You can also use any of the following query options in the *Name* field to find a position; follow the example below:

**01860.PERSONNEL CLERK.38077.AF1C.APPR**

Options:

- By PD #:** 01860%
- By Title:** %.PERSONNEL CLERK%
- By Sequence Number:** %..38077% or ..38077
- By Agency/MACOM:** %..%.AF1C%
- By Position Type:** %..%.%.APP%
- By PD # and Sequence Number:** 01860..38077

- The percent sign (%) is used as a wild card.
- Periods in the query options are significant as “place holders” for the five fields that constitute the position “name.”

**The sequence number (38077 in the position name above) is a unique position identifier, so querying by sequence number will always retrieve one and only one position record.**

**"Position Type" includes the following categories: APPR (appropriated fund), NAF (nonappropriated fund), EXT (virtual external positions), and MIL (virtual military positions).**

Click **Query** → **Run** on the menu bar (or push the [F8] key).  
The first position that meets your criteria will display in the  
Position window.

The 'Position' window displays the following information:

- Dates:** From 25-MAR-2002, To [ ]
- Name:** 01860.PERSONNEL CLERK.38077.AF1C.APPR
- Organization:** 1 MISSION SUPPORT SQ AF1CLE
- Job:** 0203.Human Resources Assis
- Location:** 511404650
- Status:** Valid [ 9E ]
- Standard Conditions:** [ ]
- Working Hours:** [ ]
- Frequency:** [ ]
- Normal Time:** Start [ ] End [ ]
- Buttons:** Reporting To, Validate, Occupancy, Extra Information, Quick Copy, Others...

Click the **Quick Copy** button.

This screenshot is identical to the previous one, but the **Quick Copy** button at the bottom center is circled in red to indicate it should be clicked.

The **Quick Copy** window appears.

The 'Quick Copy Position' window displays the following information:

- QUICK COPY CURRENT POSITION**
- Current Position Name:** 01860.PERSONNEL CLERK.38077.AF1C.APPR
- Current Organization Name:** 1 MISSION SUPPORT SQ AF1CLE1CF9
- Current Job Name:** 0203.Human Resources Assistance (0203)
- Organization:**
- Job:**
- Date Position Established:** 28-AUG-2002
- Enter Number of Copies:** [ ]
- Buttons:** Quick Copy, Cancel

**Do Not Make Any Changes.**

**Just  
Enter Number of Copies = 1**

**Click Quick Copy button.**

QUICK COPY CURRENT POSITION

Current Position Name: 01860.PERSONNEL CLERK.38077.AF1C.APPR

Current Organization Name: 1 MISSION SUPPORT SQ AF1CLE1CF9

Current Job Name: 0203.Human Resources Assistance (0203)

Organization, Job and Date Position Established cannot be changed after the positions have been created. If you want to change Organization, Job and /or Date Position Established for the new positions check below.

Organization

Job

Date Position Established: 28-AUG-2002

Enter Number of Copies: 1

Quick Copy Cancel

This will always reflect the current date. Remember, the Date Position Established must be BEFORE the effective date of your RPA action.

**NOTE:**

1. The new sequence number. ↓
2. The New Position needs to be validated.

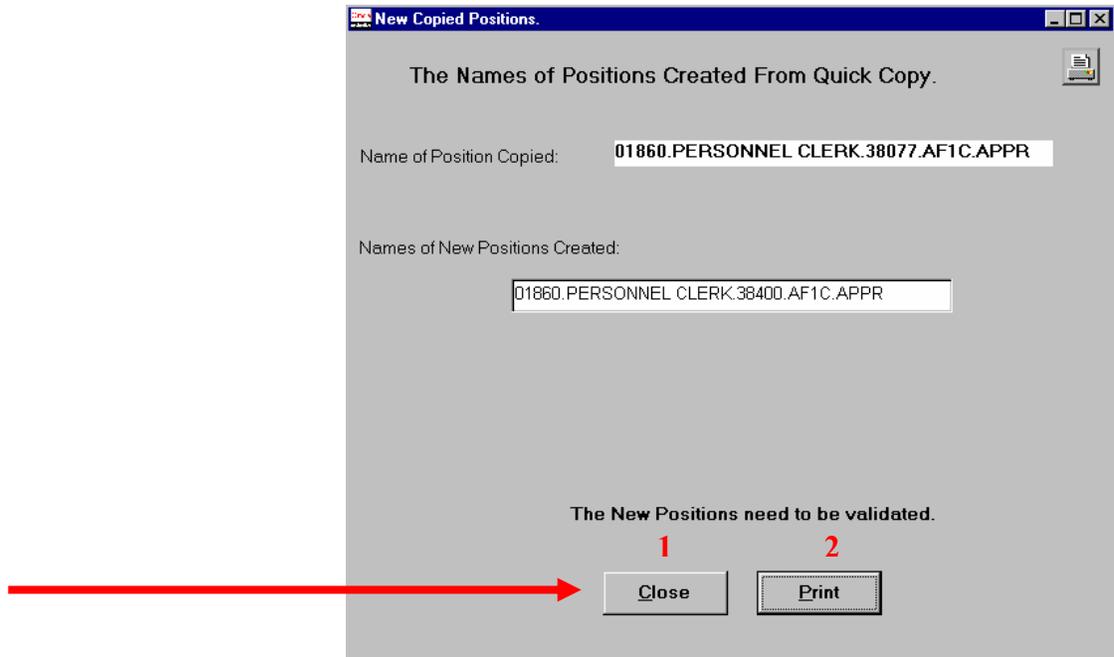
The Names of Positions Created From Quick Copy.

Name of Position Copied: 01860.PERSONNEL CLERK.38077.AF1C.APPR

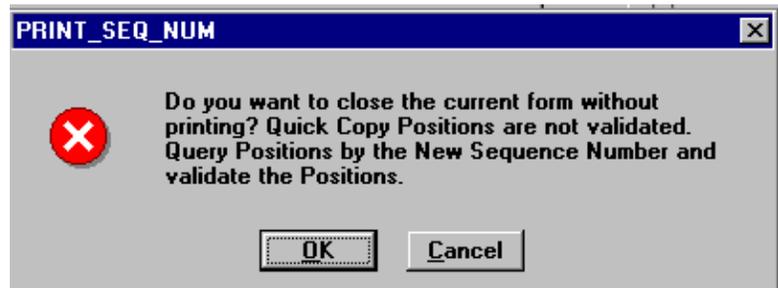
Names of New Positions Created: 01860.PERSONNEL CLERK.38400.AF1C.APPR

The New Positions need to be validated.

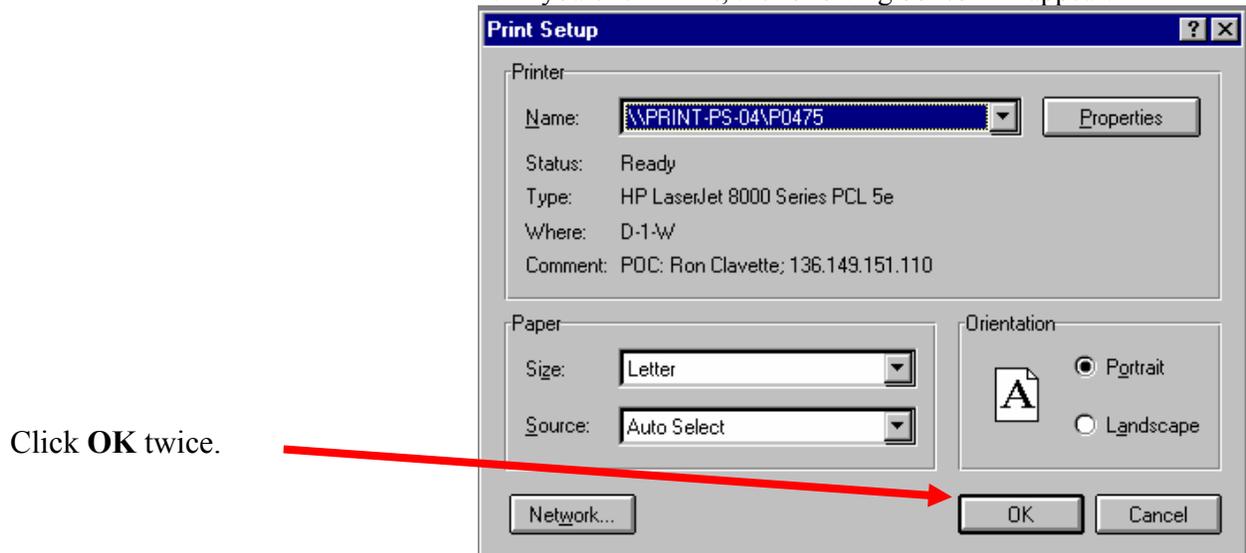
Close Print



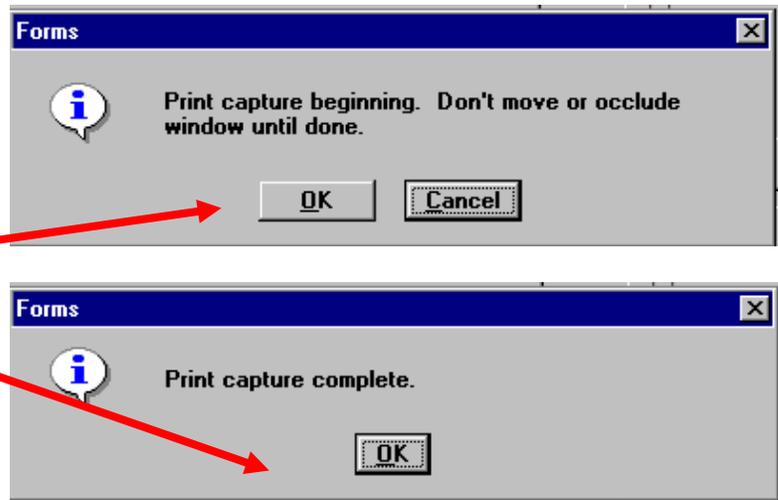
1. If you click **Close**, you will receive the following box:



2. If you click **Print**, the following boxes will appear:

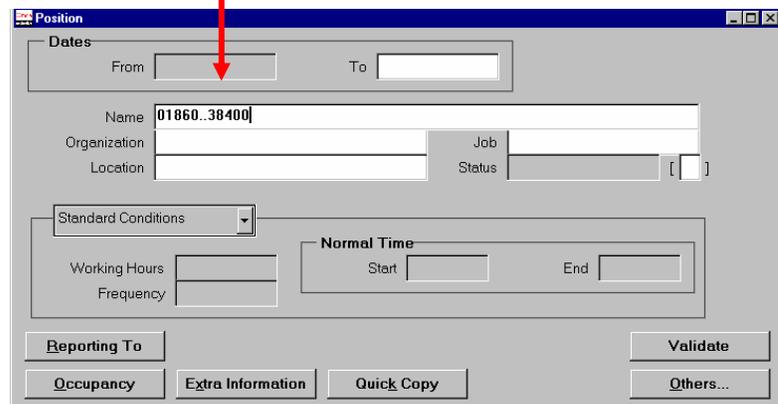


Click **OK**.



Click **Query** → **Enter** on the menu bar (or push the [F7] key).

Your search criteria will contain the **new sequence number**.

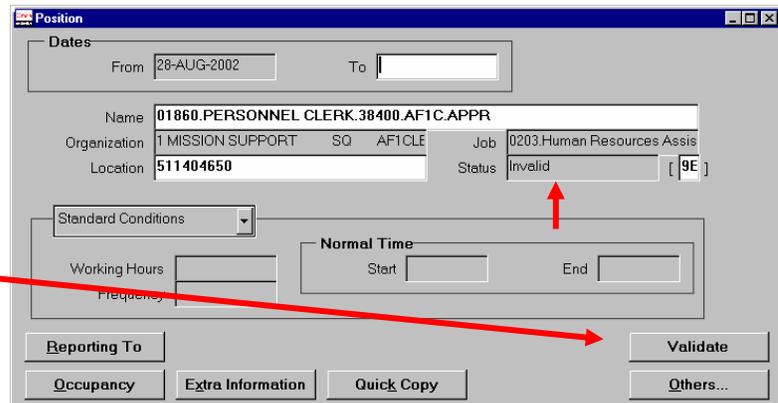


Your position will now need to be validated. Status = Invalid ↑

\* You may need to update other position information prior to validating the position; i.e., position occupied.

Click **Query** → **Run** on the menu bar (or push the [F8] key).  
 The new position appears.

Click the **Validate** button.



Status = Valid. ↑

The position is now built to be used on the RPA.

**STEP 2:** Place the new position on the "TO INFORMATION" on the RPA.

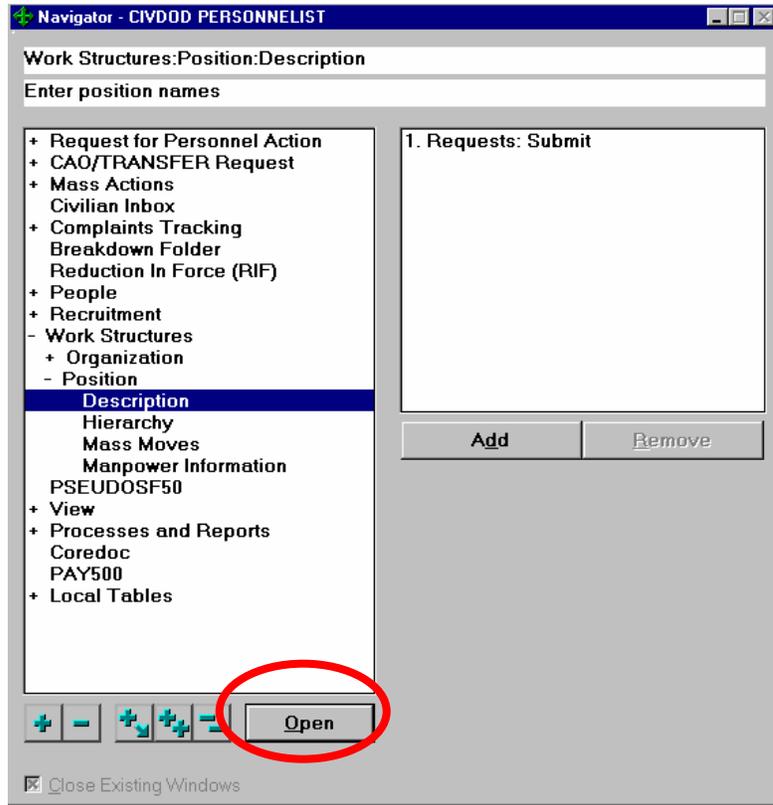
When the action is processed, it should appear like this.

Notice the sequence numbers are different. ↓

**STEP 3:** Place an “end date”  
on the old position.

From the Navigation List, select:  
*Work Structures* → *Position* → *Description*

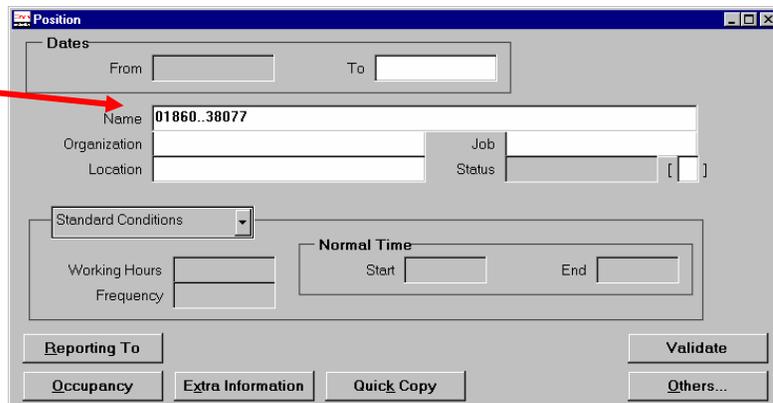
Click **Open**.



The **Position** window displays.

Click **Query** → **Enter** on the menu bar (or push the [F7] key).

Input your criteria to locate the old  
position.



Click **Query** → **Run** on the menu bar (or push the [F8] key).  
The position appears in the window.

A screenshot of a software window titled "Position". It contains several input fields and buttons. The "Dates" section has a "From" field with "25-MAR-2002" and an empty "To" field. The "Name" field contains "01860.PERSONNEL CLERK.38077.AF1C.APPR". The "Organization" field contains "1 MISSION SUPPORT SQ AF1CLE". The "Location" field contains "511404650". The "Job" field contains "0203.Human Resources Assis". The "Status" field contains "Valid" and a dropdown menu with "9E" selected. There are buttons for "Reporting To", "Validate", "Occupancy", "Extra Information", "Quick Copy", and "Others...".

Input the "TO" date. (Make sure it is the old position.)

**NOTE:** The "TO" date should be a date **after** the effective date of the RPA.



Click the Save button.

A screenshot of the "Position" window, similar to the first one, but with the "To" date field now containing "26-AUG-2002". A red arrow points to the "Query" menu item in the top menu bar, and another red arrow points to the "To" date field.

If the "TO" date is a past date, the position will become **invalid**.

A screenshot of the "Position" window, similar to the previous ones, but with the "Status" field now containing "Invalid". A red arrow points to the "Invalid" status.