

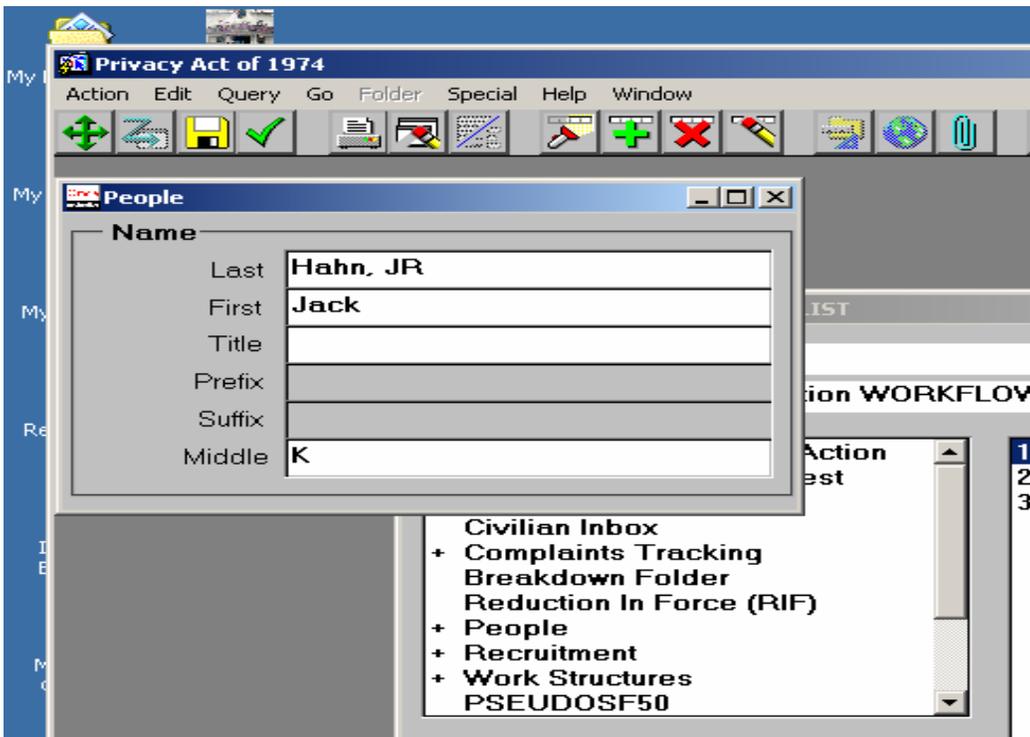
NAMING CONVENTION STANDARDS FOR EMPLOYEE NAME

Modern DCPDS Naming Convention

CONVERTED RECORDS.

Names converted from Legacy to Modern DCPDS did so with upper/lower case format and followed OPM naming convention.

For those records that have a suffix (JR, SR, III, etc.), you will see their record displayed as follows:



Note: Last name displayed and separated by a comma and one space if the employee has a suffix (JR, SR, III, etc). The suffix will be in all upper case; JR, SR, III, etc. Since legacy did not use special characters such as apostrophes and hyphens, names like ONEAL will appear without the apostrophe.

New Applicants

New Applicants created in Modern DCPDS should be input into the People screen as follows:

1. Names must be input in upper/lower case.
2. Apostrophes and hyphens can be used when building the applicant's name. Example: O'Neal or Jackson-Ruiz. These special characters will be stripped when sending payroll transactions to DFAS.
3. Last names with a suffix (JR, SR, III, etc.) will be input as indicated below. Last name and suffix are to be separated by a comma and one space. Note: you may enter the suffix in either all upper or upper/lower case.

Name	
Last	Zedeker, Jr
First	Thomas
Title	
Prefix	
Suffix	
Middle	Edward

Note 1: In this example, Middle Name was input as Edward. A middle initial could also be used in this data field. If the employee has no middle name or initial this field will be left blank. On official documents you will see NMN printed after the employee's first name when there is no middle initial or name.

Example: HAHN, JR, JOHN NMN

Note 2: Data fields Title, Prefix, and Suffix are not used and should remain blank.

Note 3: Applicant records that flowed from Resumix through the interface with a value (JR, SR, etc) in the Trailer field will populate the suffix field. Since this field is not used by Oracle make sure you re-enter this data into the proper field, Last name.

Names will be displayed on Oracle screens as: Zedeker, Jr, Thomas Edward

The screenshot shows a window titled "Assignment (Zedeker, Jr, Thomas Edward)" within a "People" application. The window contains the following fields and data:

Organization	GENERAT SQ AF0MW90MFLRD01	Group	
Job	8852.Aircraft Mechanic (8852)	Position	76110.AIRCRAFT MECHANIC.16193.AF0MA
Grade	WG-10	Payroll	Biweekly
Location	399165057	Status	Temporary Appointment NTE
Assignment Number	33259	Effective Dates	
Employment Category		From	06-SEP-2002
		To	

Below the main fields, there is a "Supervisor" dropdown menu currently set to "Supervisor". Underneath it are two input fields labeled "Name" and "Number".

At the bottom of the window, there are four buttons: "Salary", "Entries", "Pay Method", and "Others...".

At the very bottom of the window, it says "Count: *1".

Official Personnel Documents

OPM's Guide to Processing Personnel Actions, Chapter 3, Subchapter 1, Para 1-2., Employee Name, describes the MDCPDS naming convention.

Below is except from referenced Chapter:

Chapter 3. General Instructions for Processing Personnel Actions

Subchapter 1. General Instructions

1-2 Employee Name

a. Name Used. The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license, income tax purposes, and bank accounts. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

b. Recording employee's name. The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr.) [comma] [space] FIRST NAME or INITIAL [space] MIDDLE NAME(s) or initial(s)

Examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE

O'REILLY, JOHN F.X.

MARTINEZ-SANDOVAL, MARIA ELENA

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Record apostrophes and hyphens of spaces between double names only as used by the employee. Do not use titles, such as "Mr." "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

On official personnel documents such as SF50s name will be displayed in all uppercase. There will be a comma after the last name and after the suffix if applicable. If there is an initial in the middle name then there will be a period following it.

Example: ZEDEKER, JR, THOMAS E. (Example: with an initial)
 ZEDEKER, JR, THOMAS EDWARD

File Edit Options View Orientation Media Help
 :o127742.out Page: "1" 1 of 1

Standard Form 50-B
 Rev. 791
 U.S. Office of Personnel Management
 FPM Supp. 296-33, Subcl. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) ZEDEKER, JR, THOMAS EDWARD					2. Social Security Number 699-11-2345		3. Date of Birth 03-03-1960		4. Effective Date 09-06-2002		
FIRST ACTION						SECOND ACTION					
5-A. Code 115			5-B. Nature of Action Appt NTE 05-SEP-2003			6-A. Code			6-B. Nature of Action		
5-C. Code NCM			5-D. Legal Authority Reg 316.402(b)(2)			6-C. Code			6-D. Legal Authority		
5-E. Code			5-E. Legal Authority			6-E. Code			6-F. Legal Authority		
7. FROM: Position Title and Number						15. TO: Position Title and Number AIRCRAFT MECHANIC 76110 - 16193					
8. Pay Plan WG		9. Occ. Code 8852		10. Grade/Level 10		11. Step/Rate 01		12. Total Salary/Award \$19.05			
11A. Base Pay \$19.05		11B. Locality Adj. \$0		11C. Adj. Base Pay \$19.05		11D. Other Pay					
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization LGGA ORIGINALLY UPD 445 AIRCRAFT GENERAT SQ AFR COMMAND: 0M					

The RPA will display the name the same as the DCPDS People screen.

Last Name: Zedeker, Jr

First Name: Thomas

Middle Name: Edward

Privacy Act of 1974

Request for Personnel Action (Appointment, Routing Group: AIR_FORCE)

Status: INITIATED

Page 1 of 4

PART A - Requesting Office

1 Actions Requested: Appointment

2 Request Number: 02SEPAF0000000000397

3 For Additional Information Call (Full Name): [Empty]

Telephone Number: [Empty]

4 Prop. Eff. Date: ASAP

5 Action Requested By (Full Name): [Empty]

Title: [Empty]

Request Date: [Empty]

6 Action Authorized By (Full Name): [Empty]

Title: [Empty]

Concurrence Date: [Empty]

PART B - For Preparation of SF 50

1 Last Name: Zedeker, Jr

First Name: Thomas

Middle Name: Edward

2 Social Security Number: 699-11-2345

3 Date of Birth: 03-MAR-1960

4 Effective Date: 06-SEP-2002

FIRST ACTION

5-A Code: 115

5-B Nature of Action: Appt NTE 05-SEP-2003

5-C Code: NCM

5-D Legal Authority: Reg 316.402(b)(2)

5-E Code: [Empty]

5-F Legal Authority: [Empty]

SECOND ACTION

6-A Code: [Empty]

6-B Nature of Action: [Empty]

6-C Code: [Empty]

6-D Legal Authority: [Empty]

6-E Code: [Empty]

6-F Legal Authority: [Empty]

Count: *1

Sorting of Names

It is important that users follow the established standard so that names are sorted properly in the “List of Values” drop down list. Drop down lists are sorted all uppercase first, then all upper/lower case, then all lower case. A name that is all upper case like “ALEXANDER” will not be sorted with the same name spelled in upper/lower case like “Alexander”. When searching for names it is important to understand that names may appear in different areas of the drop down list.

Note: It is easier and faster to find an individual by searching on their social security number instead of name.

People

Find: A1%

Name	Number	Type
ALDANA, Mr. BRIAN H.		Applicant
ALDANA, Mr. BRIAN H.		Applicant
ALDANA, Ms. AMIE R		Applicant
ALDRICH, ANTHONY J		Applicant
ALDRIDGE, TANYA L	154852	Employee
ALESSI, DOMINICK		Applicant
ALEXANDER, BETTY J		Applicant
ALEXANDER, BRAD P		Applicant
ALEXANDER, BRADLEY		Applicant
ALEXANDER, GERTIE M	6289	Employee
ALEXANDER, KEVIN B		Applicant
ALEXANDER, KEVIN B		Applicant
ALEXANDER, REGINALD	148026	Ex-employee
ALEXANDER, STANLEY	2035	Employee
ALFORD, VONDETTA B	163905	Employee
ALI, GLENDA G		Applicant
ALINEJAD, ALI M	163289	Employee
ALLARDICE, ANGELA B	6957	Ex-employee
ALLARDICE, JENNIFER A	6968	Ex-employee
ALLBRITTON, STUART L	153827	Employee
ALLEN, ALISHA N		Applicant
ALLEN, BARTON E		Applicant
ALLEN, CARA B.	146018	Ex-employee
ALLEN, CHRISTY MARIE L	165195	Employee
ALLEN, CHRISTY MARIE L.	147166	Employee
ALLEN, DOUGLAS C		Applicant
ALLEN, GENIA R	167170	Employee
ALLEN, JEFFERY A	152384	Employee

Find OK Cancel

People

Find: A1%

Name	Number	Type
Alerding, Lynda A	58467	Employee
Ales, Dalila	44920	Ex-employee
Ales, Dalila	165539	Employee
Alessi, Dominick T	160002	Ex-employee
Alessi, Gary B	56947	Employee
Alestra, Salvador D	9906	Employee
Alestra, Shelley D	10479	Employee
Alestra, Susan L	92052	Employee
Alex, Karen P	146203	Employee
Alexander, Addie D	121932	Employee
Alexander, Albertus	78212	Employee
Alexander, Alice F	946	Employee
Alexander, Alyssa N	159973	Ex-employee
Alexander, Amy K	55216	Ex-employee
Alexander, Anthony	86928	Employee
Alexander, Apryl A	161391	Ex-employee
Alexander, Apryl A		Applicant
Alexander, Benjamin E	1706	Employee
Alexander, Bernice E	128858	Employee
Alexander, Brad P	146870	Employee
Alexander, Brent R	12878	Employee
Alexander, Brian S	58326	Employee
Alexander, Carroll A	72271	Employee
Alexander, Christopher C	103441	Employee
Alexander, Cliff	99010	Employee
Alexander, Clifford R	90348	Employee
Alexander, Cora B	98852	Employee
Alexander, Craig G	95998	Employee

Find OK Cancel

RESUMIX

Example 1 Using Decision/Accept with an applicant that has no suffix/trailer:

This is the information that flowed from Resumix using “Decision/Accept” to HR. Because the individual’s name was in all upper case, it will have to be fixed after it flows to Modern DCPDS. See screen shots below.

The screenshot shows the 'Recruiter's Desktop' application window. The title bar includes 'File', 'Edit', 'Requisition', 'Resume', 'Personal', 'Administration', 'Help', and 'Resumix'. The main window displays a 'Resume Summary' for 'JAMES FOSTER'. The 'Contact' tab is active, showing fields for Identification Number, Name (Title, First, Middle, Last, Trailer), Phone (Type, Country, Area, Number, Extension), and Internet (Email, Web). The name fields contain 'JAMES', 'R', and 'FOSTER' respectively. The status bar at the bottom indicates 'jfooster Connected 09/09/2002 10:17'.

This is how the People screen will appear once the applicant flows over to Modern DCPDS. Note the name is in all upper case.

The screenshot shows the 'Privacy Act of 1974' application window, specifically the 'People' screen. The 'Name' section contains fields for Last (FOSTER), First (JAMES), Title, Prefix, Suffix, and Middle (R). The 'Type' is set to 'Applicant' and the 'Hire Date' is blank. The 'Identification' section includes Social Security, Employee, and Applicant fields. The 'Personal Information' section includes Birth Date, Age, Nationality, Status, Work Telephone, Email, Mail To, and Date Last Verified. The 'Effective Dates' section includes From and To fields. A 'Validate' button is present at the bottom right. The status bar at the bottom left indicates 'Count: *1'.

You must change the name to upper/lower case in Modern DCPDS before doing any processing. This screen displays the name after the clerk has changed the record to upper/lower case.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

People

Name

Last **Foster** Type **Applicant**

First **James** Hire Date

Title

Prefix

Suffix

Middle **R**

Identification

Social Security

Employee

Applicant

Personal Information

Birth Date

Nationality

Work Telephone

Mail To

Date Last Verified

Age

Status

Email

Has Disability

Effective Dates

From To []

Validate

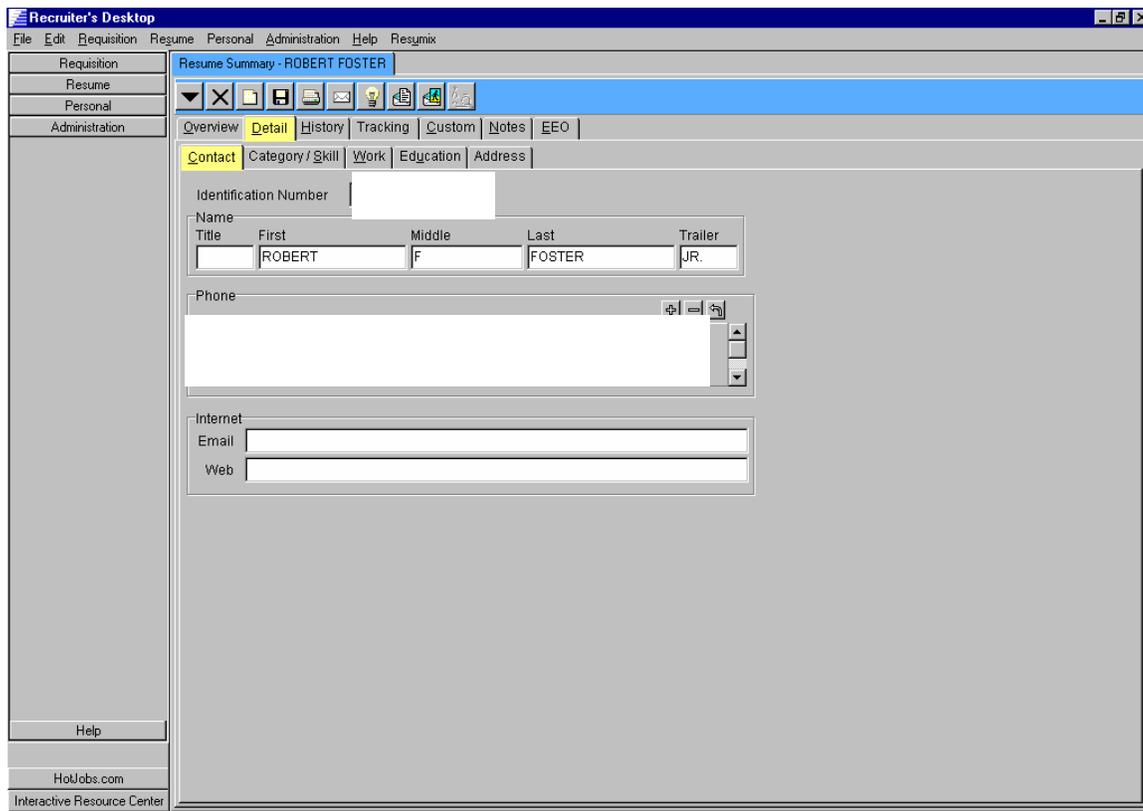
Address **Assignment** **Extra Information** **Special Info** **Others...**

FRM-40400: Transaction complete: 1 records applied and saved.
Count: *1

Example 2 Using “Decision Accept” with a suffix/trailer:

This applicant has data in the First, Middle, Last and Trailer fields.

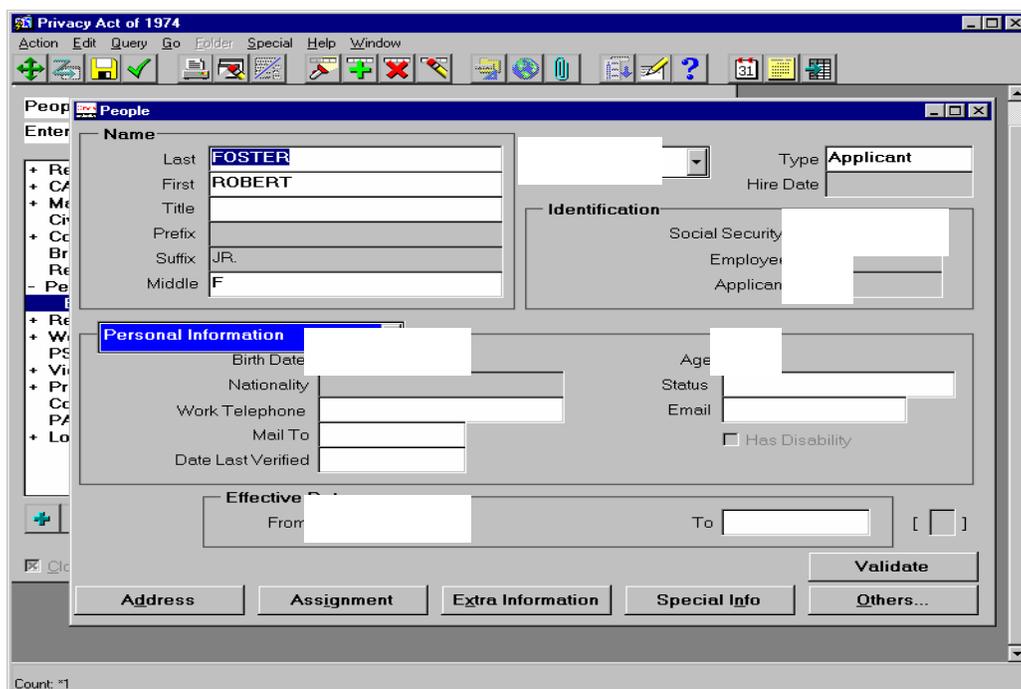
The Trailer field will flow through the interface process with the other data items, but is not used in the Suffix field in Modern DCPDS. The clerk must re-input this data in the last name field in Modern DCPDS.



The screenshot shows the 'Recruiter's Desktop' application window. The title bar reads 'Resume Summary - ROBERT FOSTER'. The interface includes a menu bar (File, Edit, Requisition, Resume, Personal, Administration, Help, Resumix) and a sidebar with buttons for Requisition, Resume, Personal, and Administration. The main content area has tabs for Overview, Detail, History, Tracking, Custom, Notes, and EEO. Under the 'Contact' tab, there are sub-tabs for Category/Skill, Work, Education, and Address. The 'Name' section contains a table with columns for Title, First, Middle, Last, and Trailer. The data entered is: Title (blank), First (ROBERT), Middle (F), Last (FOSTER), and Trailer (JR.). Below this are fields for Phone, Internet Email, and Web.

Title	First	Middle	Last	Trailer
	ROBERT	F	FOSTER	JR.

Below is an example of a record that flowed from Resumix into Modern DCPDS with a Trailer. The Suffix field is grayed out, so the data “JR” must be re-entered into the Last name field. When the clerk changes this record to upper/lower case they must also change the last name field to “Foster, JR”.



The screenshot shows the 'Privacy Act of 1974' application window. The title bar reads 'People'. The interface includes a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar. The main content area has a 'Name' section with fields for Last (FOSTER), First (ROBERT), Title, Prefix, Suffix (JR.), and Middle (F). The 'Identification' section has fields for Social Security, Employer, and Applicant. The 'Personal Information' section has fields for Birth Date, Nationality, Work Telephone, Mail To, Date Last Verified, Age, Status, and Email. The 'Effective' section has fields for From and To. At the bottom, there are buttons for Address, Assignment, Extra Information, Special Info, and Others... A 'Validate' button is also present.

Last	First	Title	Prefix	Suffix	Middle
FOSTER	ROBERT			JR.	F

PARIS

Note: SF50s printed out of PARIS will look different from the SF50s printed out of Modern DCPDS. The employee name will be displayed as:

ZEDEKER, THOMAS EDWARD (This example had no suffix)

ZEDEKER, JR THOMAS EDWARD (This example had a suffix)

ZEDEKER, JR THOMAS E (This example had a suffix and a middle initial)

NAME CHANGE – NOA 780

Once an applicant is processed to an employee the only way to correct the name is to do a “Name Change”, NOA 780.