

Summary of Changes to AFPC Procedures Guide Chapter XIII

No.	Section	Title	Current Page	Current Language	New Language
1.	XIII	Miscellaneous Information	XIII-1	1. b ...(Personnel Support Branch)	...(Staffing Team)...
2.	XIII	Miscellaneous Information	XIII-1	1. b ...NOAs 885 and 892... (Note: Update 35 to the Guide to Processing Personnel Actions deleted NOA 885)	...NOAs 840 and 892...
3.	XIII	Miscellaneous Information	XIII-1	Block 2, Creates PAR for those awards requiring a PAR (e.g., Special Act or Service Award; etc.). Supplies info in the notes section (PAR, page 4) which supports award (Note: Update 35 to The Guide to Processing Personnel Actions deleted NOA 877, Special Act or Service Award)	Block 2: Creates RPA for those awards requiring a RPA (e.g., Individual Time-Off Award, etc.). Supplies info in the Notes Section (RPA, page 4) which supports award
4.	XIII	Miscellaneous Information	XIII-1	Block 5, Coordinates and flows PAR to AFPC for those Awards which require a PAR (do not fax award documentation). For Awards which do not require a PAR, faxes certified award packages to servicing staffing team for input into DCPDS (i.e., ltrs of commendation, etc.)	Block 5: Coordinates and flows RPA to AFPC for those awards which require a RPA (do not fax award documentation)
5.	XIII	Miscellaneous Information	XIII-1		Add new block 6: For non-monetary awards which do not require a RPA (e.g., Letters of Commendation, Meritorious Service Awards, etc.), inputs award into DCPDS or faxes certified award packages to servicing staffing team for input into DCPDS POC: CPF/MGT
6.	XIII	Miscellaneous Information	XIII-1	Block 6 and 7	Renumbered to Blocks 7 and 8

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7.	XIII	Miscellaneous Information	XIII-1		Adds new block 9: SES Awards: Creates and forwards RPA for award amount when award authorized by AFSEMO; POC: CPF
8.	XIII	Miscellaneous Information	XIII-1		Adds new block 10: Processes and authenticates RPA; POC: AFPC
9.	XIII	Miscellaneous Information	XIII-2	2. b. Line three: Double Click on the PARIS ICON Click on "New Search" Click on "Office Auto Search" Click on "OK" menu button In the Document Type block type "Policy" Click on "OK" menu button Locate the document you wish to review and click once to highlight document Click on "OK" menu button in to access documents filed under the document name/subject	2. b. Line three: Double click on the DOCSADMIN Library ICON in PARIS Click on "New Search" Click on "FORM" Scroll down to locate "POLICY" in TYPE ID block and click once to highlight Click on "OK" menu button The FORM block will show "POLICY" Click on "OK" menu button Locate the document you wish to review and click once to highlight document Click on "OK" menu button to access documents filed under the document name/subject

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10.	XIII	Miscellaneous Information	XIII-2	3. Block 1. Obtains from employee and forwards to AFPC signed Overseas Employment Agreement (with/without return rights) and signed DD Form-1617, Transportation Agreement	Obtains signed Overseas Employment Agreement (with/without return rights) and signed DD Form 1617, Transportation Agreement, from employee and forwards to AFPC
11.	XIII	Miscellaneous Information	XIII-2	3. Block 2: Profiles Overseas Employment Agreement and DD Form-617 into appropriate PARIS Libraries	Profiles Overseas Employment Agreement and DD Form 1617 into appropriate PARIS Libraries. Profile all documents using the employee's name and SSAN.
12.	XIII	Miscellaneous Information	XIII-2	3. Block 4: None	Adds block 4: For AFPC Classified Bases: Forwards obligated position information to AFPC servicing classification team POC: CPF/MGT
13.	XIII	Miscellaneous Information	XIII-2	3. Block 5. None	Adds Block 5. For AFPC Classified Bases: Updates obligated information for DCPDS. POC: AFPC
14.	XIII	Miscellaneous Information	XIII-2	None	Adds note below Block 5: NOTE: To locate the Overseas files in PARIS, open the MISC Library, click on "New Search," click on "Form," scroll down to "OSRTNRTS" (Overseas Return Rights), click OK.

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15.	XIII	Miscellaneous Information	XIII-2	4. Employee Request for Change to Lower Grade or Reassignment.....	Deleted table and renumbered remaining tables.
16.	XIII	Miscellaneous Information	XIII-3	5. Block 10: Submits change to lower grade PAR to terminate prior to, or at NTE date	4. Block 10: Submits change-to-lower grade RPA to terminate prior to, or at NTE date. If required by MAJCOM, submits change to lower grade RPA to terminate temporary promotion if employee is retiring.
17.	XIII	Miscellaneous Information	XIII-4	6. Para 1, 5, & 6. ...NLT 30 days prior to...	5. Para 1, 5 & 6: Changes NLT to read “not earlier than”
18. X	XIII	Miscellaneous Information	XIII-4	6. Block 3: Initiates, coordinates, and forwards LWOP PAR to AFPC Servicing Staffing Team	5. Add sentence to Block 3: Initiates, coordinates and forwards LWOP RPA to AFPC servicing staffing team for large bases or AFPC servicing classification team General In-Box for AFPC classified bases POC: CPF/MGT
19.	XIII	Miscellaneous Information	XIII-4	6. Block 4. ...on their benefits...	5. Block 4. ...on their benefits. Reminds regular LWOP employees to fax the completed LWOP handout checklist directly to BEST. Reminds LWOP-US employees to provide completed checklist and a copy of their orders to CPF. CPF will fax to BEST, and at same time utilize information in preparing

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					RPA.
20.	XIII	Miscellaneous Information	XIII-4	NOTE 1: If LWOP is approved by management while employee is temporarily promoted to a higher grade, AFPC will process the resignation (if applicable) from the higher grade unless management submits a change to lower grade PAR prior to resignation effective date	NOTE 1: If LWOP is approved by management while employee is temporarily promoted to a higher grade, AFPC will process a change-to-lower grade prior to processing the employee's resignation.
21.	XIII	Miscellaneous Information	XIII-5	8. Reconstructing Records. Block 1.: Upon notification that a Merit Systems Protection Board (MSPB) or Court Decision requires the cancellation of a separation action and reconstruction of employee's record, immediately notifies AFPC staffing team and initiates cancellation PAR.	Table renumbered to 7. Upon notification that a Merit Systems Protection Board (MSPB), Court-Ordered Decision or Settlement Agreement requires the cancellation of a separation action and reconstruction of employee's record, immediately notifies BEST, provides a copy of the decision/agreement and initiates cancellation RPA. (See Chapter XIV, Benefits and Entitlements, Section 1.h. for more information.)
22.	XIII	Miscellaneous Information	XIII-5	8. Reconstructing Records	7. Add new Block 2. After corrective action has been completed, reviews PARIS (via CyberDOCS) to verify the record has been properly expunged/reconstructed. If problems exist, notifies the appropriate BEST or Staffing team member.

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23.	XIII	Miscellaneous Information	XIII-5	8. Reconstructing Records. Blocks 2 through 11.	Renumbered Blocks 3 through 9
24.	XIII	Miscellaneous Information	XIII-5	8. Block 3. Large Base.	7. Renumbered to Block 3 and changed to read: Locally Classified Base: Ensures appropriate position data is coded into Modern DCPDS and forwards to AFPC Staffing Team POC: AFPC
25.	XIII	Miscellaneous Information	XIII-5	8. Block 5. Purge prior erroneous or invalid personnel actions per third party decisions (e.g., MSPB, EEOC, and court) settlement agreement; etc., in OPF/PARIS, as applicable	7. Block 4. AFPC Classified Base: Forwards RPA to AFPC servicing Classification team General In-Box to determine if position needs to be built POC: CPF
26.	XIII	Miscellaneous Information	XIII-5	8. Block 5. Purge prior erroneous or invalid personnel actions per third party decisions (e.g., MSPB, EEOC, and court) settlement agreement; etc., in OPF/PARIS, as applicable	7. Block 5. Reworded: AFPC Classified Base: Builds position as necessary and forwards to Staffing Team POC: AFPC
27.	XIII	Miscellaneous Information	XIII-5	8. Blocks 6, 7 & 8. Deleted	7. Remaining blocks renumbered 6-9.

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28.	XIII	Miscellaneous Information	XIII-5	8. Reconstructing Records. Block 8: Initiates, codes, and inputs any personnel actions which would have occurred had the employee remained in federal service, (e.g., pay adjustments, Within-Grade Increases (WIGIs), reinstatement of Federal Employee Health Benefits (FEHB), and Thrift Savings Plan (TSP)) and ensures all data is correct at payroll	7. Renumbered to Block 6. Initiates, codes and inputs any personnel actions which would have occurred had the employee remained in federal service (e.g., pay adjustments, Within-Grade Increases (WIGIs), reinstatement of Federal Employee Health Benefits (FEHB), and Thrift Savings Plan (TSP)) and ensures all data is correct at payroll. Coordinates FEHB, FEGLI and TSP with BEST.
29.	XIII	Miscellaneous Information	XIII-6	9. Block 5: If Return to Duty (RTD) is from LWOP-US, processes SF-2810 if FEHB is to be reinstated	Table renumbered to 8. If Return to Duty (RTD) is from LWOP-US: a. If the employee completed a LWOP-US checklist to terminate their FEHB, upon RTD accomplishes an SF 2810 to reinstate health benefits. Information to complete the SF 2810 is obtained from the SF 2810 in PARIS. b. If the employee chose to cancel their FEHB coverage, a cancellation SF 2809 is filed in PARIS. The employee cannot reinstate their FEHB.
30.	XIII	Miscellaneous Information	XIII-6	9. Block 6. Reviews, coordinates, and forwards PAR to AFPC staffing team	8. Block 6: Reviews, coordinates and forwards RPA to AFPC staffing team. If LWOP-US,

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					includes appropriate remark on RPA regarding reinstatement of FEHB.
31.	XIII	Miscellaneous Information	XIII-8	12. Block 3: Initiates, reviews, coordinates, and forwards conversion PAR to AFPC staffing team (if large base) or AFPC Class Small General In-box (if small base)	Tabel renumbered to 11. Block 3: Initiates, reviews, coordinates and forwards conversion RPA to AFPC staffing team (if large base) or if AFPC classified base, to AFPC servicing classification team
32.	XIII	Miscellaneous Information	XIII-8	13. Block 4: Initiates and completes Denial of Within-Grade Increase PAR, if appropriate. Inputs action in DCPDS and forwards PAR to AFPC staffing team	Renumbered to 12. Block 4: Initiates and completes Denial of Within-Grade Increase RPA, if appropriate. Inputs action in modern DCPDS and forwards RPA to AFPC staffing team. Ensures appropriate notice provided to employee IAW AFI 36-1001
33.	XIII	Miscellaneous Information	XIII-8	14. Fax Cover Sheet	13. Grievance and EEO Procedures
34.	XIII	Miscellaneous Information	XIII-8	None	14. Class Action Requests for Information
35.	XIII	Miscellaneous Information	XIII-8	14. Fax Cover Sheet	Moves to item 15. Revises Fax Cover Sheet to include Fax Server Numbers and Office Symbols

NOTE: Includes minor editorial and grammatical changes that are not identified in the Summary of Changes

The responsibility for generating RIPs for Expiration of Prob/Trial Period, VRA Conversions and WIGI Due changes from AFPC to the CPF.

Global changes made to reflect Modern terminology; i.e., PAR to RPA, DCPDS to Modern DCPDS.