

Summary of Changes to AFPC Procedures Guide Table of Contents & Chapters I - IV

No.	Section	Title	Current Page	Current Language	New Language
1.	No Section	Table of Contents	i	V. 17. Experience Coding 18. Education Coding (All Bases) 19. License or Certificate Coding (All Bases) 20. Training History Coding	Deleted V. 17-20 and renumbered remaining paragraphs. Moved to Appendix D.
2.	No Section	Table of Contents	ii	VIII. Reserved	VIII. PCS ORDERS 1. Processing PCS Orders – Non-Career Program 2. Processing PCS Orders – Career Program
3.	No Section	Table of Contents	ii	XI. Pre-Appointment Processing 1. Physical and Medical Qualifications 2. Processing PCS Orders – Non-Career Program 3. Processing PCS Orders – Career Program	XI. Pre-Appointment Processing 1. Physical and Medical Qualifications 2. SF-180, Request Pertaining to Military Records 3. Sff-813... 4. Statement of Understanding, Firefighters...
4.	No Section	Table of Contents	ii		XIV. Updated page numbers for entire chapter
5.	No Section	Table of Contents	iii	XIV. 8.D. Voluntary Early (VERA) and Voluntary Separation Incentive Program	XIV. 8.D. Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP)
6.	No Section	Table of Contents	iv		Appendix C and Appendix D Added
7.	I	Introduction	I-1		Added Commands to Regions
8.	I	Introduction	I-1	FAX SERVER (DSN)	Updates FAX server telephone numbers

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No.	Section	Title	Current Page	Current Language	New Language
9.	I	Introduction	I-2	DPCMP - Phone Number for PCS Orders 665-2983 Phone Number for Fax Server - None	Phone Number for PCS Orders - 665-2435 Phone Number for PCS Fax Server - 665-3097
10.	I	Introduction	I-2	5. ... http://www.afpc.randolph.af.mil/palacecompass/welcome/default.asp	Deleted
11.	All Sections		No page	When referring to classification services, used the terms small base and large base.	Changed "small base" to "AFPC classified base" Changed "large base" to "locally classified base".
12.	II	AFPC (Center) Responsibilities	II-1	1.a. Internal (Merit Promotion) and External Staffing (Applicant Supply File)	1.a. Internal (Merit Promotion), External Staffing (RESUMIX - Noncompetitive Resume Data Inventory) and competitive case examining (Delegated Examining Office) in accordance with OPM/DoD delegation agreement. (PACAF CPFs retain external staffing responsibility.)
13.	II	AFPC (Center) Responsibilities	II-1	1i. PCS orders processing....	1i. PCS orders processing....(For PACAF, IAW MOU, CPFs accomplish)
14.	II	AFPC (Center) Responsibilities	II-1	1.j. Benefits and Entitlements (i.e., retirement, health and life insurance programs, a survivorship)	1.j. Benefits and Entitlements (i.e., retirement, health and life insurance programs, thrift savings and survivorship)
15.	II	AFPC (Center) Responsibilities	II-1	1l. Pre-Appointment Packages	1l. Pre-Appointment Packages (For PACAF, IAW MOU, CPFs accomplish)
16.	II	CPF and Management/Supervisor Responsibilities	II-2	2f. Internal (Career Program)....	2f. Internal (Career Program)/External Staffing (DEO, SEU and OPM)(PACAF CPFs retain external staffing responsibility)
17.	III	Program Administration	III-1	2. Resource Management and Position Control: Line 5, "large base"	2. Resource Management and position Control: Line 5, "locally classified"

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18.	III	Program Administration	III-1		Para 3 a: sentence 1 and 2 added references to AFPC Centralized DEO
19.	III	Program Administration	III-2		3.c. Classification: changes "large base" to "locally classified"
20.	III	Guide to Preparing a Personnel Action Request Screen One Part A	III-3	4. For Additional Information:...	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.
21.	III	Guide to Preparing a Personnel Action Request Screen 4 Part D Remarks by Requesting Office	III-2	GUIDE TO PREPARING A PERSONNEL ACTION REQUEST	GUIDE TO PREPARING A REQUEST FOR PERSONNEL ACTION. Section updated to reflect Modern DCPDS process for preparing an RPA.
22.	III	Guide to Preparing a Personnel Action Request Screen 4 Part D Remarks by Requesting Office	III-5	g. Small base CPFs must include in this section information for coding the DINs Key Emergency Employee (PGF) on EE or Key positions and Projected Assigned/Civilian/ART Identification (ARB) on ART positions. Must also include the Authorized Language Identity (RLA) from the UMD on Acquisition positions.	g. AFPC classified 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 (ARB) 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.

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23.	III	Guide to Preparing a Personnel Action Request Screen Four Part E	III-5	2. Forwarding Address: Enter.....AFPC Fax Server	2. Forwarding Address: Enter.....AFPC Fax Server. (Letter of resignation can be attached to the RPA; if employee is not available for signature, include that statement)
24.	III	Guide to Preparing a Personnel Action Request Screen Five Part E	III-5	3. Remarks: CPF will annotate all PARs for selections made from OPM/DEU/SEU/DPC and PPP placements.	3. Remarks: CPF will annotate all RPAs for selections made from OPM/DEO/SEU/DPK and PPP placements.
25.	IV	Flow of the Personnel Action Request (PAR)	IV-1	2. APPOINTMENTS (Certificate from OPM, DEU, SEU or AFPC/DPK)	Adds new Block 2, Blocks a. - n. and renumbers remaining blocks 3-35. 2. APPOINTMENTS (Certificate from AFPC Centralized DEU)
26.	IV	Flow of the Personnel Action Request	IV-1	2.b. Creates PAR and forwards to AFPC Class Small/General In-Box	2. b. Creates RPA and forwards to appropriate AFPC Classification Team (Group In-Box) with up-to-date position build data
27.	IV	Flow of the Personnel Action Request	IV-1	3. APPOINTMENTS (Certificates - Merit Prom and ASF)	3. APPOINTMENTS (Certificate from OPM or SEU)
28.	IV	Flow of the Personnel Action Request	IV-1	3.b. Creates PAR and forwards to AFPC Class Small/General In-Box	3. b. Creates RPA and forwards to appropriate AFPC Classification Team (Group In-Box) with up-to-date position build data
29.	IV	Flow of the Personnel Action Request	IV-2	3. e. Establishes tentative EOD, coordinating with appropriate AFPC Staffing Team	Adds new block e. and renumbers remaining blocks f-o. Obtains up-front documentation from selected candidates. Verifies appointability in accordance with established laws/regulations, etc. Faxes documentation with the in-processing paperwork.
30.	IV	Flow of the Personnel Action Request	IV-2	4. Awards	Renumbered to 5. New Block 4, blocks a-n.

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No.	Section	Title	Current Page	Current Language	New Language
					APPOINTMENTS (Certificates - Merit Prom, ASF and Career Programs)
31.	IV	Flow of the Personnel Action Request	IV-2	4.f. If necessary, obtains up front documentation from selected candidate. Verifies appointability in accordance with established laws/regulations, etc. Notifies CPF of appointability and confirms EOD. Sends pre-employment paperwork to candidate (or has candidate complete electronically)	4.f. Obtains up-front documentation from selected candidate. Verifies appointability in accordance with established laws/regulations, etc. Notifies CPF of appointability and confirms EOD. Sends pre-employment paperwork to candidate (or has candidate complete electronically).
32.	IV	Flow of the Personnel Action Request	IV-2		Adds new 4. g. and rennumbers remaining blocks h.-n. Career Program Positions: For selections made from external sources, AFPC/DPK obtains up-front documentation from selected candidates. Verifies appointability in accordance with established laws/regulations, etc. Notifies CPF of appointability and confirms EOD. Faxes documentation to CPF to be included in the in-processing paperwork.
33.	IV	Flow of the Personnel Action Request	IV-2	5.b. and 5.f. Creates and forwards PAR (<i>including remarks and signature</i>) to AFPC, Class Small/General In-box providing required information necessary for changes or attaches template (located on AFPC Home Page)	6.b. and 6.f. Creates and forwards RPA (<i>including remarks and signature</i>) to the appropriate AFPC Classification Team (Group In-box), providing required information necessary for changes
34.	IV	Flow of the Personnel Action Request	IV-3	6.b. Creates PAR and forwards to AFPC Class Small/General In-Box.	7.b. Creates RPA and forwards to appropriate AFPC Classification Team (Group In-Box) with up-to-date position build data

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No.	Section	Title	Current Page	Current Language	New Language
35.	IV	Flow of the Personnel Action Request item	IV-3	6.h. Creates and forwards PAR, accomplishes position build/maintenance or completes and attaches template (available on AFPC Home page) and forwards to AFPC Staffing Team (General In-Box)	7.h. Creates RPA, accomplishes position build/maintenance and forwards to AFPC Staffing Team (Group In-Box)
36.	IV	Flow of the Personnel Action Request	IV-3	10.b. Creates and forwards PAR (<i>annotating on Pg. 4 the total hours and if at employee's request</i>) to AFPC, Class Small/General In-Box	11.b. Creates and forwards RPA (<i>annotating on Pg. 4 the total hours and if at employee's request</i>) to appropriate AFPC Classification Team (Group In-Box) with up-to-date position build data
37.	IV	Flow of the Personnel Action Request	IV-3	10.g. Creates PAR (<i>annotating on Pg. 4 the total hours and if at employee's request</i>), accomplishes position build/maintenance or completes and attaches template (available on AFPC Home Page) and forwards to AFPC Staffing Team (Region's General In-Box)	11.g. Creates RPA (<i>annotating on Pg. 4 the total hours and if at employee's request</i>), accomplishes position build/maintenance and forwards to AFPC Staffing Team (Region's Group In-Box) where the action will be consummated
38.	IV	Flow of the Personnel Action Request	IV-4	15.b. Creates PAR and forwards to AFPC Class Small/General In-Box	16.b. Creates RPA and forwards to appropriate AFPC Classification Team (Group In-Box) with up-to-date position build data
39.	IV	Flow of the Personnel Action Request	IV-4	15.g. Accomplishes position build/maintenance, updates or attaches completed template (available on AFPC Home Page) to PAR. Forwards PAR to AFPC Staffing Team (General In-box)	16.g. Accomplishes position build/maintenance and forwards RPA to AFPC Staffing Team (Group In-box)
40.	IV	Flow of the Personnel Action Request	IV-5	17.b. Creates PAR and forwards to AFPC Class Small/General In-Box.	18.b. Creates and forwards RPA to appropriate AFPC Classification Team (Group In-Box) with up-to-date position build data
41.	IV	Flow of the Personnel Action Request	IV-5	17.i. Accomplishes positions build/maintenance updates or completes and	18. i. Accomplishes position build/maintenance updates and forwards

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				attaches template (available on AFPC Home Page) and forwards PAR to AFPC Staffing Team (General In-Box)	RPA to AFPC Staffing Team (Group In-Box)
42.	IV	Flow of the Personnel Action Request	IV-5	18.b. Creates PAR and forwards to AFPC Class Small/General In-Box or Staffing Team (General Inbox)	19.b. Creates and forwards RPA to appropriate AFPC Classification Team (Group In-Box) or Staffing Team (Group In-box) with up-to-date position build data
43.	IV	Flow of the Personnel Action Request	IV-6	22.h. Accomplishes position build/maintenance or completes templates (available on AFPC Home Page) and attaches to the completed PAR (<i>to include remarks and signature</i>). Forwards to AFPC Staffing Team (General In-Box)	23.h. Accomplishes position build/maintenance, <i>includes remarks and signature and forwards</i> to AFPC Staffing Team (Group In-Box)
44.	IV	Flow of the Personnel Action Request	IV-7	25.a. Creates and forwards PAR to AFPC, B&E General In-Box 90 days in advance of effective date. Include retirement effective date on PAR.	26.a. Creates and forwards RPA to AFPC, DPCMB-AB Group In-Box 90 days in advance of effective date. (Exception: RPAs for Air Reserve Technicians (ARTs) reaching High Year Tenure or Mandatory Separation Date should not be submitted until after employee is issued the notice of proposed separation.) Include retirement effective date on RPA
45.	IV	Flow of the Personnel Action Request	IV-7	25 c. Annotates remarks are of RPA wioth “VSIP approved for dollar amount” if employee is receiving a VSIP.	26 c. Annotates remarks are of RPA wioth “VSIP approved for dollar amount” if employee is receiving a VSIP and indicate method of payment requested
46.	IV	Flow of the Personnel Action Request	IV-7	27. Creates and forwards RPA to AFPC Staffing Team (Group Box)	28 a. Creates and forwards RPA to AFPC Staffing Team (Group Box). Annotates remarks area of RPA with

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					“VSIP approved for dollar amount” if employee is receiving a VSIP and indicate method of payment requested
47.	IV	Flow of the Personnel Action Request	IV-9	32. b. Completes PAR (<i>to include remarks & signature</i>), inputs action using DCPDS and authenticates SF-50	33 b. Prepares SF-50 using formflow (data is not entered in Modern DCPDS for volunteers).
48.	IV	Flow of the Personnel Action Request	IV-9	None	Add. 33 c. Forwards hard copy of SF-50 to DPCMP

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

Global changes have been made to incorporate FOC terminology: PAR was changed to RPA, FPIs to Modern DCPDS, General In Box to Group In Box, "Inputs action through FPIs.." to "Inputs actions through Modern DCPDS and updates HR", and PPA to Special Placement Consideration