

# Department of Defense Civilian Personnel Management Service



<b>DCPDS Functional /Technical Tips and Observations</b>	<b>04-03</b>	<b>28-May-2004</b>
--	--------------	--------------------

## 1. WHAT IS A SECURE VIEW?

A Secure View allows DCPDS to restrict a user's access to a defined set of records instead of being able to see everyone in a database.

Responsibility defines **what** a user has the authority to do to records he/she sees. This capability is the same for each available record, whether the user has access to 1 record or 100,000 records.

- A user can have many responsibilities, including more than one secure view with visibility of different records.
- Established responsibilities are used as the basis, or "template" for creation of secure views.
- A secure view becomes a responsibility, with visibility of specific records, and read/update capability as determined by the template responsibility.

Secure view defines **which** records a user sees.

- Secure views are built from a responsibility "template".

RPA Permissions define a user's roles with respect to the Request for Personnel Action.

- A user (person) has only one set of RPA permissions at a time.
- A user's RPA permissions are not affected or controlled by a secure view.
  - This is why some users have multiple User IDs and logins.

DCPDS security is based on Position's Organization Address (POA)

- Position/Extra Information/Federal Position Group 1/Position's Organization.
- Use % as the wild card for portion of a POA.
- Original purpose of POA – printing on the RPA/NPA, but it grew.
  - Single most descriptive organizational/hierarchy data.
- Terminology can be confusing.
  - For DOD Users, POA = Org Component
  - For Oracle, Org Component = what "DoD" calls Org Structure
- Little known/used option: position number + sequence

The Mighty POA

- Slightly different structure for each component.
  - Example (Navy): QK66097FPH = SOID + UIC + Org Structure Code
  - Example (Air Force): 5M1LF73ZDPF = SOID + Last 6 characters of PAS Code + Org Structure Code
- Some components, such as Air Force, impose business rules on the POA's relationship with other pieces of data
- Navigation to view or create a POA (**see** DCPDS User Guide Module 2 Chapter 1 for more information):

- o Work Structures>Organization>Custom
- Virtual positions can have a POA.

#### Creating a Secure View

- US Federal HR Manager Responsibility (and a couple of others)
- Navigate to Security>Secure User Build
- You can create from the ground up, including a new user OR create a new secure view for an existing user.
- If there's already an existing secure view, assigning or modifying that view is the simple way to go.
  - o Remember to run Security List Maintenance for the applicable profile afterwards.
- Screens are very fussy and LOV problems hard to refresh.
  - o So type carefully or request the whole LOV - then shorten.

#### Updating Org Component Security

- US Federal HR Manager Responsibility>Security>Org Comp Sec
  - o Red X to delete an entry
  - o Add a line to expand view
  - o Remember to run Secure List Maintenance for the applicable profile afterwards.
- Keep in mind the template responsibility used to create the view.
  - o Changing the org component may bring in NAF records, but if the template responsibility wasn't NAF, RPAs won't work.
  - o The template controls "what"; the org component controls "which".

#### Security List Maintenance (SLM)

- Sometimes referred to as List Gen.
- Implements changes/additions to secure views.
  - o So, no matter what you've built or revised, it's not soup till SLM runs
  - o Best to use the parameter of the specific secure view you need
- SLM sorts through the database
  - o For each secure view, reviews the Org Component(s) visible
  - o Locates all positions that match & puts into the appropriate secure view

#### Summary

- POA is embedded in the position.
- Each employee is connected to a position by their assignment.
- Each Secure View is built from a template responsibility and lists POAs.
- Secure view becomes a responsibility that can be assigned to any number of users by Sys Admin.
- Security List Maintenance puts employees and positions with each secure view.

Thanks to LMIT for providing this information.

## 2. HOW TO CODE FIREFIGHTERS PREMIUM PAY

Several questions have been raised on how Firefighter Premium Pay should be coded in DCPDS. To clarify what users should do, the proper coding for firefighter records in DCPDS to meet the requirements set forth by the implementation of the Federal Firefighters Overtime Pay Reform Act of 1998 is reflected below:

- DCPDS uses PREMIUM PAY INDICATOR to identify whether firefighters are on an "embedded" work schedule or not. An "embedded" work schedule is 112 to 120 hours bi-

weekly. If a covered firefighter does not have an embedded schedule, the premium pay indicator in the employee's record should be space.

- Covered firefighter records with a bi-weekly hours between 112 to 120 hours are considered to be "Embedded" and their premium pay indicator field should contain a "Y".
- Covered firefighter records with a bi-weekly hours of '144' are considered to be "Unembedded" and their premium pay indicator field must contain a space.
- Do not select the value of "NOT APPLICABLE" from the list of values when coding premium pay for firefighter records with "Unembedded" schedules. Using "Not Applicable" will flow a 0 in record position 341 of the Pay500 and will cause the action to reject at payroll. The only valid values that should flow to payroll in record position 341 of the pay500 are "Y" or space.

POC is Vickie Chanza, CPMS-AMD, DSN 487-6500, Commercial (210)652-6500.

### 3. MILITARY TO CIVILIAN CONVERSIONS – POSITION AND DMDC REPORTING.

The National Defense Authorization Act for FY 2004 provided DOD the flexibility to implement military to civilian position conversions in order to relieve stress on the military forces. In FY 2004, 10,000 military positions must be converted to civilian or contractor positions with an additional 10,000 converted in FY 2005. CRT 04-12134-DoD established a new DDF 'Mil to Civ Conversion' in the Position area with three new data elements that will be used for DMDC reporting purposes. This CRT was fielded in Patch 52.24 on May 21, 2004.

The new data elements are as follows:

POSITION DATA ELEMENT	DESCRIPTION
POSN MIL TO CIV CONV	User must enter a 'Y' if a position is a military to civilian conversion authorization
FY CONV CREDIT	User must enter the Fiscal Year when the position is authorized. A list of values (LOV) is provided.
DATE POSITION FILLED	This data element will contain the date when the authorized position is initially filled. For example, a position is filled on 8 March 2004 and the incumbent subsequently is promoted on 4 April 2004. Recruitment for the position results in a fill on 18 Apr 2004. The DMDC reports must flow the 8 March 2004 date. <b>NOTE:</b> An amendment to the CRT is on track for fielding in Patch 53.3 on June 20, 2004 that will auto-populate this field. Until then, users should enter the date manually.

In order to determine the effectiveness of the Mil to Civ Conversion authorization, DMDC and CPMS were requested to provide data for reports to high level DOD management officials. Four new data elements were established on the DMDC Report and are discussed below. Please note that the last two items on the DMDC report were moved due to the addition of the new data elements.

RECORD FIELD	RECORD POSITION	DYNAMICS STATUS	DATA ELEMENT NAME	DESCRIPTION
113	505	D/S	Posn Mil to Civ Conversion	Code that identifies a position is a Mil to Civ Conversion authorization under PBD 712, 31 Dec 2003

				Value: Y If blank, not a mil to civ conversion position.
114	506-511	D/S	FY Conv Credit	Fiscal Year (FY) date of Mil to Civ Conversion Format: FY20## LOV is provided
115	512-519	D/S	Date Position Created	Date an authorized Mil to Civ Conversion is built/validated. Format: YYYYMMDD Data is extracted from Position/Start Date
116	520-527	D/S	Date Position Filled	Date an incumbent is placed into an authorized Mil to Civ Conversion position. This is the first date the position is encumbered. FORMAT: YYYYMMDD Date is extracted from Position/Description/Occupancy/Start Date.
117	528-529	D/S	File "As Of" Month	Position change only
118	530		File Type	Position change only.

**ADDITIONAL INFORMATION:**

Users are not required to enter data into the DDF if a position is **not** identified as a military to civilian conversion authorization. At present, AGR, Local National and Non-appropriated Fund (NAF) positions are not involved; therefore, the DDF should not be used for these type positions.

POC is Diana Vela-McMillion, CPMS-AMD, DSN 487-6500, Commercial (210)652-6500.

4. POC is CPMS-AMD, San Antonio, DSN 487-6500, Commercial (210) 652-6500.