

**XIII. MISCELLANEOUS INFORMATION****14 AUG 2002****1. Awards and Appraisals:**

a. New Appointment (with prior Federal Service): AFPC will request Official Personnel Folder (OPF) from National Personnel Records Center. The coding of all past awards and appraisal documentation shown in the OPF will be accomplished within 90 days of receipt of OPF. To assist in coding and inputting, reference AFM 30-130, Chapter 8, Section V, Awards and Table 331.

b. Transfer: OPF and SF 75 information will be requested from the losing activity. After OPF has been received, AFPC (Staffing Team) will code and input all previous awards and appraisal data from employee's OPF using the update format of Modern Defense Civilian Personnel Data System (DCPDS), to include following up for appraisals that are not forwarded with the OPF.

The Performance Management Program remains at the Civilian Personnel Flight (CPF). Processing of NOAs 840 and 892, and input of appraisals into Modern DCPDS, will be accomplished by local CPFs using available automation.

	<b>{PRIVATE}ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
<b>1.</b>	Completes required documentation and justification/approval for award IAW local installation procedures. (Includes award amount/time off and brief description of the outstanding achievement)	X	
<b>2.</b>	Creates RPA for those awards requiring an RPA (e.g., Individual Time Off Award, etc.). Supplies info in the Notes Section (RPA, page 4) which supports award	X	
<b>3.</b>	Submits RPA with required award paperwork to CPF	X	
<b>4.</b>	Reviews awards package and certifies content	X	
<b>5.</b>	Coordinates and flows RPA to AFPC for those awards which require an RPA (do not fax award documentation)	X	
<b>6.</b>	For non-monetary awards which do not require an RPA (e.g., Letters of Commendation, Meritorious Service Awards, etc.), inputs award into Modern DCPDS or faxes certified award packages to the servicing AFPC staffing team for input into Modern DCPDS	X	
<b>7.</b>	Receives and processes RPA, if required		X
<b>8.</b>	If award generates an SF 50, prints employee copy and forwards to supervisor	X	
<b>9.</b>	SES Awards: Creates and forwards RPA for award amount when award authorized by Air Force Senior Leadership Management Office (AFSLMO)	X	
<b>10.</b>	Completes RPA and inputs action via Modern DCPDS and updates HR		X

**2. Command Uniques (AFPC Internal Only):**

a. General: There may be command-unique policies in addition to what is normally covered in Merit Promotion Plans, Collective Bargaining Agreements, etc., that apply to such actions as internal/external recruitment, Reduction-in-Force (RIF), Transfer-of-Function (TOF), Priority Placement Program (PPP), Competitive-Level-Code (CLC), position numbering system, etc.

b. PARIS: Command-unique policies can be accessed through use of Personnel Automated Records Information System (PARIS).

- 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

**3. Dummy Record for Employees on Overseas Assignments:**

The establishment of an individual folder for each employee on an overseas assignment will be accomplished using PARIS. The forms and information needed to create the dummy record will be extracted from the electronic OPF and/or existing hard copy OPF.

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
<b>1.</b>	Obtains signed Overseas Employment Agreement (with/without return rights) and signed DD Form 1617, Transportation Agreement, from employee and forwards to AFPC	X	
<b>2.</b>	Profiles Overseas Employment Agreement and DD Form 1617 into appropriate PARIS Libraries. Profiles all documents using the employee's name and SSAN		X

	Establishes and maintains dummy record to include: <ul style="list-style-type: none"> <li>▪ Copy of the SF 50, Notice of Personnel Action (NPA)</li> <li>▪ Copy of the Overseas Employment Agreement</li> <li>▪ Copy of the Position Description (PD)/Core Personnel Document (CPD)/Standard Core Personnel Document (SCPD) to which the employee has return rights</li> <li>▪ Copy of the AF Form 1188, Overseas Civilian Personnel Request</li> <li>▪ Copy of the DD Form 1617, Transportation Agreement-Overseas Employee</li> <li>▪ Any document which affects return rights (such as RPA) or which changes the classification of or abolishes the position, to include copies of any correspondence between AFPC and the activity to which assigned</li> <li>▪ Any other item determined to be of benefit in assuring the employee's entitlement to return placement is honored</li> </ul>		X
4.	<b>For AFPC Classified Bases:</b> Forwards obligated position information to AFPC servicing classification team.	X	
5.	<b>For AFPC Classified Bases:</b> Updates obligated information in Modern DCPDS		X

**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.

**4. Extending/Terminating Not to Exceed (NTE) Actions:**

Source: 5 CFR, Part 316, Subpart D

(The Guide to Processing Personnel Actions, Chapter 10, 14)

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Generates RIP (EXTAP, EXTTPR, RP744) via AFPC Secure Web, 60 days prior to NTE date (See Note)	X	
2.	Prints and distributes RIP	X	
3.	Requests Office of Personnel Management (OPM) approval for extension of temporary appointments beyond 2-year limit and term appointments beyond 4-year limit	X	
4.	<b>TEMPORARY APPOINTMENTS</b>		
5.	Submits extension RPA (if applicable)	X	
6.	Submits termination RPA (to terminate prior to NTE date)	X	
7.	No action is required to expire on NTE date		
8.	<b>TEMPORARY PROMOTIONS</b>		
9.	Submits extension RPA, if appropriate (if action requires competitive procedures, RPA should be submitted NLT 45 days prior to NTE date)	X	
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	X	

<b>11.</b>	<b>DETAILS</b>		
<b>12.</b>	Submits detail and termination of detail RPA if appropriate (if action requires competitive procedures RPA should be submitted NLT 45 days prior to NTE date).	X	
<b>13.</b>	Submits termination RPA (to terminate prior to NTE date)	X	
<b>14.</b>	No additional action required to terminate on NTE date		

**NOTE:** RIP Definitions:

EXTAP, Expiration of Temporary Appointment

EXTPR, Expiration of Temporary Promotion

RP744, Notice of Termination of Detail

**5. Leave Without Pay (LWOP)/Resignation**

Source: The Guide to Processing Personnel Actions, Chapter 15

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
<b>1.</b>	If employee is expected to resign at expiration of Leave Without Pay (LWOP), ensures resignation RPA (hard copy and electronic) is suspended in designated Civilian Personnel Flight (CPF) Suspense In-Box and forwarded to AFPC servicing staffing team not earlier than 30 days prior to effective date	X	
<b>2.</b>	Ensures hard copy resignation RPA includes employee signature, reason, effective date and forwarding address	X	
<b>3.</b>	Initiates, coordinates and forwards LWOP RPA to AFPC servicing staffing team for large bases or AFPC servicing classification team Group In-Box for AFPC classified bases	X	
<b>4.</b>	Provides employee with BEST LWOP handout/LWOP-US (military) handout, as applicable. (Handouts are available on the BEST homepage.) Advises employees to contact BEST with questions regarding the effect of LWOP 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 RPA.	X	
<b>5.</b>	Forwards resignation RPA to AFPC servicing staffing team not earlier than 30 days prior to effective date. Annotates page 4, part D, that a copy of the RPA (signed by employee) has been forwarded to AFPC servicing staffing team fax server	X	
<b>6.</b>	Faxes hard copy resignation RPA to AFPC servicing staffing team not earlier than 30 days prior to effective date	X	
<b>7.</b>	Completes RPA and inputs action via Modern DCPDS and		X

	updates HR. Resignation RPA will be processed by requested effective date if an extension to LWOP or “pick up” SF 50 from another agency is not received		
8.	Ensures extensions to LWOP RPAs are forwarded to AFPC servicing staffing team prior to expiration of LWOP	X	

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.

NOTE 2: If the LWOP results in the employee leaving the immediate area (i.e., spouse's Permanent Change of Station), LWOP will be effected for one year unless otherwise stipulated on RPA. A written statement from the employee will be required only if the employee resigns. The written statement signed by the employee must be sent to the AFPC servicing staffing team fax server.

### 6. Name Change:

Source: The Guide to Processing Personnel Actions, Chapter 20

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Initiates RPA with employee	X	
2.	Verifies supporting documentation	X	
3.	Advises employee to notify Social Security Administration, contact AFPC/BEST and complete AF Form 354 for new ID card	X	
4.	Reviews, coordinates and forwards RPA to appropriate AFPC staffing team, with annotation on page 4 that documentation has been verified	X	
5.	Completes RPA and inputs action via Modern DCPDS and updates HR		X

### 7. Reconstructing Records:

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Upon notification that a Merit Systems Protection Board (MSPB) decision, 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.)	X	
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 AFPC staffing team member	X	
3.	Locally classified base: Ensures appropriate position data is coded into modern DCPDS and forwards to AFPC staffing	X	

	team		
4.	AFPC classified base: Forwards RPA to AFPC servicing classification team Group In-Box to determine if position needs to be built	X	
5	AFPC classified base: Builds position as necessary and forwards to staffing team		X
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		X
7.	Checks records to verify dates/experience updates		X
8.	Verifies accuracy of history file		X
9.	Purge prior erroneous or invalid personnel actions per third party decisions (e.g., MSPB, EEOC and court) settlement agreements, etc., in OPF/PARIS, as applicable		X

#### 8. Return To Duty (RTD):

Source: The Guide to Processing Personnel Actions, Chapter 16

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Generates RIP, Expiration of Furlough/LWOP/ Suspension (EXNP1) via AFPC Secure Web	X	
2.	Prints and distributes RIP	X	
3.	Initiates RPA NLT 30 days prior to effective date (when required) to allow time for coordination	X	
4.	Advises employee to contact AFPC BEST automated phone or web system to elect benefits and entitlements, if applicable	X	
5.	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 FEHB coverage, a cancellation SF 2809 is filed in PARIS. The employee cannot reinstate their FEHB	X	
6.	Reviews, coordinates and forwards RPA to AFPC staffing team. If LWOP-US, include appropriate remark on RPA regarding reinstatement of FEHB	X	
7.	Completes RPA and inputs action via Modern DCPDS and updates HR		X
8.	Reinputs FEHB code, as applicable		X

**9. Security:**

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Ensures CPF is aware of position sensitivity and State Criminal History Repository Checks (SCHRC), as required		X
2.	Processes security investigation IAW CPF/security manager procedures	X	
3.	Notifies AFPC when SCHRC is completed and the date completed	X	
4.	Inputs correction to produce SF 50 with the remark, "SCHRC completed YYMMDD"		X
5.	Completes tracer actions by working with base security manager	X	

**10. Supervisory/Managerial Probationary Period:**

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Generates Expiration of Prob/Trial Period and/or Supv-Mgr-Prob RIP (PROB1) via AFPC Secure Web 90 days prior to expiration date	X	
2.	Prints and distributes RIP	X	
3.	Certifies and forwards signed RIP to AFPC/DPCMP for profiling in the employee's OPF if employee satisfactorily completed supervisory probationary period (see note)	X	
4.	Initiates Change-to-Lower-Grade RPA if employee is not satisfactorily performing during probationary period	X	
5.	Reviews, coordinates, completes (including NOA, signature and remarks) and forwards to the AFPC staffing team	X	
6.	Inputs action and updates HR		X

NOTE: System automatically updates the completed Supv-Probationary Period data element when the Date-Supervisory/Managerial-Probation Ends.

**11. Veterans Readjustment Appointment Conversions:**

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
1.	Generates Conversion of Veteran Readjustment RIP (VRACV) via AFPC Secure Web 60 days prior to employee completing 2 years of substantially continuous service for conversion from the VRA appointment	X	
2.	Prints and distributes RIP	X	
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	X	

4.	Completes RPA and inputs action via Modern DCPDS and updates HR		X
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### 12. Within-Grade Increases (WIGIs):

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	Generates Date WIGI Due RIP (WGICL) via AFPC Secure Web NLT 90 days prior to effective date	X	
2.	Prints and distributes RIP	X	
3.	Evaluates employee performance and determines whether to grant, withhold or postpone WIGI	X	
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	X	

### 13. Grievance and EEO Procedures:

a. This guidance establishes procedures for processing grievances/EEO complaints when they involve the AFPC. The PC Mart models identified program responsibility for both functions to remain at the CPF. However, some issues may involve and/or require information/documentation be provided by the AFPC in processing the complaint. These procedures assign responsibilities and define the roles of the AFPC, CPF and management to ensure smooth processing of grievances/EEO complaints. Appropriate laws, AF Instructions/guidance and local bargaining unit agreements should be applied.

b. Any grievance should be processed using the appropriate grievance system (Administrative or NGP) which is based on the bargaining unit status of the employee filing the grievance (non-bargaining unit or bargaining unit, respectively).

	ROLES AND RESPONSIBILITIES	AFPC	CPF	DECIDING OFFICIAL
1.	Notifies appropriate AFPC staffing division chief that a grievance/EEO complaint has been received involving the AFPC. Forwards a copy and/or requested information to AFPC		X	
2.	Provides requested information NLT 3 days (or agreed upon date) from the date of request	X		
3.	Processes grievance/EEO complaint IAW applicable regulation/procedure		X	X
4.	Coordinates response/negotiated settlement agreement with applicable parties, to include the applicable AFPC organization (staffing team or BEST) prior to signing.		X	

	When the CPF reaches an agreement to work a settlement agreement, provides BEST with as much lead time as possible. If the settlement agreement requires action by BEST, with regard to the employee's health and/or life insurance, TSP or retirement, notifies BEST prior to signing and faxes a copy of the proposed agreement to BEST for coordination. BEST will provide immediate responses in those cases where the CPF advises they must have coordination within a certain timeframe. (See Chapter XIV, Benefits and Entitlements, Section 1.h. (currently pending Air Staff approval) for additional guidance.)			
5.	Notifies AFPC of any subsequent personnel actions resulting from the grievance/EEO complaint and forwards RPAs to AFPC. Immediately provides copy of final grievance decisions, arbitrator decisions, settlement agreements or EEO decisions/settlement agreements to BEST if the decision requires action by BEST with regard to health and/or life insurance, TSP or retirement. (See Chapter XIV, Benefits and Entitlements, Section 1.h. for additional guidance.)		X	
6.	Processes RPAs as required	X		

**14. Class Action Requests for Information:**

	<b>ROLES AND RESPONSIBILITIES</b>	<b>AFPC DPC</b>	<b>CPF</b>	<b>DECIDING OFFICIAL</b>
1.	Determines need for information			X
2.	Forwards request, specifying records required, format and whether or not certified copy is required, and purpose or authority for request		X	
3.	Coordinates with AFPC/JA to determine if permissible to release requested information under the Privacy Act	X		
4.	If releasable information, provides requested information	X		
5.	If not releasable, notifies CPF of AFPC/JA determination	X		
6.	If not releasable, notifies deciding official		X	

**15. Fax Cover Sheet:**

The attached fax cover sheet should be used for faxing all documents with the exception of coding requests to AFPC/DPC offices.



