

Air Force Personnel Center

# User Guide

## Civilian Virtual In-Processing (*cVIP*)

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- ⇒ Streamlines complex in-processing documentation
- ⇒ Electronic signatures, certifications, and approvals
- ⇒ Forms electronically profiled to OPF
- ⇒ In-process through the web



U.S. AIR FORCE

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HQ, Air Force Personnel Center  
Directorate of Civilian Personnel Operations  
AFPC/DPCXT

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### Purpose

The cVIP application is Web based and will support all aspects of employment In-Processing to include validating/verifying eligibility for employment. In cVIP there are Three Primary Phases: **Tentative, Pre-Appointment, and Appointment**. The cVIP application will support In-Processing. By using cVIP, selected candidates will provide required information over the Internet. This information will populate electronic in-processing forms. This, in turn, will flow applicable forms to the electronic OPF.

### Menu Path

Use the following menu path(s) to begin this task:

- **HR Specialist/Staffers:** Select the cVIP application by clicking on the AFPC web site <http://www.afpc.randolph.af.mil>. From the AFPC Home Page, roll your mouse over the Civilian link at the top of the screen, then scroll down to Web Applications, then scroll over to the cVIP for Staffers link and click.
- **Applicants – (Selectee/Employee)** – Access to the Civilian Virtual In-Processing (cVIP) is limited. Only those applicants who have been contacted with a "TENTATIVE" job offer may use this application. Selectee/Employee may access the cVIP application by going to [www.afpc.randolph.af.mil/afjobs](http://www.afpc.randolph.af.mil/afjobs), and then click on "Received a Job Offer".

### Helpful Hints

- If processing the RPA manually you will need the following information to ensure cVIP will not time out while inputting the required information.
  - RPA Number, Effective Date, Position Title, Position Sequence, Location and Organization
  - Additionally you will need the Name, SSAN, Sex, DOB, and Citizenship of the individual being placed on that RPA
- You will also need to know whether or not this individual is a current federal employee. This information is essential in the creation of the SF 2810 and TSP 19 if the forms are required.

## Chapter 1 - Accessing cVIP (HR Specialist/Staffer)

Start the task using the menu path located under <http://afpc.randolph.af.mil>. Select the Civilian Tab, Web Applications, **cVIP for Staffers** link which will direct users to the AFPC Secure Web Sites Login page.

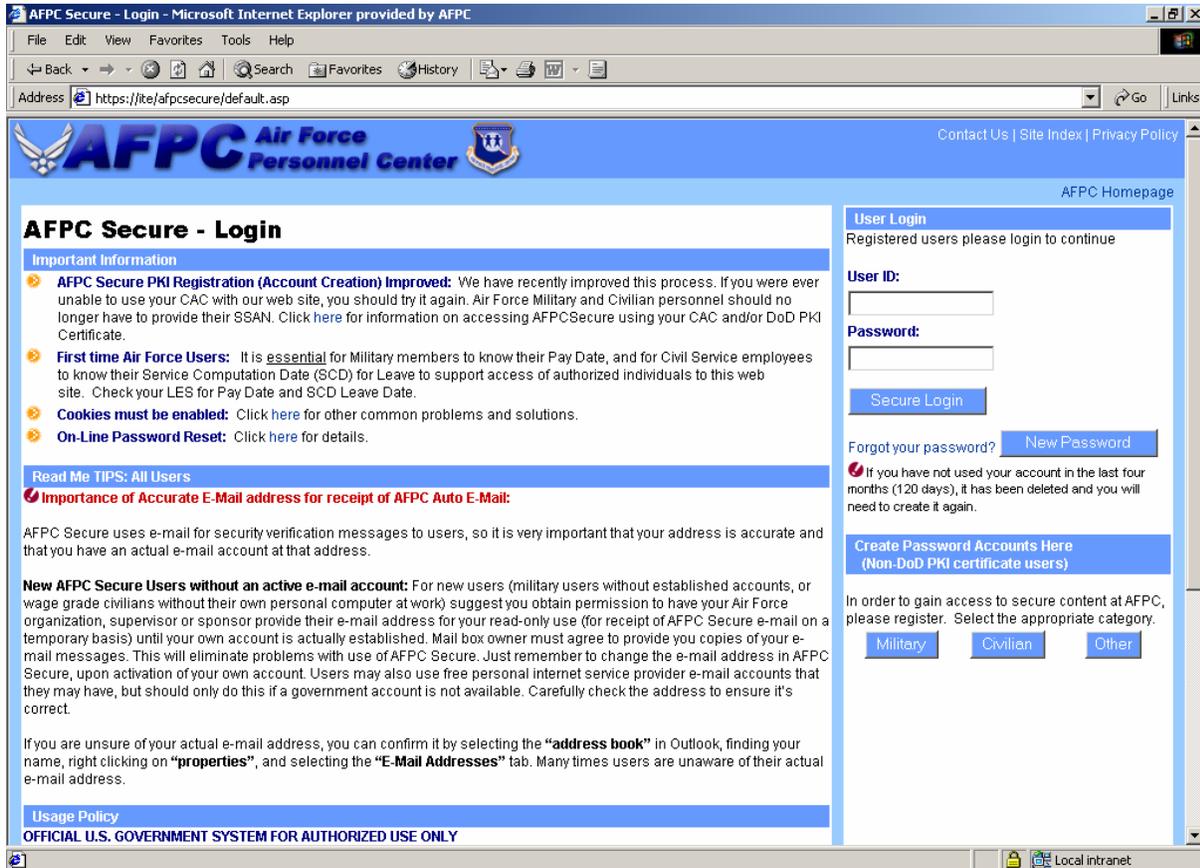
### AFPC Web

The screenshot shows the AFPC Air Force Personnel Center website in Microsoft Internet Explorer. The browser's address bar displays <http://www.afpc.randolph.af.mil>. The website's navigation menu is expanded, showing the following options under 'Web Applications':

- AFPC Secure Log In
- Base MCBs
- Civilian Career Brief
- CivDocs
- cVIP for Employees**
- cVIP for Staffers** (highlighted with a red box)
- Electronic Official Personnel Folder (EOPF)
- Emergency Data Systems (EMDS) for Next of Kin
- Employee Benefits Information System (EBIS)
- Employment Homepage
- PD Access For RPA Generators
- Personnel Automated Records Information System (PARIS)
- PrintView

The website also features a 'Personnel News' section with several articles, including 'Two new unit awards', 'Officers must file preferences', 'Executive leadership development', 'Mandatory movers compete in EQUAL', and 'TSP open season'. The footer of the page reads 'Air Force Personnel Center | Randolph AFB, TX 78150-4759'.

# AFPC Secure - Login



Explanation and uses of the following fields listed below.

### Required/Optional/Conditional

Field Name	R/O/C	Description
User ID:	R	Description of the User ID <b>Example:</b> moon9865!
Password	R	Description of the User ID and Password. <b>Example:</b> ABC123!!

If the HR Specialist/Staffer currently has a User ID and password, enter the information in the required fields and click  to access cVIP.

If the HR Specialist/Staffer does not have a User ID and password then click on the **Civilian** button and follow the instructions for creating an account. Once the account is created, return to the login page, enter the User ID and password and then click the  button to access cVIP.

# AFPC Secure - Main Menu

AFPC Secure - Main Menu - Microsoft Internet Explorer provided by AFPC

Address: https://ite/afpcsecure/MainMenu.asp

Contact Us | Site Index | Privacy Policy

AFPC Homepage

## AFPC Secure

Main Menu

**These are secure sites.  
Please close all browsers when you leave the applications.**

**These sites are intended for the use of the Air Force only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner and your unit public affairs office.**

**Beeson, Cindy S, You have access to the following sites:**

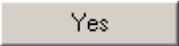
<a href="#">ARMS</a>	Automated Records Management System
<a href="#">Civ Career Brief</a>	Virtual Career Brief for AF Appropriated Civilian Employees
<a href="#">Civilian_Electronic_OPF_Test</a>	This application allows Air Force Employees access to their electronic OPF. (Test system on ITE.)
<a href="#">CVIP</a>	Civilian Virtual In-Processing
<a href="#">EBISII</a>	Test EBIS II (Frames)
<a href="#">OCPR_v6</a>	Test Resumix V6
<a href="#">pascodes</a>	Pascodes (Test system on ITE)
<a href="#">PERSTEMPO_Test</a>	Personnel TEMPO (PERSTEMPO) is a quality-of-life measurement that measures the amount of time an individual spends away from his or her home station. Within this system you can display PERSTEMPO data by groupings (MAJCOMs, Bases, Units, Weapon Systems, and Air Force Specialty Codes-AFSCs) or by individual.

Local intranet

The User has successfully logged into the AFPC Secure Web Site and they will be directed to the page displayed above. This page lists all applications for which the User has access. Click on the [CVIP](#) button.

## Security Alert



Click 



**Note:** You "may or may not" see this Security Alert Screen.

## Main Logon

MainLogon - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address [https://itew2/dpcedify/cvip\\_staff/cvip\\_staff.asp](https://itew2/dpcedify/cvip_staff/cvip_staff.asp) Go

**W**elcome to ....

**Civilian Virtual InProcessing (CVIP)**

**Air Force Civilian Employee Inprocessing**

INSTRUCTIONS: To begin civilian inprocessing press the continue button below.

Your civilian Virtual Inprocessing Logon and PIN & your typed name on all forms in CVIP have the same effect as your signature and are accepted as your electron signature.

Be advised that any false statement in any transaction accomplished through this application, or willful misrepresentation, is a violation of the law punishable by a fine of not more that \$10,000 or imprisonment of not more that 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Air Force employment. If you acknowledge and understand this and wish to continue using this application press CONTINUE.

CONTINUE

EXIT

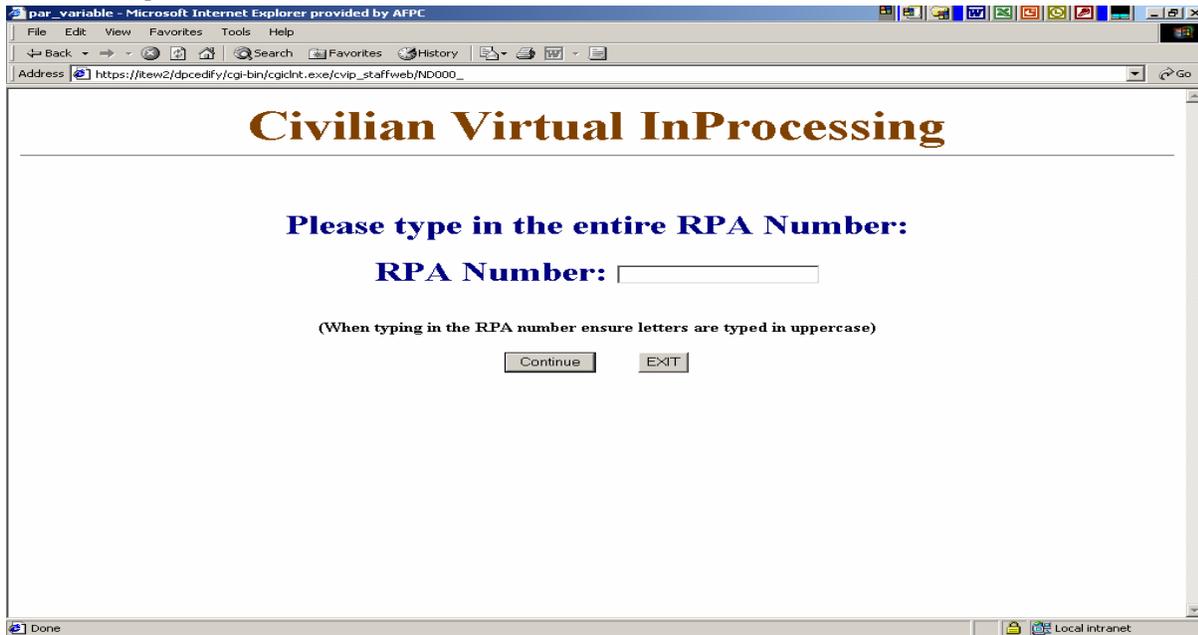
Privacy Act Statement:  
Authority: Executive Order 9397

Done Local intranet

Click the maximize button  on the top right hand of the screen. By clicking the maximize button this enables you to enlarge the screen and proceed within the cVIP program with a full screen view

Click  to proceed.

## Chapter 2 – RPA Request Screen



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "par\_variable - Microsoft Internet Explorer provided by AFPC". The address bar contains the URL "https://itew2/dpcedify/cgi-bin/cgiint.exe/cvip\_staffweb/ND000\_". The main content area of the browser displays the following text:

**Civilian Virtual InProcessing**

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**Please type in the entire RPA Number:**

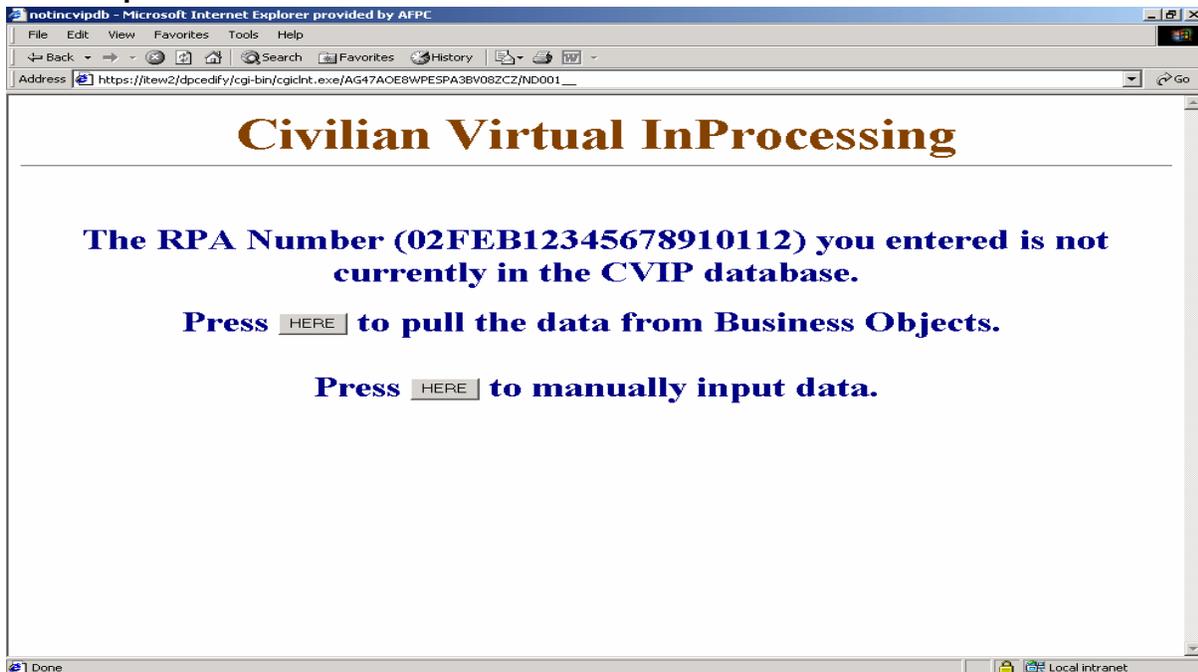
**RPA Number:**

(When typing in the RPA number ensure letters are typed in uppercase)

The browser's status bar at the bottom shows "Done" and "Local intranet".

Enter the RPA number in all CAPS (field is case sensitive) click  to proceed to the next step.

## RPA Request Screen Cont



If the screen above is displayed the RPA number was not found in cVIP. If the RPA number was input incorrectly click the back button to re-input.

To pull the RPA data from Business Objects (DCPDS refreshed data) you must click on (“Press  to pull the data from Business Objects”)

**OR**

If this is an action that needs to be completed immediately you must click on (“Press  to manually input data”).



The Manual Input Process should only be used in **EXTREME** cases since all data must be typed manually.

## Manual Input of RPA



The Manual Process should only be used in **EXTREME** cases since all data must be typed manually (Be extremely careful when typing in the Name, SSN and the DOB) Date field formats are MM/DD/YYYY. These fields are required in order to process the RPA.

editRPA - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://fkw2/dpcedfy/cgi-bin/cgiint.exe/BEBEX93SYAY10M/36DWMC4M/ND001...> Go

RPA Number:

EFFECTIVE DATE:

### Personnel Data

Last Name:  First Name:  Middle Name:  Sex:

SSAN:  Date of Birth:  U.S. Citizenship:

### Position Data

Number:  Sequence:

Title:

Location:

Organization:

Pay Plan:  Grade:  Series:

### Nature of Action

NOA Code:

2nd NOA Code:

Done Local intranet

The table on the following page outlines the required data fields that must be input into the required fields shown above.

**Manual Input of RPA Cont** Required/Optional/Conditional

Field Name	R/O/C	Description
RPA Number:	R	Description of the RPA Number: <b>Example:</b> 04APR9PARW0000711353 (20 characters)
Effective Date :	R	Description of the EFFECTIVE DATE: <b>Example:</b> 04/18/2004
Last Name:	R	Description of the Last Name. <b>Example:</b> Doe
First Name	R	Description of the First Name. <b>Example:</b> Jane
Middle Name	R	Description of the First Name. <b>Example:</b> H
Sex:	R	Description of the Sex: <b>Example:</b> F
SSAN	R	Description of the SSAN.(no dashes) <b>Example:</b> 123456789
DOB	R	Description of the DOB. <b>Example:</b> MM/DD/YYYY
US Citizenship	R	Description of the US Citizenship. <b>Example:</b> Y
NUMBER	R	Description of the Number <b>Example:</b> 9G099
SEQUENCE	R	Description of the Sequence <b>Example:</b> 123456
Title	R	Description of the Title. <b>Example:</b> Human Resources Assistant
Location	R	Description of the Location. <b>Example:</b> Randolph AFB, TX
Organization	R	Description of the Organization. <b>Example:</b> 67 MSSQ/DPCE
Pay Plan	R	Description of the Pay Plan. <b>Example:</b> GS
Grade:	R	Description of the Grade: <b>Example:</b> 06
Series	R	Description of the Series. <b>Example:</b> 0203

## Manual Input of RPA Cont

**Civilian Virtual InProcessing**  
(PERSONAL INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

Please fill out the form below and press Submit to start the CVIP process.  
Input Date format using MM/DD/YYYY

RPA Number:

EFFECTIVE DATE:

**Personnel Data**

Last Name:  First Name:  Middle Name:  Sex:

SSAN:  Date of Birth:  U.S. Citizenship:

**Position Data**

Number:  Sequence:

Title:

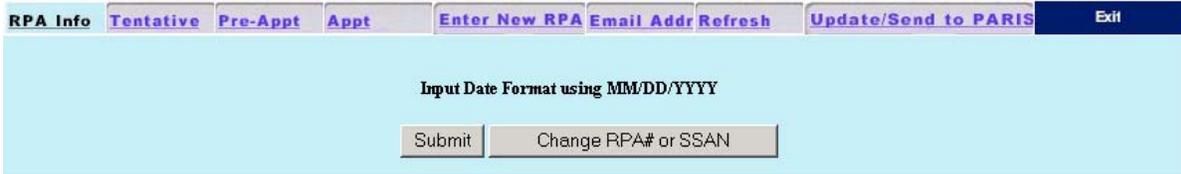
Location:

Once the HR Specialist/Staffer has entered all the required information click



You have now completed the manual RPA input process and will be taken to the cVIP main menu.

## Chapter 3 - Main Menu Tabs



The screenshot shows a web interface with a top navigation bar containing the following tabs: RPA Info, Tentative, Pre-Appnt, Appt, Enter New RPA, Email Addr, Refresh, Update/Send to PARIS, and Exit. Below the tabs, there is a light blue area with the text "Input Date Format using MM/DD/YYYY" and two buttons: "Submit" and "Change RPA# or SSAN".

The cVIP HR-Specialist/Staffing Menu has **9 TABS**. By clicking on the various TABS the HR Specialist/Staffer will be directed to the module for which they desire access. The selected TAB will always show on the left side of the screen display. Below is an outline of those tabs.

1. **RPA Information** - This screen displays information contained on the RPA.
2. **Tentative – (Phase #1)** This module contains the forms and documentation required to verify eligibility for employment. Upon Tentative Selection, the HR Specialist/Staffer examines the position and the Selectee/Employee information to determine what information is required to validate employment eligibility. For example, if the Selectee/Employee claimed Veteran's Preference, he/she must now provide a DD 214. The HR Specialist/Staffers enters required documentation into the cVIP; they advise the Selectee/Employee to enter the cVIP web application and submit documentation within 5 days

Once the HR Specialist/Staffer reviews the required documentation and validates employment eligibility, the Selectee/Employee is advised to enter the next phase, Pre-Appointment. Depending upon the position and the Selectee/Employee status, the following data is collected: Reserve Status (AF 3598), Prior Federal Service (SF 144), Race and National Origin (SF 181), and Self-Identification of Handicap (SF 256).

3. **Pre-Appointment – (Phase #2)** This module contains the forms required to complete the personnel action. The forms required for completion are determined by the HR Specialist. During the Pre-Appointment phase, the Selectee/Employee also must accept applicable conditions of employment including: State Criminal History Records Checks, Drug Testing, Emergency Essential, Term, Mobility, Supervisory Probation, etc.
4. **Appointment - (Phase #3)** Documentation required to complete the appointment/personnel action. Finally, the employee is scheduled for in-processing at which point he/she will complete the Appointment phase of cVIP. By this time, the majority of the documentation has been completed. The employee will report to the Civilian Personnel Flight to complete his/her in-processing.
5. **Enter New RPA** - Use this Tab if you need to view and/or update another RPA. Clicking on this TAB will take the HR Specialist/Staffer back the Civilian Virtual In-processing RPA Number Request Screen.
6. **Email address** - The HR Specialist/Staffer may use this TAB to make changes to the e-mail address if necessary.
7. **Refresh** - This module allows the HR Specialist/Staffer to refresh several items (3 button options) such as
  - Refreshing the RPA data from DCPDS
  - Deleting all the Selectee/Employee cVIP information for this RPA (i.e. If the Selectee/Employee were to decline position, if done in error all forms will have to be re-accomplished)
  - Refresh RPA data and delete all the Selectee/Employee cVIP information (Caution, this deletes all Data)

## Main Menu Tabs Cont

8. **Update/Send to PARIS** - (ONLY THE AFPC HR SPECIALIST MAY UPDATE THIS TAB)
  - Clicking this TAB will send forms to PARIS
  - If one of the forms is not completed cVIP will display a window stating which form and what is not complete, the information must be completed before attempting to UPDATE again
  - If all forms are complete a notice will appear that states that all forms have been flowed to PARIS. This is a ONE time event. This sends a flag to the system to grab the information and send it to PARIS. Clicking it several times by mistake will still only send the one flag to the system
9. **Exit** - This TAB will let the HR Specialist/Staffer exit the system.

## Refresh Tab

When the HR Specialist/Staffer clicks on the Refresh tab a new window will display giving the HR Specialist/Staffer several items that can be refreshed.

The screenshot shows a window titled "Civilian Virtual InProcessing". At the top, there is a navigation bar with several tabs: Refresh, Tentative, Pre-Appnt, Appnt, RPA Info, Enter New RPA, Update/Send to PARIS, Email Addr, and EXIT. The "Refresh" tab is currently selected. Below the navigation bar, there is a text input field labeled "RPA Number:" containing the value "02DEC9PAFPCDPC272569". Below this, there are three buttons with associated instructions:

- A** Refresh RPA Data  
To only refresh RPA data from Modern DCPDS press (This will only overwrite existing par data only)
- B** Refresh Employee Data  
To only refresh/delete employee information data collected press (This will delete the employee data and reset the pick lists)
- C** Refresh All  
To refresh both RPA data and delete Employee Data press (This will overwrite RPA data, delete employee information, and reset the pick lists)

- A. **“Refresh RPA Data”** button only refreshes the RPA data from DCPDS. Example: If the position number data or the effective date of the action is changed on the RPA (once the RPA has refreshed) this button would allow you to overwrite the existing RPA data in cVIP. The new information will replace the old on all pertinent forms.
- B. **“Refresh Employee Data”** button deletes all employee cVIP information for this RPA and resets the pick lists in the tentative, pre-appointment, and appointment modules. This would be useful if the Selectee/Employee completes the wrong forms or never enters on duty and the RPA has not been processed. CAUTION: If you accidentally hit this button, the Selectee/Employee will have to re-accomplish ALL of the forms.
- C. **“Refresh All”** button will refresh will delete both the RPA and Selectee/Employee data. This would be used in the case of an employee who is appointed and the RPA has been processed, then the Selectee/Employee does not show for work after the established EOD. CAUTION: THIS BUTTON DELETES NOT ONLY THE EMPLOYEE INFORMATION BUT ALSO DELETES THE RPA IN cVIP.

## Email Address for HR Specialist/Staffers

If you did not complete the staffer information, including the E-mail address, a separate screen will appear to remind you to input the staffer's E-mail address. Once the Staffer selects a valid RPA number, it is **imperative** to assign an address under the e-mail TAB. This e-mail address assigned is used to notify the HR Specialist/Staffer the modules' completion by the Selectee/Employee. This e-mail address is also used by the applicant to notify the Staffer if assistance is needed with the application or any questions pertaining to the completion of required forms.



In this area the HR Specialist/Staffer may list numerous email address separated by “,”

Required/Optional/Conditional

Field Name	R/O/C	Description
EMAIL ADDRESS :	R	Description of the EMAIL ADDRESS: (Depending on the business process this could be the CPFs POC address or an AFPC HR Specialist/Staffers POC address) <b>Example:</b> John.Doe@randolph.af.mil

Then,  HR Specialist/Staffers Email Notification

## Tentative Menu (Phase 1)

Explanation and uses of the following fields listed below.

Required/Optional/Conditional

Field Name	R/O/C	Description
PARIS:	C	Description of the PARIS – <b>Example:</b> Y=employee has records in PARIS  This field is Conditional if the employee has a record in Paris a “Y” will auto-populate if they do not then an “N” will appear.
Is this a current federal employee? Y/N:	R	Description of the “ <b>Is this a current federal employee? Y/N</b> ”. Must be input by the HR/Specialist/Staffer – This step is essential to the creation of the system generated completed SF 2810 and TSP 19 if forms are required. When a “Y” is selected the Selectee/Employee will see this  button when the  Selectee/Employee logs into this Menu. (This button is only generated on the employee side; the HR Specialist/Staffer will not see this button.) <b>Example:</b> Y: Yes

## Tentative Menu Cont (Phase 1)

The following fields must be completed by the HR Specialist/Staffer so the Selectee/Employee has the correct Point of Contact Information.

Required/Optional/Conditional

Field Name	R/O/C	Description
Name	R	Description of the Name. <b>Example: HR Specialist/Staffer's Name (Jane Doe)</b>
Address	R	Description of the Address. <b>Example: CPF or AFPC</b>
City, State, Zip	R	Description of the City, State, Zip. <b>Example: Base, State, Zip Code</b>
EMAIL	R	Description of the EMAIL. <b>Example: <a href="mailto:Jane.Doe@Randolph.af.mil">Jane.Doe@Randolph.af.mil</a> (CPF or AFPC HR Specialist/Staffer's email address)</b>
Commercial Fax Number:	R	Description of the Commercial Fax Number: <b>Example: 99-999-9999</b>
DSN Fax Number:	0	Description of the DSN Fax Number: <b>Example: 999-999-9999</b>

## Tentative Menu Cont (Phase 1)

Retired Military claiming Nonwartime Campaigns or Expeditions must complete and forward to below address.  
(Form is available on OPM site WWW.OPM.GOV/FORMS/HTML/SF.ASP)

Forms marked below must be submitted within 5 working days to: Phone Number Information:

Name   
Address   
City, State, Zip   
EMAIL   
Commercial Fax Number:   
DSN Fax Number:

NOTE: If you are transferring from another agency and have a Thrift Saving Plan (TSP) loan, be prepared to provide you TSP loan number (s) on the proper screen in the appropriate block(s).  
These forms are already in your possession: (Provide copies only!)

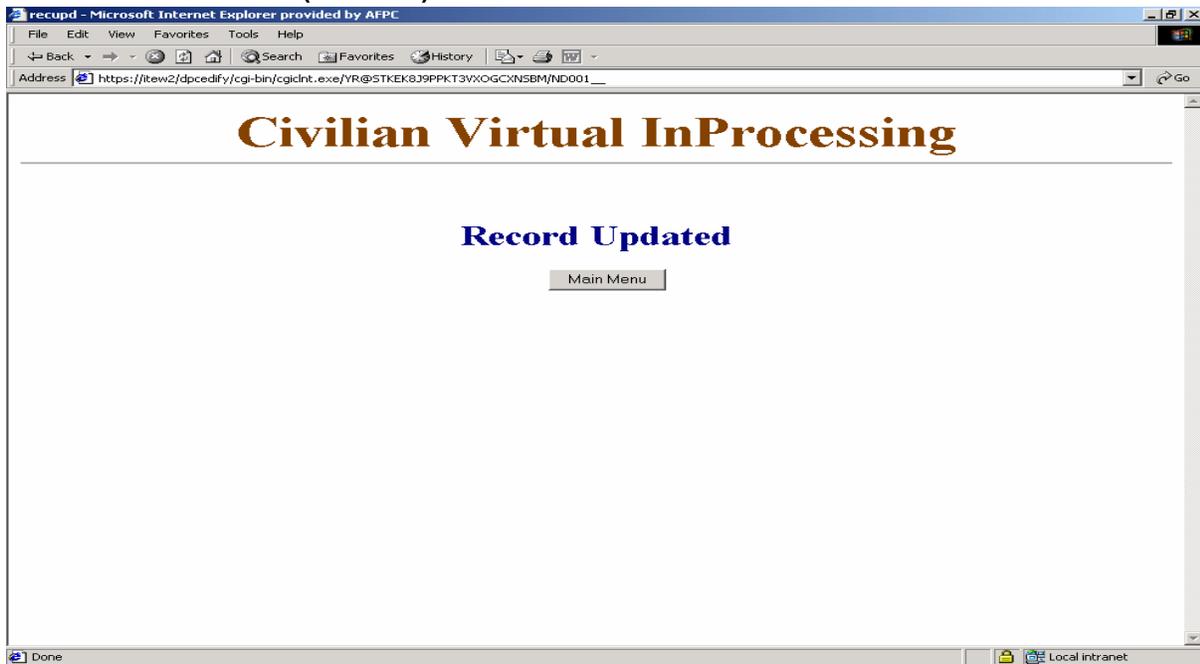
- "Certificate of Release" or "Discharge from Active Duty" (DD214A, Copy 4)
- College Transcripts
- NAFI Notification of Personnel Action (AF 2545) or AAFES Form 1200-75
- Verification Letter from Personnel Office
- Notification of Personnel Action (SF 50)
- Certification statement dated within the last year from a State Vocational Rehabilitation Service, Department of Veterans Affairs or Gallaudet College...
- Permanent Change of Station Orders returning you to United States

The HR Specialist/Staffer should mark the appropriate documents. These forms are necessary in helping to verify eligibility.

The HR Specialist/Staffer clicks to mark  **Give Employee Access**. By selecting this box the Selectee/Employee will have access only to this module. Once all information has been updated by the Selectee/Employee the HR Specialist/Staffer then marks the "**Locked by Staffer**" button to ensure **no** information is changed or lost once the Selectee/Employee has finished updating all documents.

Once you  this will update/save the tentative process.

## Tentative Menu Cont (Phase 1)



Click  button.

## Pre-Appointment Menu (Phase 2)

Click the **Pre-Appnt** tab.

The following fields must be completed by the HR Specialist/Staffer so the Selectee/Employee has the correct Point of Contact Information.

Required/Optional/Conditional

Name	R/O/C	Description
Is this a current federal employee: Y/N	R	Description of the “ <b>Is this a current federal employee? Y/N</b> ”. This data flows from the information input by the HR Specialist/Staffer in the Tentative Menu. Must be input by the HR Specialist/Staffer – This step is essential to the creation of the system-generated completed SF 2810 and TSP 19 if forms are required. When a “Y” is selected the Selectee/Employee will see this  button when the Selectee/Employee logs into this Menu.  (This button is only generated on the employee side; the HR Specialist/Staffer will not see this button.) <b>Example:</b> Y: Yes
Does the employee have a TSP loan: Y/N	R	Description of the “Does the Employee have a TSP loan Y/N”. (This data flows from information input by the Selectee/Employee) <b>Example:</b> Y

## Pre-Appointment Menu Cont (Phase 2)

The screenshot shows a web browser window titled "mainmenuD - Microsoft Internet Explorer provided by AFPC". The address bar contains a long URL. The main content area is a table with the following structure:

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AF3598 (Required) (Civilian Employee Military Reserve/Guard/Retiree Category)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF144 (Required) (Statement of Prior Federal Service)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF181 (Required) (Race and National Origin Identification)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF256 (Required) (Self-Identification of Handicap)
<b>SCHRC</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Acknowledgement (State SCHRC Check)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Release
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Residence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Supp Questions
<b>Conditions of Employment Specific to Selectee and Position</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Medical Exam
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Drug Test
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Obligated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Perm Intmnt
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Emerg Esntl
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Key
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Supv Prob
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Term
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Mobility Agreement Career Broadening
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Mobility Career Programs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	DD2760 (Qualification to Possess Firearms or Amunition)

The HR Specialist/Staffer should mark the appropriate documents applicable to the Selectee/Employee.

- The **AF3598, SF144, SF181 and SF256** forms are **required** for all Pre-Appointment processing
- The State SCHRC check may also be required depending on the job requirements
- Conditions of Employment will be "Specific" to the Selectee/Employee and Position

## Pre-Appointment Menu Cont (Phase 2)

The following marked below documents/questionnaires must be downloaded, printed, completed and submitted to your local Civilian Personnel Office via US Certified mail, or hand-carried. Since only original documents must be submitted, FAX or email copies are not accepted.

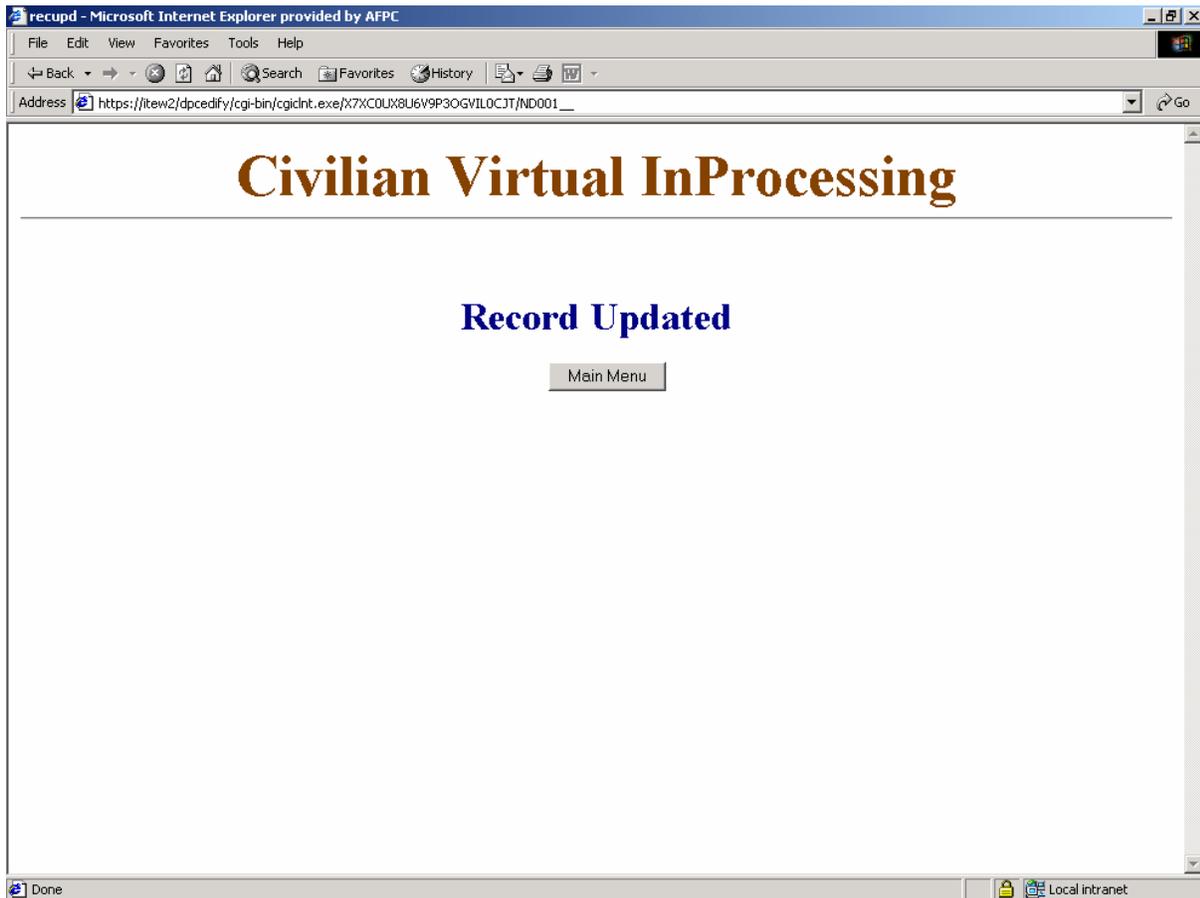
Required Forms are marked

- SF85, Questionnaire for Non-Sensitive Positions, PLUS Authorization for Release of Information and, Authorization for Release of Medical Information
- SF85P, Questionnaire for Public Trust Positions, PLUS Authorization for Release of Information and, Authorization for Release of Medical Information
- SF85PS, Supplemental Questionnaire for Selected Positions
- SF86, Questionnaire for National Security Positions, PLUS Authorization for Release of Information and, Authorization for Release of Medical Information
- SF86A, continuation Sheet for Questionnaires SF85, SF85P, and SF86

The HR Specialist/Staffer clicks to mark  **Give Employee Access**. By selecting this box the Selectee/Employee will have access only to this module. Once all information has been updated by the Selectee/Employee the HR Specialist/Staffer then marks the “**Locked by Staffer**” button to ensure **no** information is changed or lost once the Selectee/Employee has finished updating all documents.

Once all forms have been identified for the Selectee/Employee then clicks the **Click to Update Record** button.

## Pre-Appointment Menu cont (Phase 2)



Click

### Appointment Menu (Phase 3)

The final tab is the Appointment Menu Click 

mainmenuEb - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address [6f-c6fbb97350878&EWF\\_SYS\\_1=30V00AI3QX4WQLJ50ZEZM8M6THFA8HEM2JA9JNKV8EWF\\_FORM\\_NAME=mainmenuD&EWF\\_BUTTON\\_APPOINTMENT=APPOINTMENT?12,10](#) Go

## CVIP APPOINTMENT MENU

(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

**Appointment** Tentative Pre-Appt RPA Info Email Addr Refresh Enter New RPA Update/Send to PARIS Exit

Address Click to Update Record Clear Forms

SSAN:

Name:

Appointment Pick List (Click on check box when forms are selected)  Give Employee access

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	INS19 (Employment Eligibility Verification)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	SF61 (Appointment Affidavits)

**Information**

You indicated on the Pre-Appointment Menu that you have a TSP loan outstanding. Please enter the loan number in the block provided. The TSP-19 form will be populated and forwarded to DFAS and TSP to identify the new payroll office.

TSP Loan 1#  Payment Amount

TSP Loan 2#  Payment Amount

HAVE LOAN:

The HR Specialist/Staffer should mark the appropriate documents applicable to the Selectee/Employee.



**(NOTE: Staffer must first pre-fill information on the SF61 before the employee signs)**

**Appointment Menu cont (Phase 3)**



The TSP loan information will only be displayed in this screen if the employee/applicant indicated “Y” in the Pre-Appointment Menu “Do you have a TSP Loan: Y/N” question. As required, the employee/applicant is responsible for completing the following fields as applicable. The HR Specialist/Staffer ONLY views the data for informational purposes to ensure the cVIP automatic flow of data to the TSP 19.

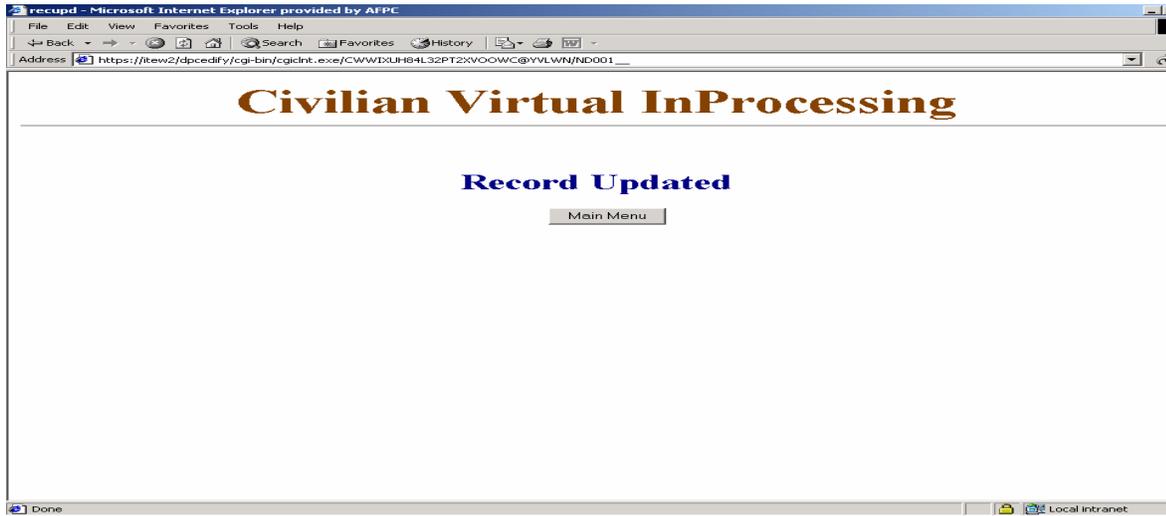
Required/Optional/Conditional

Field Name	R/O/C	Description
TSP Loan 1#	R	Description of the TSP Loan 1#. <b>Example:</b> 1223654789
Payment Amount	R	Description of the Payment Amount. <b>Example:</b> 50.00
TSP Loan 2#	R	Description of the TSP Loan 2#. <b>Example:</b> 23458965
Payment Amount	R	Description of the Payment Amount. <b>Example:</b> 300.00
HAVE LOAN:	R	Description of the HAVE LOAN: <b>Example:</b> X

The HR Specialist/Staffer clicks to mark  **Give Employee access**. By selecting this box the Selectee/Employee will have access only to this module. Once all information has been updated by the Selectee/Employee the HR Specialist/Staffer then marks the “**Locked by Staffer**” button to ensure **no** information is changed or lost once the Selectee/Employee has finished updating all documents.

Once all forms have been identified for the Selectee/Employee then click the update record button

## Appointment Menu cont (Phase 3)



Click

## Chapter 4 - Sending Forms to PARIS

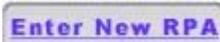
Once the Selectee/Employee is placed on the rolls, i.e. SF-50 has been processed and an OPF has been established in PARIS, all documents/forms have been reviewed AND completed by the HR

Specialist/Staffer, then and only then Click **Update/Send to PARIS**. The **Update/Send to PARIS** tab will generate the transactions to PARIS and lock the forms to prevent any additional updating. Forms/documents generated in the Electronic OPF from information sent from cVIP are “official” documents/forms and may be used in their appropriate capacity. Forms will be seen in PARIS after refresh. (See System Status Report) An additional day is required before viewing in Cyber Docs. If at the time the AFPC HR Specialist/Staffer clicks the **Update/Send to PARIS** button, one of the forms is not complete the application will generate an error notice. The HR Specialist must return to the form and complete or have the Selectee/Employee complete the missing data. The information must be updated by having the HR Specialist/Staffer or Selectee/Employee click the **<Click to Update Record>** button. The HR Specialist will then attempt to **Update/Send to PARIS**. Once all forms have been completed and updated the AFPC HR Specialist clicks on the **Update/Send to PARIS** button, the system will display a window that states that all OPF appropriate forms have flowed to PARIS.



**To ensure no forms are lost, please verify the employee record are in PARIS prior to clicking the “Update/Send to PAIRS” button.**

## Chapter 5 - Enter New RPA/Exit

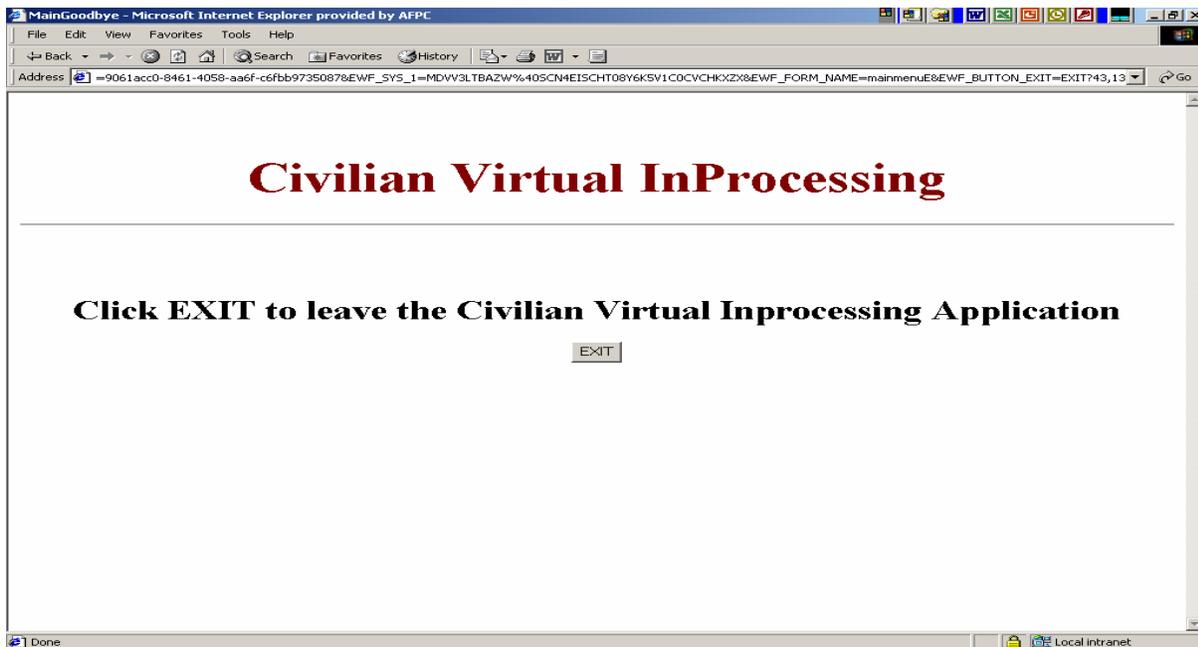
If desired the **HR Specialist/Staffer** may Click  to process another RPA. This allows the user to start the process over again without exiting the cVIP program.



**When entering a New RPA prior to process ensure all data fields are clear of old data from the previous RPA.**

### Exiting cVIP

Once the **HR Specialist/Staffer** has finished processing Click the  button to exit the cVIP application.



The above box will appear to exit the Virtual In-processing Application.

Click Exit again .

## Chapter 6 - Electronic Forms/Documents available through cVIP

### Tentative Menu (Phase 1)

FORM #	TITLE	PARIS	COMMENTS
OF -306	Declaration for Federal Employment		
SF-15	Application for 10-Point Veterans Preference		<b>HR Specialist/Staffer Signature Needed.</b> Note: If employee begins fill, cannot be blanked out due to edits in the system.

### Pre-Appt Menu (Phase 2)

FORM #	TITLE	PARIS	COMMENTS
AF-3598	Civilian Employee Military Reserve/Guard/Retiree Category		
SF-144	Statement of Prior Federal Service		
SF-181	Race and National Origin Identification		
SF-256	Self-Identification of Handicap		
	State Criminal History Record Check (SCHRC) - Acknowledgement		
	SCHRC- Release		
	SCHRC - Residence		
	SCHRC - Supplemental Questions		
	Medical Exam Acknowledgement		
	Drug Testing Acknowledgement		
	Obligated Position Acknowledgement		

### Appt Menu (Phase 3)

FORM	TITLE	PARIS	COMMENTS
	Permanent Intermittent Acknowledgement		
	Emergency Essential Position Acknowledgement		
	Key Position Acknowledgement		
	Supervisory Probation Acknowledgement		
	Term Appointment Acknowledgement		
	Mobility Agreement Career Broadening/Intern Acknowledgement		<b>DO NOT USE</b> - Does not flow to PARIS currently
	Mobility Career Programs Acknowledgement		
DD-2760	Qualification to Possess Firearms or Ammunition		
SF-312	Classified Information Nondisclosure Agreement		<b>DO NOT USE</b> - Does not flow to PARIS currently
AFRC-121	Air Reserve Technician (ART) Program Certificate of Understanding		
	Temporary NTE Appointment Acknowledgement		
DD-1617	Transportation Agreement outside CONUS		<b>HR Specialist/Staffer Signature Needed.</b>
DD-1618	Transportation Agreement within CONUS		<b>HR Specialist/Staffer Signature Needed.</b>
INS I-9	Employment Eligibility Verification		<b>CPF Specialist/Staffer Signature Needed.</b>
SF-61	Appointment Affidavits		<b>CPF Specialist/Staffer Signature Needed.</b>

**SYSTEM GENERATED FORMS - NO ACTION NEEDED BY THE HR SPECIALIST/STAFFER**

<b>FORM #</b>	<b>TITLE</b>	<b>PARIS</b>	<b>COMMENTS</b>
TSP-19	Thrift Savings Plan (TSP) Loan Information		When employee/applicant indicated "Y" to "Do you have a TSP loan" and is changing agency/payroll office a process is initiated that creates the TSP 19. The TSP 19 will flow to Paris and automatically generate an email to DPCMB ( <a href="mailto:AFPC.DPCMB2@randolph.af.mil">AFPC.DPCMB2@randolph.af.mil</a> )
SF-2810	Notice of Change in Health Benefits Enrollment Form		When "Is this a current federal employee?" is a "Y" a process is initiated that creates the SF 2810 if the employee with health insurance is changing agency/payroll office. The SF 2810 and automatically generate an email to DPCMB( <a href="mailto:AFPC.DPCMB2@randolph.af.mil">AFPC.DPCMB2@randolph.af.mil</a> )

**Electronic Forms/Documents Not Available To Be Faxed by Employee to Verify Eligibility (Copies Only)**

<b>FORM #</b>	<b>TITLE</b>	<b>COMMENTS</b>
DD214A	Certificate of Release or Discharge from Active Duty	Member Copy 4 (For separations/retirements on or after 1 Jul 79). If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/ separation date and type of discharge.
	College Transcripts	
AF 2545	NAFI Notification of Personnel Action	
AAFES Form 1200-75		
	Verification Letter from Personnel Office	Examples: Letter from NAF HRO proving NAF Interchange Eligibility. Documentation of 1 year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.
SF 50	Notification of Personnel Action	
	Certification statement dated within the last year from a State Vocational Rehabilitation Service, Department of Veterans Affairs or Gallaudet College	
	Permanent Change of Station (PCS) Orders	Returning them to United States

## Chapter 7 - Accessing cVIP (Selectee/Employee View)

The Selectee/Employee will access the cVIP application after having been notified by the HR Specialist/Staffer that the application is available for use either by phone or e-mail.

**Civilian Employment – Log In**

Civilian Virtual In Processing

Enter your Social Security Number (SSN):  
 (No dashes or spaces)

Enter your Personal Identification Number (PIN):

Enter

**!** If you are using a computer that is shared with other customers, please log off and close the browser when finished to ensure the privacy of your account information.

**Privacy Act Statement:**  
**Authority:** Executive Order 9397  
**Purpose:** Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name.  
**Routine Uses:** None  
**Disclosure:** Voluntary. However, failure to provide the requested information will result in the inability to access this website.

**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**

"This is a Department of Defense computer system. These computer systems, including all related equipment, networks, and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system.

The Selectee/Employee will access the cVIP application by using their SSN and Pin just as they did when they self-nominated for employment.

Required/Optional/Conditional

Field Name	R/O/C	Description
Enter your Social Security Number (SSN):	R	Description of the Enter your Social Security Number (SSN): <b>Example:</b> 123456789
Personal Identification Number (PIN)	R	Description of the User ID and PIN. (same pin as when you self-nominate for jobs) <b>Example:</b> 123654

## Selectee/Employee Log on Cont

MainLogon - Microsoft Internet Explorer provided by AFPC



**W**elcome to ....

**Civilian Virtual InProcessing (CVIP)**

**Air Force Civilian Employee Inprocessing**

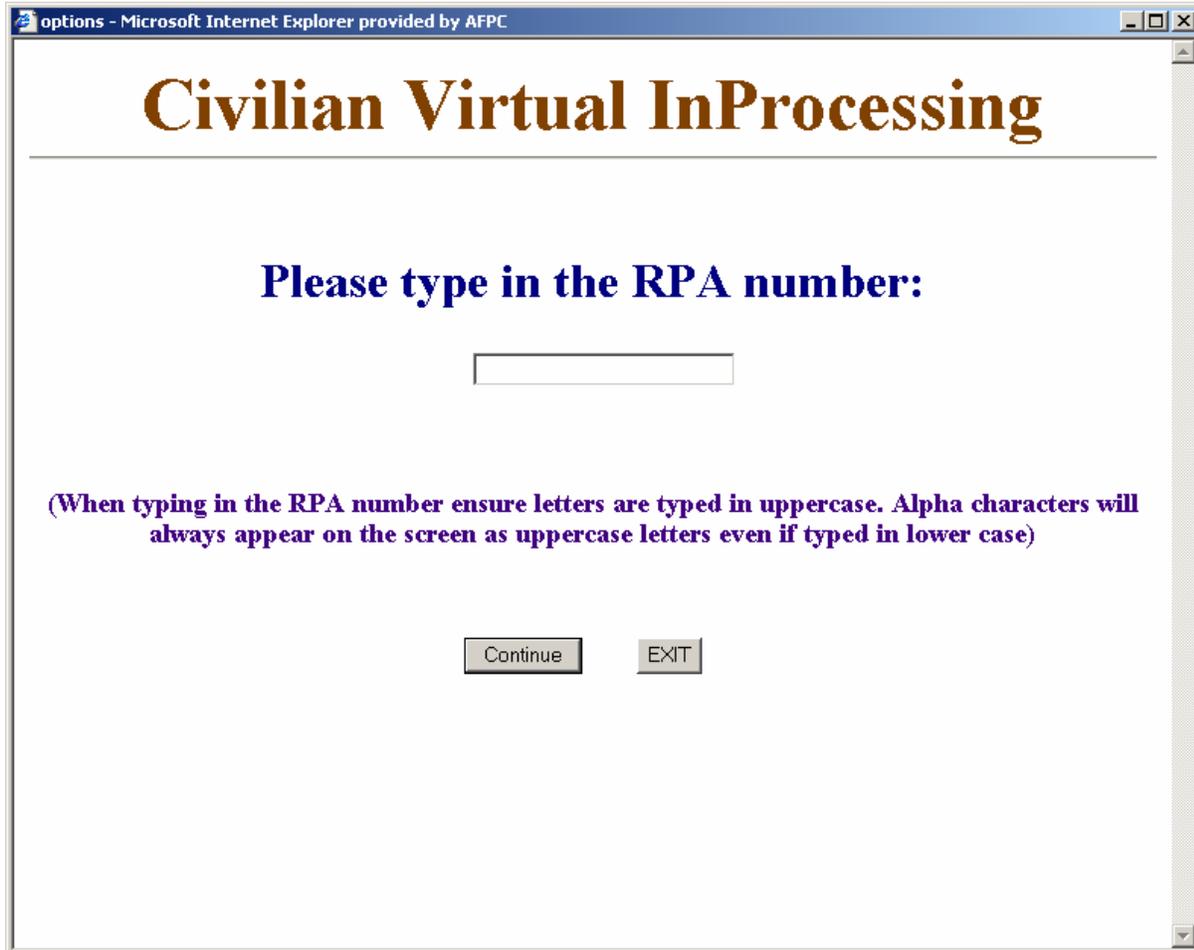
**INSTRUCTIONS: To begin civilian inprocessing press the continue button.**

**Your Civilian Virtual Inprocessing Logon and PIN & your typed name on all forms in CVIP have the same effect as your signature and are accepted as your electronic signature.**

**Be advised that any false statement in any transaction accomplished through this application, or willful misrepresentation, is a violation of the law punishable by a fine of not more that \$10,000 or imprisonment of not more that 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Air Force employment. If you acknowledge and understand this and wish to continue using this application press CONTINUE.**

Click

Selectee/Employee Accessing the RPA and forms Identified by HR Specialist/Staffer



Required/Optional/Conditional

Field Name	R/O/C	Description
RPA Number	R	Description of the RPA Number. (Type in uppercase Letter) <b>Example:</b> 04APR09812345

The HR Specialist/Staffer must provide the RPA number to the Selectee/Employee for use in accessing the application.

Click .

## Selectee/Employee Tentative Menu – (Phase 1)

mainmenu\_tent - Microsoft Internet Explorer provided by AFPC

**CVIP TENTATIVE MENU**  
(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

**Tentative** Pre-Appr Appr Instructions Finished Exit

GOV EMP INFOR --Click this button if you are a current Federal employee

Change Address

SSAN:  Name:

Click on the "Finished" tab when all the actions have been completed on this page.

Tentative Pick List  Tentative CVIP Access

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	OF396 (Required) (Declaration for Federal Employment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF15 (Application for 10-point Veterans Preference)

Retired Military claiming Nonwartime Campaigns or Expeditions must complete and forward to below address. (Form is available on OPM site WWW.OPM.GOV/FORMS/HTML/SF.ASP)

Forms marked below must be submitted with 5 working days to:

Name

Address

City, State, Zip

Email John.Doe@Randolph.af.mil

Commercial Fax Number:

DSN Fax Number:

The Selectee/Employee has now accessed the first phase of the cVIP process. Selectee/Employee may update their address on this page by clicking on the **"CHANGE ADDRESS"** button. The required forms will be marked with an "X" if needed to be completed by the Employee/Selectee.

The **GOV EMP INFOR** button will be missing if the employee is not a current federal employee and the HR Specialist/Staffer did not mark the "Y" to "Is this a current federal employee" during their set up of the cVIP process. You, as a HR Specialist/Staffer, must remember to mark the 'Current Federal Employee' block in order to allow for additional behind the scenes processing of the individual's benefits.

## Selectee/Employee Tentative Menu Cont- (Phase 1)

Required/Optional/Conditional

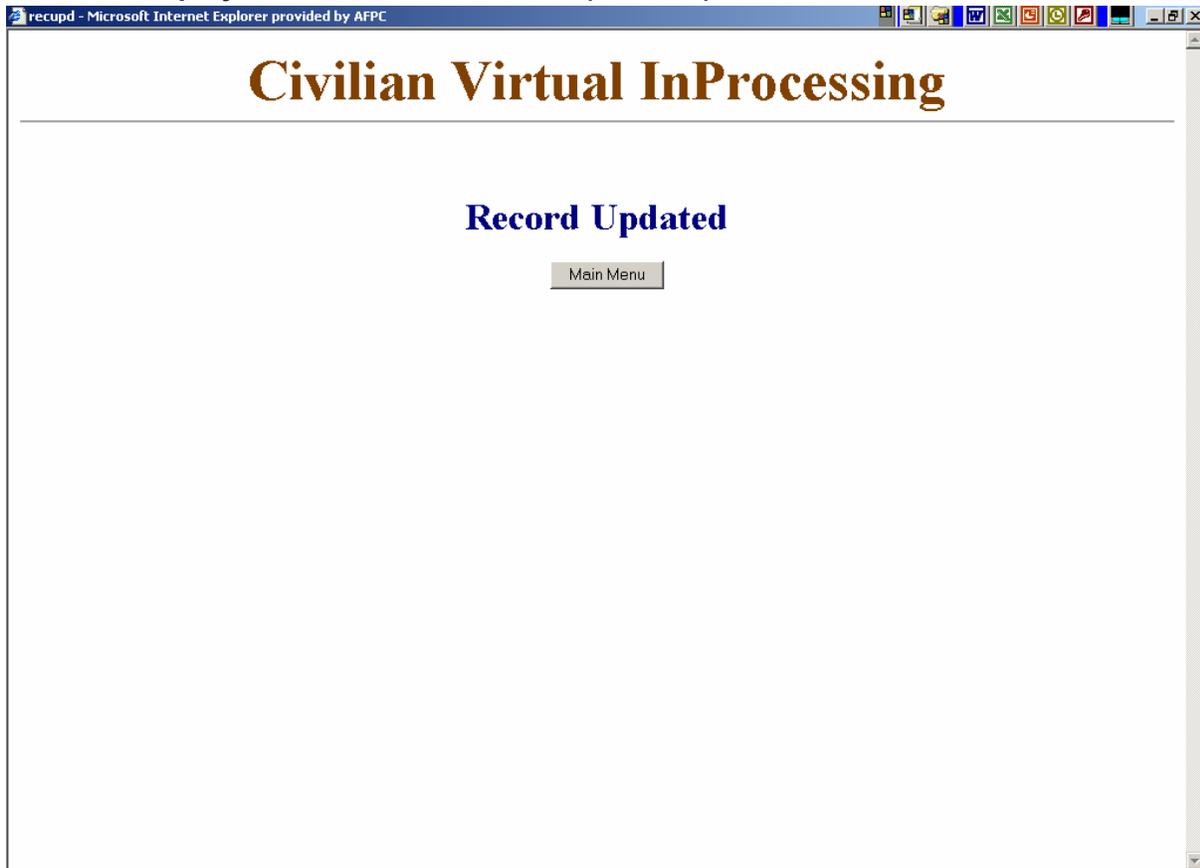
Field Name	R/O/C	Description
Do you have a TSP loan: Y/N	R	Description of the Do you have a TSP loan: Y/N. <b>Values:</b> Y or N
TSP Loan 1#	R	Description of the TSP Loan 1#. <b>Example:</b> 123456-0
Amount Paid per Pay Period	R	Description of the Amount Paid per Pay Period. This is the dollar amount paid per pay period to repay the load. <b>Example:</b> 50.00
Loan #2	R	Description of the Loan #2. <b>Example:</b> 23458965
Amount #2	R	Description of the Amount #2. <b>Example:</b> 300.00



**NOTE:** The employee is responsible for identifying if they have a TSP loan and providing the appropriate pieces of information. If this is accomplished appropriately, a completed TSP-19 form will be provided via E-mail to the BEST in-box for their use in processing the document to payroll, if appropriate.

Once completed all of the required information Click  at the top of the module.

## Selectee/Employee Tentative Menu Cont- (Phase 1)



A message appears (above) to inform the Selectee/Employee that the information has been updated.

Click .

## Selectee/Employee Pre-Appointment Menu – (Phase 2)

If the Selectee/Employee has been given access and is identified to the user, they can click in the **Pre-Apppt** area to continue processing any paperwork/forms outlined with an “X” by the HR Specialist/Staffer. Otherwise, the Selectee/Employee will receive an error message that indicates they have not been given access to this portion of the application. Selectee/Employee Pre-Appointment Menu Cont (Phase 2)

mainmenu\_preapt - Microsoft Internet Explorer provided by AFPC

**CVIP PRE-APPOINTMENT MENU**  
(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

Pre-Apppt Tentative Appt Instructions Finished Exit

GOV EMP INFOR --Click this button if you are a current Federal employee

Change Address

SSAN:  Name:

Click on the "Finished" tab when all actions have been completed on this page.

PreAppointment Pick List  Pre Appointment CVIP Access

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AF3598 (Required) (Civilian Employee Military Reserve/Guard/Retiree Category)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF144 (Required) (Statement of Prior Federal Service)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF181 (Required) (Race and National Origin Identification)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF256 (Required) (Self-Identified of Handicap)

**SCHRC**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Release
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Residence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Supplemental Questionnaire

**Conditions of Employment Specific to Selectee and Position**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Medical Exam
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Drug Test
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Obsolete

The Selectee/Employee Clicks **GOV EMP INFOR** to review/update information

## Selectee/Employee Pre-Appointment Menu - (Phase 2)

mainmenu\_preapt - Microsoft Internet Explorer provided by AFPC



# CVIP PRE-APPOINTMENT MENU



(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

[Pre-Appnt](#)
[Tentative](#)
[Appnt](#)
[Instructions](#)
[Finished](#)
[Exit](#)

--Click this button if you are a current Federal employee

SSAN:  Name:

Click on the "Finished" tab when all actions have been completed on this page.

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="AF3598"/> (Required) (Civilian Employee Military Reserve/Guard/Retiree Category)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="SF144"/> (Required) (Statement of Prior Federal Service)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="SF181"/> (Required) (Race and National Origin Identification)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="SF256"/> (Required) (Self-Identified of Handicap)

---

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Acknowledgement"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Release"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Residence"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Supplemental Questionnaire"/>

---

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Medical Exam"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Drug Test"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Obligated"/>

Once all information/forms have been saved and the Selectee/Employee has been granted access by the HR Specialist/Staffer to the Appointment Menu the Selectee/Employee is ready to continue and

Click the [Appnt](#) tab. This tab will only show up if the HR Specialist/Staffer has granted access.

## Selectee/Employee Appointment Menu - (Phase 3)

mainmenu\_apt - Microsoft Internet Explorer provided by AFPC



(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

--Click this button if you are a current Federal employee

SSAN:   
 Name:

Click on the "Finished" tab when all actions have been completed on this page.

Appointment Pick List		Appointment CVIP Access		Push Button for Forms	
Complete Marked Forms	Locked by Staffer	Date Signed			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="INS19 (Employment Eligibility Verification)"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="SF61 (Appointment Affidavits)"/>

What to bring with you to your appointment

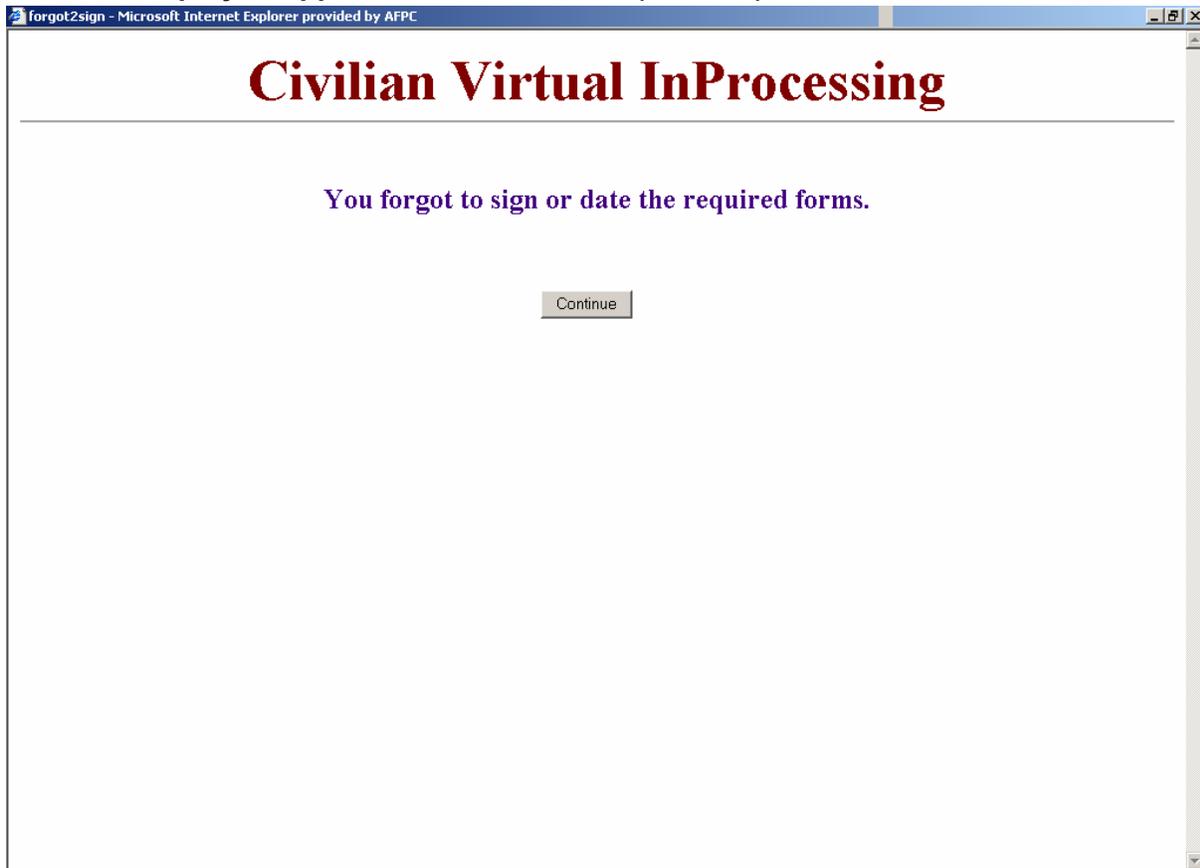
Your inprocessing could be delayed for failure to have the following documents with you:

- Proof of Citizenship
  - Passport; or
  - Naturalization Papers; or
  - Original or Certified Copy of Birth Certificate (issued by a state, county, or municipal authority) bearing an official seal.

The third and final phase is the Appointment module. Like the other modules an "X" will outline the required forms needed to complete the cVIP process. Once all forms have been updated and completed then

Click  .

## Selectee/Employee Appointment Menu Cont- (Phase 3)



If the user fails to complete any portion of the forms, such as signing or dating, the system provides an error message and forces the user back into the application to complete.

Click .

## Selectee/Employee Appointment Menu Cont (Phase 3) -

mainmenu Apt - Microsoft Internet Explorer provided by AFPC



# CVIP APPOINTMENT MENU



(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

--Click this button if you are a current Federal employee

SSAN:   
 Name:

Click on the "Finished" tab when all actions have been completed on this page.

Appointment Pick List <input checked="" type="checkbox"/>		Appointment CVIP Access	
Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="INS19"/> (Employment Eligibility Verification)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="SF61"/> (Appointment Affidavits)

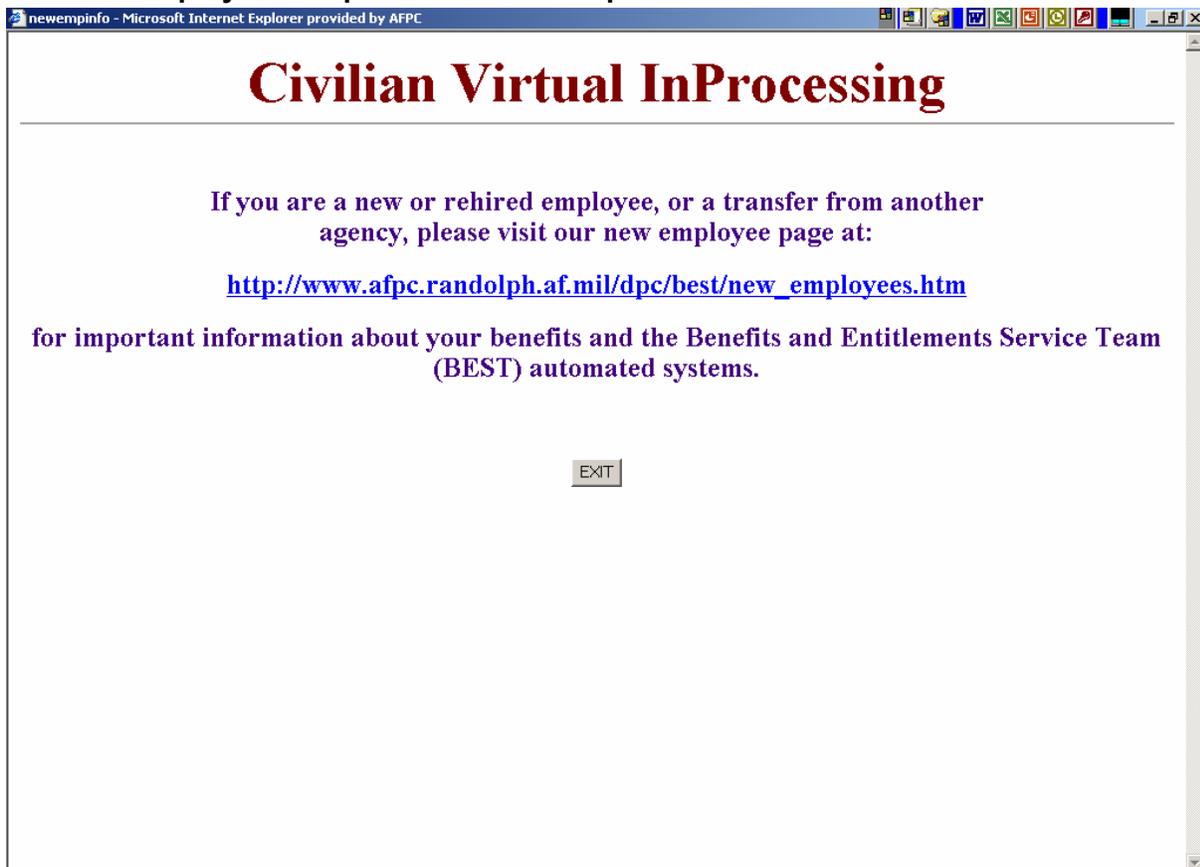
What to bring with you to your appointment

Your inprocessing could be delayed for failure to have the following documents with you:

- Proof of Citizenship
  - Passport; or
  - Naturalization Papers; or
  - Original or Certified Copy of Birth Certificate (issued by a state, county, or municipal authority) bearing an official seal.

Click

## Selectee/Employee Completion of the cVIP process-



The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the text 'newempinfo - Microsoft Internet Explorer provided by AFPC'. The main content area of the browser displays the following text:

# Civilian Virtual InProcessing

---

If you are a new or rehired employee, or a transfer from another agency, please visit our new employee page at:

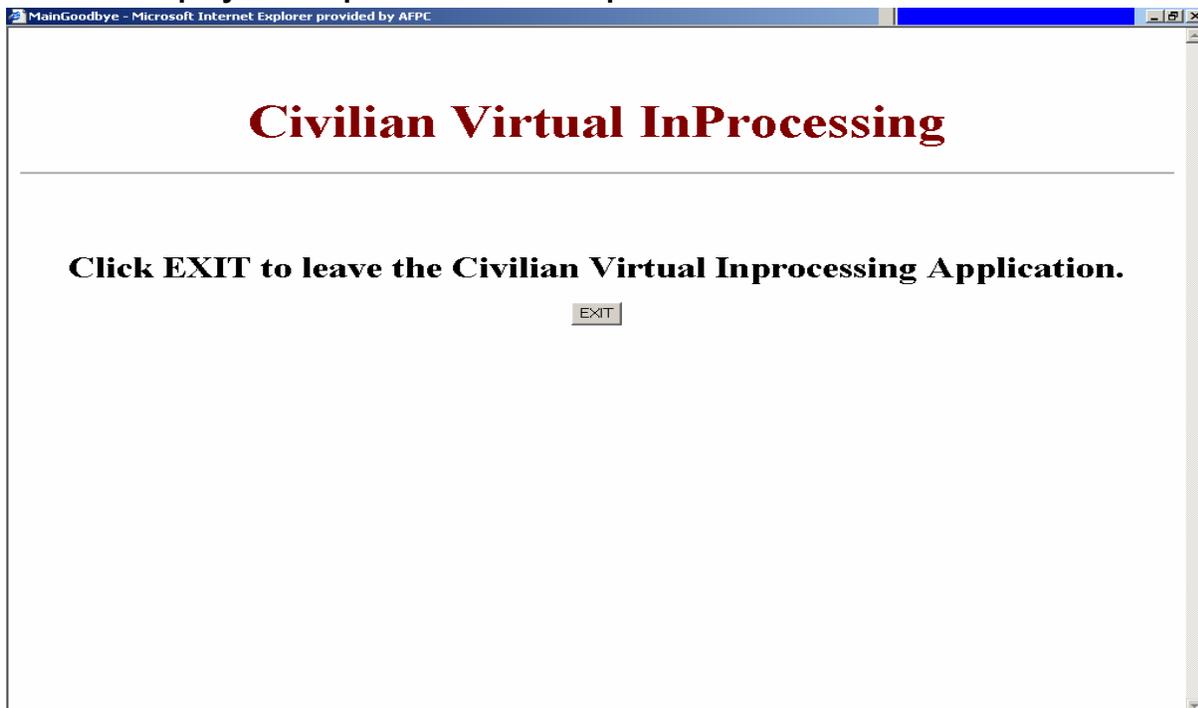
[http://www.afpc.randolph.af.mil/dpc/best/new\\_employees.htm](http://www.afpc.randolph.af.mil/dpc/best/new_employees.htm)

for important information about your benefits and the Benefits and Entitlements Service Team (BEST) automated systems.

EXIT

Click .

## Selectee/Employee Completion of the cVIP process



Click