

# Initiating an Electronic Request for Personnel Action (RPA)



My Application/Database [Add Additional Application/Databases](#)

## Choose your Path



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To link your newly created DCPDS Portal account to your existing application/databases. Click the **Add Additional Application/Databases** link above.

 To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button. [Logout](#)

**- NOTEPAD CONTENTS AND DOCUMENTS PREPARATION PRIOR TO INITIATING RPA**

Please complete notepad contents and required documents referring to the sample document "RPA – List of Required Information and Documents" prior to initiating a Request for Personnel Action.

Page 1 – Position Review RPA

Page 2 and 3 – Recruit/Fill RPA

Enclosure (1)



RPA - List of  
Required Information

## LIST OF REQUIRED INFORMATION AND DOCUMENTS

### NOA - Recruit/Fill

#### \*Document required on RPA for a Recruit/Fill Request:

##### Classification required documents:

- Summary sheet for "Position Designation of National Security and Public Trust Positions"
- Certification of Position Description
- Current Position Description

##### Staffing required documents:

- DoN Recruit/Fill Request Form (for position GS-09 and above)
- Crediting Plan (for position GS-08 and below)
- Certificate of Medical Examination (OF-178) – if position requires a pre-employment physical
- DON Civilian Acquisition Assignment Coding Sheet (DON DAWIA Operating Guide – Appendix H) – if applicable

#### \*Notepad Information required on RPA notepad for a Recruit/Fill request:

Selecting Official: Name, email address, and phone number

Position Hierarchy information

1st level supervisor: Name, email address, phone number, BIC, position title (Pay Plan-Series-Grade, and position description number if civilian supervisor)

PH: First Name Last Name, PD#/Sequence# (i.e. PH: Joe Schmuckatelli, 12345A/876345)

2nd level supervisor: Name, email address, phone number, BIC, position title (Pay Plan-Series-Grade, and position description number if civilian supervisor)

Nature of action: Recruit/Fill

Vice: #####

Vacant Since/Expected Vacancy Date: ##/##/####

BIC: M674000####

Position Title: #####

Pay Plan-Series-Grade: GS-####-##

Position description (PD) number: ####

PEN: #####

BEA: ##

BESA: ##

UIC: 67400

DCPDS Organization Code (Table 30): ###

BUS CODE (Bargaining Unit Status): ####

GEO Local Duty Station Code: JA1065000

Camp: Camp Foster

Cost Center Code: #####

FIP: ##### ## ## ## ##### #####

Funding Type: Direct

#### **This remark is required if Recruit/Fill RPA is for an overseas tour extension request.**

Advance recruitment for Mr./Mrs. ##### overseas tour extension. His/Her overseas tour expires on 1/30/2014.

#### **This remark is required for positions GS-10 and higher.**

Overseas allowances may be authorized in accordance with Department of State Standardized Regulation (DSSR), DoDI 1400.25, and applicable Department of the Navy policies.

Relocation cost and LQA may be authorized.

#### **This remark is for positions GS-9 and below.**

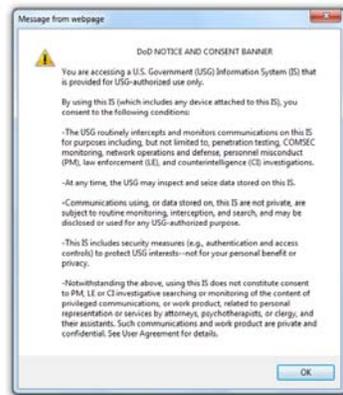
Overseas allowances (except for post allowance) is not authorized.

Sufficient funding is available to support this RPA.

Fund manager: Name & date

Once all the information (notepad contents and documents) are ready, access DCPDS website:  
<https://compo.dcpds.cpms.osd.mil/>

Click <OK>



Click <Smart Card Login>



Note: If you have not completed CAC registration, please register yourself referring to this instructions manual.



DCPDS PORTAL  
REGISTRATION.DOC:

If you've already registered yourself and having trouble when you log in, please clear your browser history referring to this instruction.



Text - DCPDS - Clear  
SSL State from Interr

Select <Non-email certificate> and click <OK>

The screenshot shows the DCPDS Portal homepage. At the top, there is a navigation bar with links for 'Login Help', 'Contact List', and 'Frequently Asked Questions (FAQ)'. The main header features the DCPDS logo and the text 'DCPDS PORTAL'. Below the header, there is a 'News and Information' section with a date 'Last updated August 09, 2015 13:00 CDT' and a 'MyBiz+ for Managers and Supervisors' logo. A 'Smart Card Access' section is visible on the right, with a 'Smart Card Login' button. A 'Windows Security' dialog box is overlaid in the center, titled 'Select a Certificate'. It lists two certificates, both issued to 'MIYAGIKATSUSHI.136747...' and valid from '10/2/2015 to 9/23/2018'. The first certificate is 'Issued: DOD CA-31' and the second is 'Issuer: DOD EMAIL CA-31'. The 'OK' button is highlighted. Below the dialog box, there is a 'Non-Smart Card Access' section with a 'Non-Smart Card (Non-CAC) User? Click the button below.' button and links for 'Register Here' and 'Reset'.

Click <HR>

Note: If you do not see the HR box click on 'Add Additional Application/ Databases' and follow the instructions on page 4 of DCPDS Portal Registration.

The screenshot shows the 'Choose your Path' section of the DCPDS Portal. At the top, there is a navigation bar with links for 'My Application/Database' and 'Add Additional Application/Databases'. The main heading is 'Choose your Path'. Below the heading, there are two buttons: a purple button labeled 'HR MyBiz+ Navy' and a yellow button labeled 'DD DCPAS Data Dictionary'. Below the buttons, there is a text box that reads: 'To link your newly created DCPDS Portal account to your existing application/databases. Click the Add Additional Application/Databases link above.' At the bottom, there is a security warning icon and text: 'To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.' A red 'Logout' button is visible to the right.

Click <Accept>

## Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

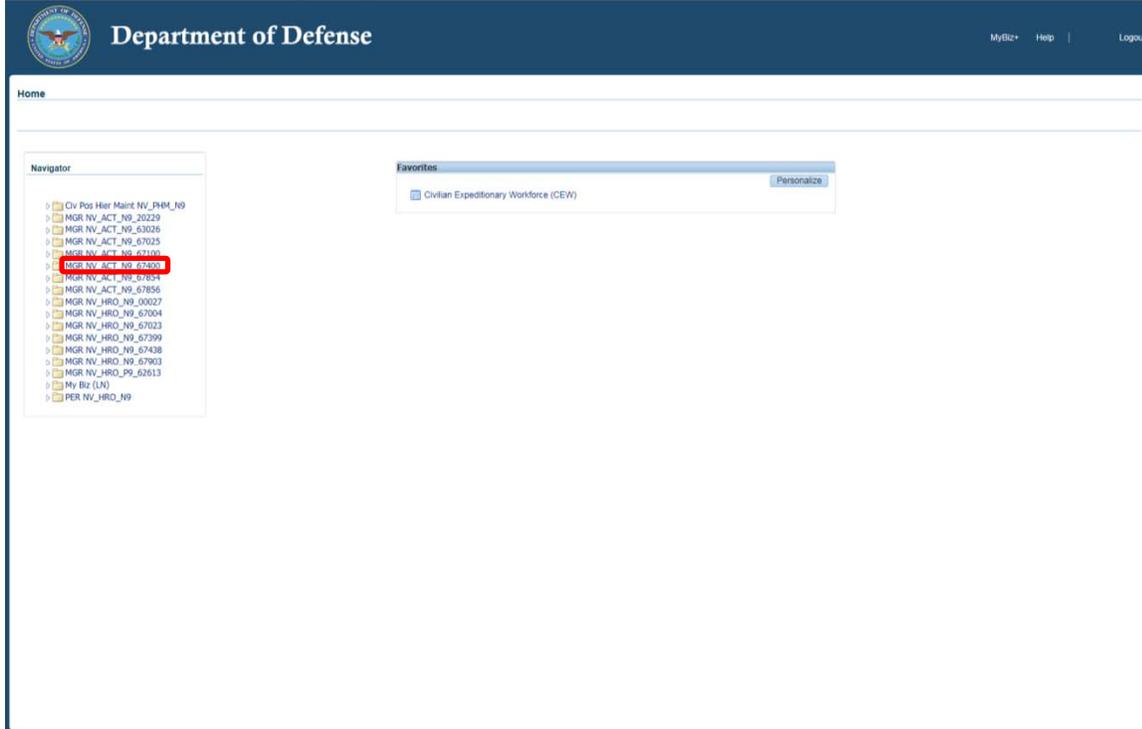
**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

Click <DCPDS Navigator Homepage> under Other DCPDS Tools

The screenshot shows the MyBiz+ interface. At the top, there is a navigation bar with links for 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. A 'Notifications' table shows one unread notification: 'DCPDS/MyBiz+ Technology Updates' dated 30-May-2016. Below the notifications, a banner for 'MyBiz+' offers improved navigation and HR information, with a 'Provide Feedback' link. The user is identified as 'Welcome, Katsushi Miyagi' with a note that information is current as of 22-Jun-2016. A notification states 'You have 1 unread notifications.' The main content area is divided into three sections: 'Key Services' (Manage Key Services, Update Contact Information, SF50 Personnel Actions, Update MySupervisor, Civilian Expeditionary Workforce (CEW)), 'Other DCPDS Tools' (DCPDS Navigator Homepage, Add HR Region Associations, DCPAS Data Dictionary, Last Personnel Action: Within-grade Increase, Effective Date: 01-Jan-2016), and '\$ Pay' (Basic Pay: 243,800.00). At the bottom, there are 'Detail Pages' for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports.

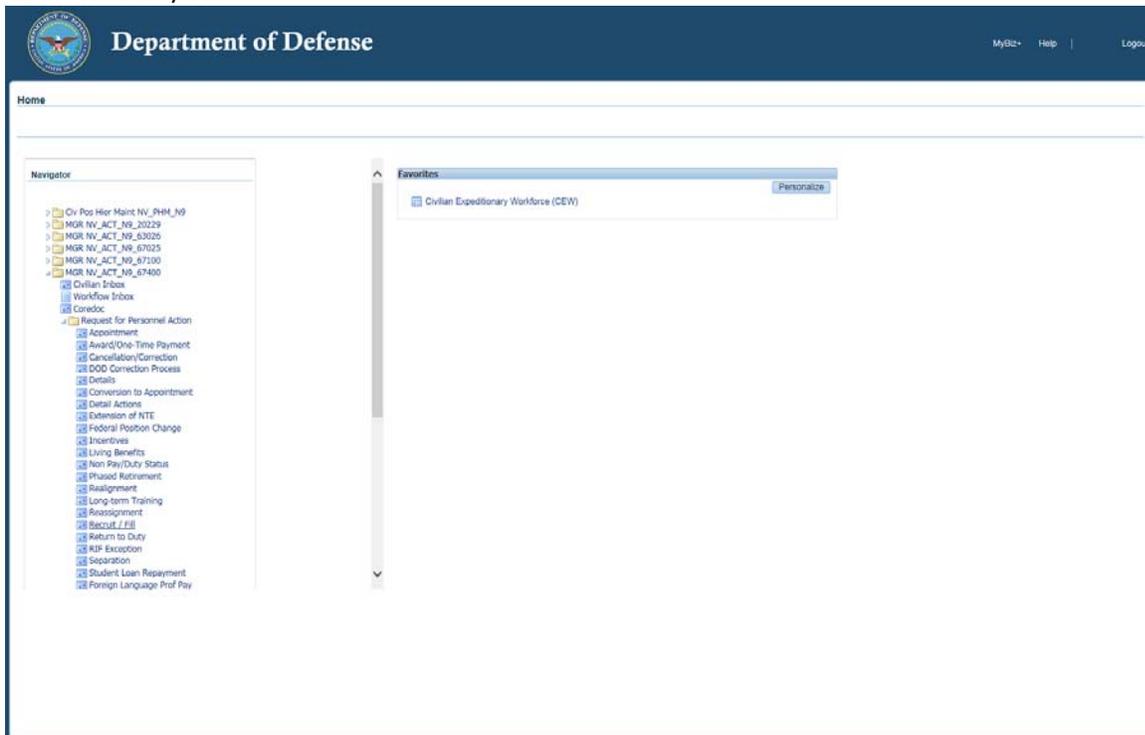
Open one of the MGR account (For creating RPAs for employee who is under UIC 67400, open the folder of 67400). Note: PER NV\_HRO\_N9 is for HR Personnel



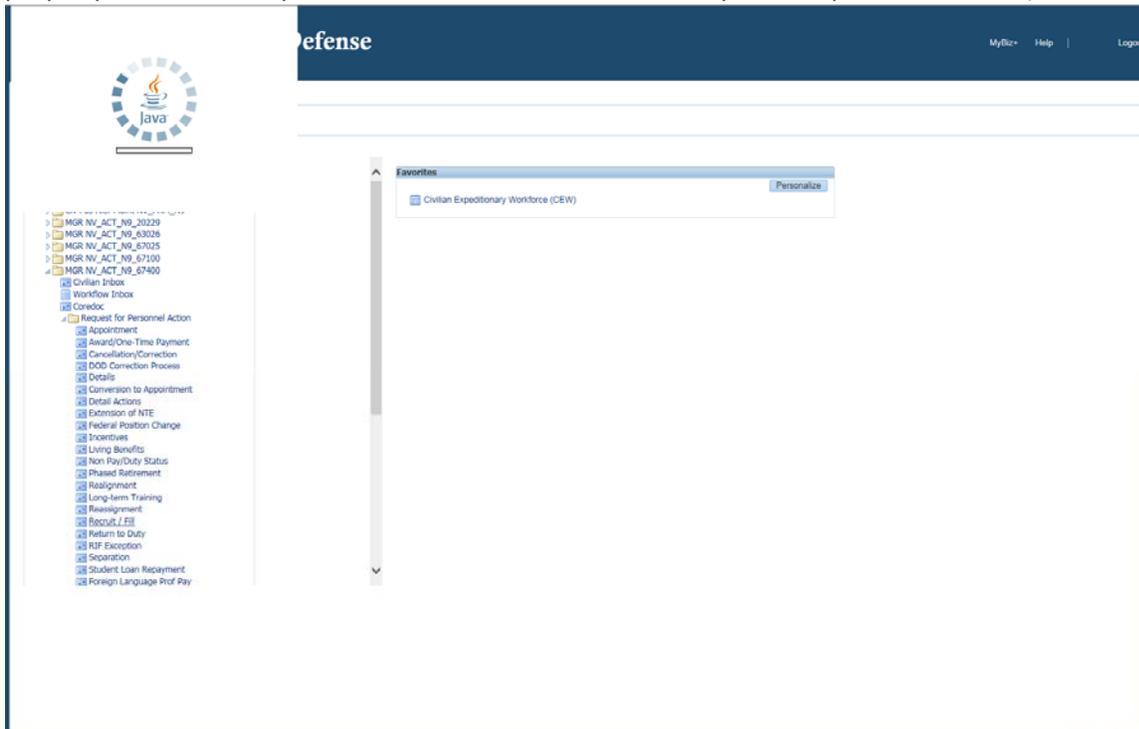
Open <Request for Personnel Action>



Click <Recruit / Fill>



Wait for few minutes till Java applet starts then another window appears. <Leave this window open>  
(Note: If the applet does not start after several minutes of waiting, contact 117 to check whether Java is properly installed. This problem often occurs after a routine push of updated software)



## Request for Personnel Action Windows appears

The screenshot shows the 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' window. The window title bar includes 'File Edit View Folder Tools Window Help'. The main menu bar contains 'Change Family', 'Refresh', and 'Status'. The window is divided into several sections:

- Requesting Info:** Includes fields for '1 Actions Requested' (Recruit/Fill), '2 Request Number', '3 For Additional Information Call (Full Name)', '4 Prop. Eff. Date', '5 Action Requested By (Full Name)', '6 Action Authorized By (Full Name)', 'Telephone Number', 'Title', 'Request Date', and 'Concurrence Date'.
- PART B - For Preparation of SF 50:** Includes fields for '1 Last Name', 'First Name', 'Middle Name', '2 Social Security Number', '3 Date of Birth', and '4 Effective Date'.
- FIRST ACTION:** Includes fields for '5-A Code', '5-B Nature of Action', '5-C Code', '5-D Legal Authority', and '5-E Code', '5-F Legal Authority'.
- SECOND ACTION:** Includes fields for '6-A Code', '6-B Nature of Action', '6-C Code', '6-D Legal Authority', and '6-E Code', '6-F Legal Authority'.

At the bottom, there are buttons for 'History', 'Extra Information', 'Person', 'Position (B)', and 'Others... (D)'. Two callout boxes provide instructions:

- Callout 1: "Type the last name of RPA initiator and hit <Enter>" pointing to the '3 For Additional Information Call (Full Name)' field.
- Callout 2: "Type the last name of RPA requestor and hit <Enter> . If the requestor does not have DCPDS account, leave this data field blank." pointing to the '5 Action Requested By (Full Name)' field.

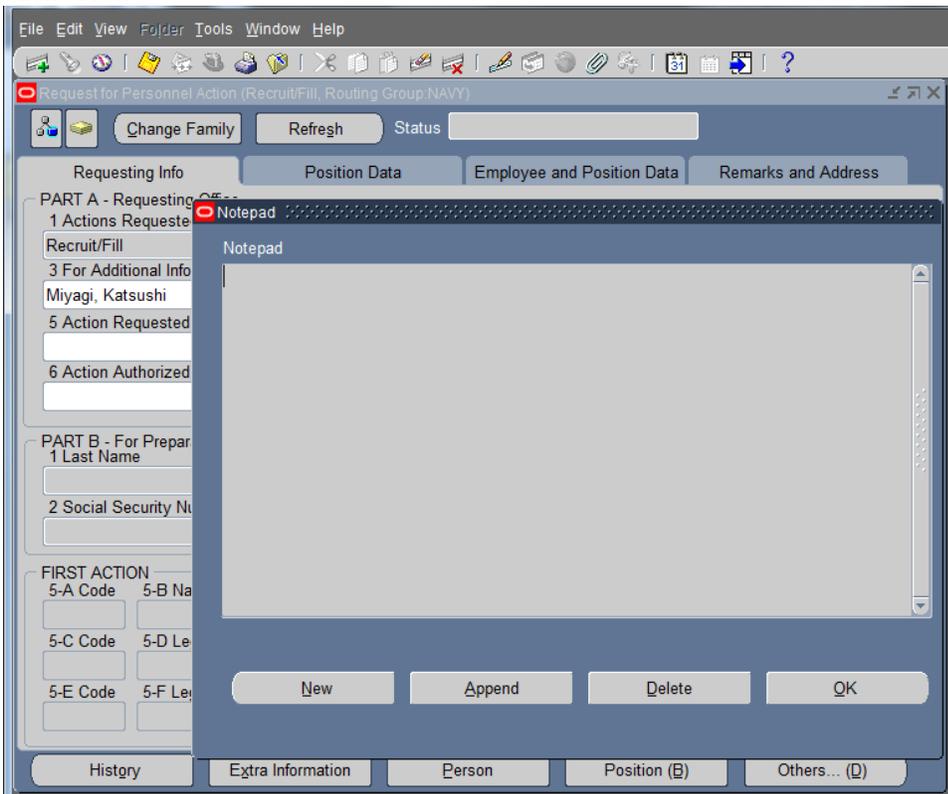
## Click Notepad

The screenshot shows the same 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' window, but with a 'Notepad' window open over the 'Requesting Info' section. The 'Notepad' window is titled 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' and contains the following text:

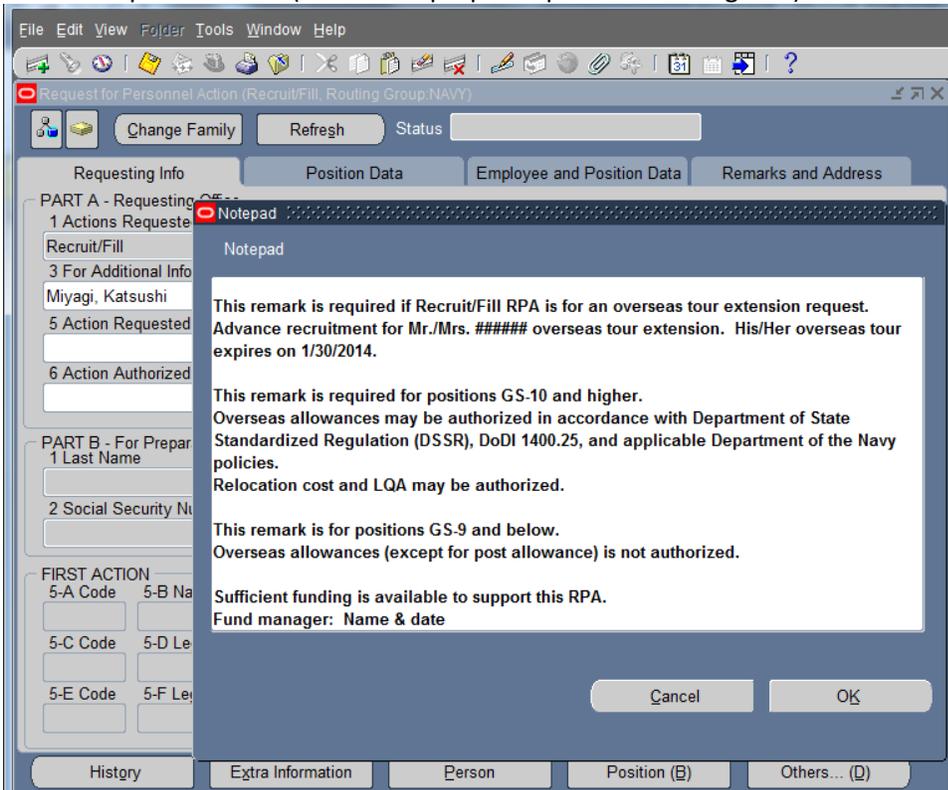
1 Actions Requested  
Recruit/Fill  
2 Request Number  
3 For Additional Information Call (Full Name)  
Miyagi, Katsushi  
4 Prop. Eff. Date  
ASAP  
5 Action Requested By (Full Name)  
6 Action Authorized By (Full Name)  
Telephone Number  
Title  
Request Date  
Concurrence Date

The 'Requesting Info' section in the background window is partially obscured by the Notepad window. The rest of the window content is the same as in the previous screenshot.

Click <New>



Paste notepad contents (which was prepared prior to creating RPA) and click <OK>.



### Click Attachment

Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Miyagi, Katsushi

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

### Click Yes

Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Miyagi, Katsushi

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Decision

Record must be committed before adding attachments. Do you want to commit?

Yes Cancel

Click <No>

Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Miyagi, Katsushi

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action 6-A Code

5-C Code 5-D Legal Authority 6-C Code

5-E Code 5-F Legal Authority 6-E Code

Decision

Do you wish to route the Request for Personnel Action now?

Yes Cancel No

History Extra Information Person Position (B) Others... (D)

Take note of RPA number (last 6 digits) and click <OK>

Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill 15OCTSWN9NV2767400244

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Miyagi, Katsushi

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action SECOND ACT

5-C Code 5-D Legal Authority 6-A Code 6

5-E Code 5-F Legal Authority 6-C Code 6

6-E Code 6

Forms

Generated Request Number : 15OCTSWN9NV2767400244554

OK

History Extra Information Person Position (B) Others... (D)

Click <OK>

The screenshot shows a software window titled "Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)". The window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar are buttons for "Change Family", "Refresh", and "Status". The main area is divided into tabs: "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address".

**PART A - Requesting Office**

1 Actions Requested	2 Request Number		
Recruit/Fill	15OCTSWN9NV2767400244		
3 For Additional Information Call (Full Name)	Telephone Number	4 Prop. Eff. Date	ASAP
Miyagi, Katsushi			<input type="checkbox"/>
5 Action Requested By (Full Name)	Title	Request Date	
6 Action Authorized By (Full Name)	Title	Concurrence Date	

**PART B - For Preparation of SF 50**

1 Last Name	First Name	Middle Name
2 Social Security Number	3 Date of Birth	4 Effective Date

**FIRST ACTION**

5-A Code	5-B Nature of Action	6-A C
5-C Code	5-D Legal Authority	6-C C
5-E Code	5-F Legal Authority	6-E C

A "Forms" dialog box is overlaid on the form, displaying a red speech bubble icon and the text: "FRM-40400: Transaction complete: 2 records applied and saved." There is an "OK" button at the bottom right of the dialog box.

At the bottom of the main window are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

Type "misc" and hit <tab key>

The screenshot shows a software window titled "Attachments". It has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar are buttons for "Main" and "Source".

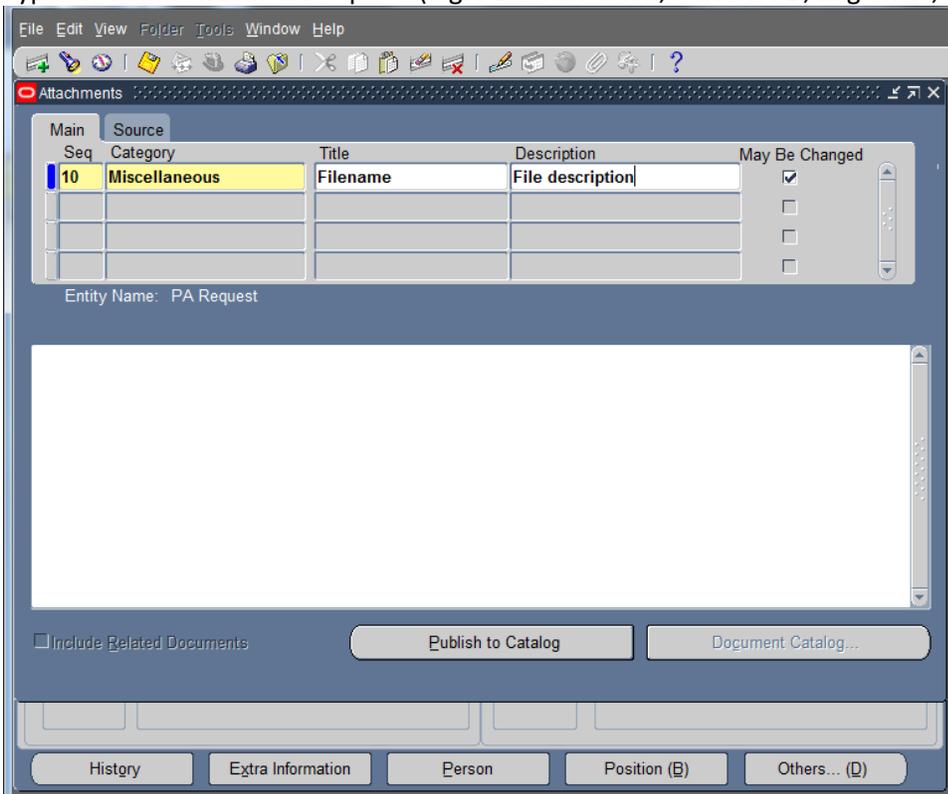
Seq	Category	Title	Description	May Be Changed
10	misc			<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: PA Request

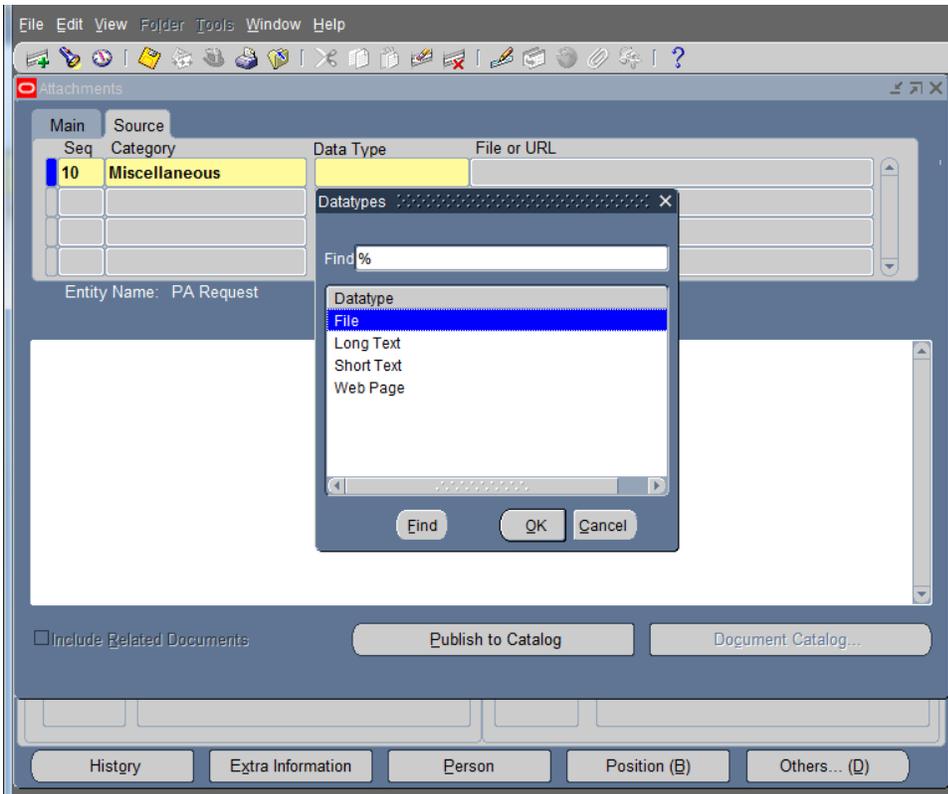
Below the table is a large empty text area. At the bottom of the window are buttons for "Include Related Documents", "Publish to Catalog", and "Document Catalog...".

At the very bottom of the window are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

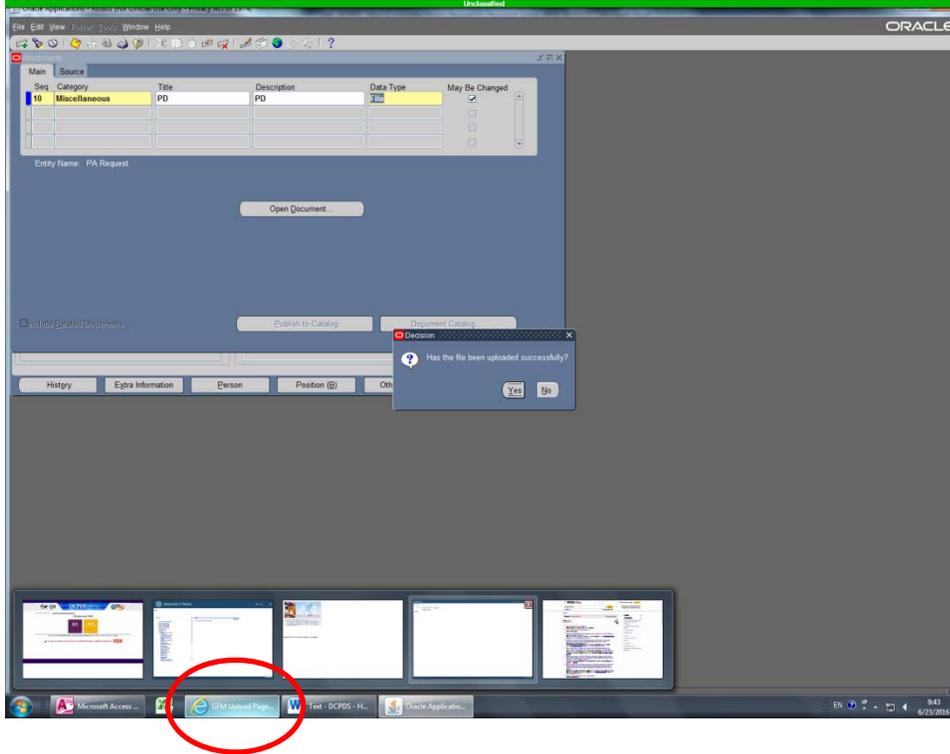
Type file name and file description (e.g. PD certification, Current PD, Org Chart, etc.)



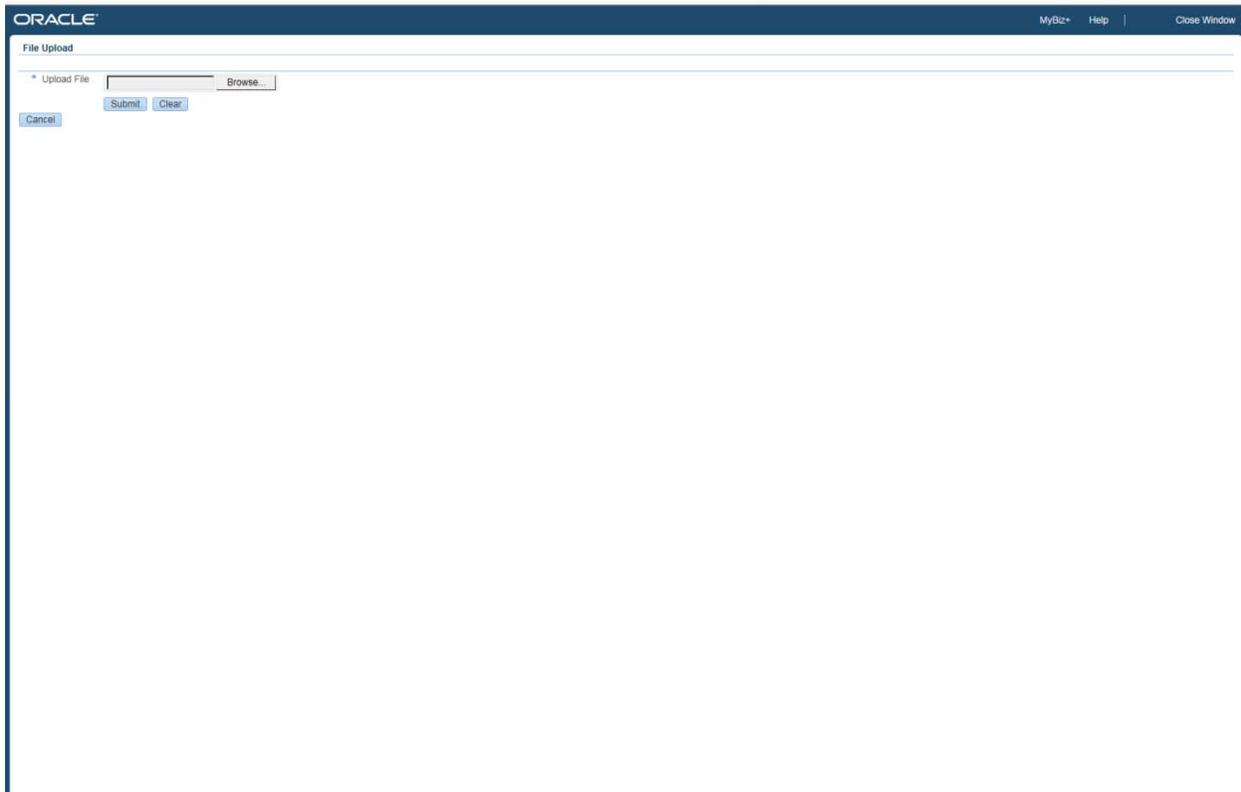
Select <File> and click <OK>



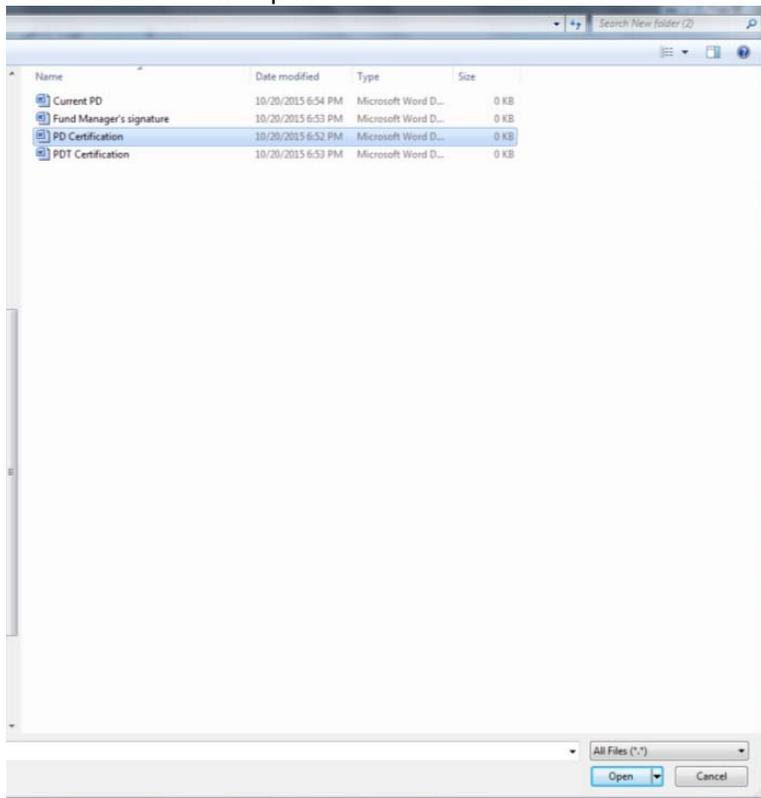
Click <Browse> If “Browse” window does not appear, please note that the window may have been appeared behind the window that you are currently working on.



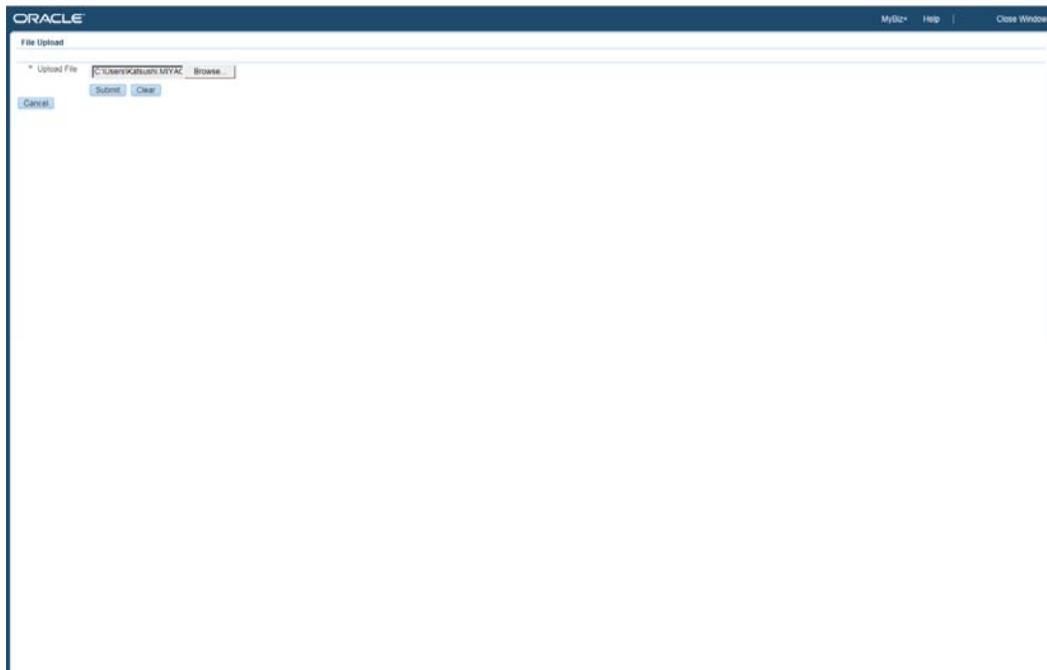
Click <Browse>



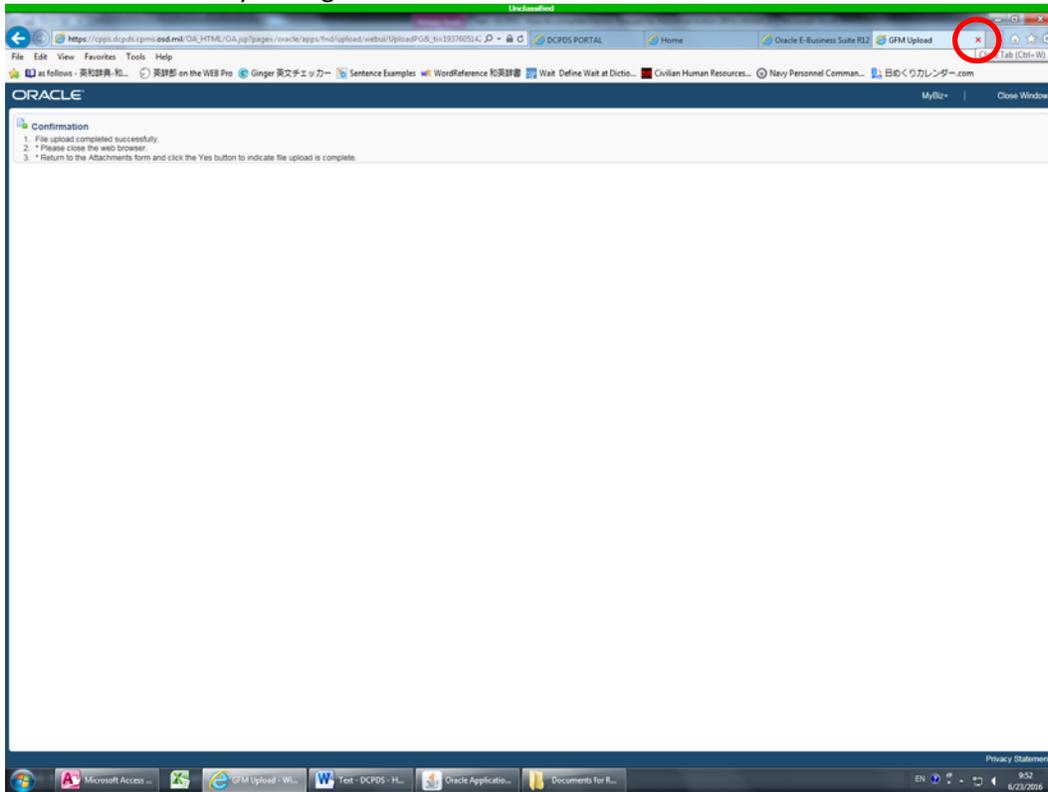
Select file and click <Open>



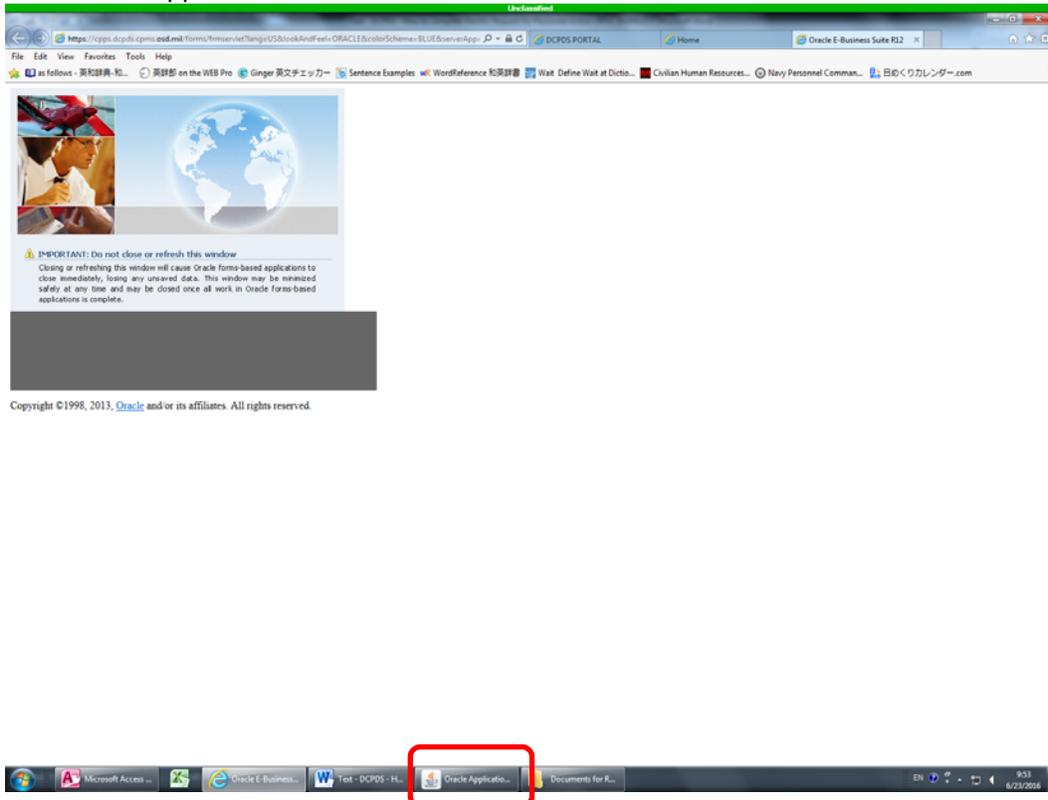
Click <Submit>



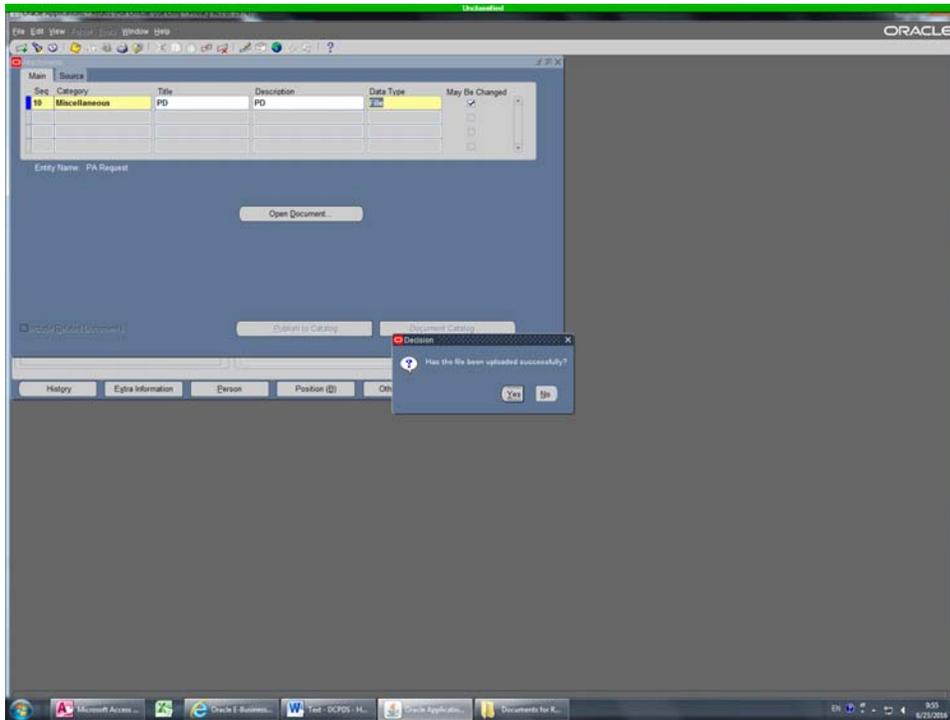
## Close the window by hitting X



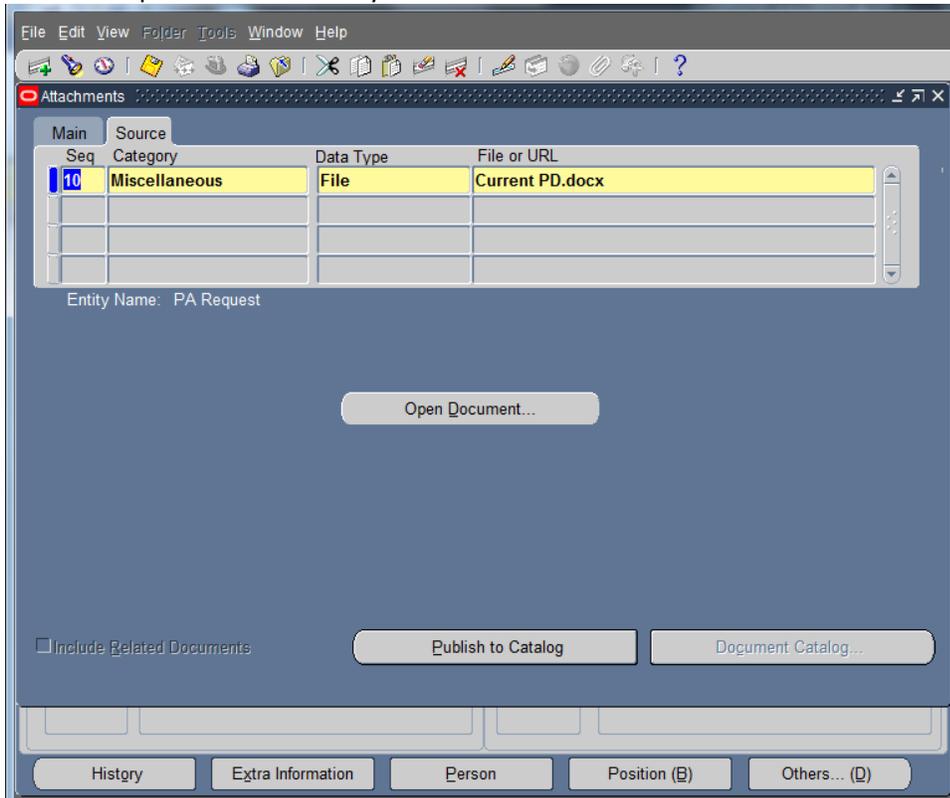
## Click Oracle Application



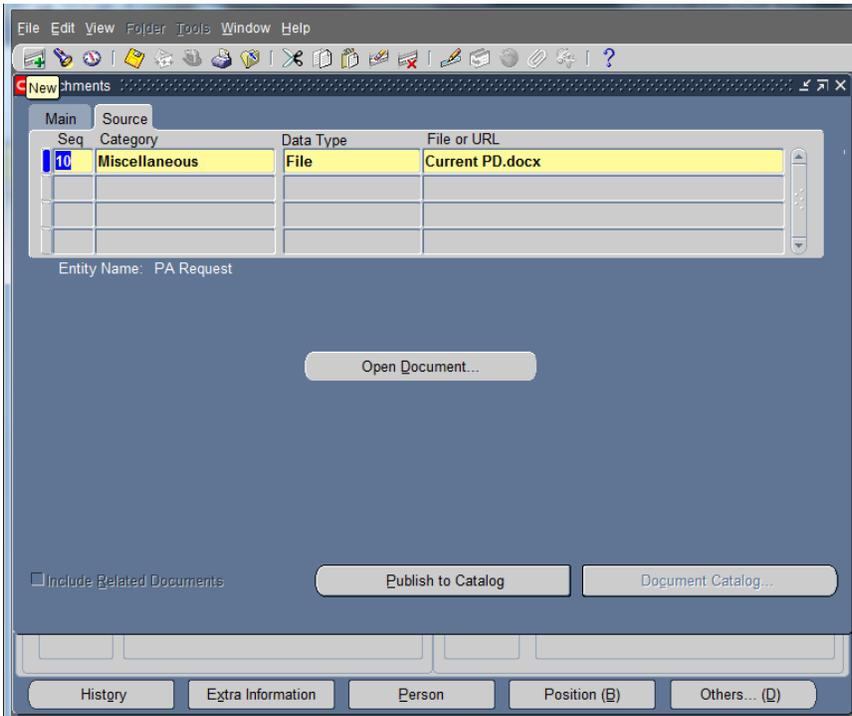
Click <Yes>



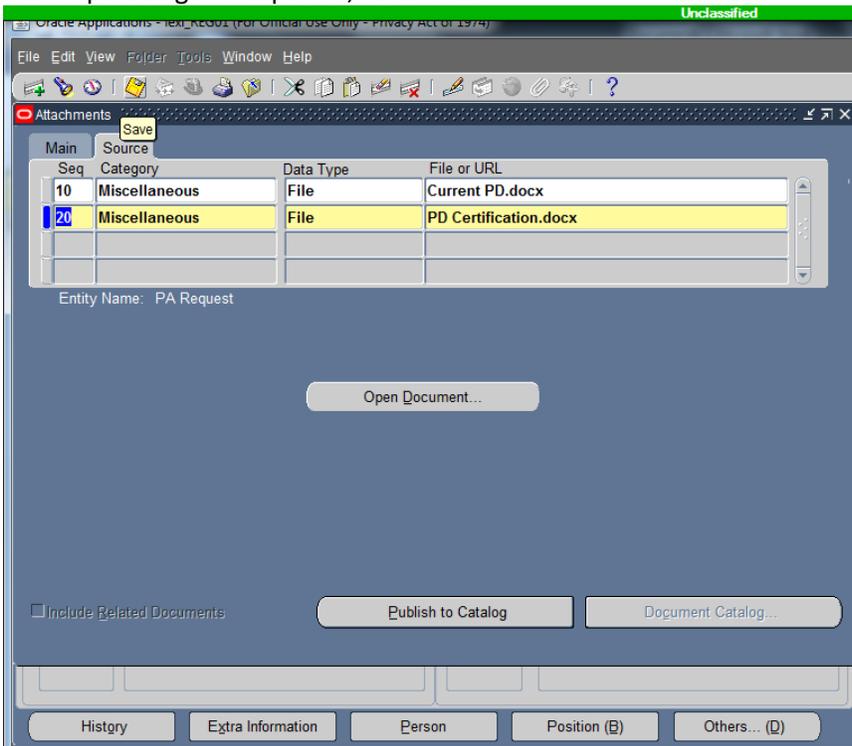
The file is uploaded successfully



Click <New> for additional files



Once uploading is completed, click <Save>



Click <OK>

The screenshot shows a software application window titled "Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)". The window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar are buttons for "Change Family", "Refresh", and "Status". The main area is divided into tabs: "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address".

The "Requesting Info" tab is active, showing "PART A - Requesting Office" with fields for "1 Actions Requested" (Recruit/Fill), "2 Request Number" (15OCTSWN9NV2767400244), "3 For Additional Information Call (Full Name)" (Miyagi, Katsushi), "4 Prop. Eff. Date" (ASAP), "5 Action Requested By (Full Name)", "6 Action Authorized By (Full Name)", and "Request Date".

Below this is "PART B - For Preparation of SF 50" with fields for "1 Last Name", "First Name", "Middle Name", "2 Social Security Number", "3 Date of Birth", and "4 Effective Date".

At the bottom of the main area are "FIRST ACTION" and "SECOND ACTION" sections, each with fields for "5-A Code", "5-B Nature of Action", "5-C Code", "5-D Legal Authority", "5-E Code", and "5-F Legal Authority".

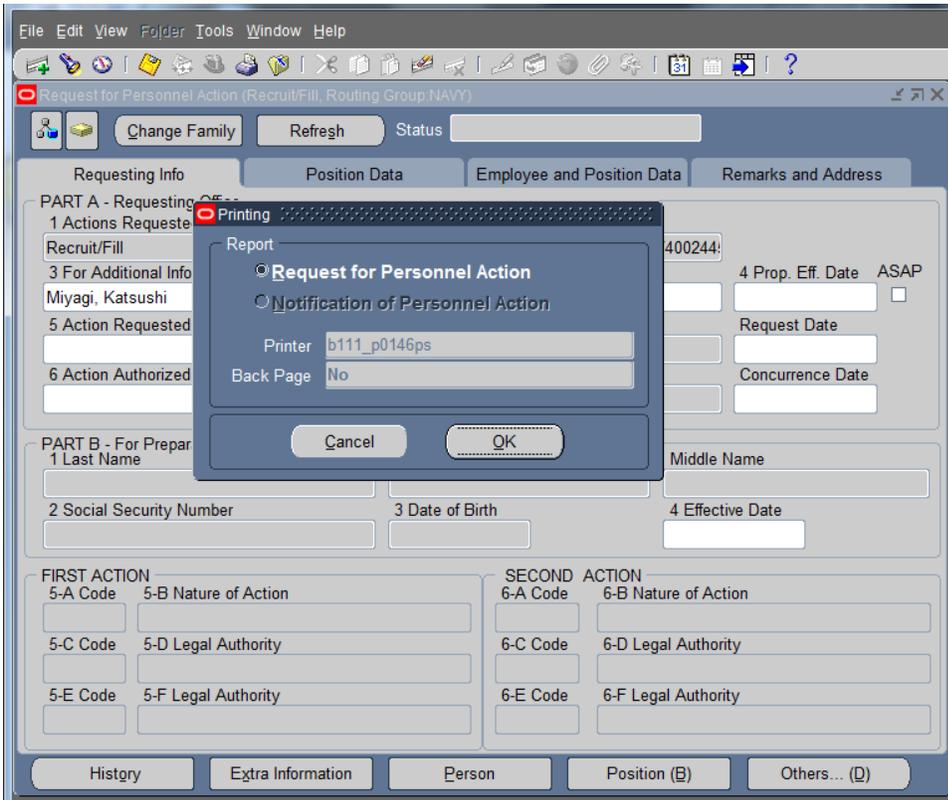
An "Error" dialog box is overlaid on the window, containing the message: "APP-GHR-38011: You must route the saved Request for Personnel Action. Please save your Request for Personnel Action again and select a routing destination." The dialog has an "OK" button.

At the bottom of the application window are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

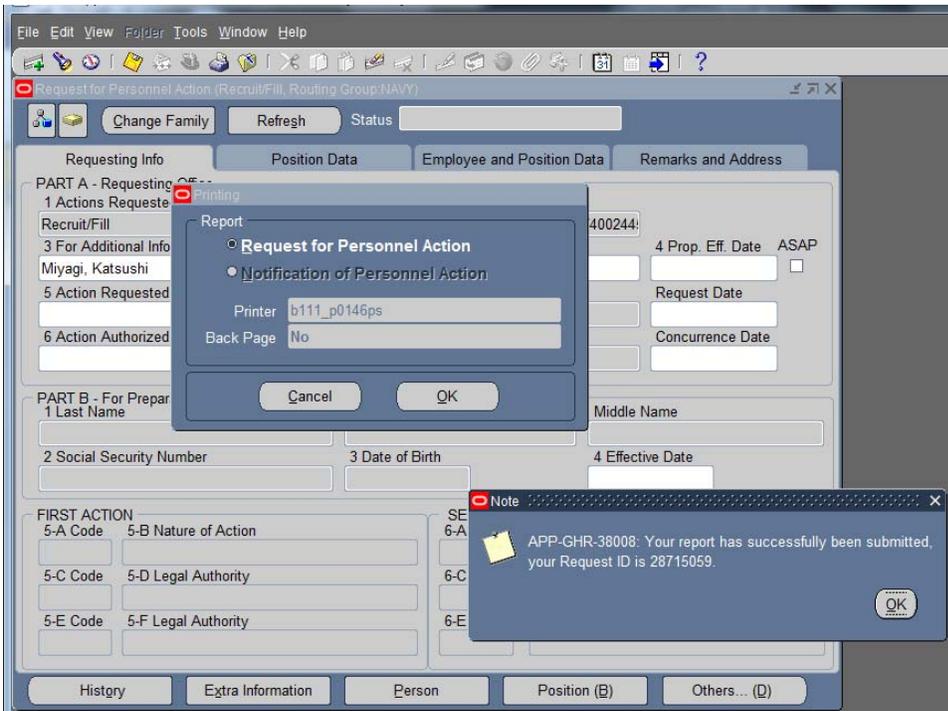
Click <Print>

This screenshot is identical to the one above, showing the same software application window. The only difference is that the "Print..." button in the toolbar is now highlighted with a yellow mouse cursor, indicating it has been clicked.

Click <OK>



Click <OK>



Click <Save>

Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill 15OCTSWN9NV2767400244

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Miyagi, Katsushi

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Click <Yes>

Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested 2 Request Number

Recruit/Fill 15OCTSWN9NV2767400244

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Miyagi, Katsushi

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

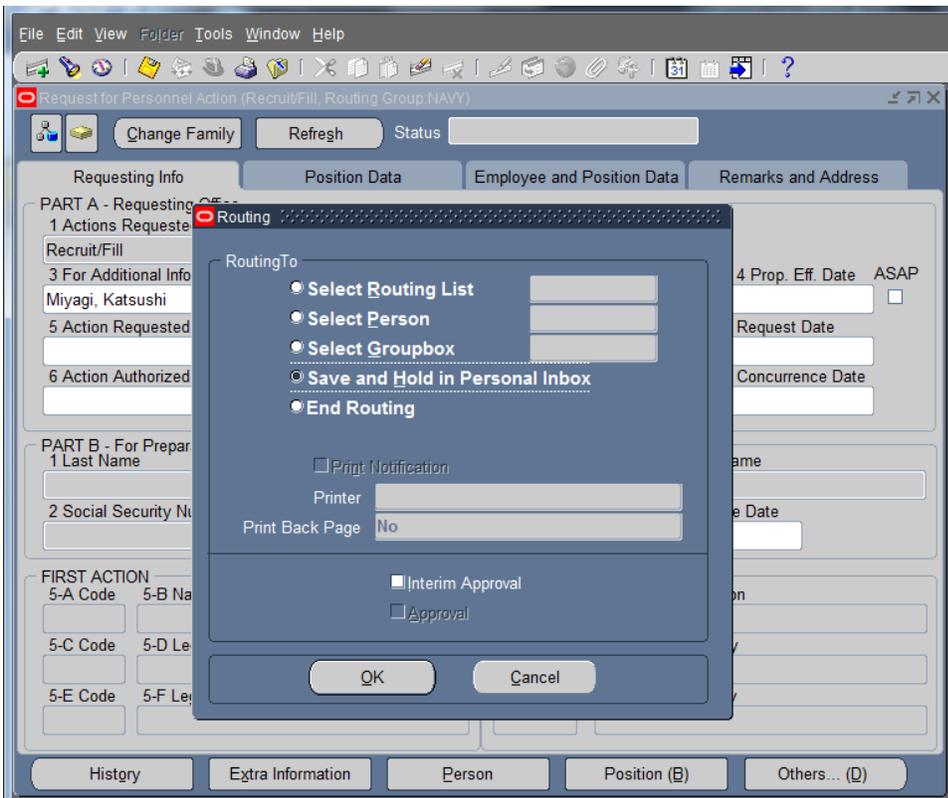
History Extra Information Person Position (B) Others... (D)

Decision

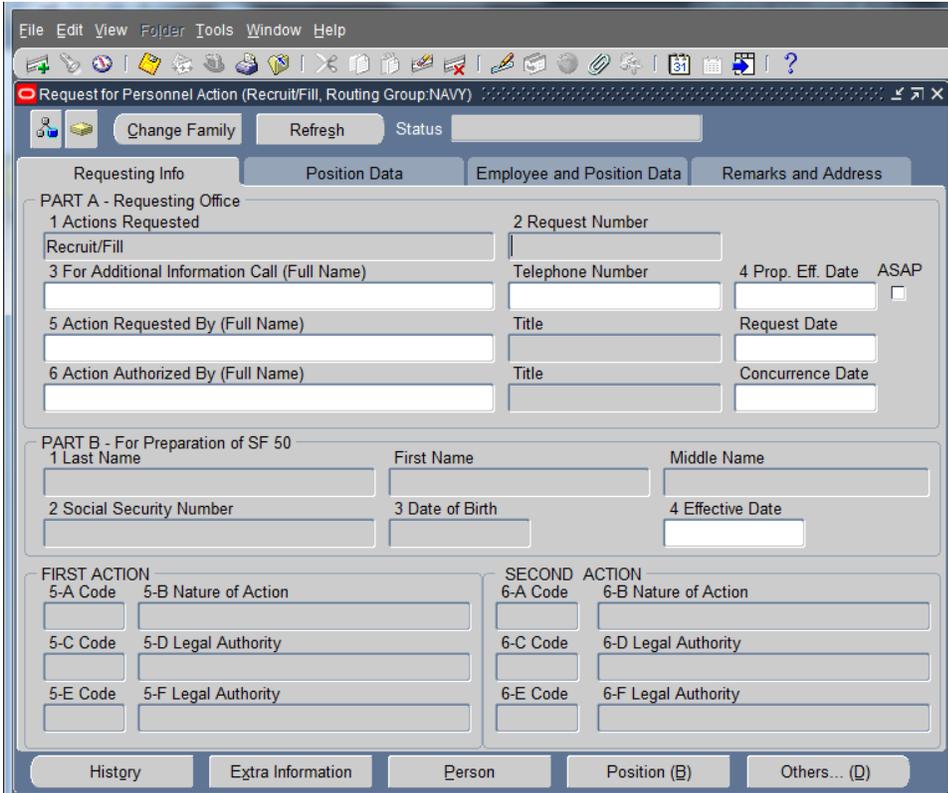
Do you wish to route the Request for Personnel Action now?

Yes Cancel No

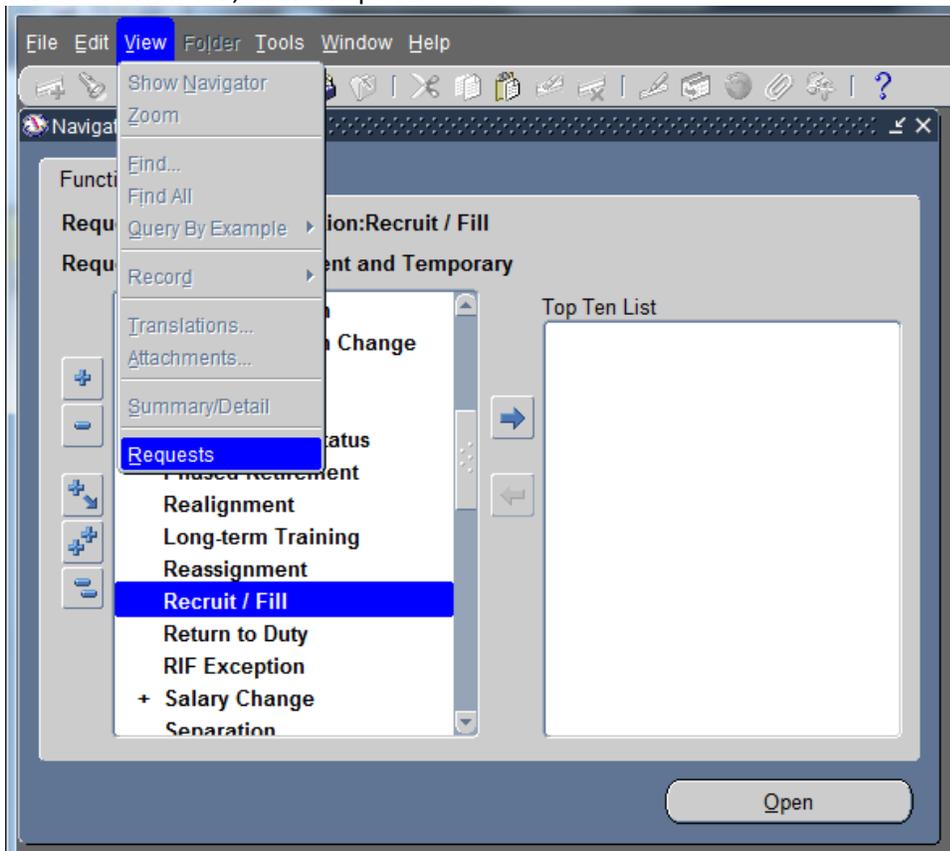
Click <OK>



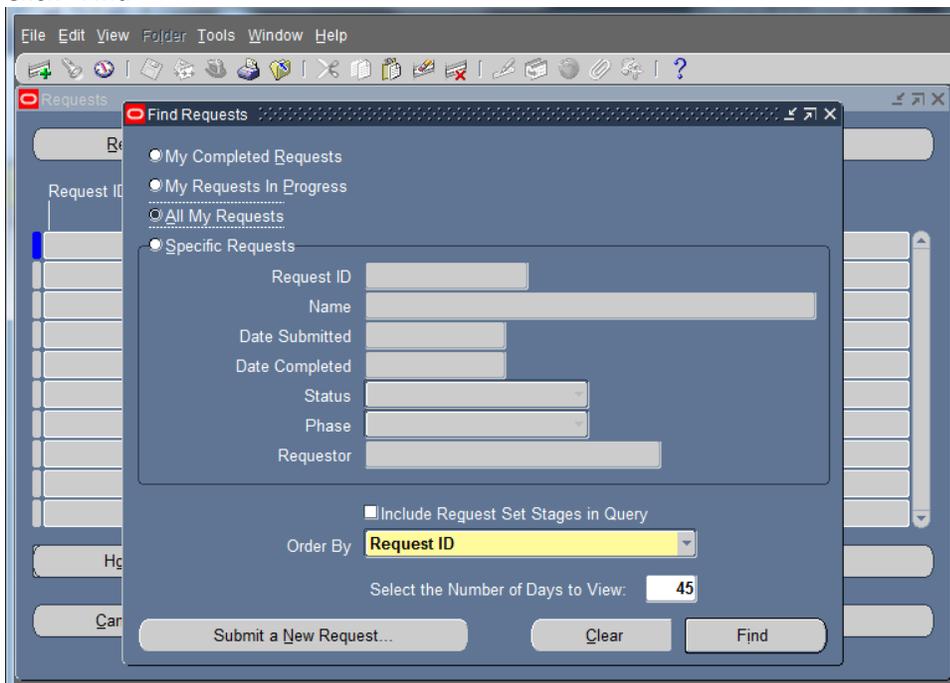
Close window by hitting X



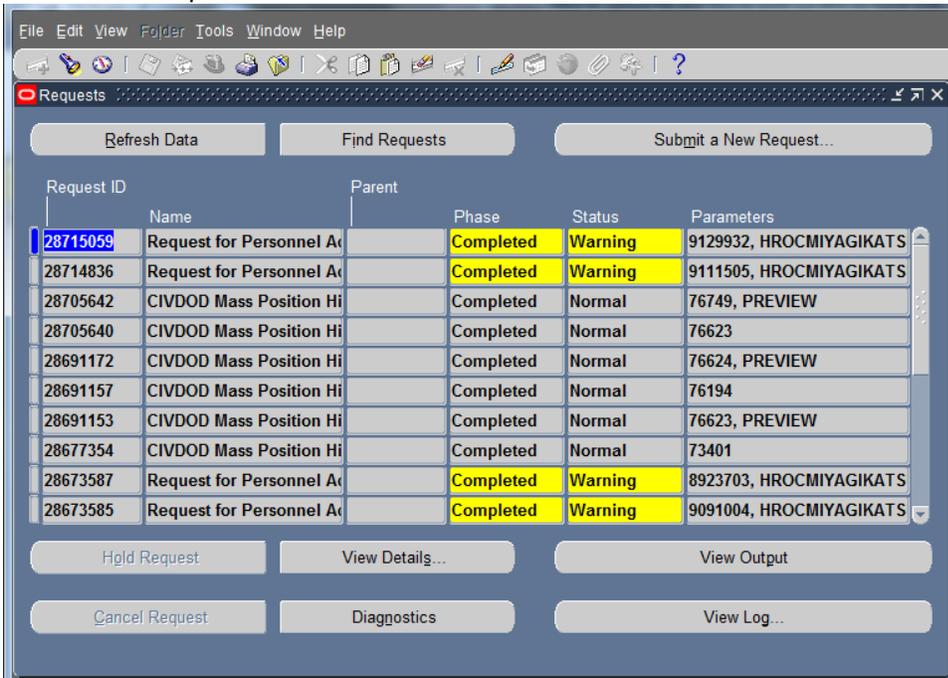
Under the view tab, click <Requests>



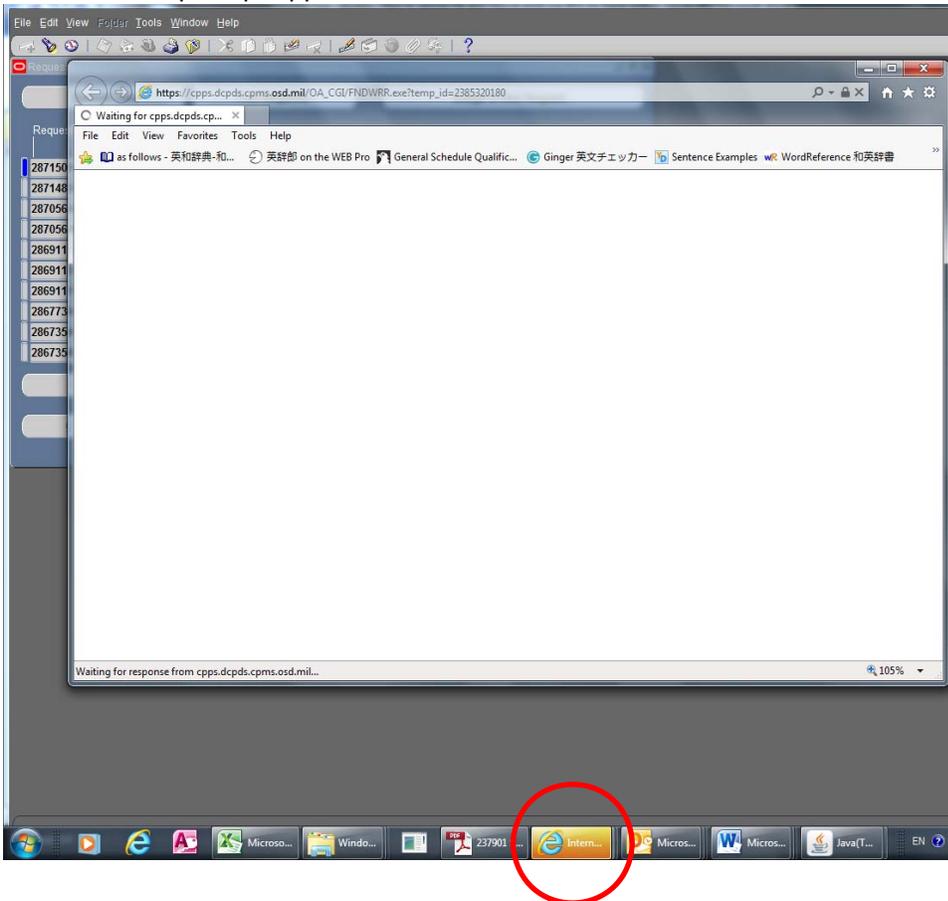
Click <Find>



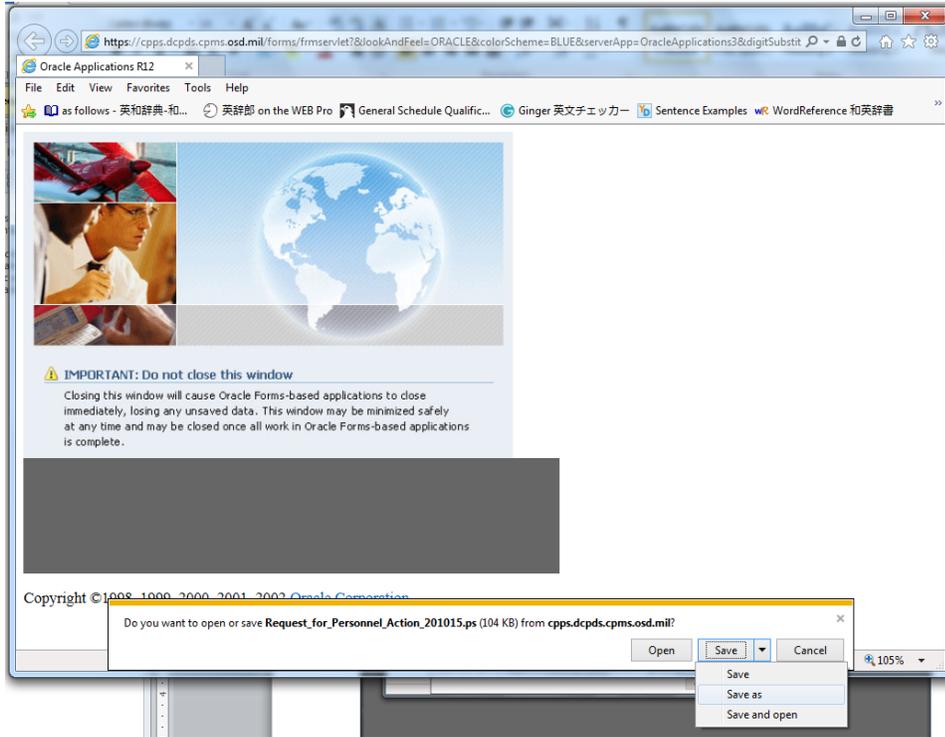
Click <View Output>



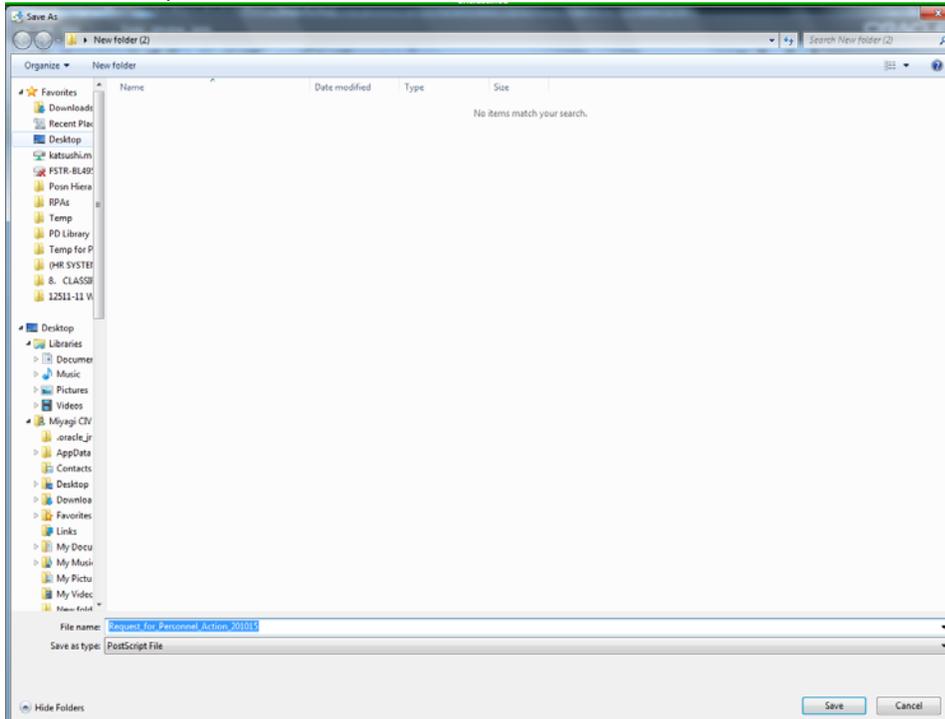
The download prompt appears in other windows



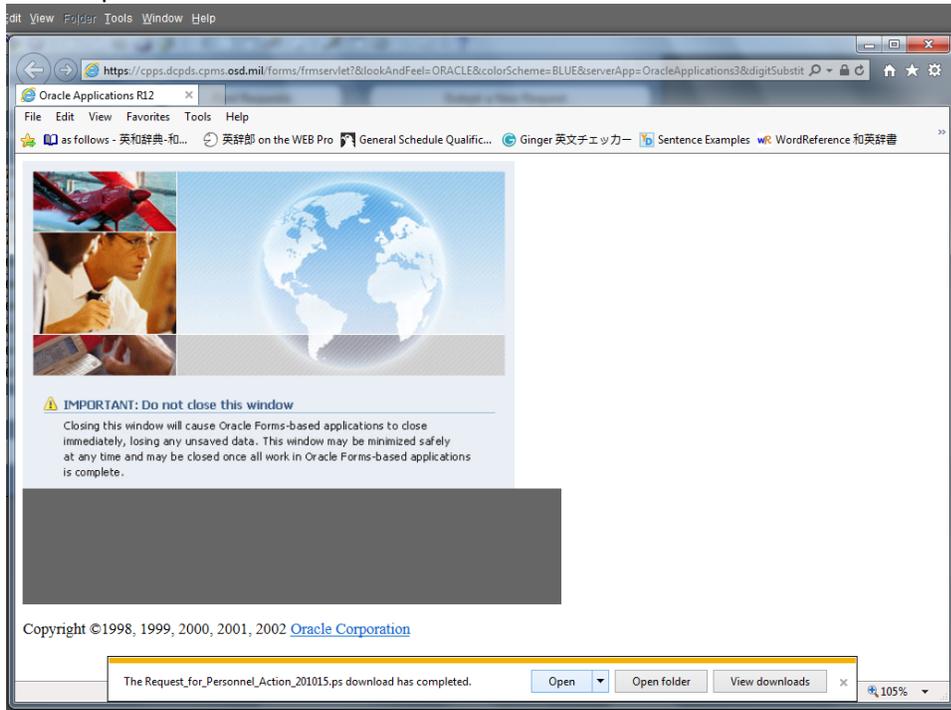
Click <Save As>



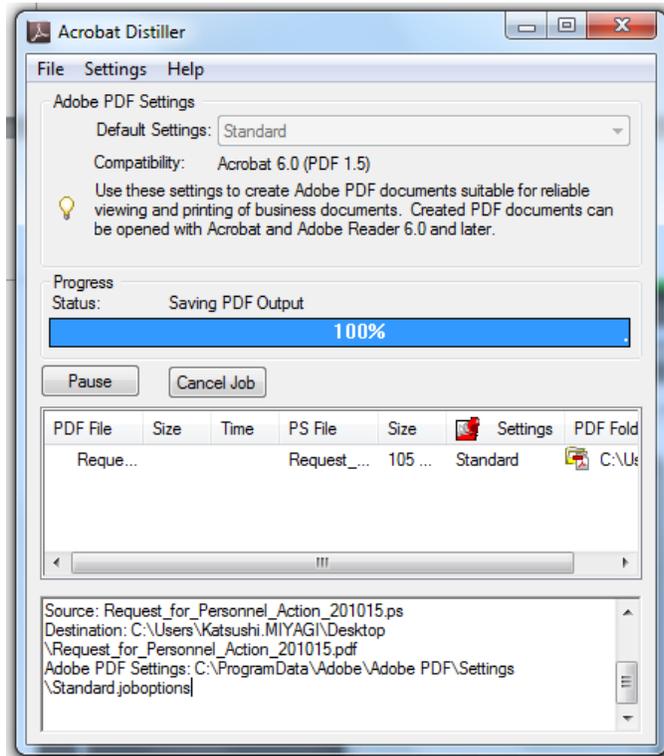
Select Desktop and Save



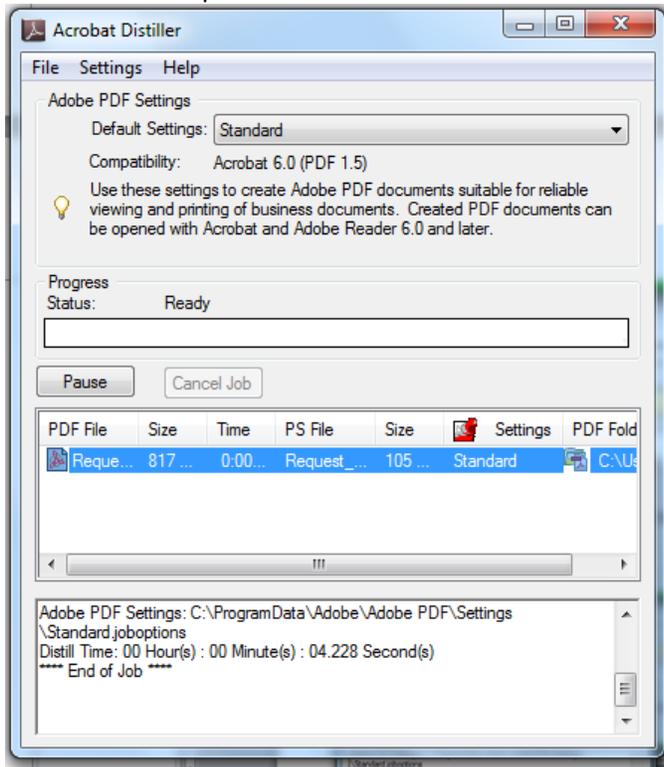
## Click <Open>



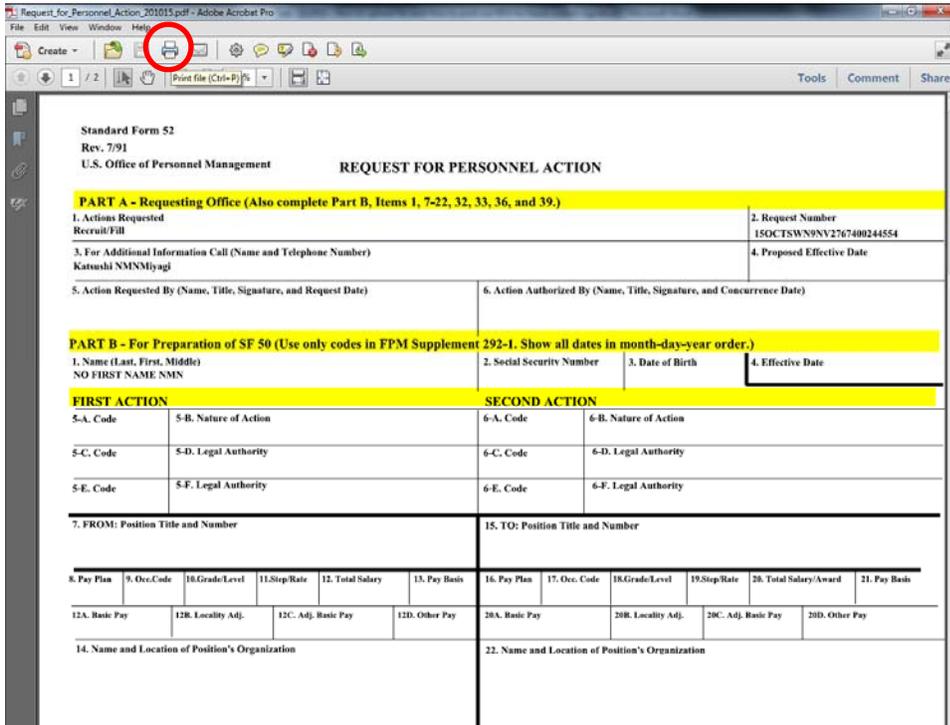
## Double click



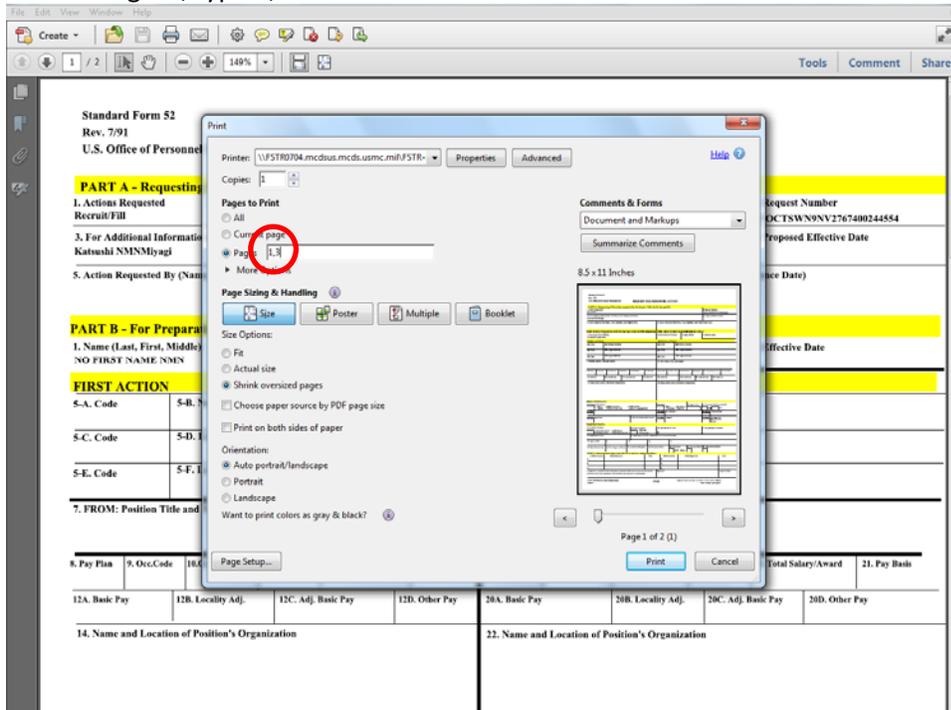
Double click to open



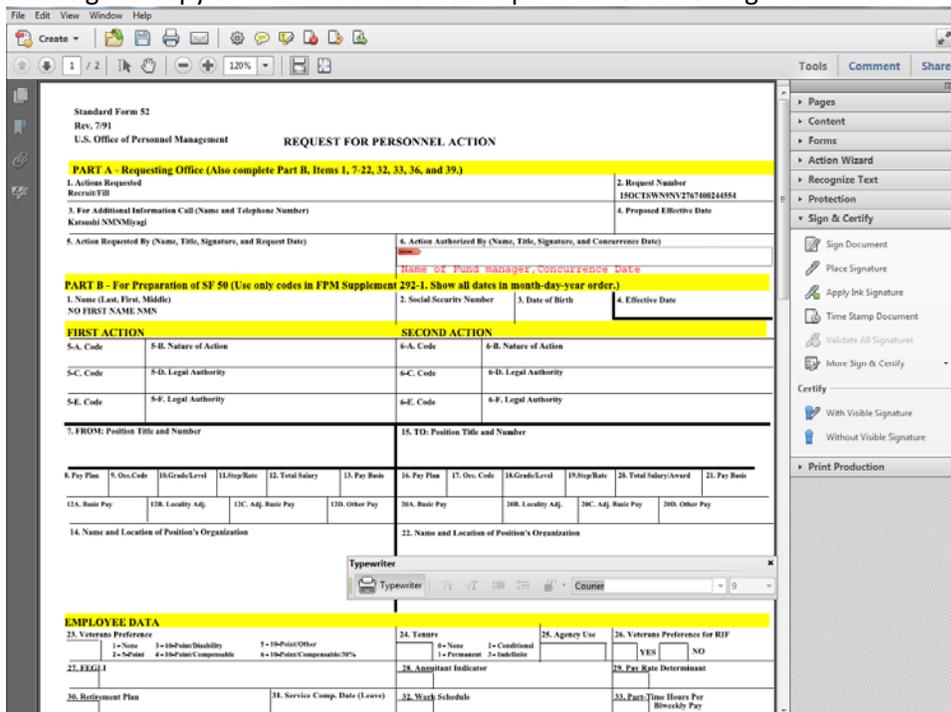
Click "Print"



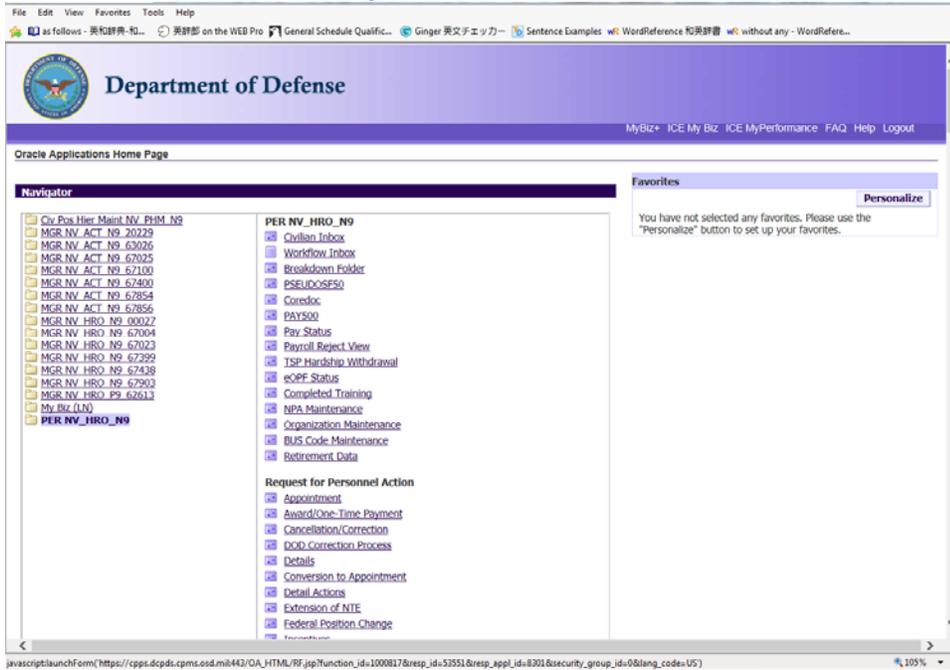
Select <Pages>, type 1,3 and click <Print>



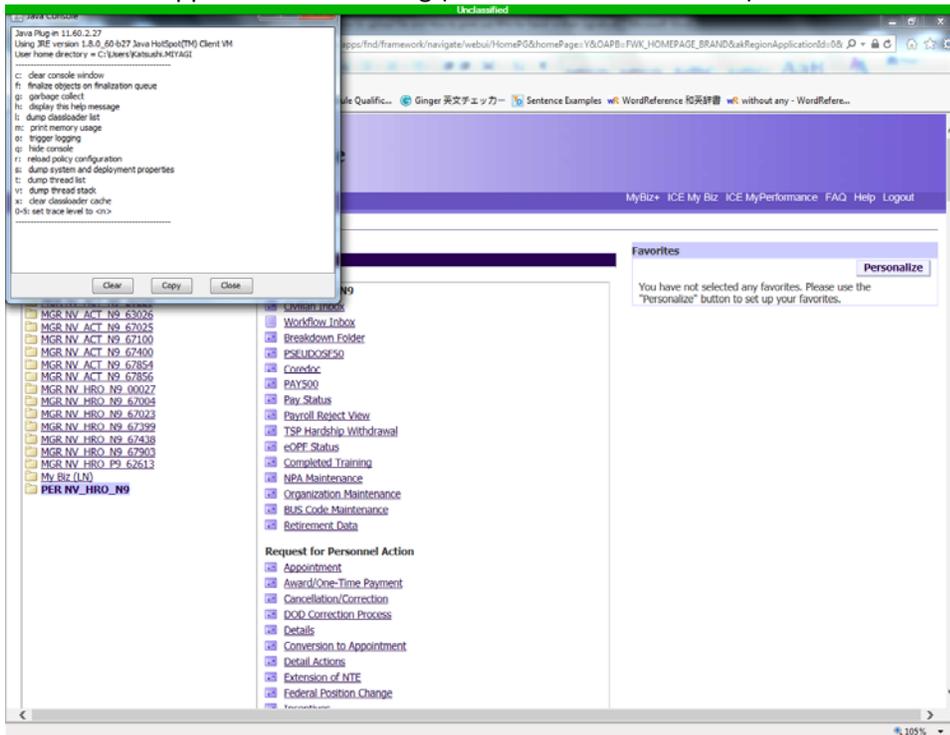
Using typewriter or Adobe software, type name of fund manager and concurrence date. Have a fund manager place his/her signature (digitally or hand-written). Scan signed copy and save it on the desktop with the name "Signed RPA".



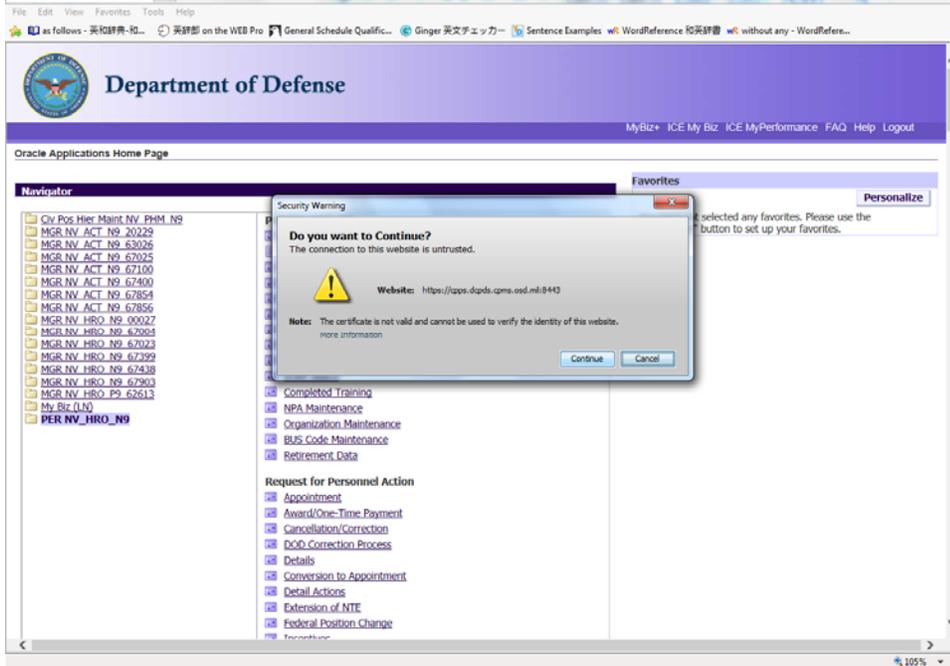
Go back to this screen (Ref: Page 4 – 7) and click civilian inbox



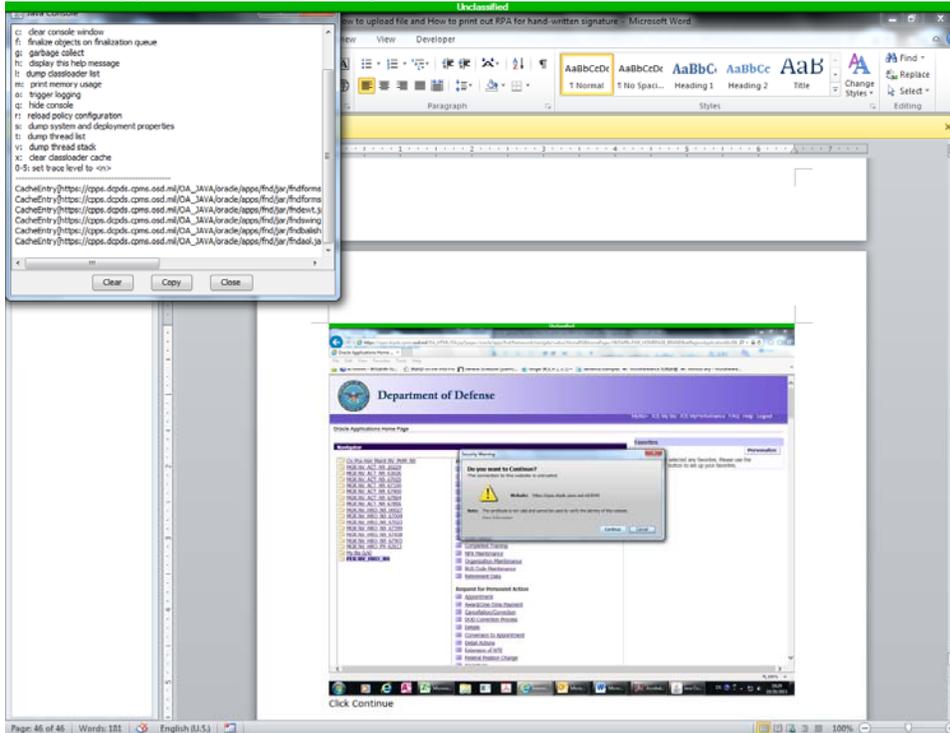
Wait till Java applet finishes running (Do not close this window)



Click <Continue>



Wait till applet finishes working (Do not close this window)





Click <Attachment> and attach the scanned signed RPA

The screenshot shows the Oracle HR system interface for a 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)'. The status is 'INITIATED'. The 'Attachments' tab is selected, showing a table with columns 'Date Sent' and 'Date Closed'. The table contains three rows of data:

Date Sent	Date Closed
23-MAR-2015 11:06:59	
20-OCT-2015 03:50:44	
20-OCT-2015 04:06:08	

The main form area is divided into several sections:

- Requesting Info:** Includes fields for '1 Actions Requested' (Recruit/Fill), '2 Request Number' (15OCTSWM9NV2767400244), '3 For Additional Information Call (Full Name)' (Myagi, Katsushi), '4 Prop. Eff. Date' (ASAP), '5 Action Requested By (Full Name)', '6 Action Authorized By (Full Name)', and 'Request Date'.
- PART B - For Preparation of SF 50:** Includes fields for '1 Last Name', '2 Social Security Number', '3 Date of Birth', and '4 Effective Date'.
- FIRST ACTION:** Includes fields for '5-A Code', '5-B Nature of Action', '5-C Code', '5-D Legal Authority', '5-E Code', and '5-F Legal Authority'.
- SECOND ACTION:** Includes fields for '6-A Code', '6-B Nature of Action', '6-C Code', '6-D Legal Authority', '6-E Code', and '6-F Legal Authority'.

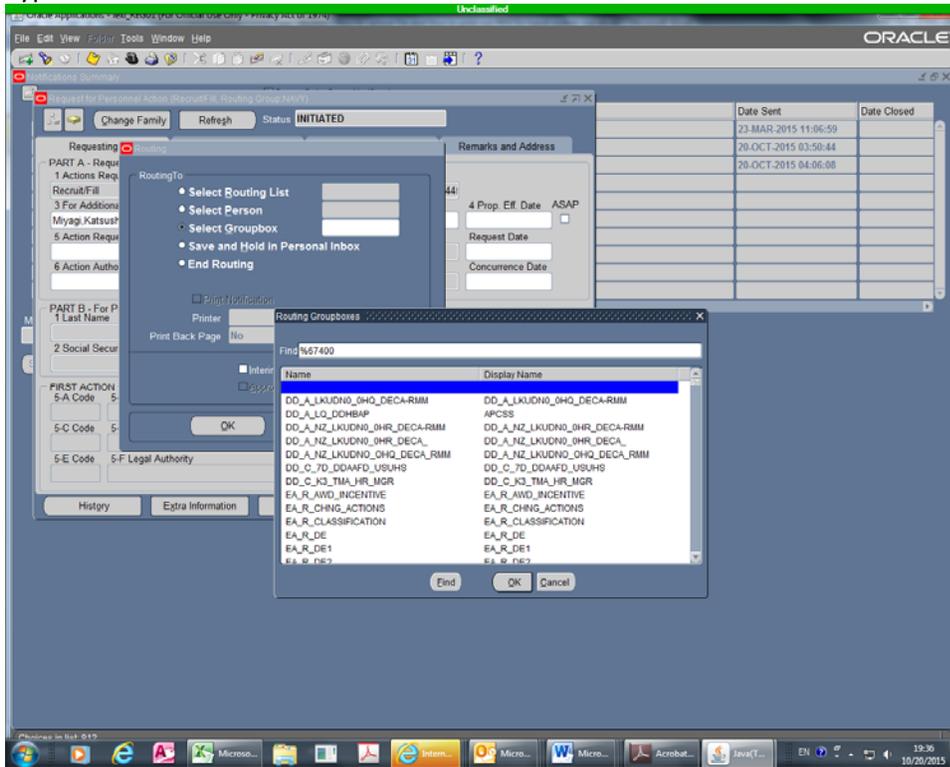
At the bottom, there are tabs for 'History', 'Extra Information', 'Person', 'Position (Q)', and 'Others... (Q)'.

Once uploading is completed, click <Save>.

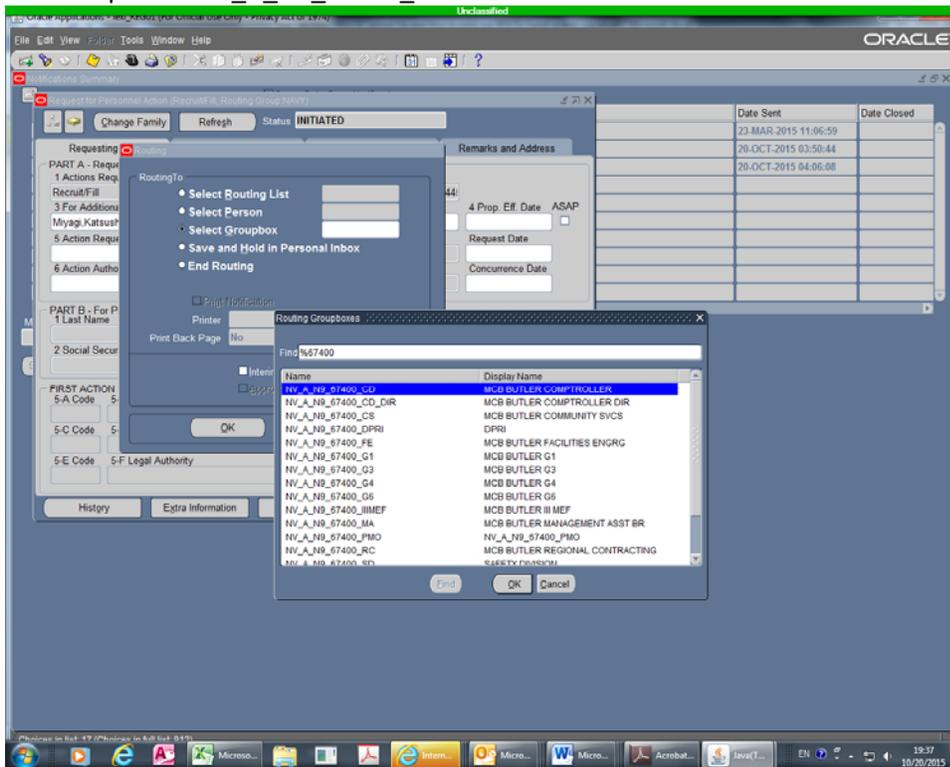
The screenshot shows the same Oracle HR system interface as the previous image, but now the 'Save' button is highlighted in the top left corner. The 'Attachments' table and the main form fields remain the same as in the previous image.



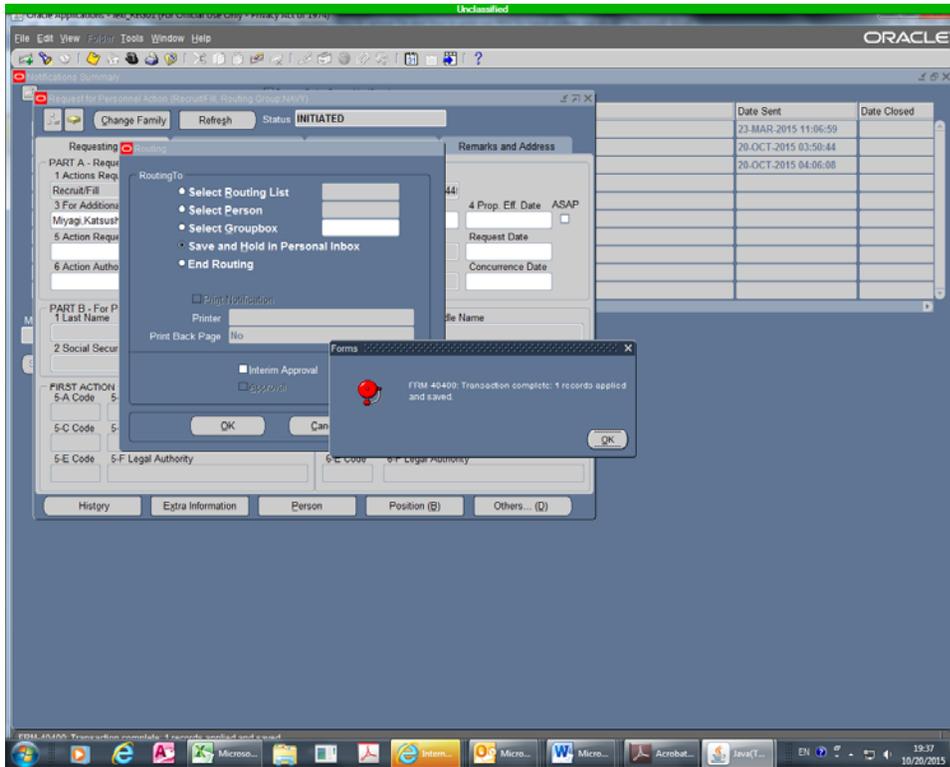
Type "67400" and click <OK>



Select top one <NV\_A\_N9\_67400\_CD> and click <OK>



\*\*\* COMPLETED\*\*\* The RPA was forwarded to G-8 for review.



Notify G-8 of RPA number by sending a email to Mr. Richard L. McConkie of G-8 (Comptroller).

