

Initiating an Electronic Request for Personnel Action (RPA)



DCPDS PORTAL

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

Choose your Path

**HR**
MyBiz+ Navy

**DD**
DCPAS Data Dictionary

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.

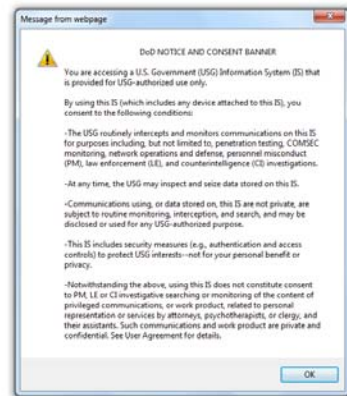
Overseas allowances (except for post allowance) is not authorized.

Sufficient funding is available to support this RPA.

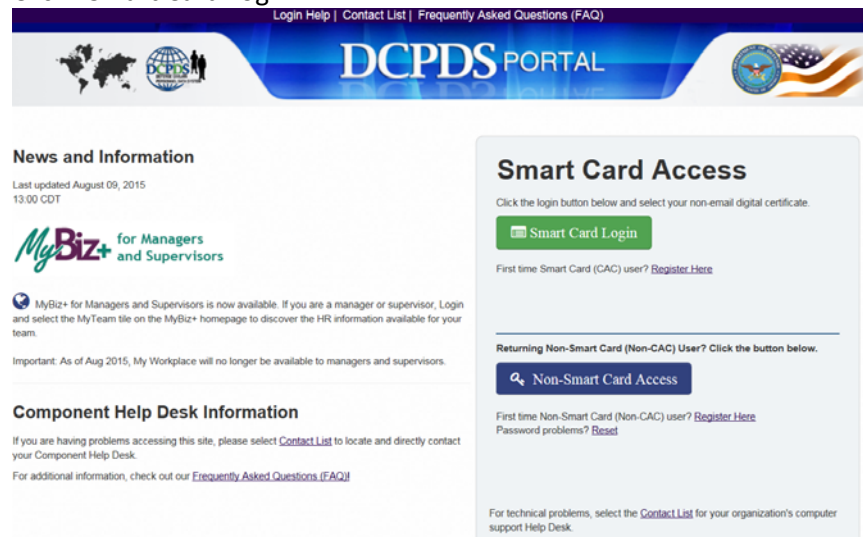
Fund manager: Name & date

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.



Text - DCPDS -
DCPDS Portal Registr

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>

Login Help | Contact List | Frequently Asked Questions (FAQ)

DCPDS PORTAL

News and Information

Last updated August 09, 2015
13:00 CDT

MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors is now available. If you are a new user, please register and select the MyTeam tile on the MyBiz+ homepage to discover more.

Important: As of Aug 2015, My Workplace will no longer be available.

Smart Card Access

Below and select your non-email digital certificate.

Smart Card Login

Smart Card (CAC) user? [Register Here](#)

Smart Card (Non-CAC) User? Click the button below.

Non-Smart Card Access

First time Non-Smart Card (Non-CAC) user? [Register Here](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

Windows Security

Select a Certificate

	MIYAGIKATSUSHI.136747... Issuer: DOD CA-31 Valid From: 10/2/2015 to 9/23/2018 Click here to view certificate properties
	MIYAGIKATSUSHI.136747... Issuer: DOD EMAIL CA-31 Valid From: 10/2/2015 to 9/23/2018

OK Cancel

Click <HR>

DCPDS PORTAL

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

Choose your Path


HR
MyBiz+ Navy


DD
DCPAS Data Dictionary

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](#)

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.

Accept

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

Select the responsibility (e.g., 67400 for employees who falls under UIC 67400)

MyBiz+

Other DCPDS Applications ▾ ★ Favorites ▾ Customer Support ▾ Help ▾ Logout

MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors is now available. If you are a manager or supervisor, Login and select the [MyTeam](#) tile on the MyBiz+ homepage to discover the HR information available for your team.

Important: As of Aug 2015, My Workplace will no longer be available to managers and supervisors.

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▶ ||

Notifications

Read / Unread	Title	Start Date
No Notifications At This Time		

◀

▶

* You have no unread notifications.

Welcome, Katsushi Miyagi

The information is current as of 20-Oct-2015

Home

★ Provide Feedback

Manage My Views

Key Services

Update Contact Information

SF50 Personnel Actions

Update MySupervisor

Hiring Manager's Toolkit

Leave

Other Responsibilities/Applications

Responsibilities:

Civ Pos Hier Maint NV_PHM_N9

MGR NV_ACT_N9_20229

MGR NV_ACT_N9_63026

MGR NV_ACT_N9_67025

MGR NV_ACT_N9_67100

MGR NV_ACT_N9_67400

MGR NV_ACT_N9_67854

MGR NV_ACT_N9_67856

MGR NV_HRO_N9_00027

Insurance

Not Available for Position Type LN

Scroll down and find <Request for Personnel Actions> and select <Recruit/Fill> (or any of the other type of actions listed under the Request for Personnel Action menu)”

Department of Defense

MyBiz+ ICE My Biz ICE MyPerformance FAQ Help Logout

Oracle Applications Home Page

Navigator

- Civ Pos Hier Maint NV PHM N9
- MGR NV ACT N9 20229
- MGR NV ACT N9 63026
- MGR NV ACT N9 67025
- MGR NV ACT N9 67100
- MGR NV ACT N9 67400
- MGR NV ACT N9 67854
- MGR NV ACT N9 67856
- MGR NV HRO N9 00027
- MGR NV HRO N9 67004
- MGR NV HRO N9 67023
- MGR NV HRO N9 67399
- MGR NV HRO N9 67438
- MGR NV HRO N9 67903
- MGR NV HRO P9 62613
- My Biz (LN)
- PER NV_HRO_N9**

- Civilian Inbox
- Workflow Inbox
- Breakdown Folder
- PSEUDOSF50
- Coredoc
- PAY500
- Pay Status
- Payroll Reject View
- TSP Hardship Withdrawal
- eOPF Status
- Completed Training
- NPA Maintenance
- Organization Maintenance
- BUS Code Maintenance
- Retirement Data
- Request for Personnel Action**
- Appointment
- Award/One-Time Payment
- Cancellation/Correction
- DOD Correction Process
- Details
- Conversion to Appointment
- Detail Actions
- Extension of NTE
- Federal Position Change
- Termination

Favorites

Personalize

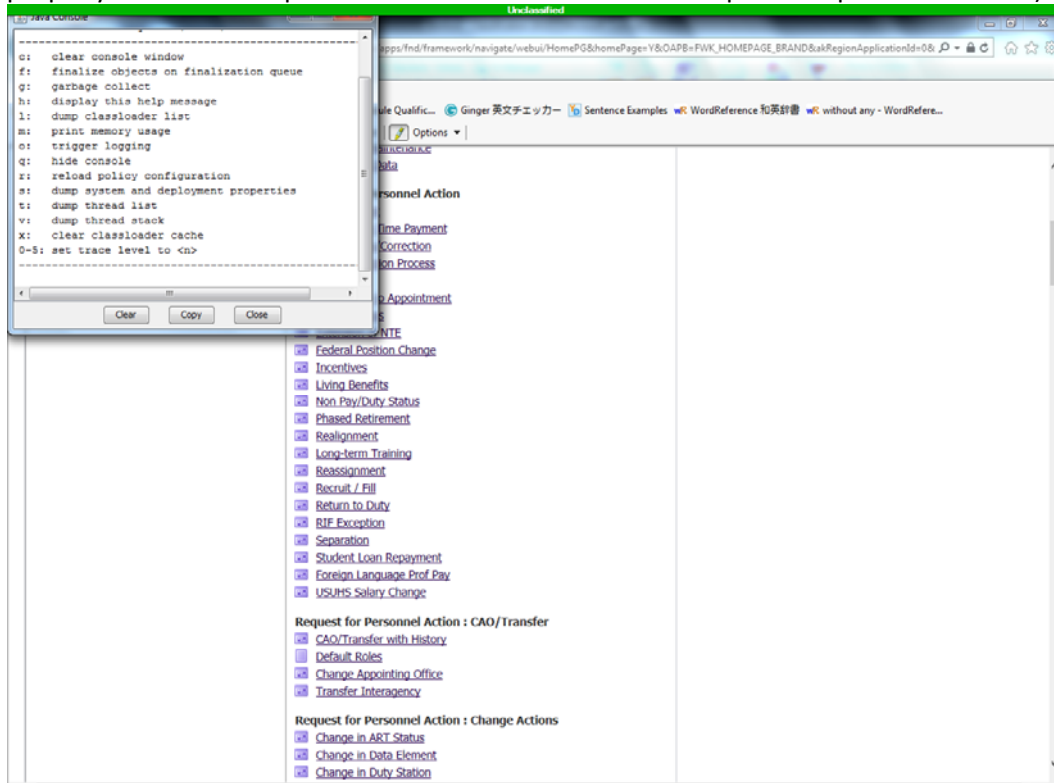
You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Click <Recruit/Fill>

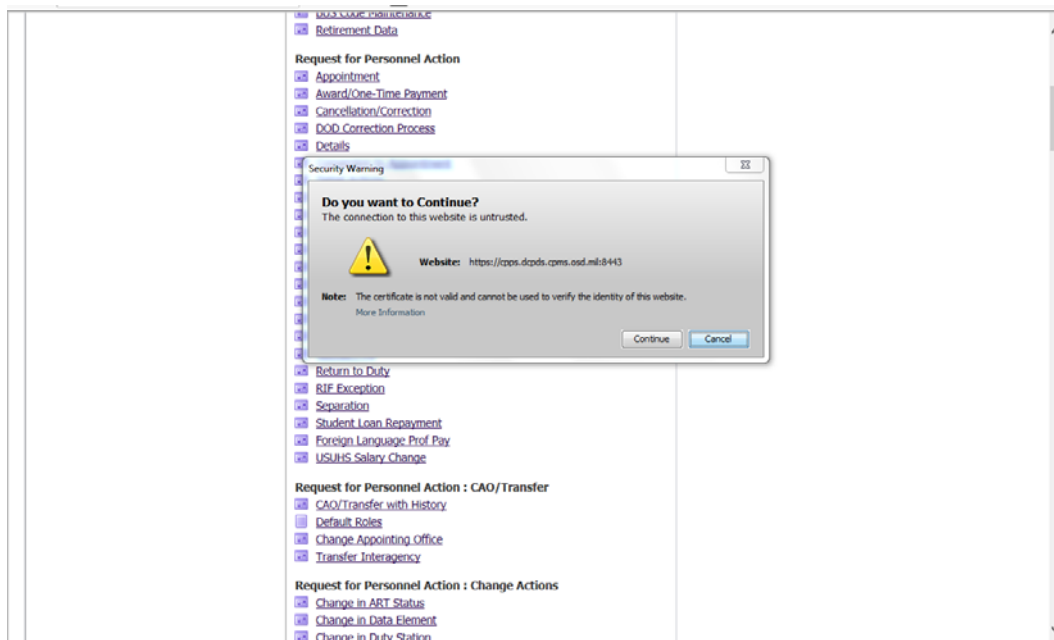
Find: recruit Previous Next Options 3 matches

- BUS Code Maintenance
- Retirement Data
- Request for Personnel Action**
- Appointment
- Award/One-Time Payment
- Cancellation/Correction
- DOD Correction Process
- Details
- Conversion to Appointment
- Detail Actions
- Extension of NTE
- Federal Position Change
- Incentives
- Living Benefits
- Non Pay/Duty Status
- Phased Retirement
- Realignment
- Long-term Training
- Reassignment
- Recruit / Fill**
- Return to Pay
- RIF Exception
- Separation
- Student Loan Repayment
- Foreign Language Prof Pay
- USUHS Salary Change
- Request for Personnel Action : CAO/Transfer**
- CAO/Transfer with History
- Default Roles
- Change Appointing Office
- Transfer Interagency
- Request for Personnel Action : Change Actions**
- Change in ART Status
- Change in Data Element
- Change in Duty Station

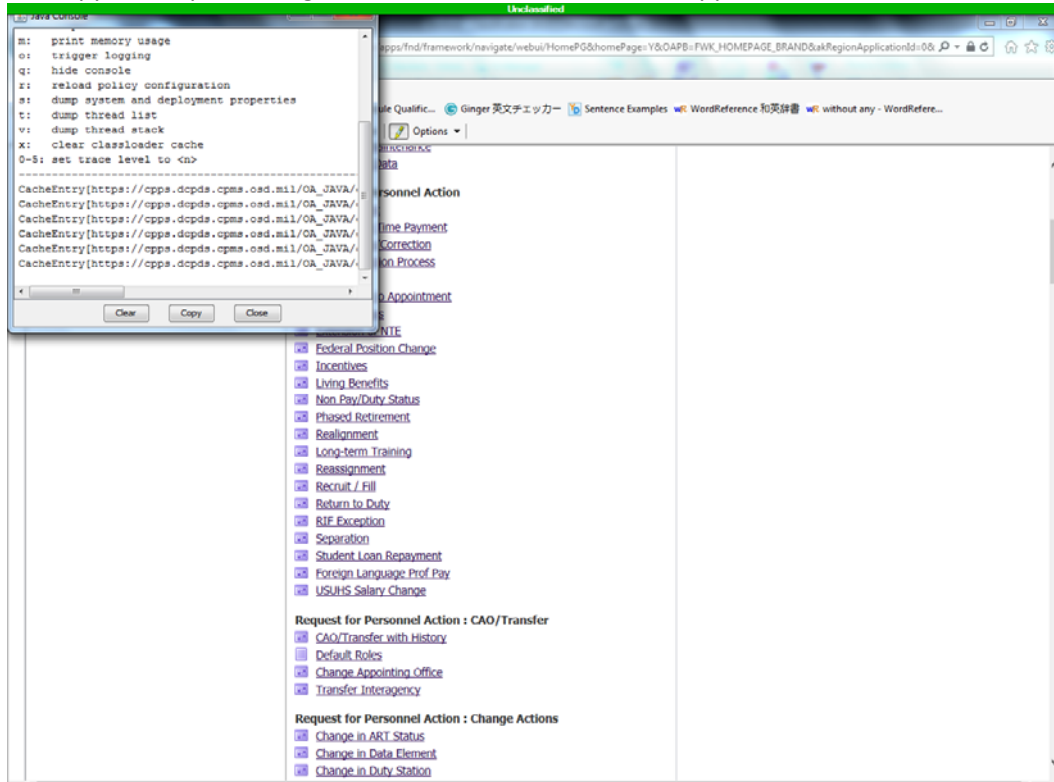
Wait for few minutes till Java applet starts then another window appears. <Leave this window open>
 (Note: If the applet does not start after several minutes of waiting, contact 117 to check whether Java is properly installed. This problem often occurs after a routine push of updated software)



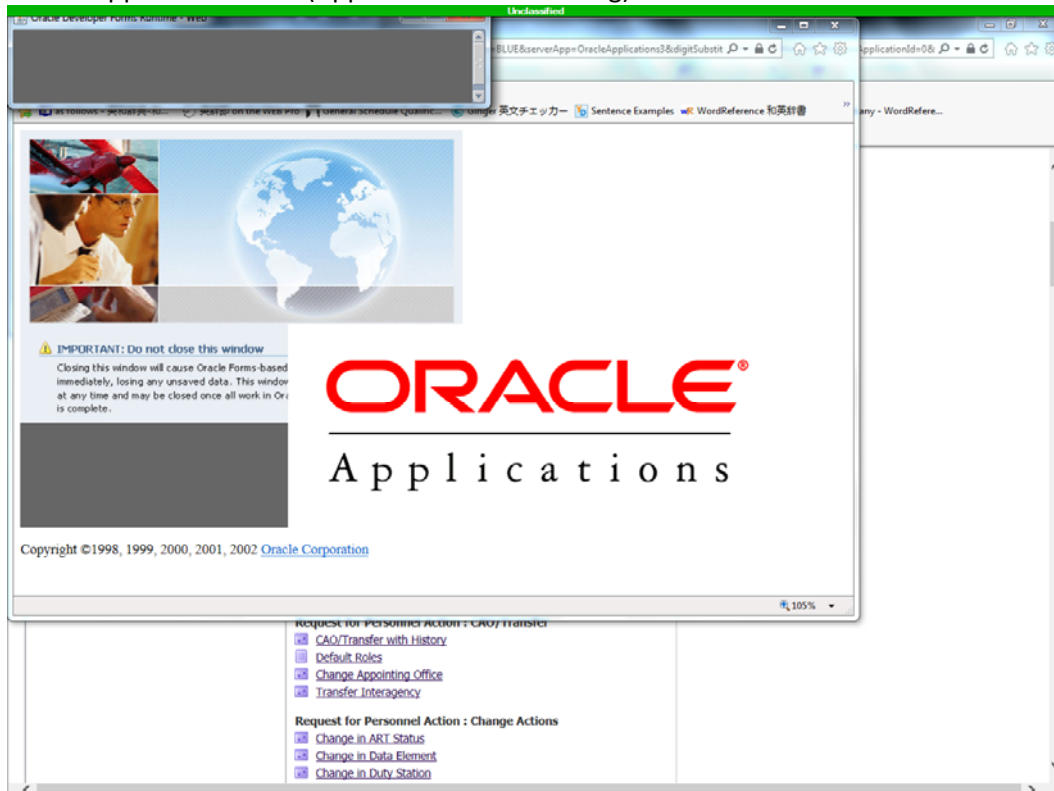
Click <Continue>



Java applet keeps running and wait for a new window to appear on screen



Oracle Application starts (Application is still running)



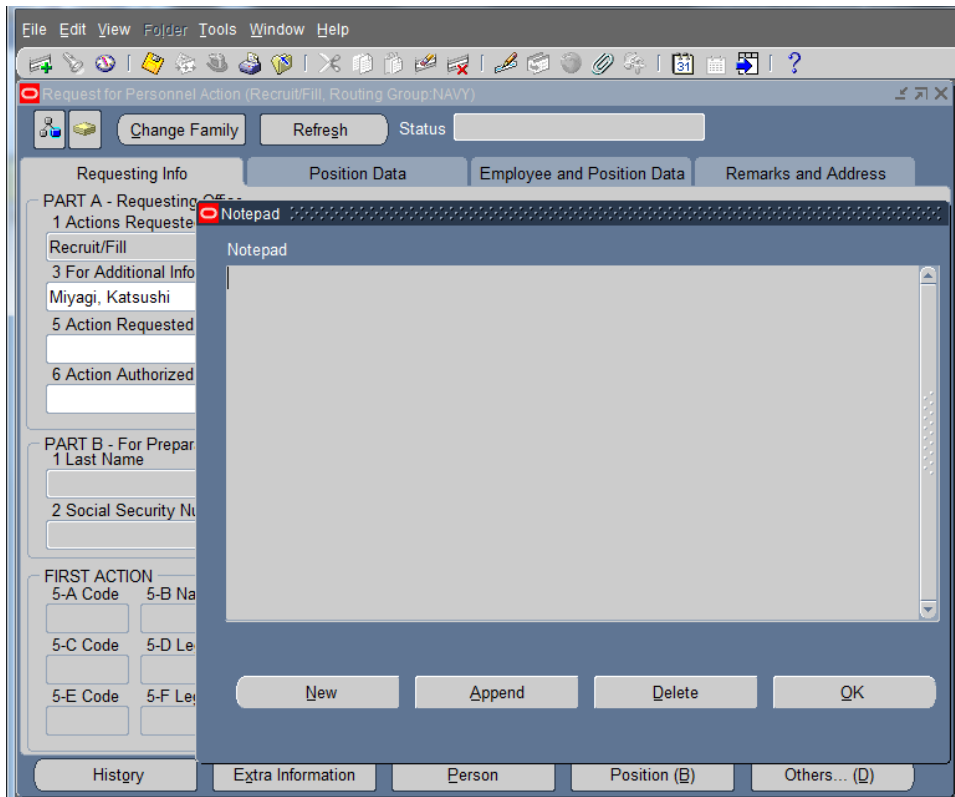
Request for Personnel Action Windows

The screenshot shows the 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' window. The 'Requesting Info' tab is active. The form is divided into 'PART A - Requesting Office' and 'PART B - For Preparation of SF 50'. 'PART A' includes fields for '1 Actions Requested' (Recruit/Fill), '2 Request Number', '3 For Additional Information Call (Full Name)', '4 Telephone Number', '5 Action Requested By (Full Name)', '6 Title', '7 Action Authorized By (Full Name)', and '8 Title'. 'PART B' includes fields for '1 Last Name', '2 First Name', '3 Social Security Number', '4 Date of Birth', and '5 Effective Date'. Below these are sections for 'FIRST ACTION' and 'SECOND ACTION', 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'. At the bottom are buttons for 'History', 'Extra Information', 'Person', 'Position (B)', and 'Others... (D)'. Two callouts are present: one pointing to the '3 For Additional Information Call (Full Name)' field with the text 'Type the last name of RPA initiator and hit <Enter>', and another pointing to the '5 Action Requested By (Full Name)' field with the text 'Type the last name of RPA requestor and hit <Enter> . If the requestor does not have DCPDS account, leave this data field blank.'

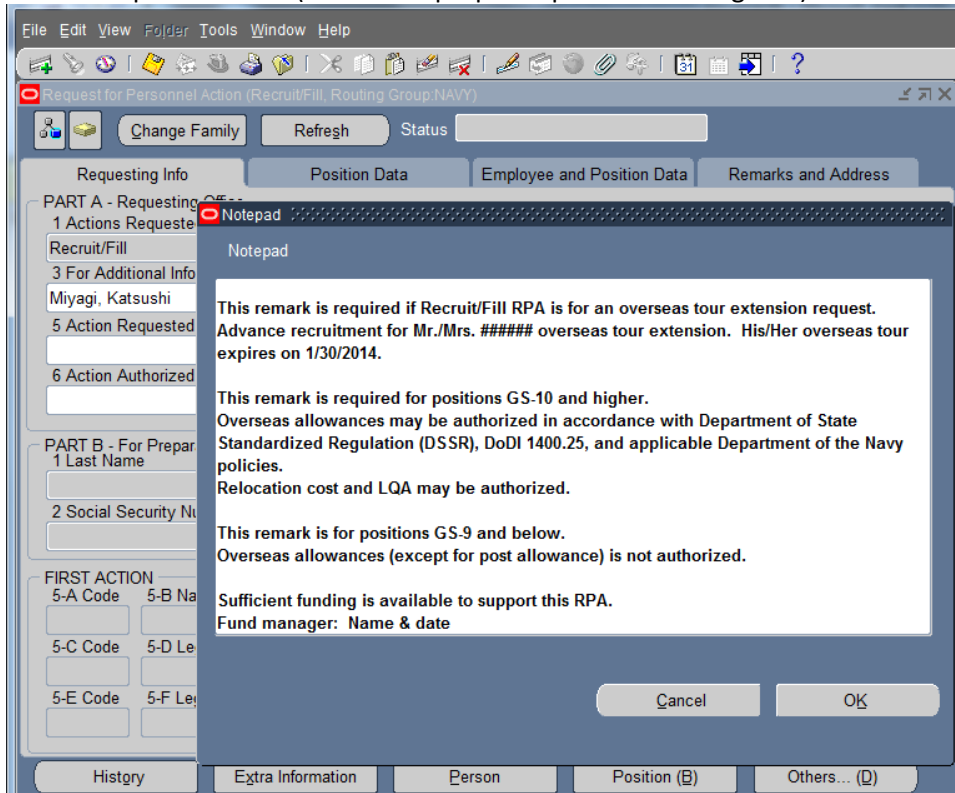
Click Notepad

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' tab. The 'Notepad' window is titled 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' and contains the following text: '1 Actions Requested', '2 Request Number', '3 For Additional Information Call (Full Name)', '4 Telephone Number', '5 Action Requested By (Full Name)', '6 Title', '7 Action Authorized By (Full Name)', '8 Title', '9 Prop. Eff. Date', '10 Request Date', '11 Concurrence Date', '12 Last Name', '13 First Name', '14 Middle Name', '15 Social Security Number', '16 Date of Birth', '17 Effective Date', '18 5-A Code', '19 5-B Nature of Action', '20 5-C Code', '21 5-D Legal Authority', '22 5-E Code', '23 5-F Legal Authority', '24 6-A Code', '25 6-B Nature of Action', '26 6-C Code', '27 6-D Legal Authority', '28 6-E Code', '29 6-F Legal Authority'. The 'Requesting Info' tab is still active, and the 'Notepad' window is open over it.

Click <New>



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



Click Attachment

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. A red circle highlights the "Attachments..." button in the toolbar. Below the toolbar are buttons for "Change Family", "Refresh", and "Status". The form is divided into several sections: "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address". The "Requesting Info" section includes "PART A - Requesting Office" with fields for "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)", and fields for "Telephone Number", "Title", "Request Date", and "Concurrence Date". The "Position Data" section includes "PART B - For Preparation of SF 50" with fields for "1 Last Name", "2 Social Security Number", "3 Date of Birth", "4 Effective Date", "First Name", and "Middle Name". The "Employee and Position Data" section includes "FIRST ACTION" and "SECOND ACTION" with fields for "5-A Code", "5-B Nature of Action", "5-C Code", "5-D Legal Authority", "5-E Code", "5-F Legal Authority", "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 are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

Click Yes

The screenshot shows the same "Request for Personnel Action" form as above, but with a "Decision" dialog box open. The dialog box has a title bar "Decision" and a question mark icon. The text inside the dialog box reads: "Record must be committed before adding attachments. Do you want to commit?". There are two buttons at the bottom of the dialog box: "Yes" and "Cancel". The "Requesting Info" section of the form is visible in the background, showing the same fields as in the previous screenshot.

Click <No>

The screenshot shows the 'Request for Personnel Action' form with the 'Requesting Info' tab selected. The form is divided into 'PART A - Requesting Office' and 'PART B - For Preparation of SF 50'. A 'Decision' dialog box is overlaid on the form, asking: 'Do you wish to route the Request for Personnel Action now?'. The dialog box has three buttons: 'Yes', 'Cancel', and 'No'. The 'Requesting Info' section includes fields for '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', 'Request Date', and 'Concurrence Date'. The 'PART B' section includes fields for '1 Last Name', 'First Name', 'Middle Name', '2 Social Security Number', '3 Date of Birth', and '4 Effective Date'. The 'FIRST ACTION' section 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'. The 'SECOND ACTION' section 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'. The bottom of the form has tabs for 'Histgry', 'Extra Information', 'Person', 'Position (B)', and 'Others... (D)'.

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

The screenshot shows the 'Request for Personnel Action' form with the 'Requesting Info' tab selected. The 'Requesting Info' section now includes the '2 Request Number' field, which contains the value '15OCTSWN9NV2767400244'. A 'Forms' dialog box is overlaid on the form, displaying the 'Generated Request Number : 15OCTSWN9NV2767400244554'. The dialog box has an 'OK' button. The rest of the form and the 'Decision' dialog box from the previous screenshot are still visible in the background.

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". The "Requesting Info" tab is active, showing fields for "PART A - Requesting Office" (1 Actions Requested, 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)) and "PART B - For Preparation of SF 50" (1 Last Name, 2 Social Security Number, 3 Date of Birth, 4 Effective Date). A "Forms" dialog box is overlaid on the form, displaying a red bell icon and the message: "FRM-40400: Transaction complete: 2 records applied and saved." with an "OK" button. At the bottom of the 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". The window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar are buttons for "Main", "Source", "Seq", "Category", "Title", "Description", and "May Be Changed". The "Main" tab is active, showing a table with the following data:

Seq	Category	Title	Description	May Be Changed
10	misc			☒
				☐
				☐
				☐

Below the table is a text field labeled "Entity Name: PA Request". At the 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.)

File Edit View Folder Tools Window Help

Attachments

Main	Seq	Category	Title	Description	May Be Changed
	10	Miscellaneous	Filename	File description	☒
					☐
					☐
					☐

Entity Name: PA Request

☐ Include Related Documents

Publish to Catalog Document Catalog...

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

Select <File> and click <OK>

File Edit View Folder Tools Window Help

Attachments

Main	Seq	Category	Data Type	File or URL
	10	Miscellaneous		

Entity Name: PA Request

☐ Include Related Documents

Publish to Catalog Document Catalog...

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

Datatypes

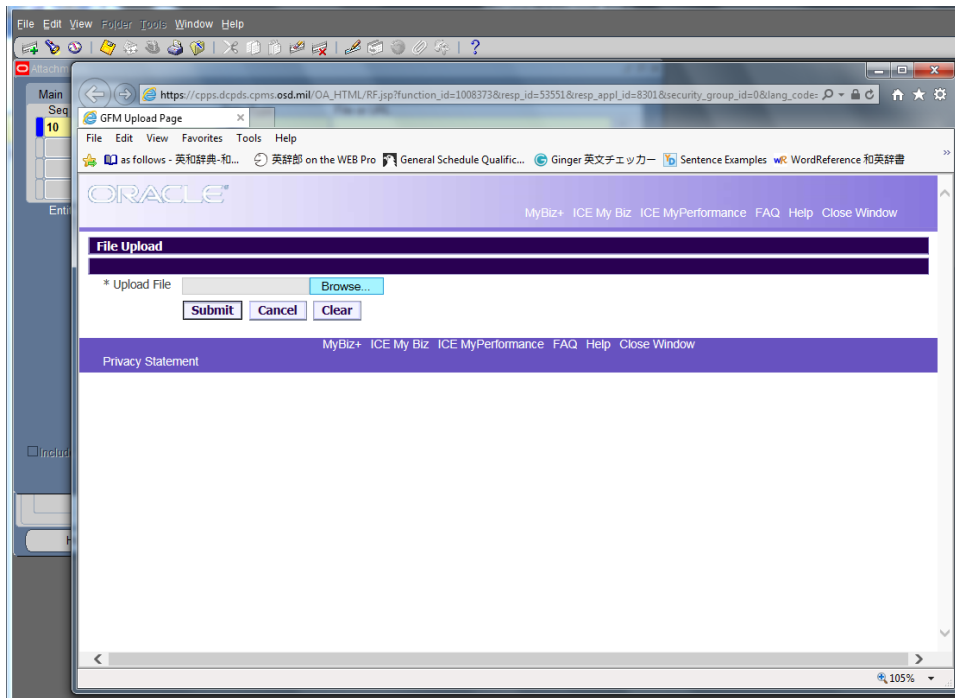
Find %

Datatype

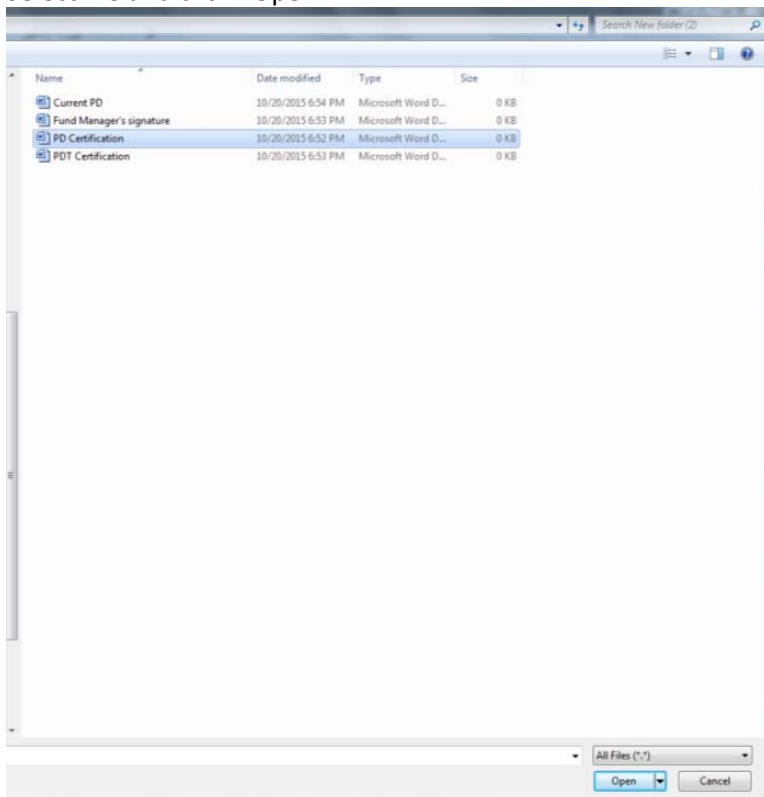
- File
- Long Text
- Short Text
- Web Page

Find OK Cancel

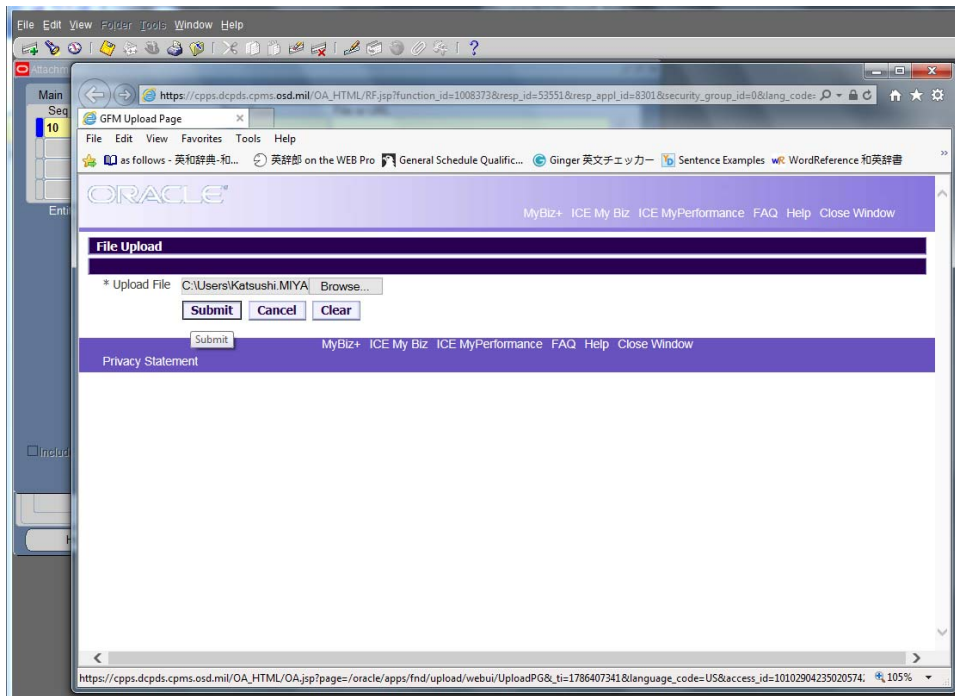
Click <Browse>



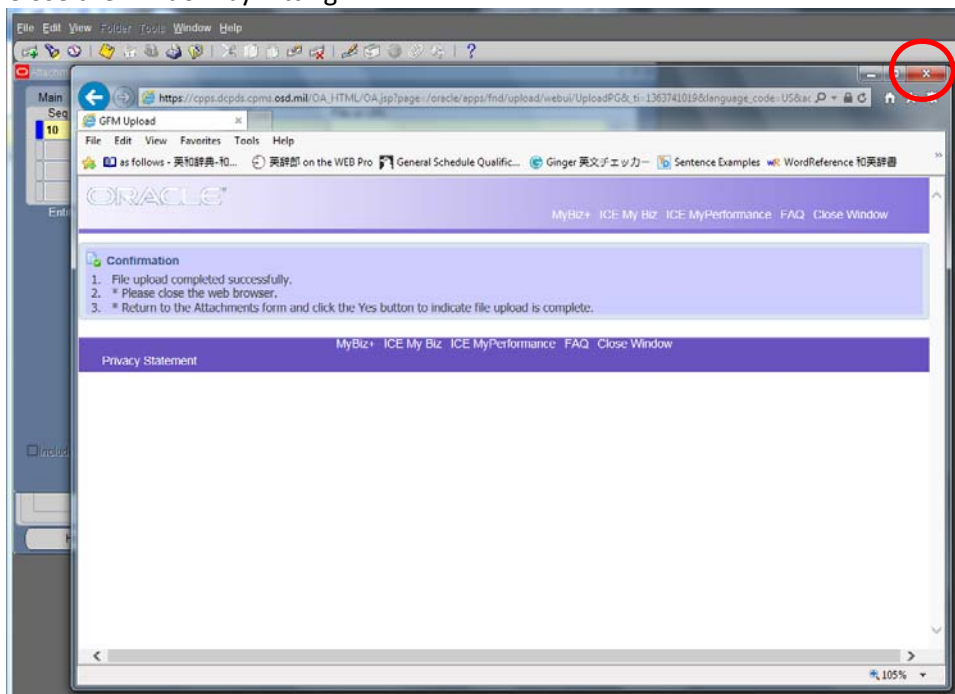
Select file and click <Open>



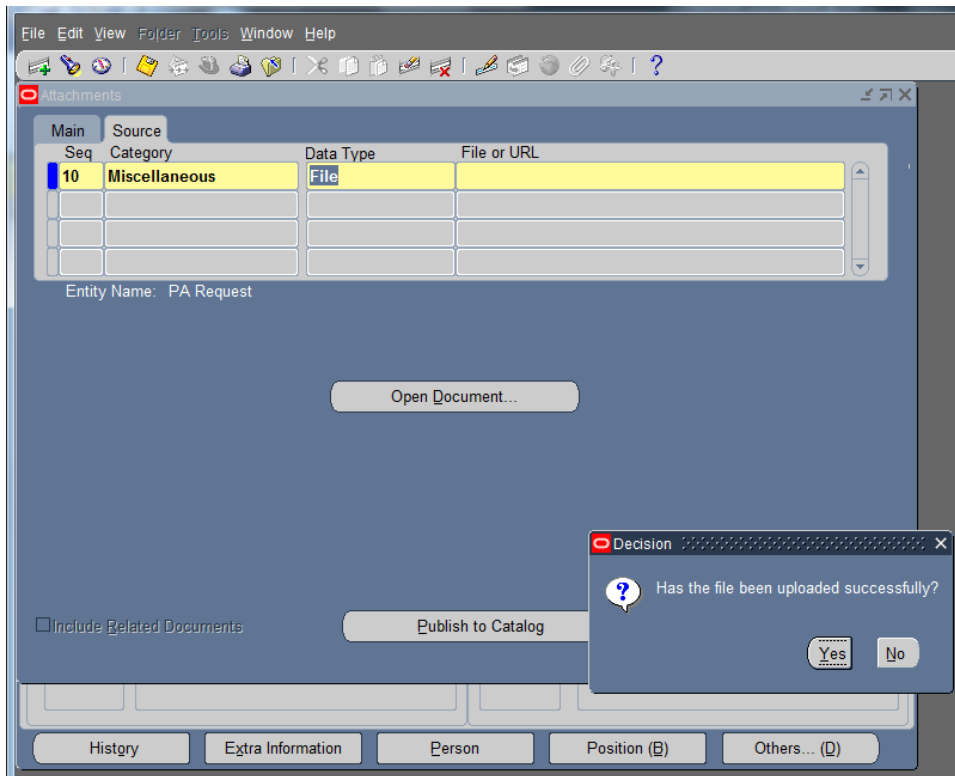
Click <Submit>



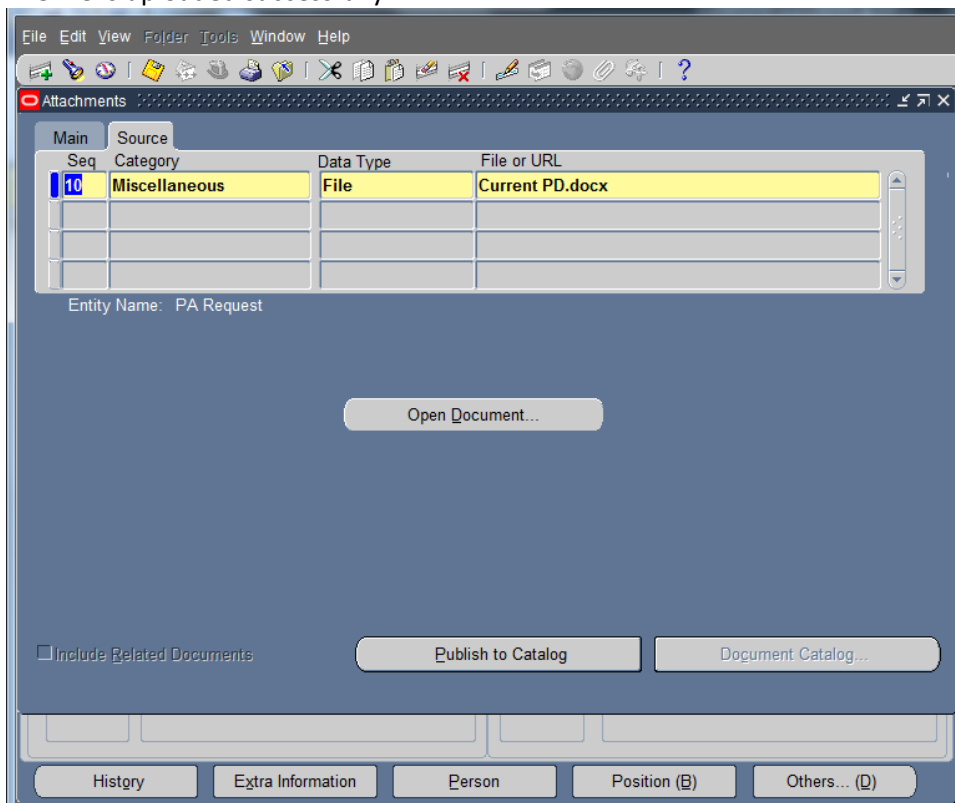
Close the window by hitting X



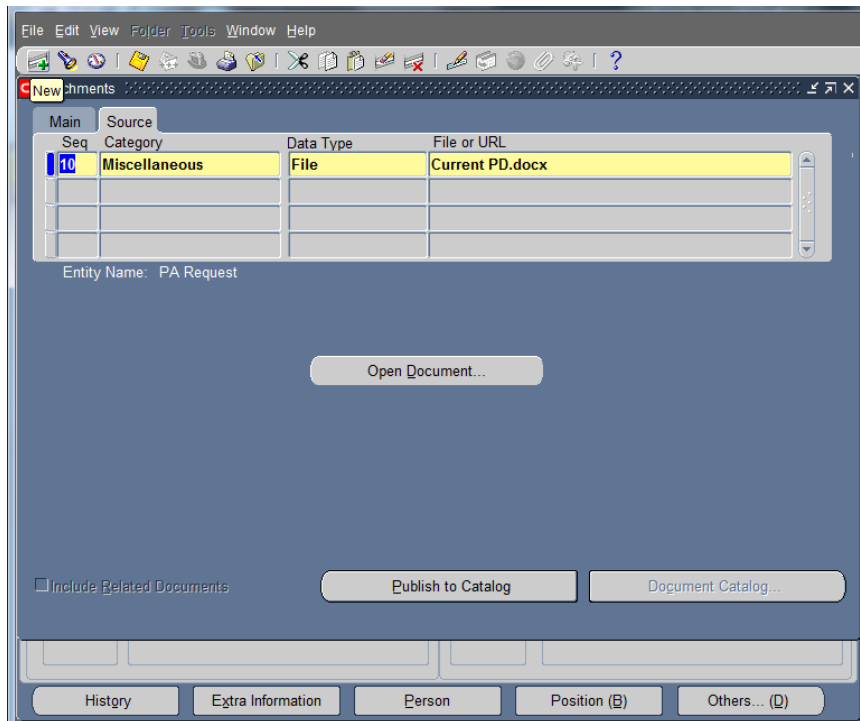
Click <Yes>



The file is uploaded successfully



Click <New> for additional files



Main	Seq	Source	Category	Data Type	File or URL
	10		Miscellaneous	File	Current PD.docx

Entity Name: PA Request

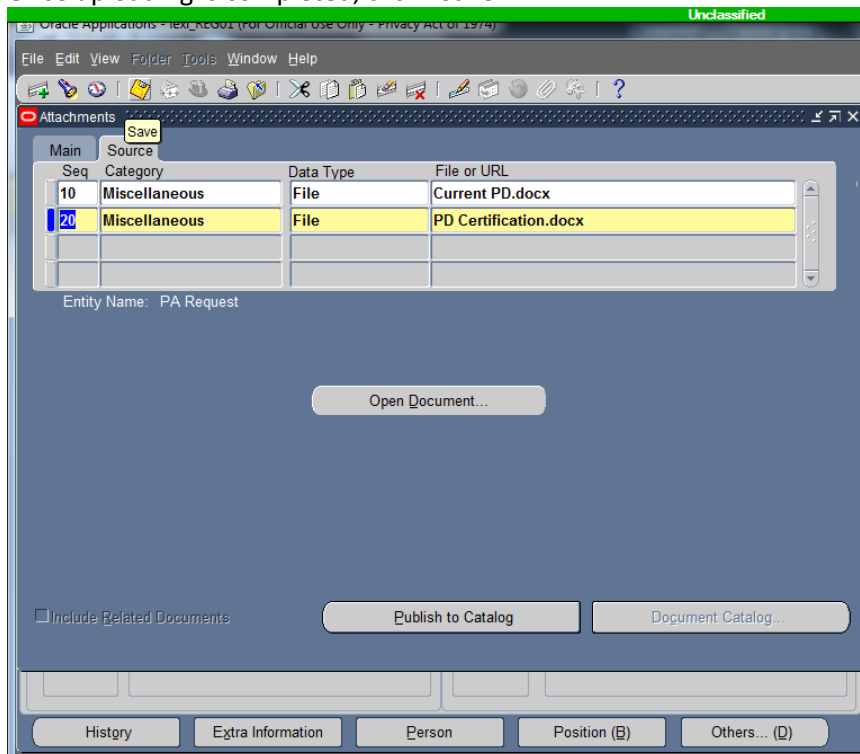
Open Document...

☐ Include Related Documents

Publish to Catalog Document Catalog...

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

Once uploading is completed, click <Save>



Main	Seq	Source	Category	Data Type	File or URL
	10		Miscellaneous	File	Current PD.docx
	20		Miscellaneous	File	PD Certification.docx

Entity Name: PA Request

Open Document...

☐ Include Related Documents

Publish to Catalog Document Catalog...

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 form is divided into several sections: "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address". The "Requesting Info" section contains "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)", "Title", "Request Date", and "Concurrence 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 is the "FIRST ACTION" section 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 form, titled "Error", with a red icon and 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 box has an "OK" button. At the bottom of the form are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

Click <Print>

This screenshot shows the same "Request for Personnel Action" form as the previous one, but with the "Print..." button in the toolbar highlighted. The form content is identical, showing the "Requesting Info" section with "PART A - Requesting Office" and "PART B - For Preparation of SF 50", and the "FIRST ACTION" section. The error dialog box is no longer present. The "Print..." button is located in the toolbar between the "Change Family" and "Refresh" buttons.

Click <OK>

The screenshot shows the 'Request for Personnel Action' application window. The title bar reads 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)'. The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations. The main window has tabs for 'Requesting Info', 'Position Data', 'Employee and Position Data', and 'Remarks and Address'. The 'Requesting Info' tab is active, showing 'PART A - Requesting Officer' and 'PART B - For Preparation'. A 'Printing' dialog box is open in the center, with 'Request for Personnel Action' selected under the 'Report' section. The dialog box also shows 'Printer: b111_p0146ps' and 'Back Page: No'. The background form includes fields for '1 Actions Requested', '3 For Additional Info', '5 Action Requested', '6 Action Authorized', '4 Prop. Eff. Date', 'Request Date', 'Concurrence Date', 'Middle Name', '2 Social Security Number', '3 Date of Birth', '4 Effective Date', and sections for 'FIRST ACTION' and 'SECOND ACTION' with codes and nature of action.

Click <OK>

The screenshot shows the same 'Request for Personnel Action' application window. The 'Printing' dialog box is no longer present. Instead, a 'Note' dialog box is open in the bottom right corner, displaying the message: 'APP-GHR-38008: Your report has successfully been submitted, your Request ID is 28715059.' The background form remains the same, showing the 'Requesting Info' tab and various input fields.

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 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)

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 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)

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>

The screenshot shows the 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' window. The 'Routing' dialog box is open, displaying the following options:

- ☒ Select Routing List
- ☐ Select Person
- ☐ Select Groupbox
- ☐ Save and Hold in Personal Inbox
- ☐ End Routing

Below these options, there are checkboxes for 'Print Notification' and 'Interim Approval', and a checkbox for 'Approval'. The 'Printer' field is set to 'No'. The 'Print Back Page' field is set to 'No'. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

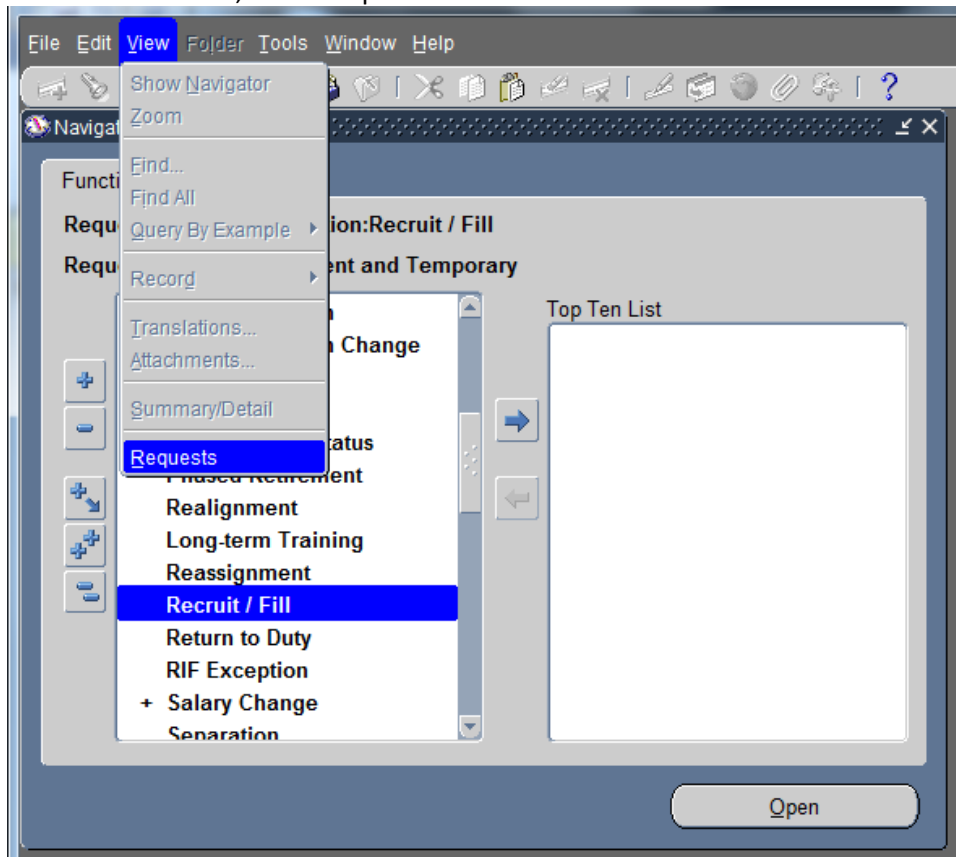
Close window by hitting X

The screenshot shows the 'Request for Personnel Action (Recruit/Fill, Routing Group:NAVY)' window with the 'Routing' dialog box closed. The window displays the following sections:

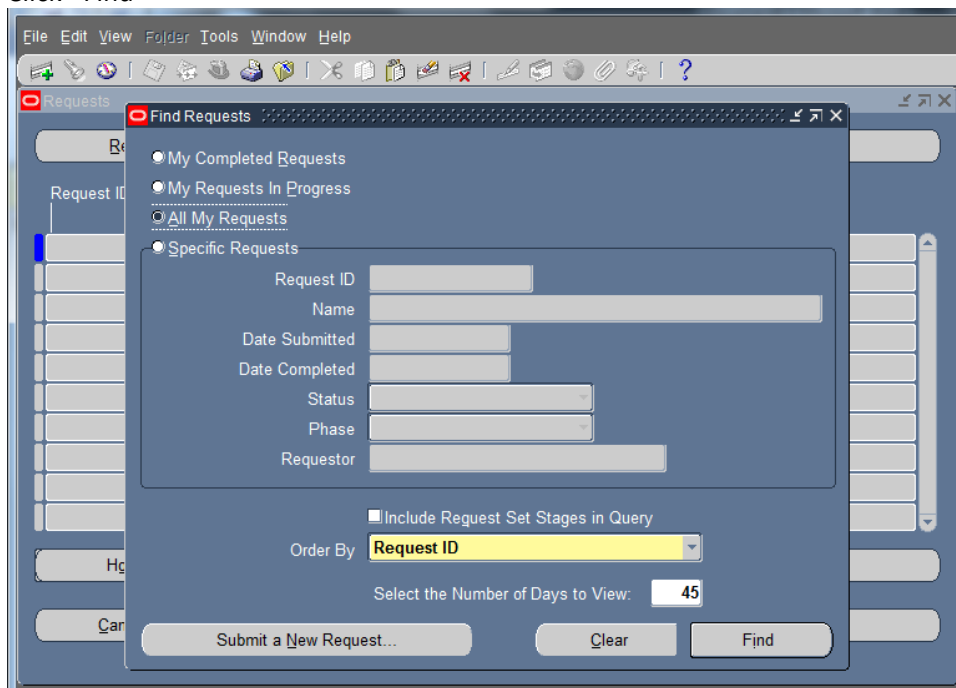
- Requesting Info**
 - PART A - Requesting Office
 - 1 Actions Requested: Recruit/Fill
 - 2 Request Number: [Field]
 - 3 For Additional Information Call (Full Name): [Field]
 - Telephone Number: [Field]
 - 4 Prop. Eff. Date: ASAP
 - 5 Action Requested By (Full Name): [Field]
 - Title: [Field]
 - Request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

The 'History', 'Extra Information', 'Person', 'Position (B)', and 'Others... (D)' buttons are at the bottom of the window.

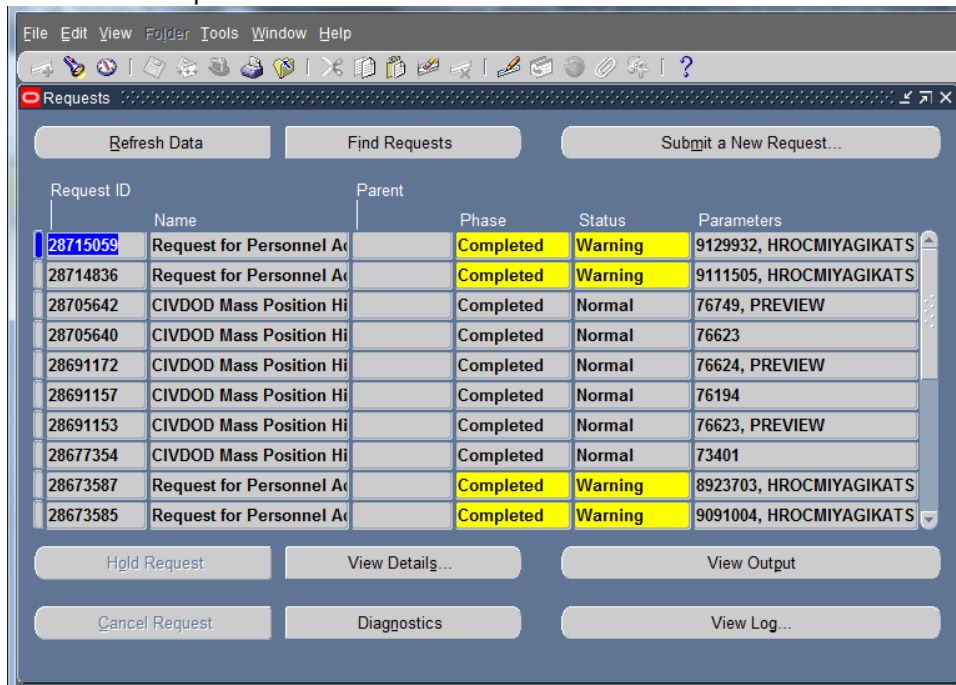
Under the view tab, click <Requests>



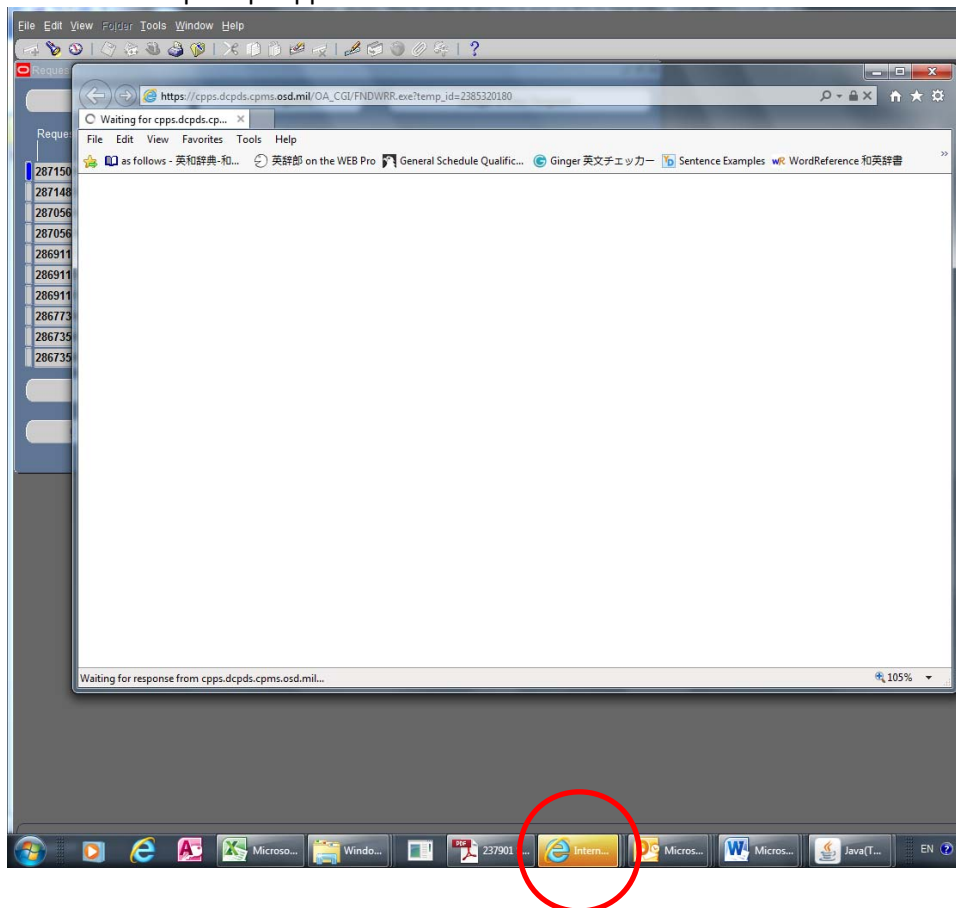
Click <Find>



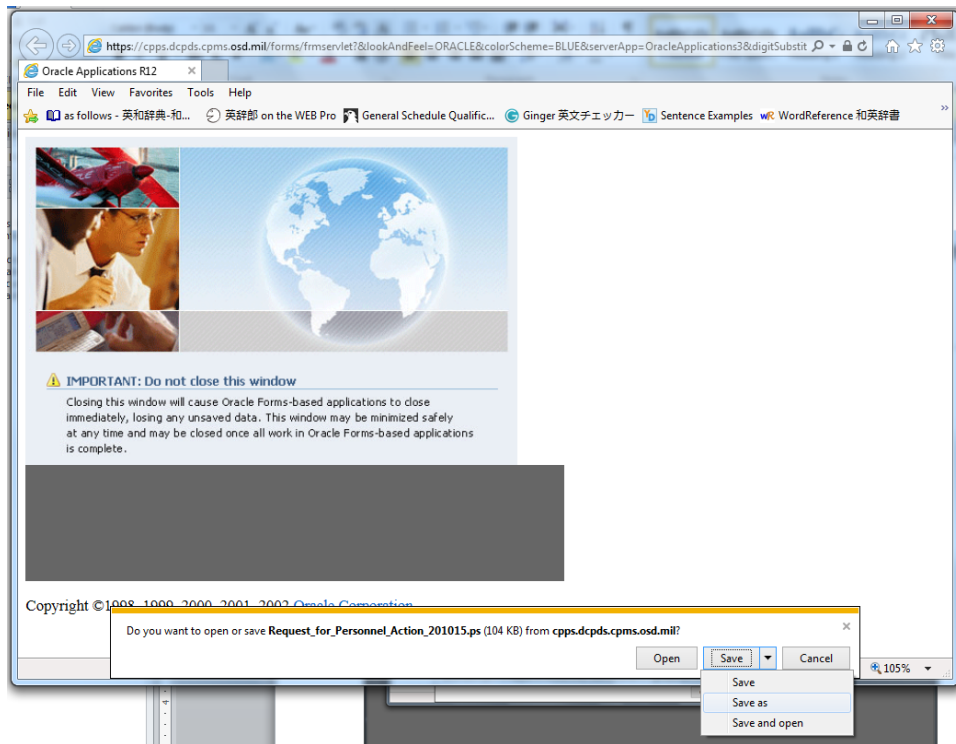
Click <View Output>



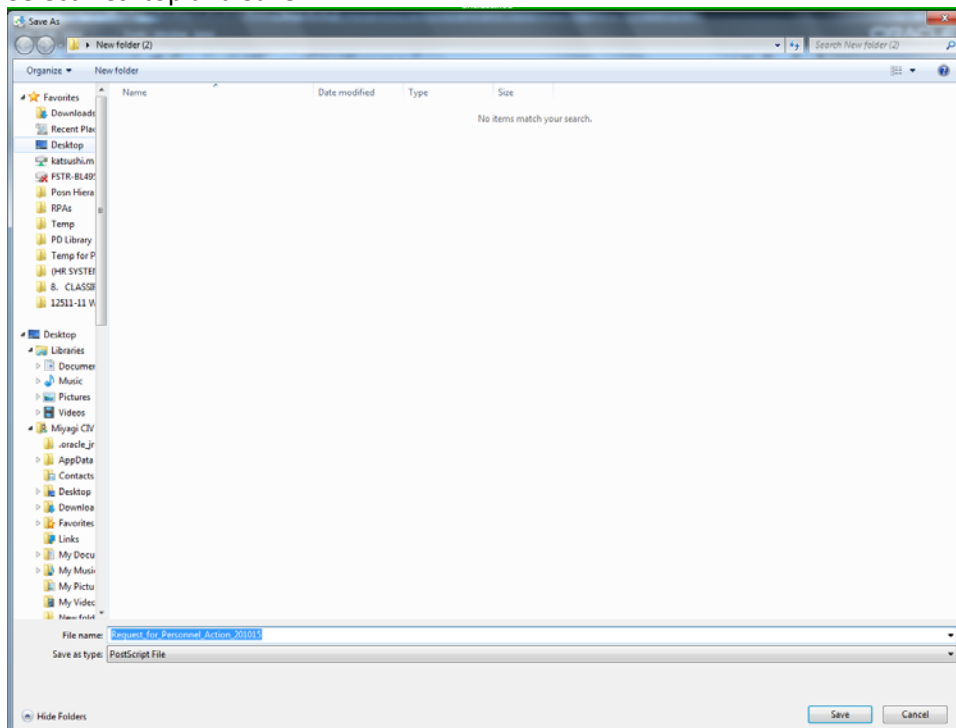
The download prompt appears in other windows



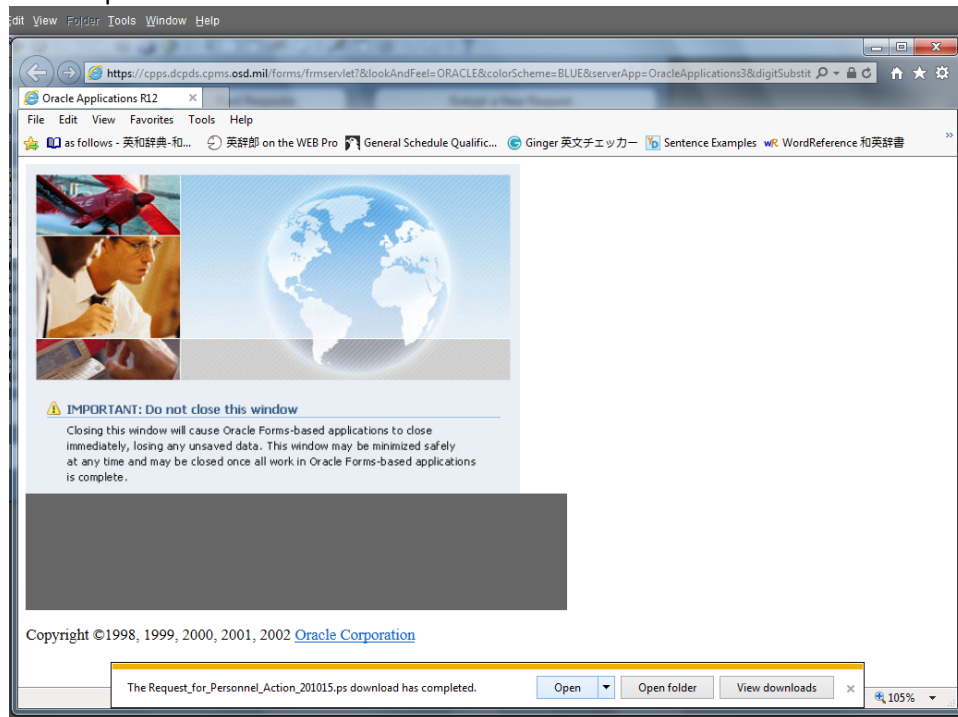
Click <Save As>



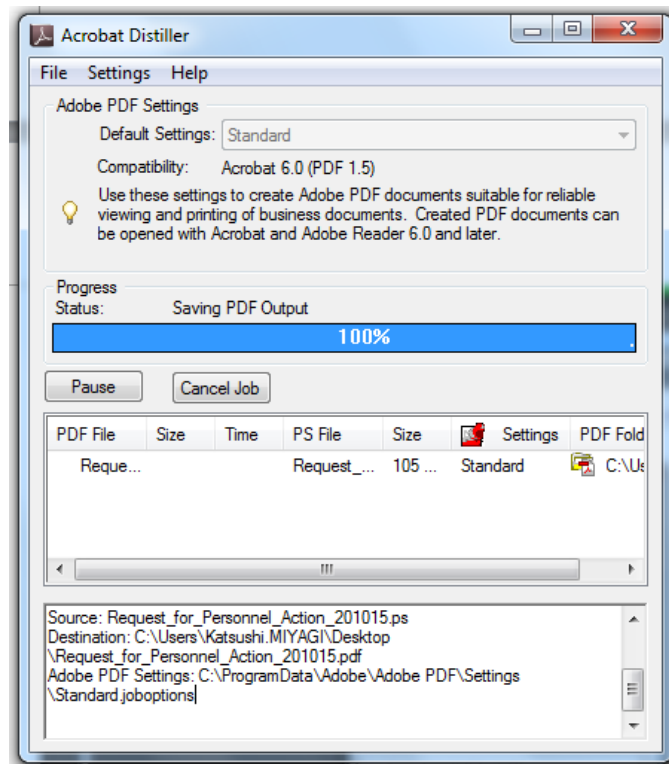
Select Desktop and Save



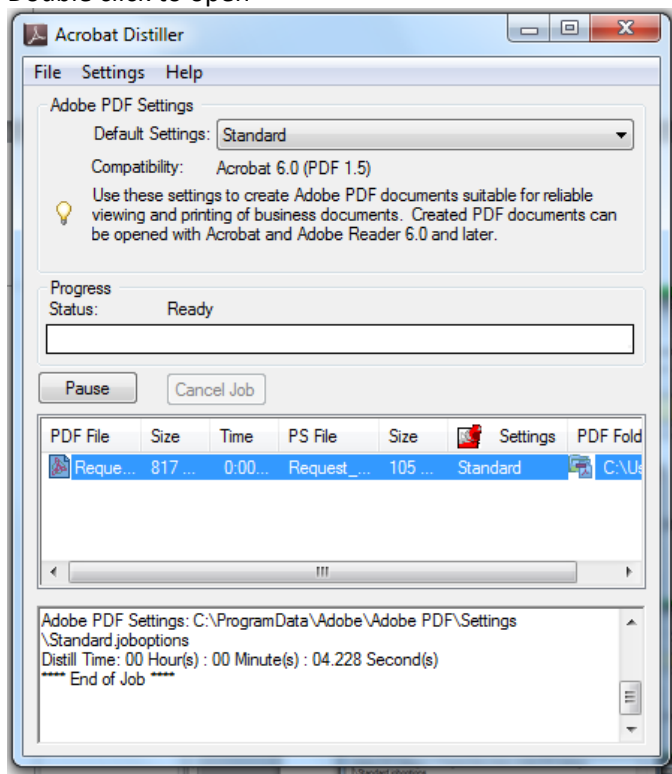
Click <Open>



Double click



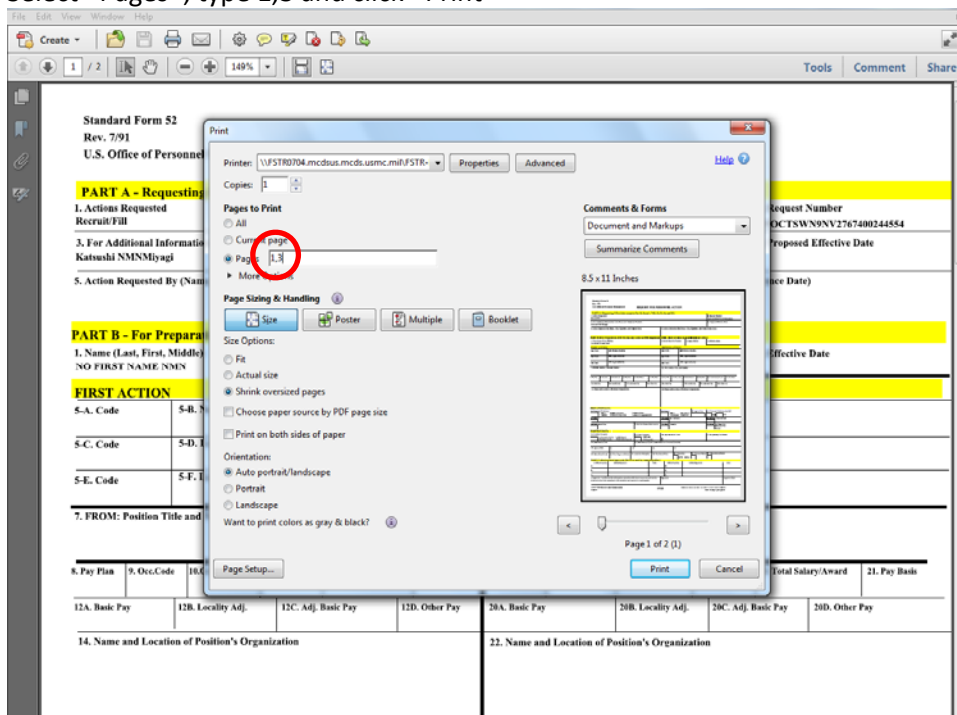
Double click to open



Click "Print"

The screenshot shows the Adobe Acrobat Pro window with a PDF document titled 'Request for Personnel Action_2010111.pdf'. The 'Print' button in the toolbar is circled in red. The document is a 'Standard Form 52, Rev. 7/91, U.S. Office of Personnel Management, REQUEST FOR PERSONNEL ACTION'. It is divided into 'PART A - Requesting Office' and 'PART B - For Preparation of SF 50'. PART A includes fields for '1. Actions Requested', '2. Request Number', '3. For Additional Information Call', '4. Proposed Effective Date', '5. Action Requested By', and '6. Action Authorized By'. PART B includes fields for '1. Name', '2. Social Security Number', '3. Date of Birth', '4. Effective Date', and sections for 'FIRST ACTION' and 'SECOND ACTION' with sub-fields for codes and legal authority. At the bottom, there are sections for '7. FROM: Position Title and Number', '15. TO: Position Title and Number', and '14. Name and Location of Position's Organization' and '22. Name and Location of Position's Organization'. The form is filled with various codes and dates.

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".

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Action Requested
Recruit/Fill

2. Request Number
150C5WNNV2767400244554

3. For Additional Information Call (Name and Telephone Number)
Katsushi NMNMyagi

4. Proposed Effective Date

5. Action Requested By (Name, Title, Signature, and Request Date)

6. Action Authorized By (Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
NO FIRST NAME NMN

2. Social Security Number

3. Date of Birth

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan

9. Occ. Code

10. Grade/Level

11. Step Rate

12. Total Salary

13. Pay Basis

14. Name and Location of Position's Organization

16. Pay Plan

17. Occ. Code

18. Grade/Level

19. Step Rate

20. Total Salary/Award

21. Pay Basis

22. Name and Location of Position's Organization

23. Agency Use

24. Veterans Preference for RIF

25. Veterans Preference for RIF

26. Agency Use

27. Pay Rate Determinant

28. Pay Rate Determinant

29. Pay Rate Determinant

30. Pay Rate Determinant

31. Service Comp. Date (Leave)

32. Work Schedule

33. Pay Rate Determinant

34. Pay Rate Determinant

35. Pay Rate Determinant

36. Pay Rate Determinant

37. Pay Rate Determinant

38. Pay Rate Determinant

39. Pay Rate Determinant

40. Pay Rate Determinant

41. Pay Rate Determinant

42. Pay Rate Determinant

43. Pay Rate Determinant

44. Pay Rate Determinant

45. Pay Rate Determinant

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91. Pay Rate Determinant

92. Pay Rate Determinant

93. Pay Rate Determinant

94. Pay Rate Determinant

95. Pay Rate Determinant

96. Pay Rate Determinant

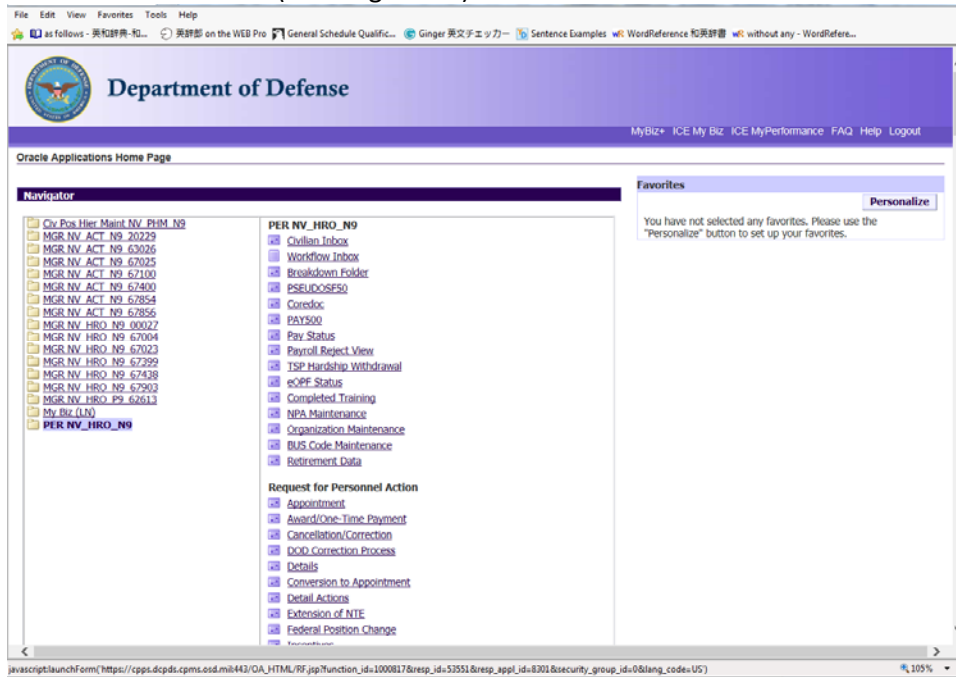
97. Pay Rate Determinant

98. Pay Rate Determinant

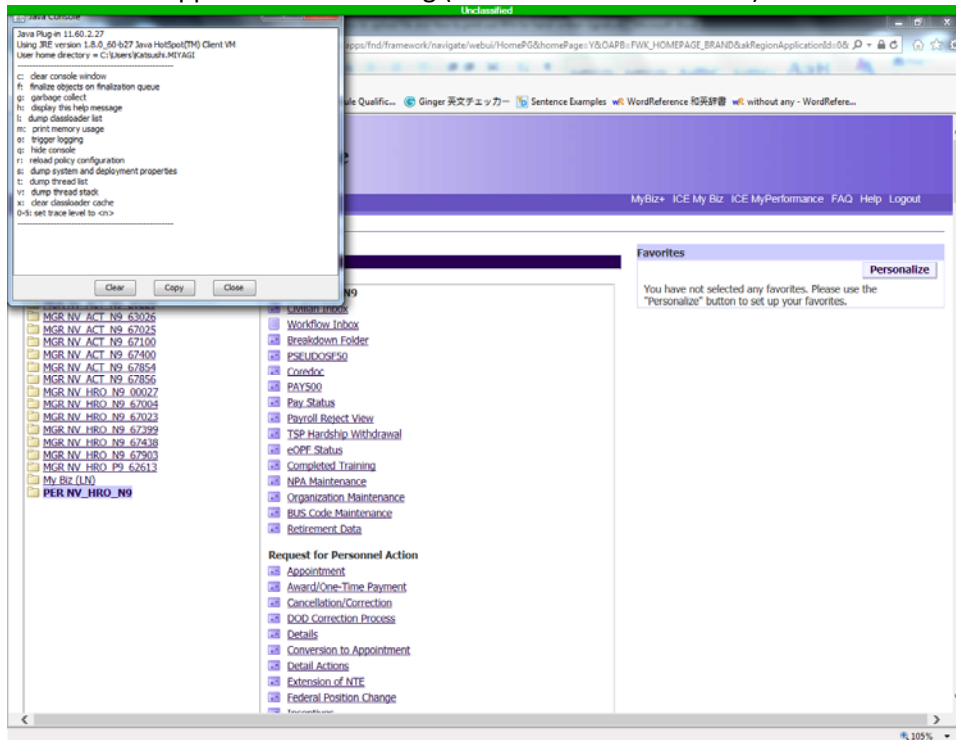
99. Pay Rate Determinant

100. Pay Rate Determinant

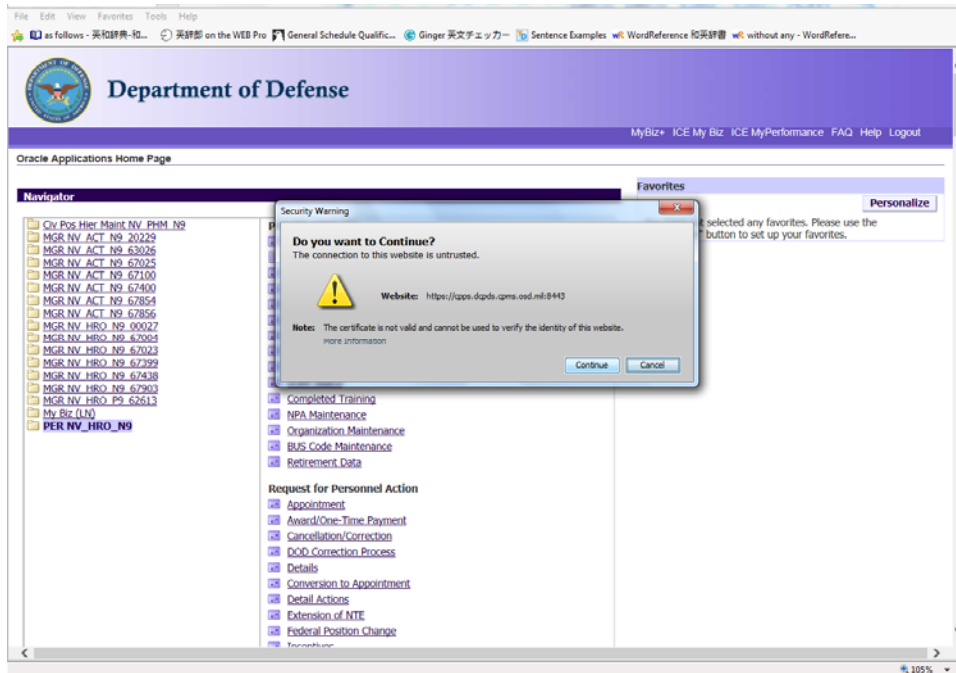
Go back to this screen (Ref: Page 4 – 7) and click civilian inbox



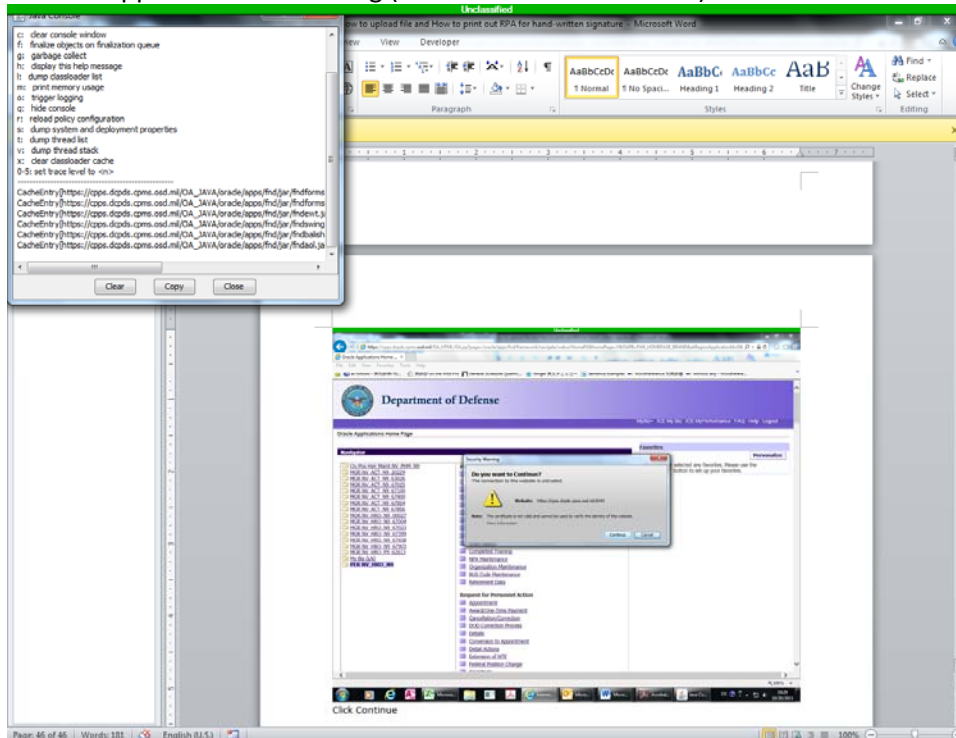
Wait till Java applet finishes running (Do not close this window)



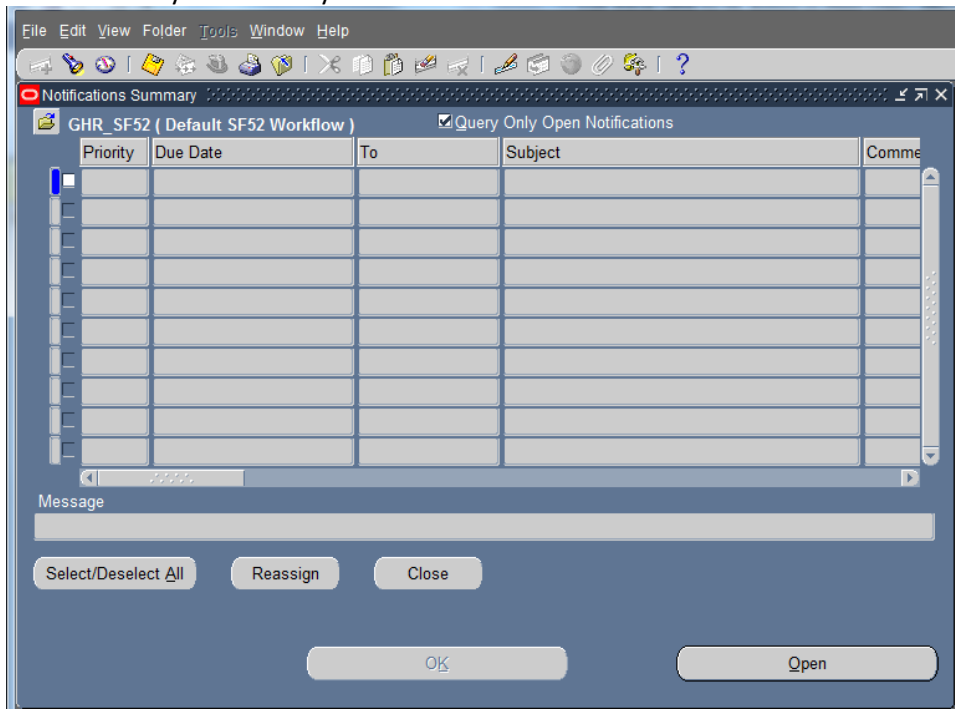
Click <Continue>



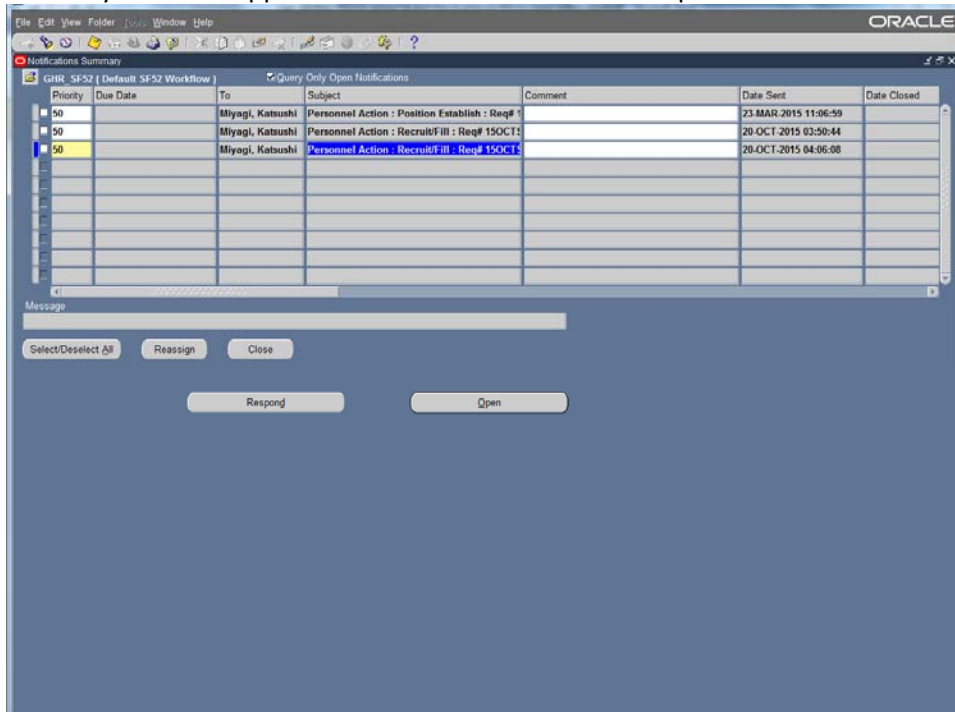
Wait till applet finishes working (Do not close this window)



Press <Ctrl Key> + <F11 Key> at the same time.



RPAs in your inbox appear. Select the RPA and click <Respond>



Click <Attachment> and attach the scanned signed RPA

Request for Personnel Action (RecruitFill, Routing Group:NAVY) Status: INITIATED

Change Family Refresh

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

RecruitFill 2 Request Number 15OCTSWN9NV2767400244

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

Myagi, 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 (I) Others... (I)

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

Once uploading is completed, click <Save>.

Request for Personnel Action (RecruitFill, Routing Group:NAVY) Status: INITIATED

Change Family Refresh

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

RecruitFill 2 Request Number 15OCTSWN9NV2767400244

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

Myagi, 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 (I) Others... (I)

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

Click <Yes>

File Edit View Folder Tools Window Help

Oracle Applications Summary

Request for Personnel Action (Request for Routing Group Entry)

Change Family Refresh Status INITIATED

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

Recruit/Fill

2 Request Number

3 For Additional Information Call (Full Name)

Telephone Number

4 Prop. Eff. Date

ASAP

Myagi 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 Eff. Position Date

FIRST ACTION

5-A Code

5-B Nature of Action

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

6-E Code

6-F Legal Authority

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

Decision

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

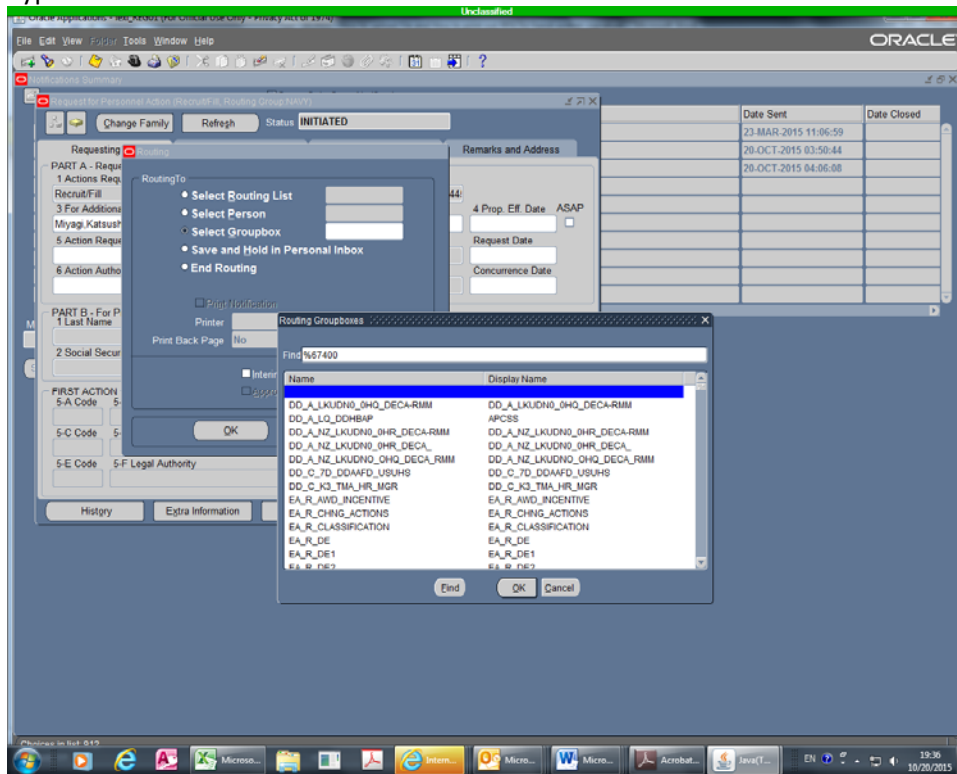
Yes Cancel Go

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

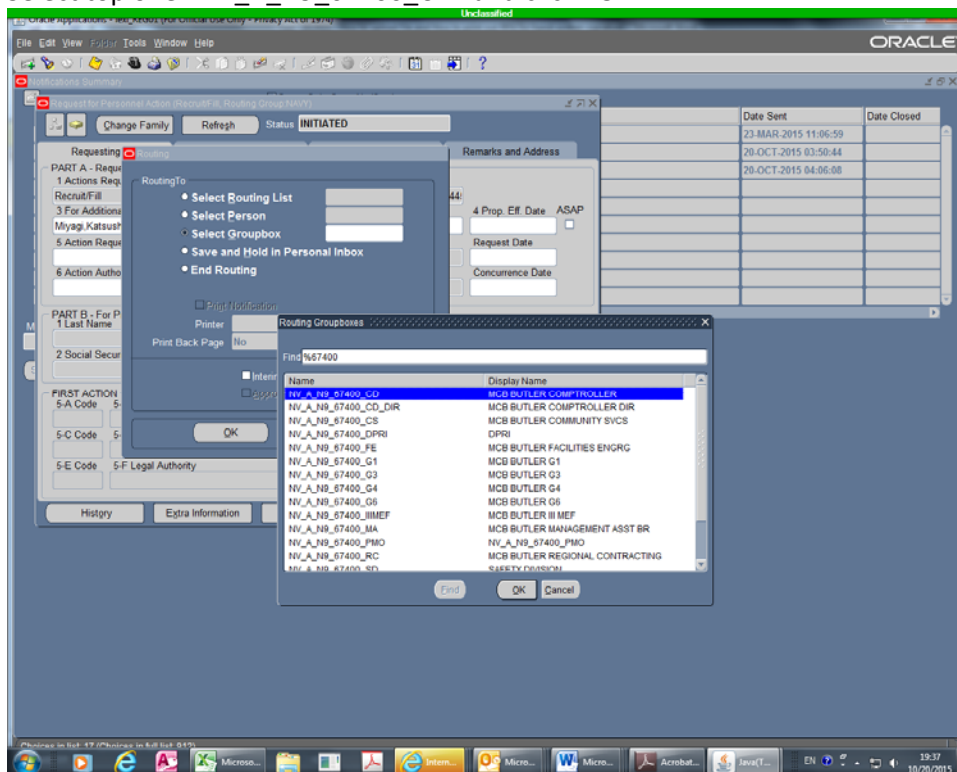
Select <Select Groupbox>

[illegible]

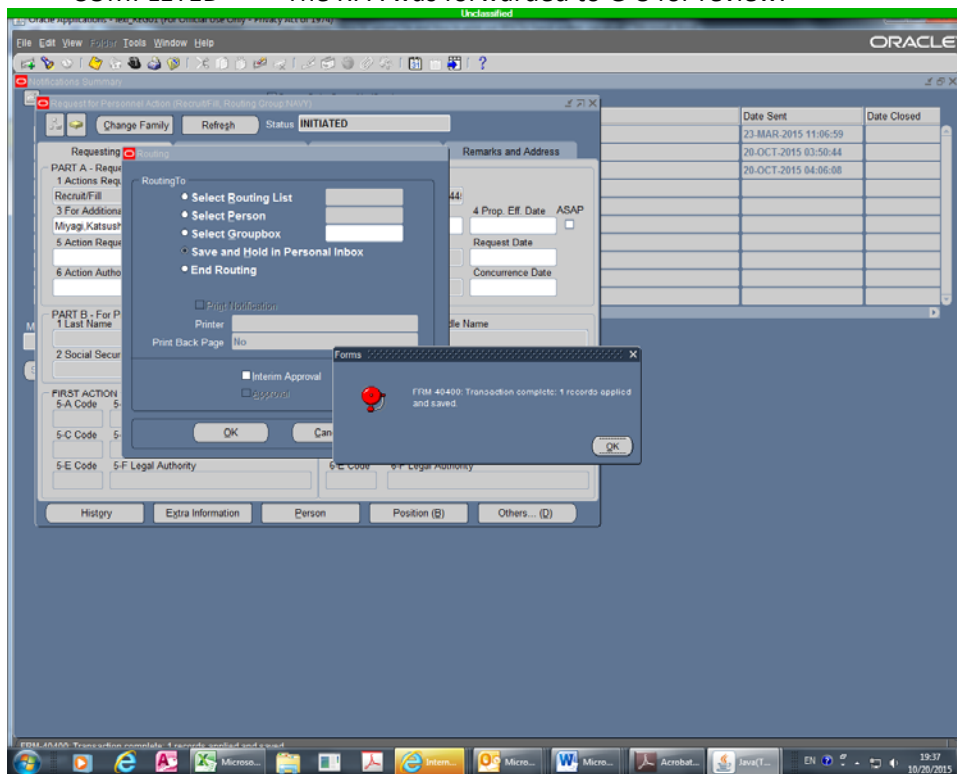
Type "67400" and click <OK>



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).

