HOW TO AUTHORIZE A SF52 IN DCPDS
AUTHORIZING A SF52 (RPA) IN DCPDS USING THE CIVILIAN INBOX

At Navigator page, click on PERsonnelist option, and select Civilian Inbox. It may take awhile before the Inbox appears especially if this is user’s first time. And sometimes may take couple of tries to establish connection.
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After selecting the **Civilian Inbox**, it will appear with nothing listed.
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To see RPAs, you must do a **CTRL/F11**. Note that Query is defaulted to list Only Open Notification.  
(Window has been maximized)
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After doing a **CTRL/F11**, the RPAs will come into view, and the name of the employee that the SF52/RPA is for will appear in the Message box below and also in the name column to the right (you must scroll to bring into view; can adjust column width if you want).
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Selection can be made either by checking the little white box or by moving the blue cursor. After making your selection click on “Respond” or “Open”. Respond will open SF52/RPA; Open will show a summary.
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After clicking on “OPEN”, a Notifications box will appear that will give a little more information about the request. Click on “Respond” and the SF52 (RPA) will come into view.
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Review RPA by clicking on tabs (Requesting Info, Position Data, Employee and Position Data, and Remarks).

#1 To authorize, click in Part A/Block 6, start typing your name & Information will auto—populate (name/title/date) or click on the .... Also called the List of Values (LOV) to locate your name.

#2 Click on yellow floppy to forward to HRO or save to your unit group box.
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After saving, a Decision box will appear to verify your intentions, click on YES and the routing box will appear.
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At **ROUTING** box: Select “Select Groupbox”, and all the group boxes will appear alphabetically by state.
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At the ROUTING GROUPBOXES window, the wild card symbol (%) will appear in the Find box. To locate Hawaii’s group boxes quickly, type “hi” and they will come to the top.
To forward the SF52 to HRO, highlight the appropriate SF52 box (APPT, EXT, LWOP/RTD, SEP/RET, or OTHERS) and click OK. Or if returning to unit group box, look for either HIARNG or HIANG with your unit name.
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Returning to the Civilian Inbox, if you do a CTRL/F11 that will clear the SF52/RPA that you just forwarded from the inbox unless you saved it back into the unit group box. To close the Civilian Inbox, click on X or to close DCPDS, click on the X in the upper right corner.