

HOW TO AUTHORIZE A SF52 IN DCPDS



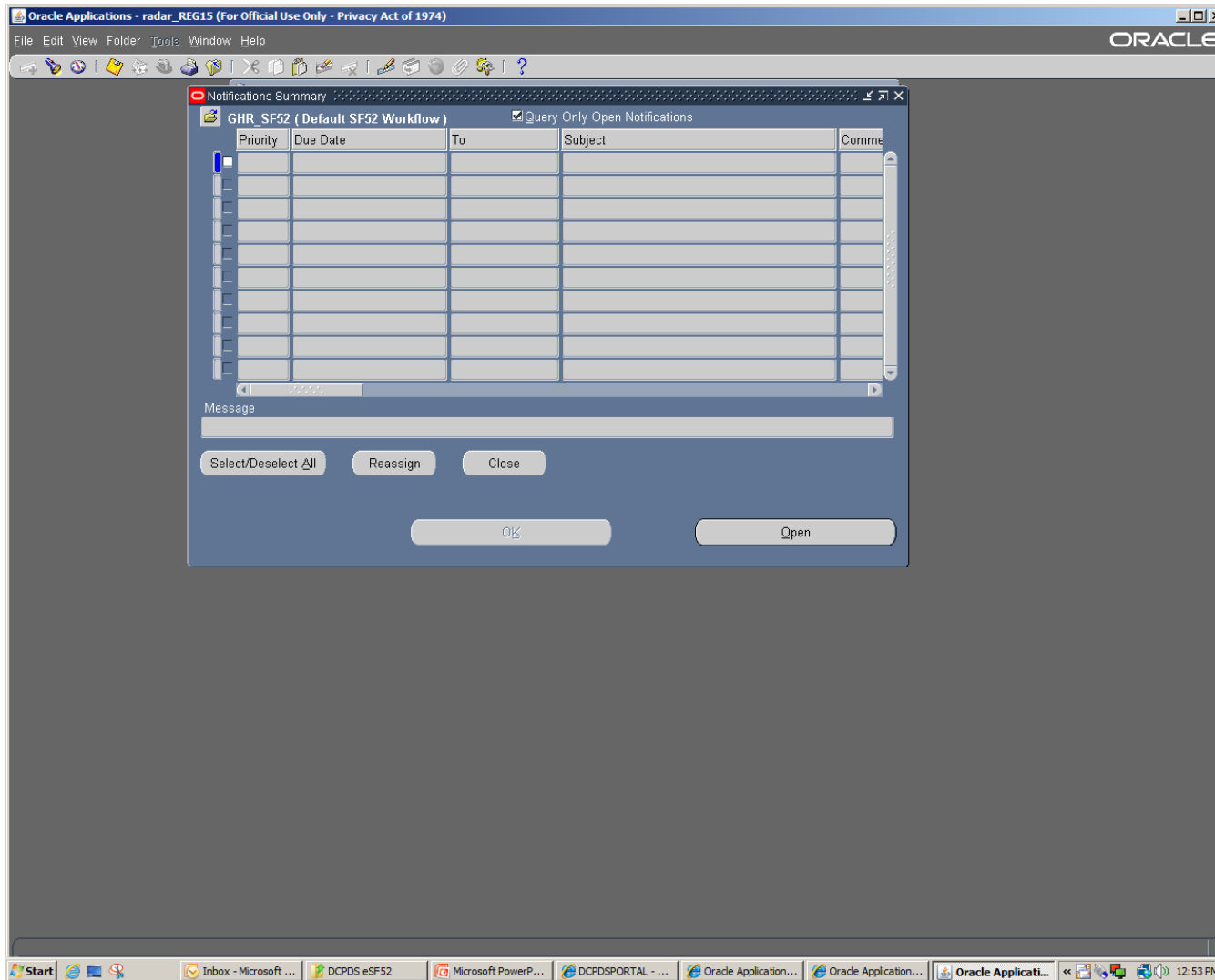
AUTHORIZING A SF52 (RPA) IN DCPDS USING THE CIVILIAN INBOX

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.

The screenshot shows the Oracle Applications Home Page for the Department of Defense. The browser is Internet Explorer, displaying the URL https://potter.dcpds.cpmis.osd.mil:3007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&akRe. The page features the Department of Defense logo and a navigation pane on the left. The 'Navigator' pane lists various options, with 'PER HIHRO00011' selected. A red arrow points from the text 'click on PERsonnelist option' to this link. Another red arrow points from the text 'and select Civilian Inbox' to the 'Civilian Inbox' link in the expanded menu for 'PER HIHRO00011'. The 'Favorites' pane on the right contains a 'Personalize' button and several notices, including 'DCPDS Timing Out "Idle" Notice!' and 'CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.'

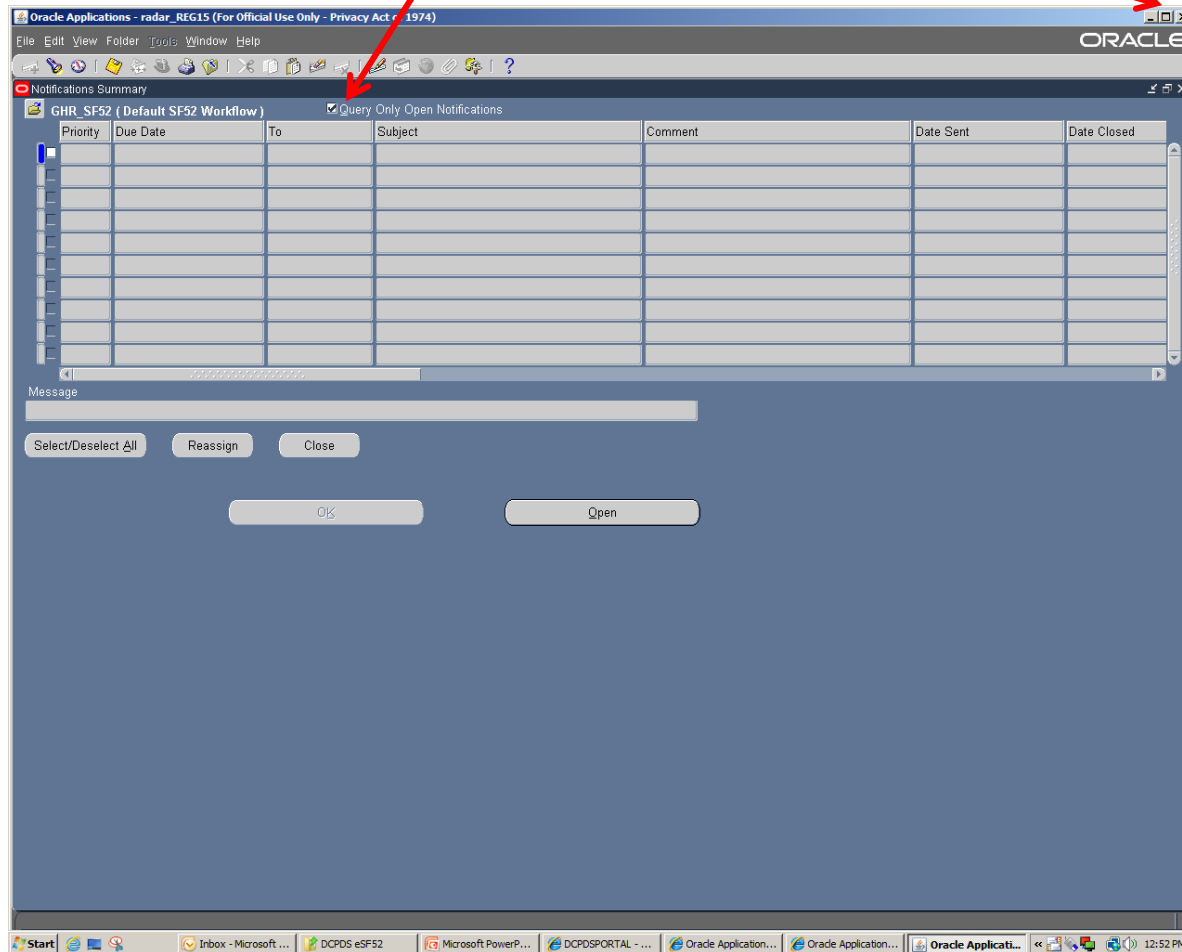
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After selecting the Civilian Inbox, it will appear with nothing listed.



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

To see RPAs, you must do a **CTRL/F11**. Note that Query is defaulted to list Only Open Notification.
(Window has been maximized)



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

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).

The screenshot shows the Oracle Applications - radar_REG15 (For Official Use Only - Privacy Act of 1974) window. The window displays a list of notifications under the 'GHR_SF52 (Default SF52 Workflow)' tab. The notifications are sorted by priority (50) and date sent. The message box at the bottom shows the message 'Quiambao, Charla L. / 3346' with buttons for 'Select/Deselect All', 'Reassign', 'Close', 'Respond', and 'Open'. A red arrow points to the message box, and another red arrow points to the 'Status' column of the notification list.

Priority	Due Date	To	Subject	Comment	Date Sent	Date Closed	Notification ID	Status
50		HIHRO_TECH	Personnel Action : Change in Data Element :	On LWOP until 2 Oct 12	21-JUN-2012 01:34:17		2298441	Open
50		HIHRO_TECH	Personnel Action : Excepted Appointment NT	Pending resume	08-AUG-2012 04:59:46		2343561	Open
50		HIHRO_TECH	Personnel Action : Promotion NTE 06-JAN-20	Still in planning stage	05-SEP-2012 11:27:27		2368435	Open
50		HIHRO_ERS	Personnel Action : Conv to Excepted Appoint		30-OCT-2012 02:53:05		2433841	Open
50		HIHRO_TECH	Personnel Action : Change in Data Element :	Pending RTD	21-NOV-2012 06:51:51		2455117	Open
50		HIHRO_TECH	Personnel Action : Change in Data Element :	Pending RTD	21-NOV-2012 07:57:14		2455132	Open
50		HIHRO_TECH	Personnel Action : Change in Data Element :	Pending RTD	21-NOV-2012 08:12:34		2455139	Open
50		HIHRO_ERS	Personnel Action : Absent - Uniformed Servic		28-NOV-2012 01:10:08		2460015	Open
50		HIHRO_ERS	Personnel Action : Conv to Excepted Appoint		29-DEC-2012 11:43:21		2491078	Open
50		HIHRO_ERS	Personnel Action : Conv to Excepted Appoint		29-DEC-2012 11:51:32		2491079	Open

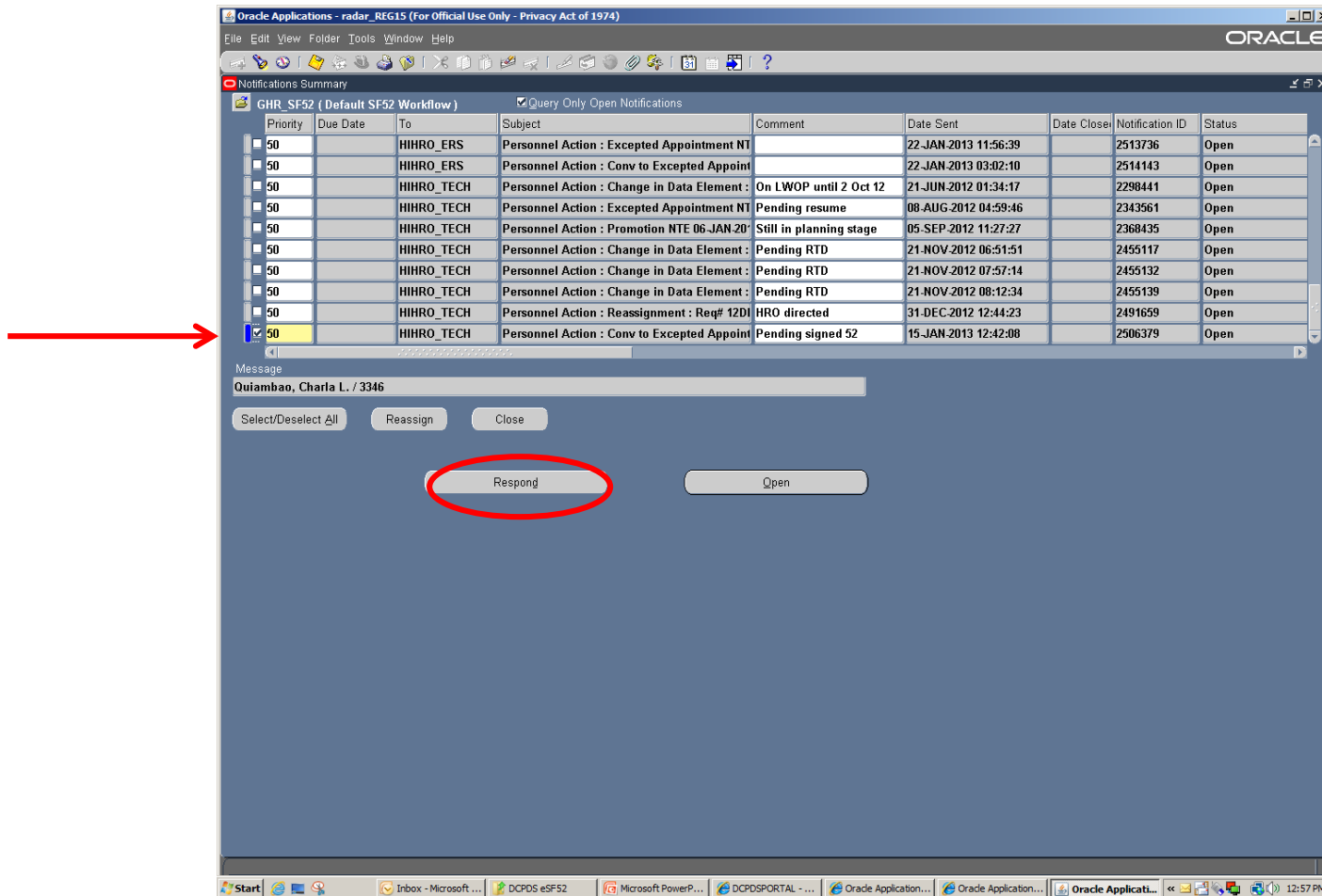
Message
Quiambao, Charla L. / 3346

Select/Deselect All Reassign Close

Respond Open

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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

Oracle Applications - radar_REG15 (For Official Use Only - Privacy Act of 1974)

File Edit View Folder Tools Window Help

Notifications Summary

Notifications

Priority 50 Due Date To HIHRO_TECH

Subject Personnel Action : Conv to Excepted Appointment NTE 31-MAY-2013 : Req# 13JANHIHRO000032031

Message

Quimbao, Charla L. / 3346
02-FEB-2013 / ASAP
AUTHORIZED
NG_ROUTING_GP - NGB Routing Group
15-JAN-2013 / 15-JAN-2013
JOINT FORCE HQ - HI NGARW8APAA 01
Conversion to Appointment
571 - Conv to Excepted Appointment NTE 31-MAY-2013

Comment Pending signed 52

References

Routing History

Date Sent 15-JAN-2013 12:42:08 Notification ID 2506379 Status Open

Date Closed Respond

Date Sent	Date Closed	Notification ID	Status
22-JAN-2013 11:56:39		2513736	Open
22-JAN-2013 03:02:10		2514143	Open
21-JUN-2012 01:34:17		2298441	Open
08-AUG-2012 04:59:46		2343561	Open
05-SEP-2012 11:27:27		2368435	Open
21-NOV-2012 06:51:51		2455117	Open
21-NOV-2012 07:57:14		2455132	Open
21-NOV-2012 08:12:34		2455139	Open
31-DEC-2012 12:44:23		2491659	Open
15-JAN-2013 12:42:08		2506379	Open

Start | Inbox - Microsoft ... | DCPDS eSF52 | Microsoft PowerP... | DCPDSPORTAL - ... | Oracle Application... | Oracle Application... | Oracle Applicati... | 12:57 PM

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

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.

Oracle Applications - radar_REG15 (For Official Use Only - Privacy Act of 1974)

File Edit View Folder Tools Window Help

Navigator - PER HRRC00011

Request for Personnel Action (Award/One-Time Payment, Routing Group: NG_ROUTING_GP)

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

Award/One-Time Payment

3 For Additional Information Call (Full Name)

4 Prop. Eff. Date ASAP

Yee, Olivia S

808 672-1244

5 Action Requested By (Full Name)

Yee, Olivia S

6 Action Authorized By (Full Name)

Suntheimer, Bryan E

Telephone Number

Title

Request Date

Concurrence Date

HUMAN RESOURCES SPE

24-JAN-2013

COMMAND ADMINISTRATIV

24-JAN-2013

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

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

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

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

After saving, a Decision box will appear to verify your intentions, click on YES and the routing box will appear.

Oracle Applications - radar_REG15 (For Official Use Only - Privacy Act of 1974)

File Edit View Folder Tools Window Help

Navigator: PER HHR00011

Request for Personnel Action (Award/One-Time Payment, Routing Group: NG_ROUTING_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested
Award/One-Time Payment

2 Request Number

3 For Additional Information Call (Full Name)
Yee, Olivia S

4 Prop. Eff. Date
ASAP

5 Action Requested By (Full Name)
Yee, Olivia S

6 Action Authorized By (Full Name)
Suntheimer, Bryan E

Telephone Number
808 672-1244

Title
HUMAN RESOURCES SPE

Request Date
24-JAN-2013

Concurrence Date
24-JAN-2013

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 Acti

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 (R) Others... (D)

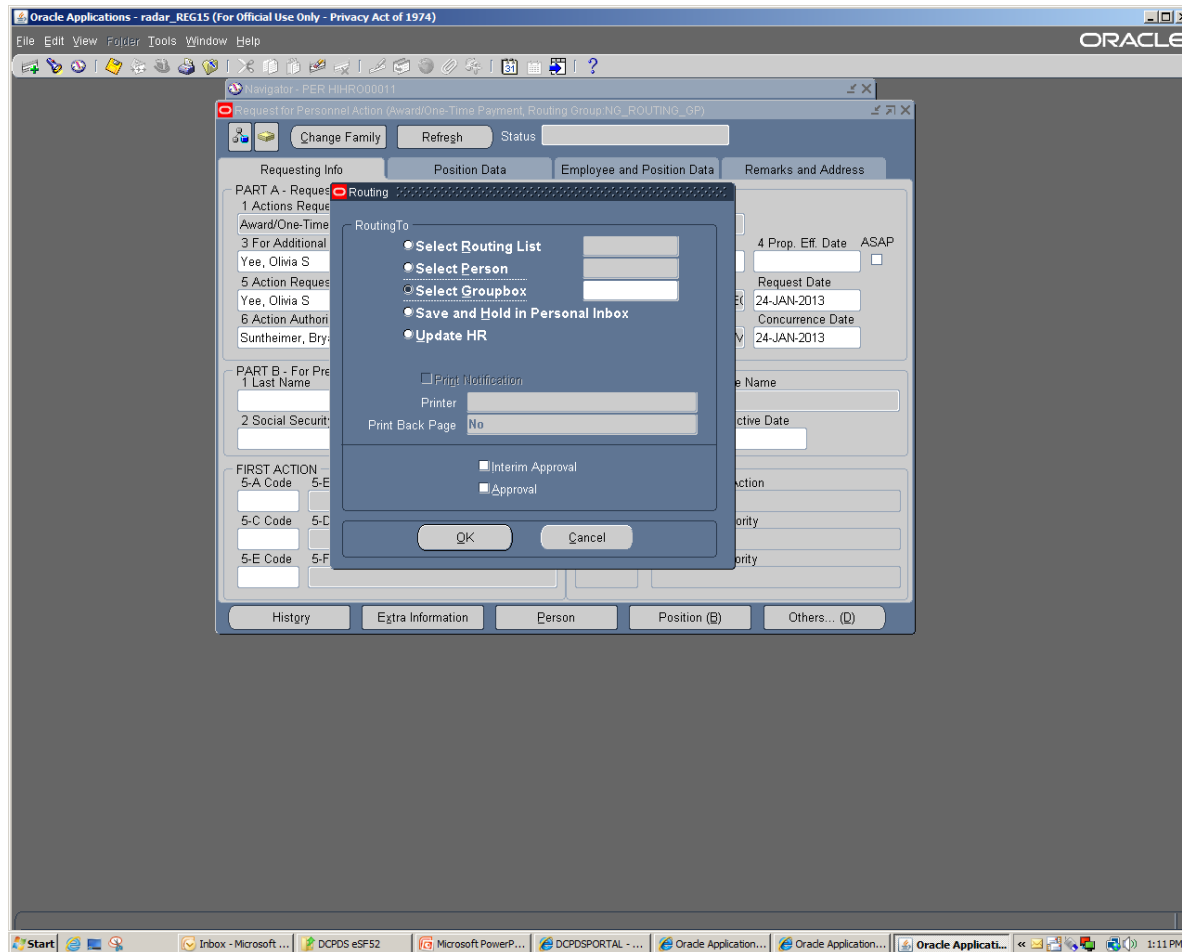
Decision

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

Yes Cancel No

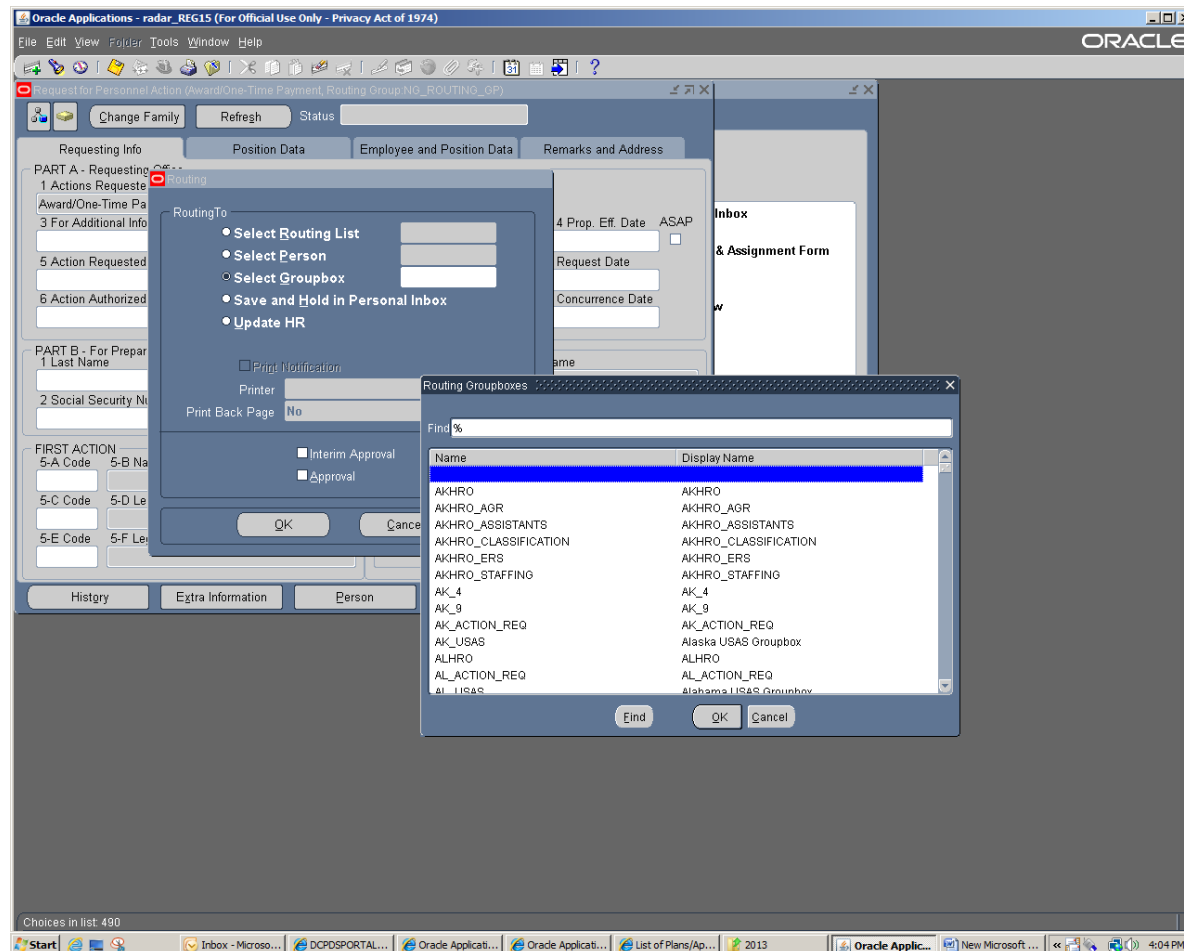
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At **ROUTING** box: Select “Select Groupbox”, and all the group boxes will appear alphabetically by state.



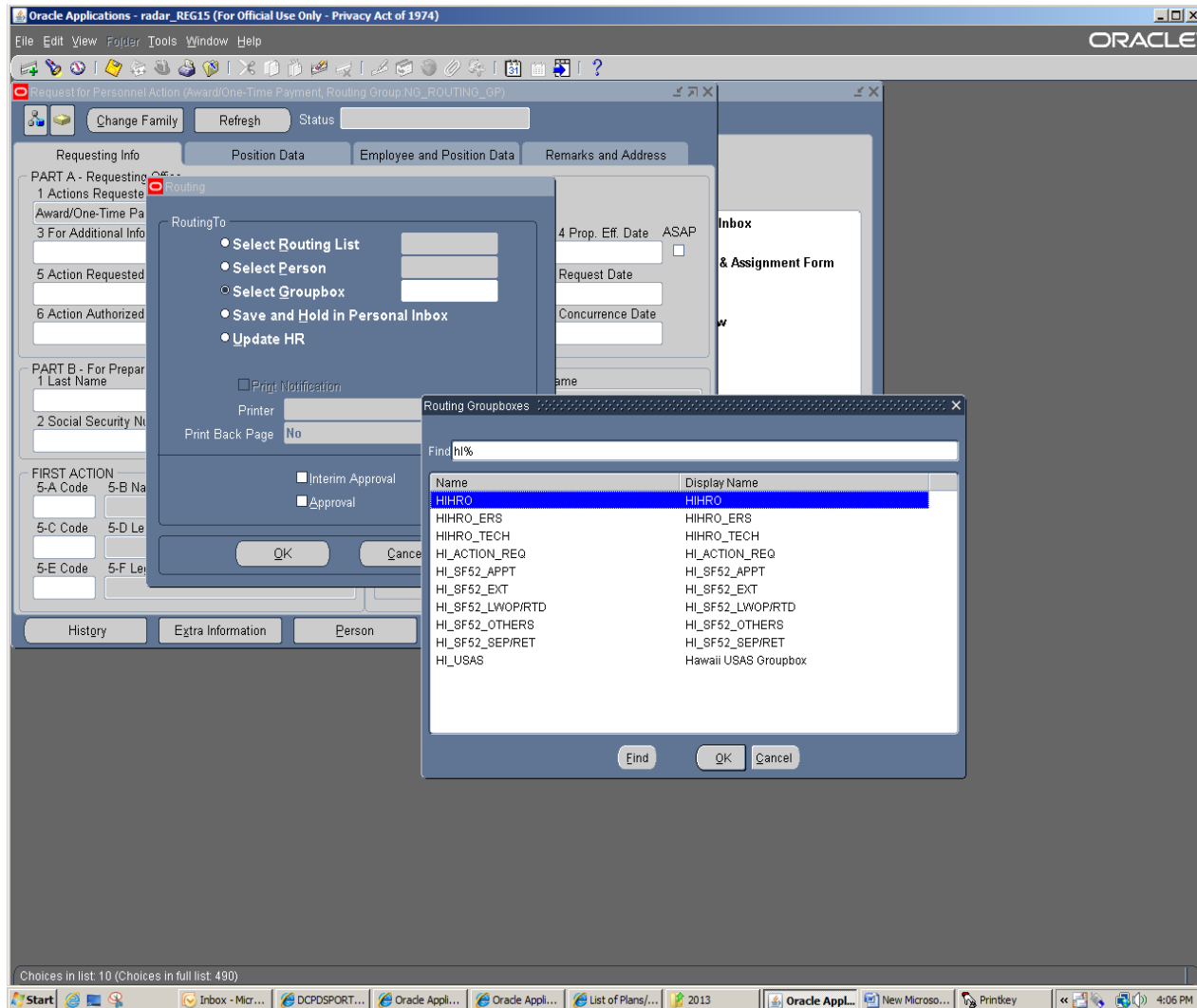
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At the ROUTING GROUPBOXES window, the wild card symbol (%) will appear in the Find box. To locate Hawaii's group boxes quickly, type "hi" and they will come to the top.



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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.

