DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Defense Civilian Personnel Data System (DCPDS)

DCIPS MANUAL TRANSITION USERS GUIDE

August 2011

Defense Civilian Personnel Data System (DCPDS)

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Section #	Heading	Page #
I.	**General Information**	**2**
	1. Reference Material	2
	2. Manual Review of IA Positions	2
	3. Build the New GG Position	2
	4. Manual Transition of Employees from IA to GG	2
	5. DCPDS Updates After Transition	2
II.	**Quick Copy Position**	**3**
	1. Quick Copy an IA Position	3
	2. Editing and Validating the new GG Position	5
III.	**Manual Transition from IA to GG**	**12**
	1. General Information	12
	2. Process the Transition Request for Personnel Action (RPA) a. Requesting Info Tab b. Position Data Tab c. Remarks and Address Tab d. Extra Information	12 12 13 17 19
	3. Verify Position and Salary Information in the Employee Record	22

Section I: General Information

1. Reference Material. DCIPS Transition Guidance March 2011.

2. Manual Review of IA Positions.

a. Each IA position will need to be reviewed to determine the appropriate Grade and Target Grade.

b. Updates/corrections to the position must be made prior to processing the transition action, e.g., 'Supervisory Status', 'Type Employees Supervised', 'Work Category', etc.

3. Build the New GG Position.

a. Once the manual review process has been completed, a new position will need to be created for each IA employee whose transition action will not be processed in the DCIPS Mass Transition process.

b. The user will need to manually build the GG position by either creating the new position from scratch, quick copying an existing GG position or by quick copying the IA position and changing the necessary data elements to make the position a GG position.

c. Section II details how to create the new GG position by quick copying the IA position.

4. Manual Transition of Employees from IA to GG.

Components will use the NOA 890 (Miscellaneous Pay Adjustment) to process the transition action. See Section III for more information.

5. DCPDS Updates After Transition.

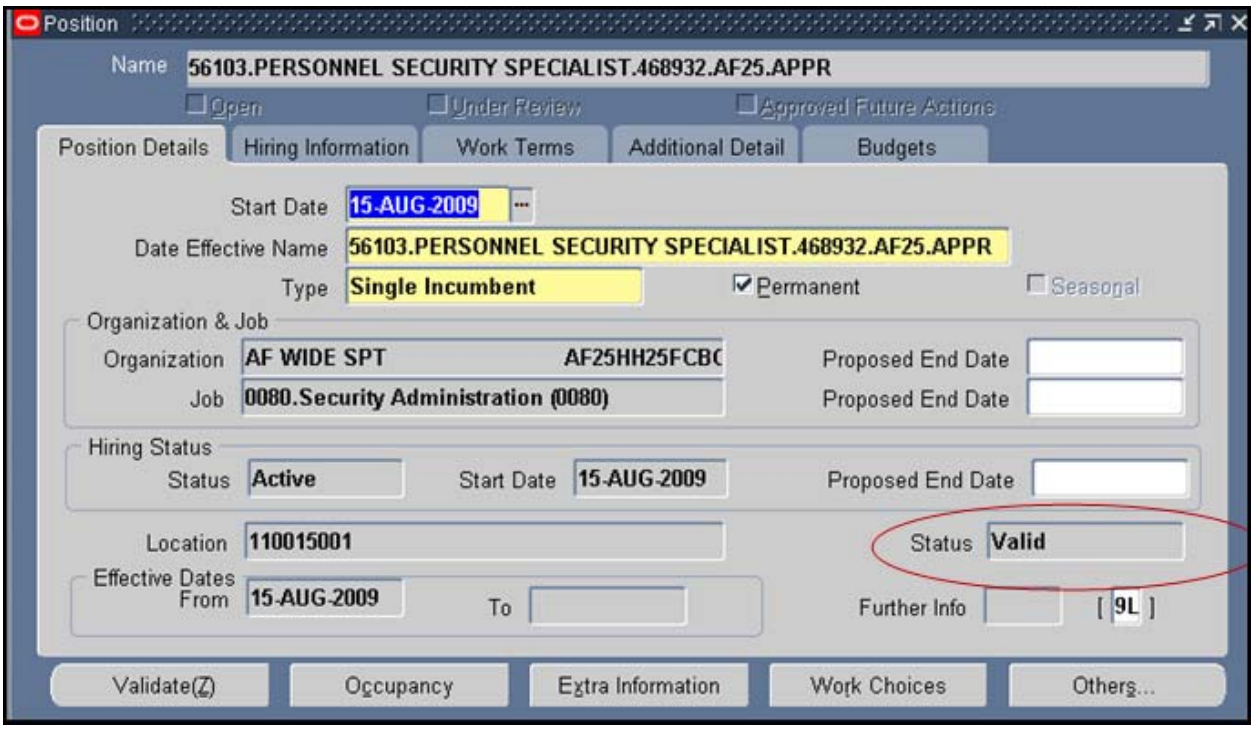
Once the manual transition has been processed, the self-service hierarchy must be updated to reflect the new positions. For example, if it is a supervisory position, any subordinate positions will have to be manually attached to that position in the hierarchy. This can be accomplished by utilizing the Mass Self Service Hierarchy Process or using the Position Hierarchy form under the CIVDOD Self Service Hierarchy Manager responsibility. If it is a non-supervisory position, the new position will be automatically added to the appropriate supervisory position in the hierarchy during the Quick Copy process (see Section II).

Section II: Quick Copy Position

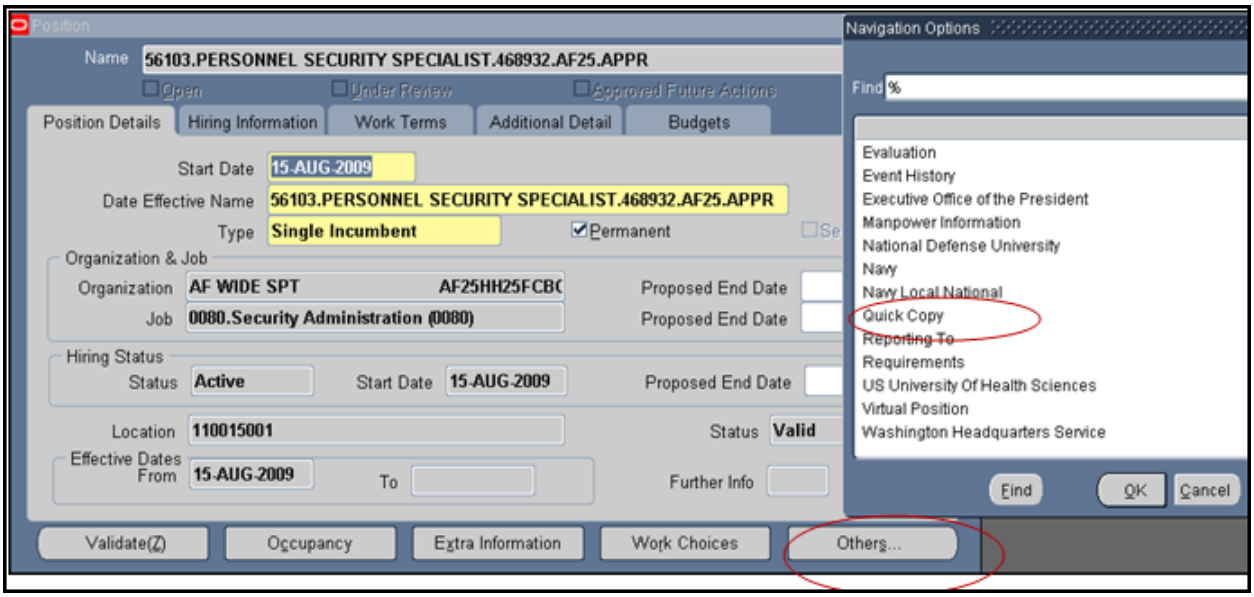
1. Quick Copy an IA Position

a. Query the IA position by navigating to Work Structures > Position >Description.

NOTE: The position to be copied must be in a 'Valid' status.



b. Select the 'Others' button and navigate to the Quick Copy option.



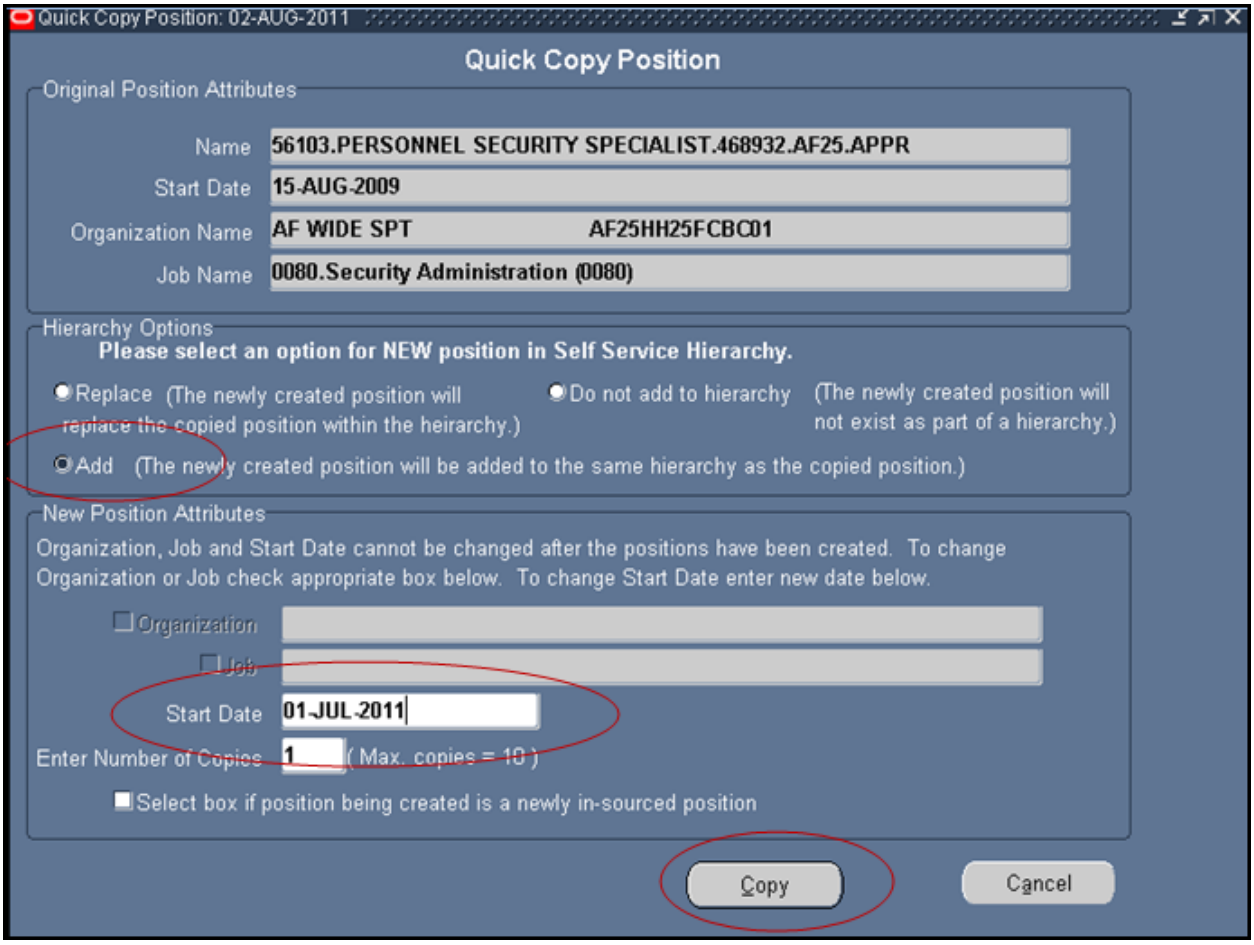
c. Quick Copy Screen:

(1) Select the 'Add' radio button.

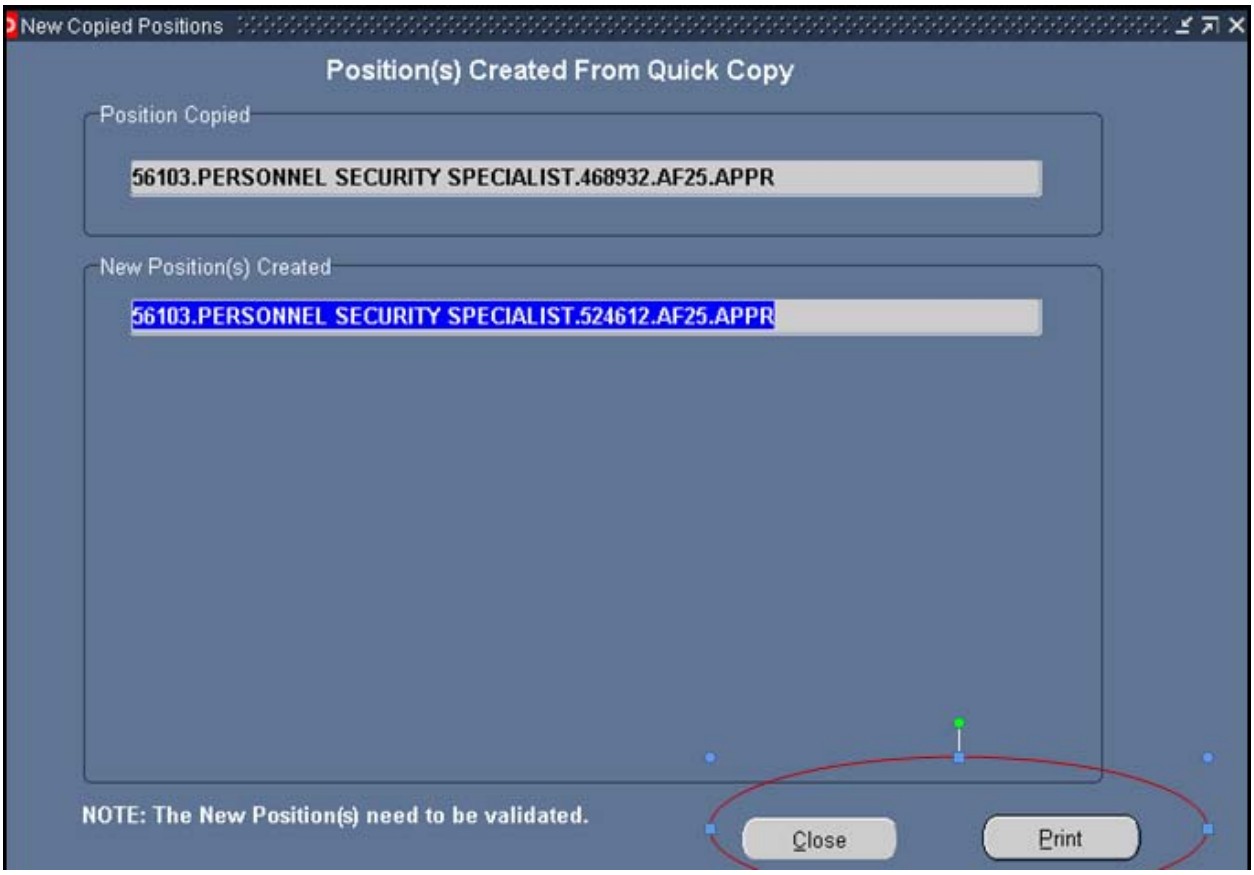
NOTE: If this is a supervisory position, any subordinate positions will have to be manually attached to that position in the hierarchy. This can be accomplished by utilizing the Mass Self Service Hierarchy Process or using the Position Hierarchy form at Work Structures > Position > Hierarchy. If this is a non-supervisory position, the 'Add' button functionality will automatically add the new position to the appropriate supervisory position in the hierarchy.

(2) Set the 'Start Date' to at least one day prior to the effective date of the transition NOA 890 action, e.g., the date before you will be assigning the employee to the new GG position.

(3) Once all the necessary changes to the Quick Copy screen have been made (e.g., selecting the 'Add' button, updating the 'Start Date', etc.), click the 'Copy' Button.

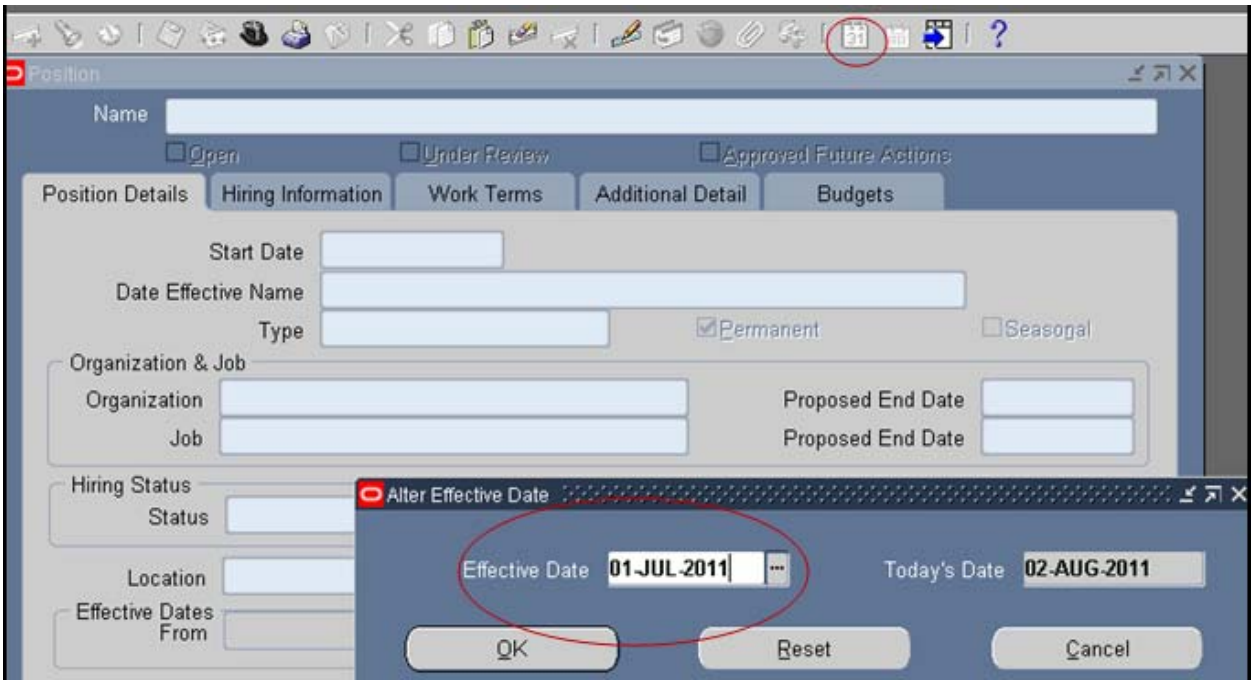


d. Print the screen by selecting the 'Print' button or make a note of the new position and sequence number in order to be able to query the new position. Select the 'Close' button to exit this screen.



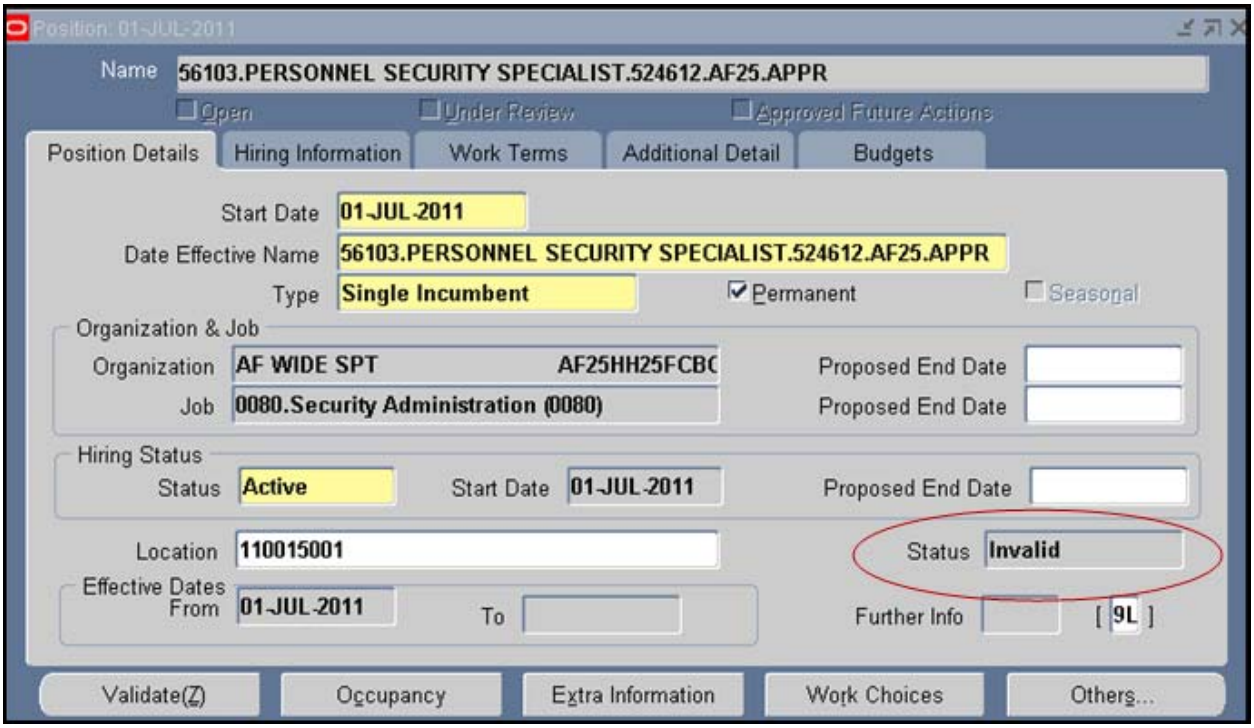
2. Editing and Validating the new GG Position. Once the position has been quick copied, the user will need to edit the new position and validate it.

a. Navigate to the Position screen. If required, alter the 'Effective Date' to correspond to the 'Start Date' of the copied position. Remember to 'Reset' the 'Effective Date' once done.



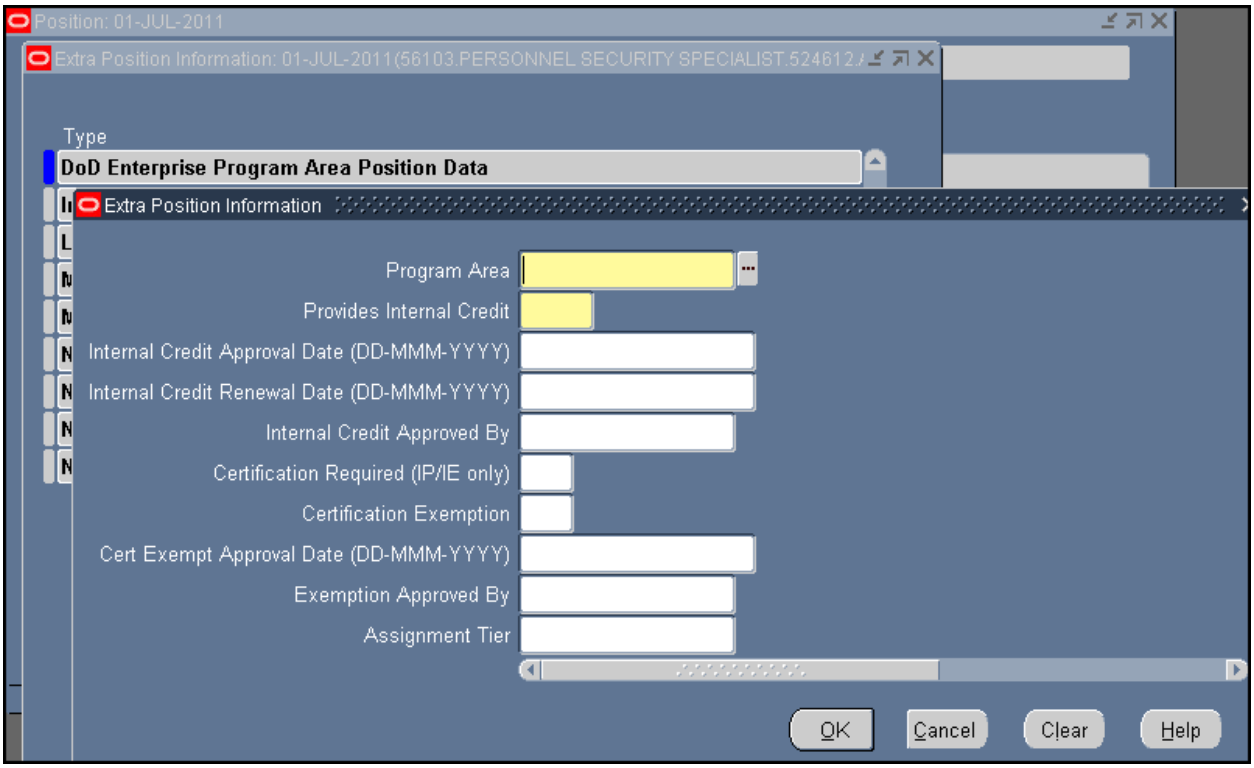
b. Query the new position: 56103.PERSONNEL SECURITY SPECIALIST.524612.AF25.APPR

NOTE: The position is in an 'Invalid' status and will need to be validated once all changes are made.

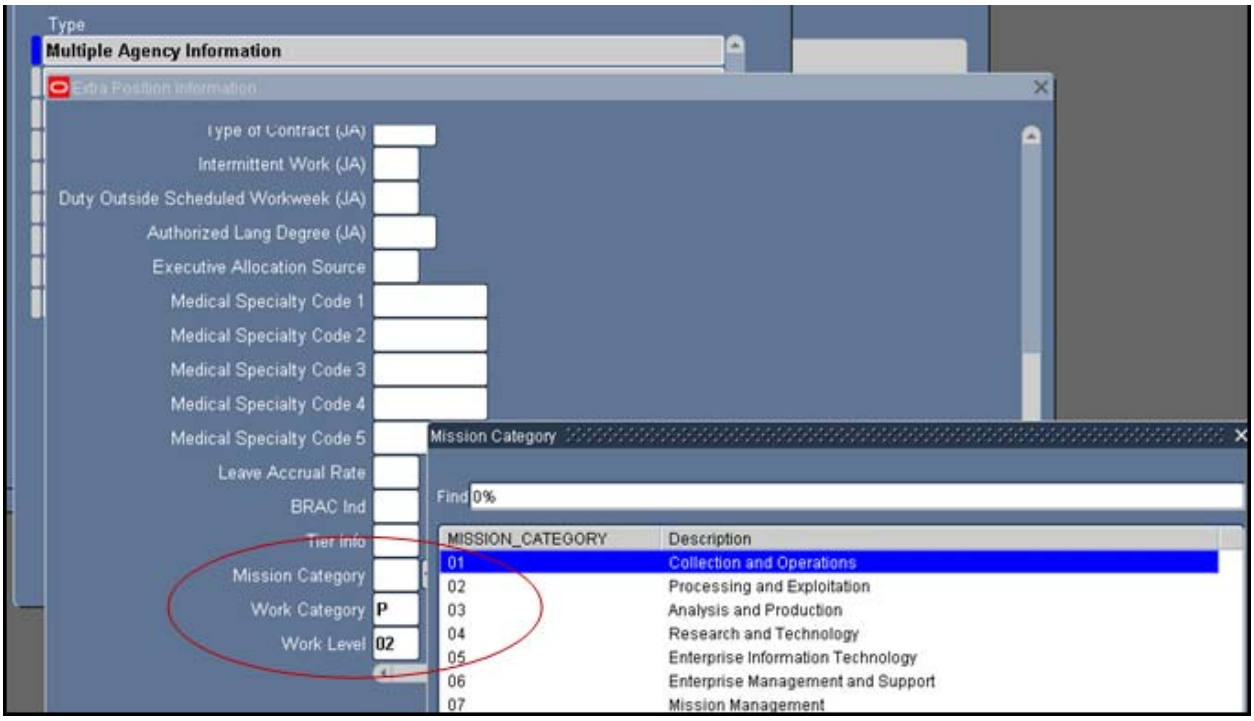


c. Change the following data elements on the new (copied) position:

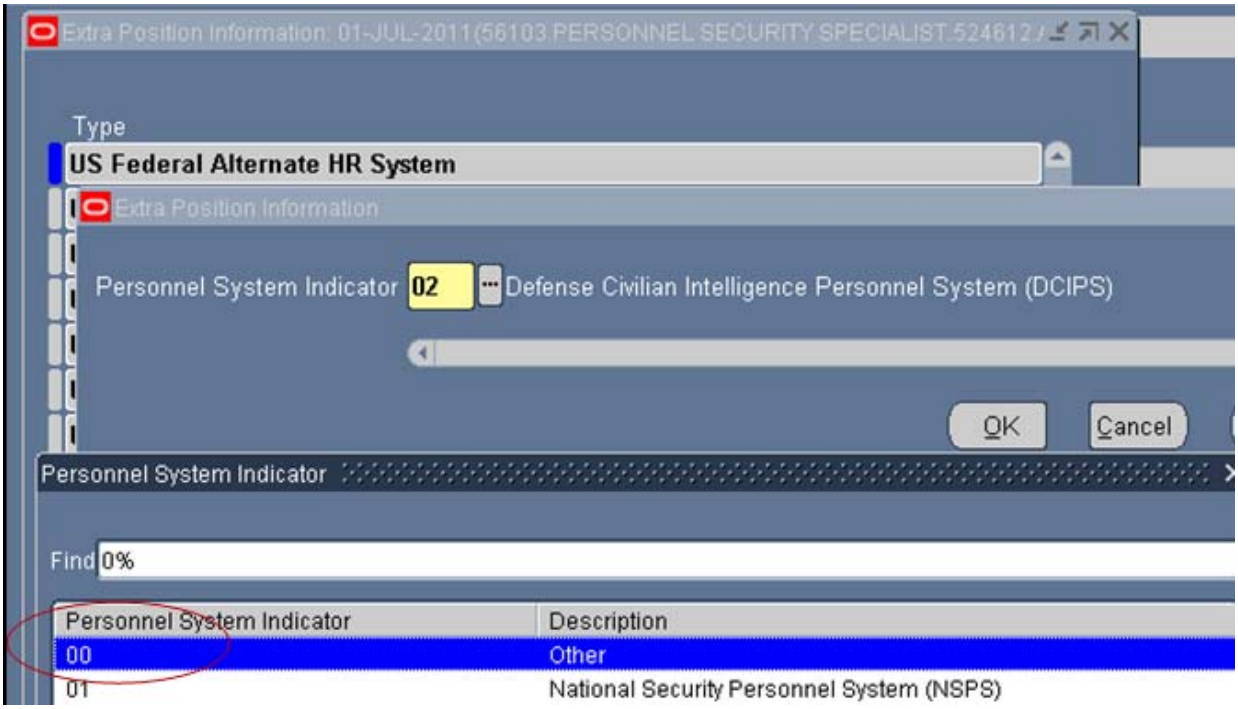
(1) Extra Information > **DoD Enterprise Program Area Position Data:** Update as necessary if the previous position was a Joint Duty Assignment (JDA) position.



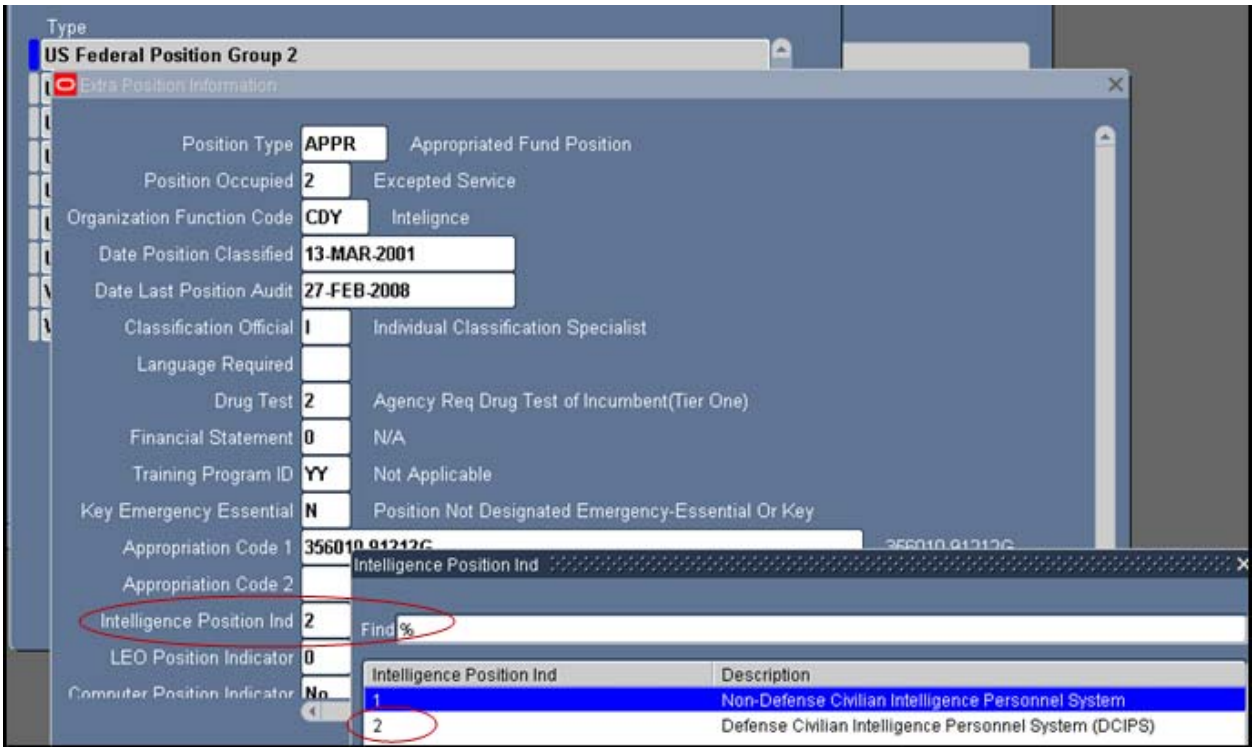
(2) Extra Information > **Multiple Agency Information**: Update 'Mission Category' if null as a value is required for DCIPS 'GG' positions. Verify 'Work Category' and 'Work Level' and update if required.



(3) Extra Information > **US Federal Alternate HR System:** Change the Personnel System Indicator from '02' (Defense Civilian Intelligence Personnel System) to '00' (Other).



(4) Extra Information > **US Federal Position Group 2**: The Intelligence Position Ind must equal '2' [Defense Civilian Intelligence Personnel system (DCIPS)].



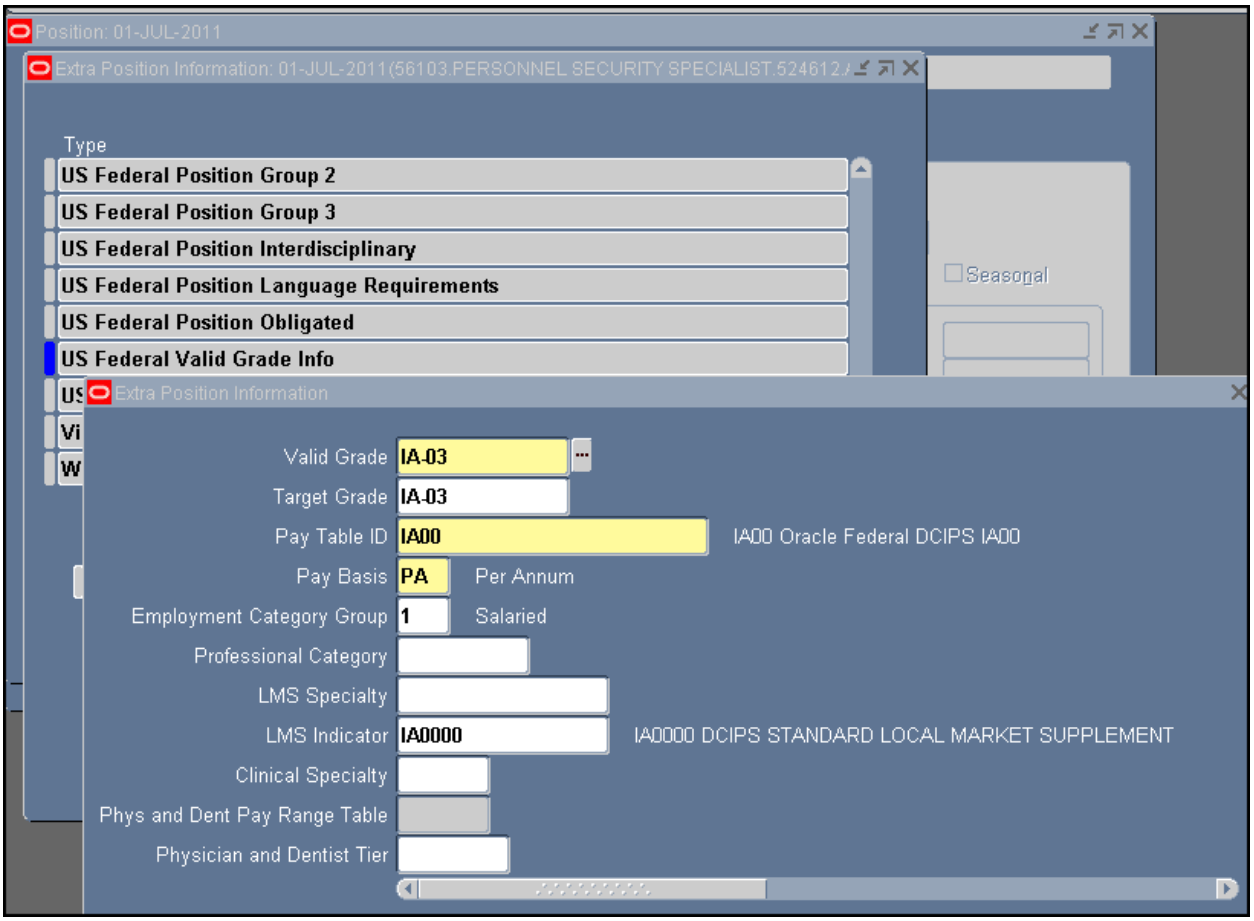
(5) Extra Information>**US Federal Valid Grade Info**:

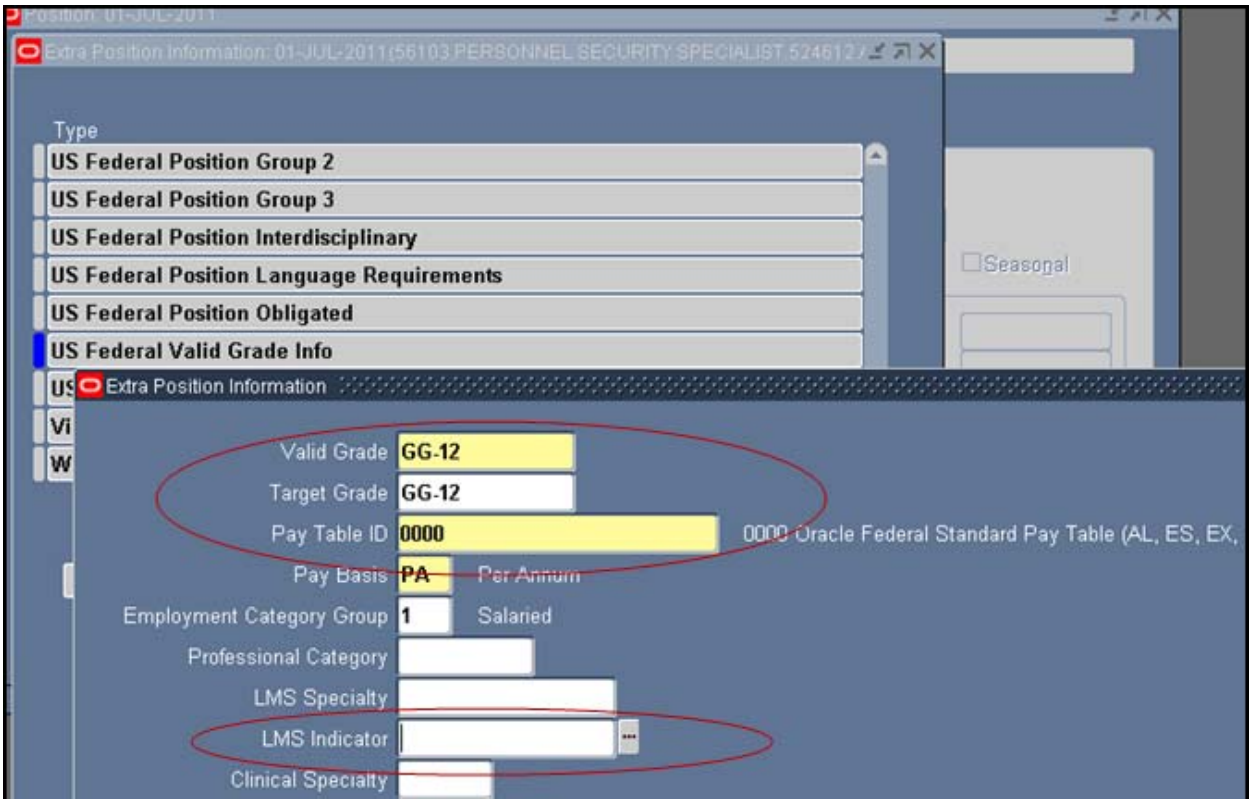
a) Valid Grade: Change from the IA pay schedule and band to the appropriate ‘GG’ pay schedule and grade.

b) Target Grade: Change from IA pay schedule and band to the appropriate ‘GG’ pay schedule and grade.

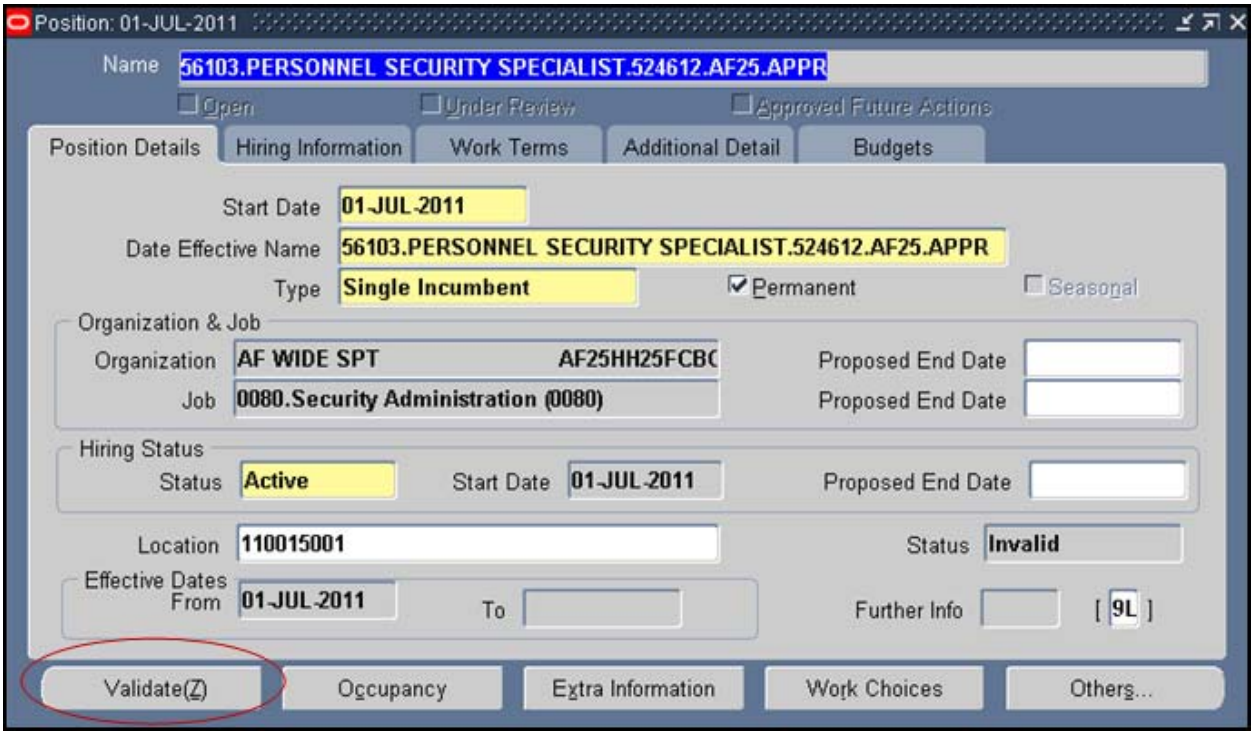
c) Pay Table ID: Change from the IA pay table (IA00) to the appropriate GG pay table (0000).

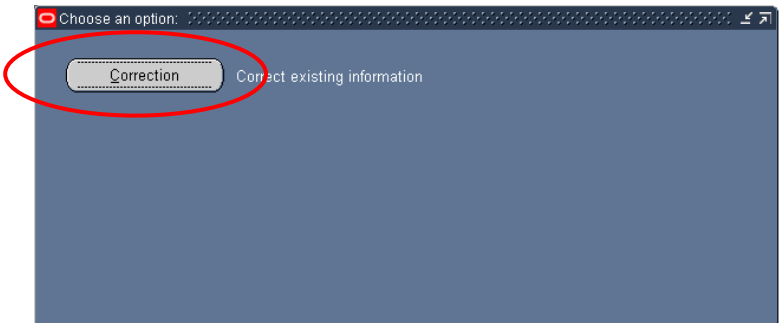
d) LMS Indicator: If the position is entitled to a Targeted Local Market supplement (TLMS), select the appropriate ‘LMS Indicator’ value from the List of Values (LOV). If the position is not entitled to a TLMS, ensure the LMS Indicator data field is blank and does not contain ‘IA0000’.


Position: 01-JUL-2011
Extra Position Information: 01-JUL-2011(56103.PERSONNEL SECURITY SPECIALIST.524612.
Type
US Federal Position Group 2
US Federal Position Group 3
US Federal Position Interdisciplinary
US Federal Position Language Requirements
US Federal Position Obligated
US Federal Valid Grade Info
Seasonal
Extra Position Information
Valid Grade IA-03
Target Grade IA-03
Pay Table ID IA00
IA00 Oracle Federal DCIPS IA00
Pay Basis PA
Per Annum
Employment Category Group 1
Salaried
Professional Category
LMS Specialty
LMS Indicator IA0000
IA0000 DCIPS STANDARD LOCAL MARKET SUPPLEMENT
Clinical Specialty
Phys and Dent Pay Range Table
Physician and Dentist Tier

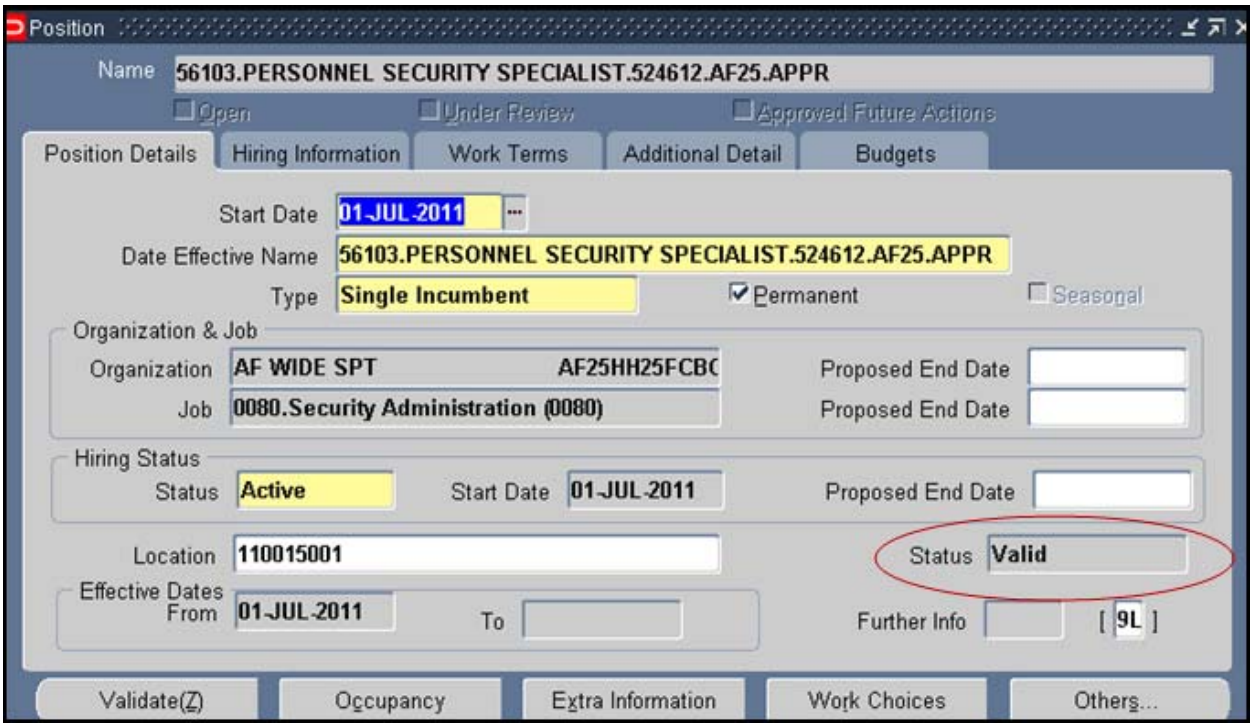


d. Validate the Position. Once all the changes are made, select the 'Validate' button and then select the 'Correction' button.





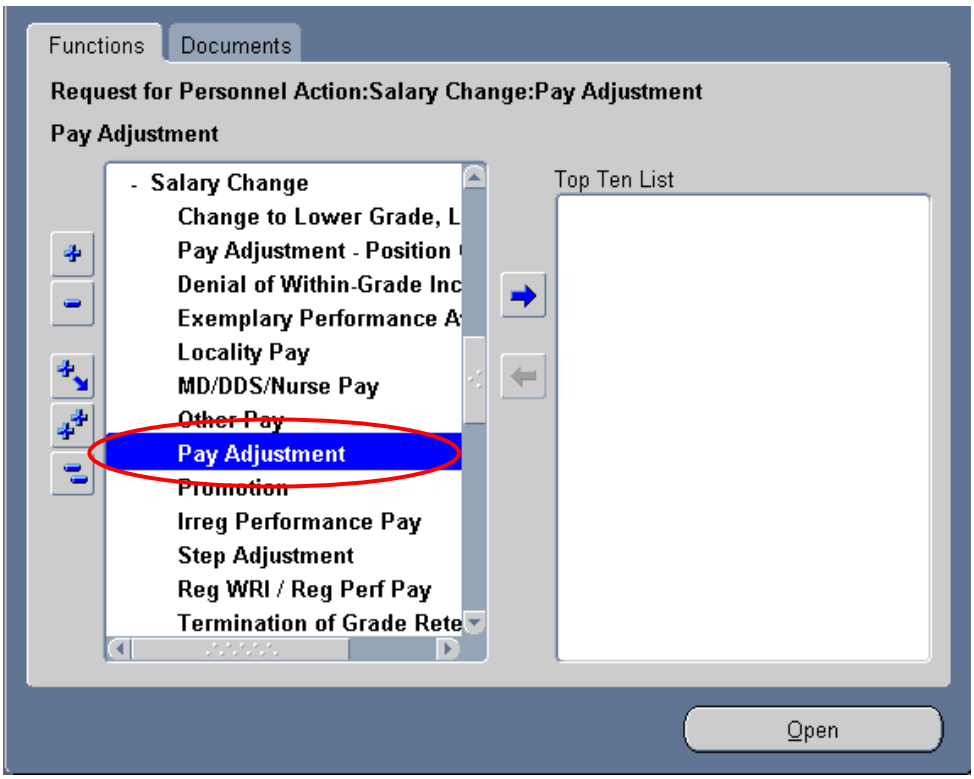
e. The position is now a valid 'GG' position that can be used in the DCIPS manual transition process.



Section III. Manual Transition from IA to GG

1. General Information. Ensure the GG position has already been created and validated.

2. Process the Transition Request for Personnel Action (RPA). Using the CIVDOD Personnel responsibility, navigate to Request for Personnel Action > Salary Change > Pay Adjustment.



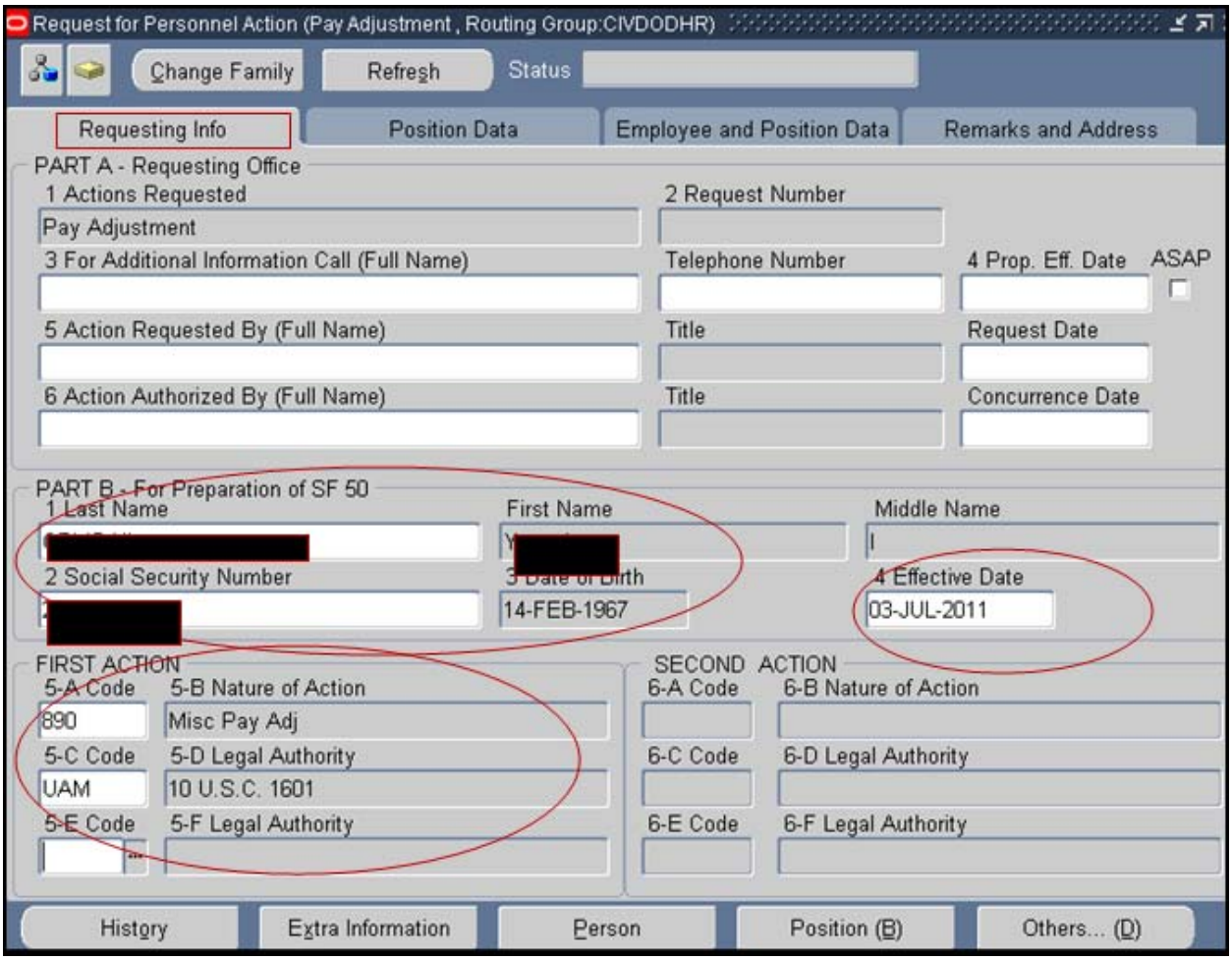
a. **Requesting Info Tab.** Complete Part B of the Request for Personnel Action (RPA):

(1) Block 4 – Enter the effective date of the transition.

(2) Block 1 or 2 – Enter employee's last name or SSN.

(3) Block 5A – Enter '890' for the Nature of Action Code.

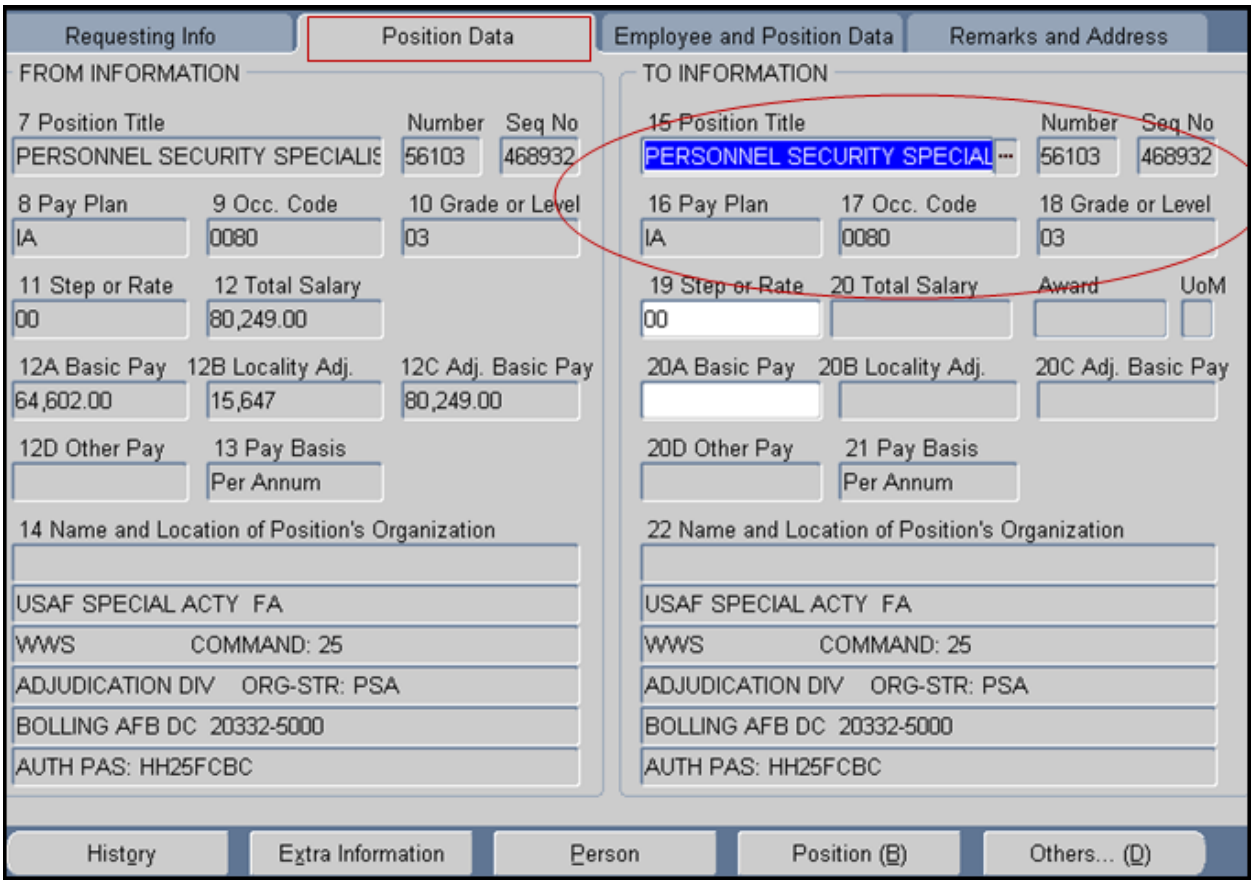
(4) Block 5C – Enter 'UAM' for the Legal Authority Code.



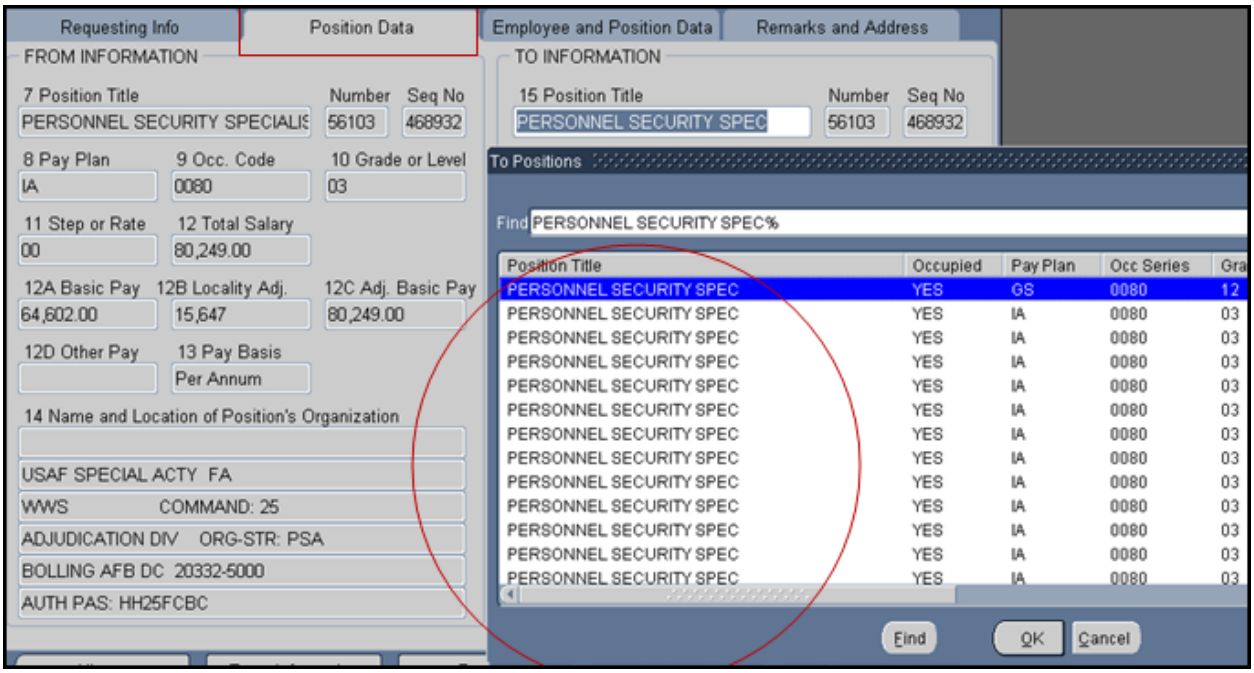
b. **Position Data Tab.**

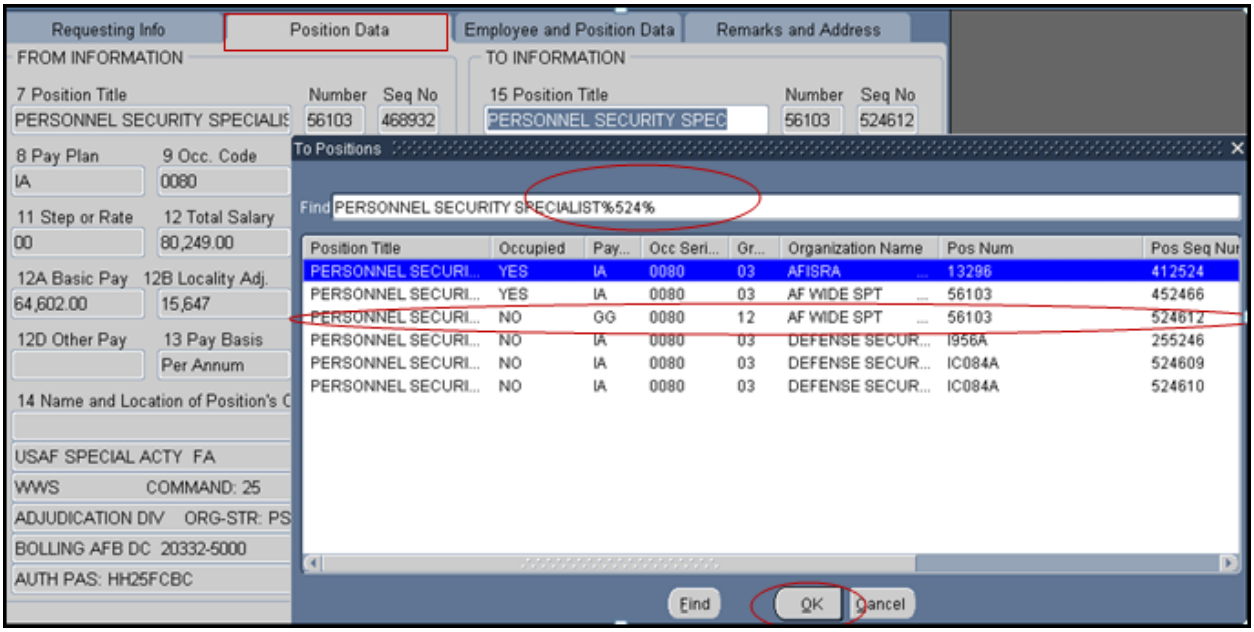
(1) Screen populates the 'To' position information with the employee's current position data.

(2) The Step or Rate (block 19) and Basic Pay (block 20A) fields are open.

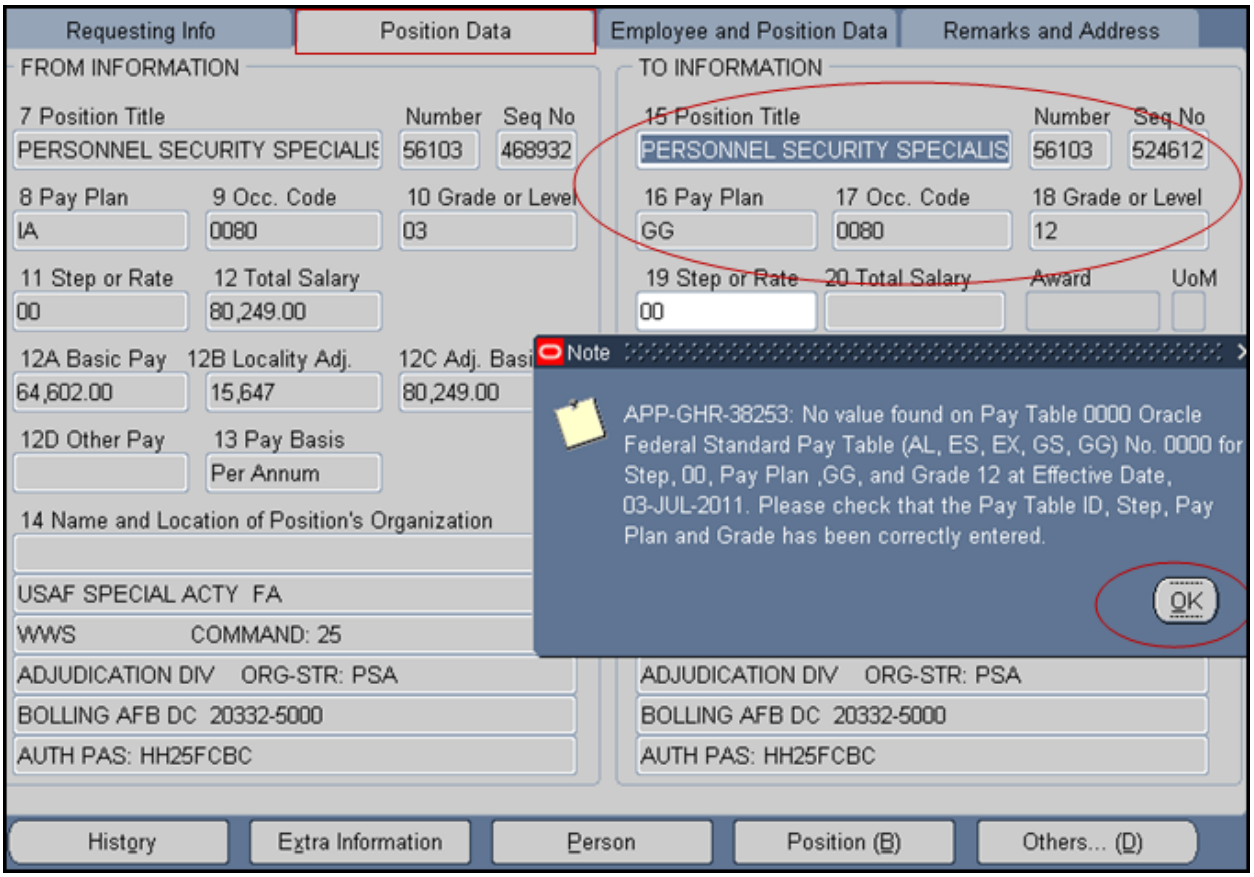


(3) Block 15 – Overwrite the auto-populated information by querying for the new GG position. Enter the position title or a partial title (e.g., PERSONNEL SECURITY SPEC) and hit the 'Tab' or 'Enter' key. Scroll down the list to find the correct position or narrow your search by adding the sequence number or a partial portion of the sequence number and click the 'Find' button. Select the GG position from the LOV and click 'OK.'





(4) The position information for the selected position displays on the screen. Click 'OK' when Note 'APP-GHR-38253' is received. If the step '00' is deleted prior to selecting the position, this note will not be received.

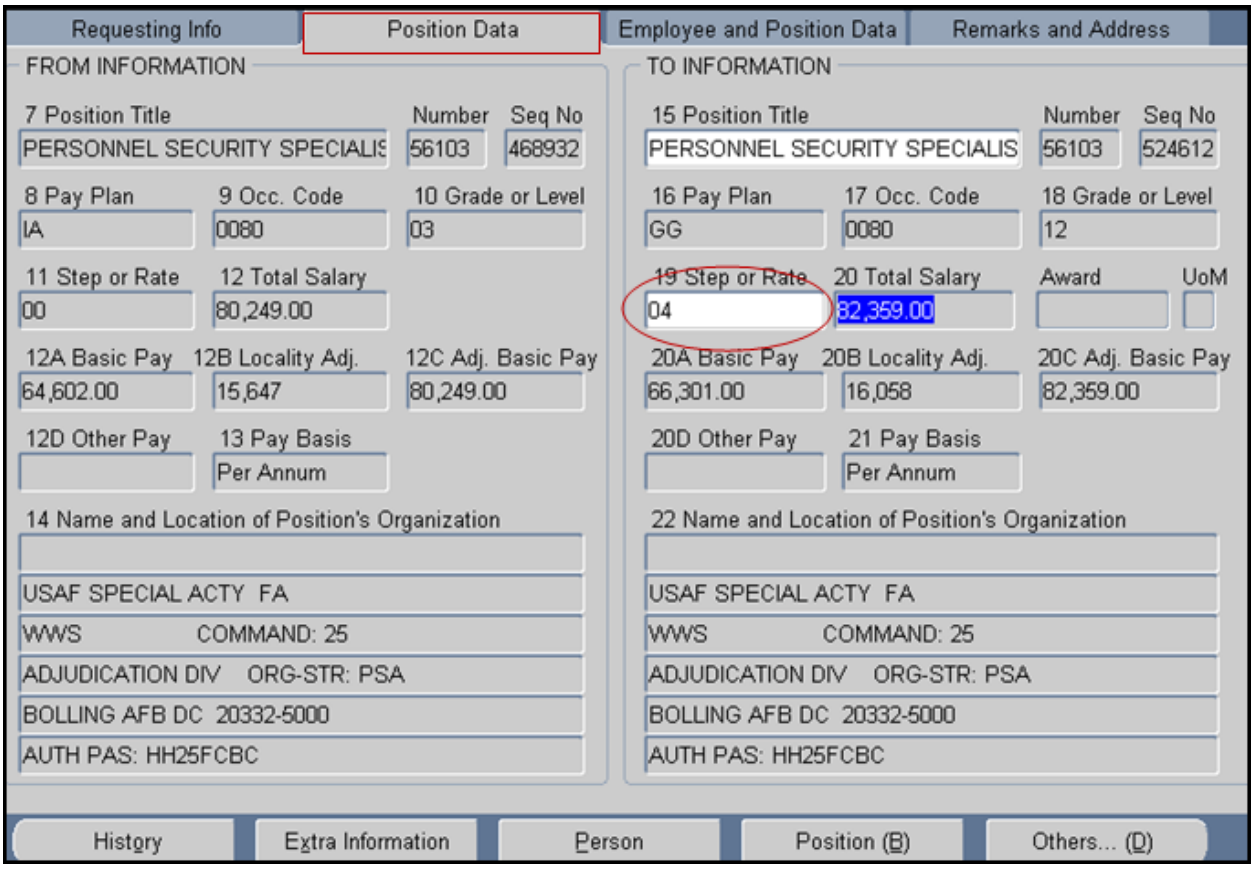


(5) Block 19 – Step or Rate. Enter the applicable step IAW the DCIPS Transition Guidance.

a) If salary falls at or below step 10, step will be set to the step that is closes to but no lower than current base rate or to step 01 if salary falls below the step 01 rate for the applicable DCIPS grade.

b) If salary exceeds step 10 but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade), step will be 00. Current rate of pay Basic Pay, Locality Adj and Adj Basic Pay (Blocks 12A, 12B and 12C) will be the rate of pay (Blocks 20A, 20B and 20C) upon transition and the Pay Rate Determinant (PRD) will be 4.

c) If salary exceeds the equivalent to the step 12 rate for the grade, step will be 00 and the PRD will be 'J' if not currently on pay retention or PRD '2' for those employees whose basic pay (including LMS or TLMS) exceeds Executive Level IV but not more than 5% above EX IV prior to enactment of NDAA FY 2010.



c. **Remarks and Address Tab –** Input remark 'Y3H' and any additional ones as appropriate in Part F:

Requesting Info | Position Data | Employee and Position Data | Remarks and Address

PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
Yes No

PART E - Employee Resignation/Retirement
Reasons for Resignation/Retirement

Forwarding Address | City | State
Zip Code | Country

PART F - Remarks for SF 50

Code	Description	Required
Y3H	Transition to GG from IA IAW SECDEF Memorandum dated August 04, 2010.	

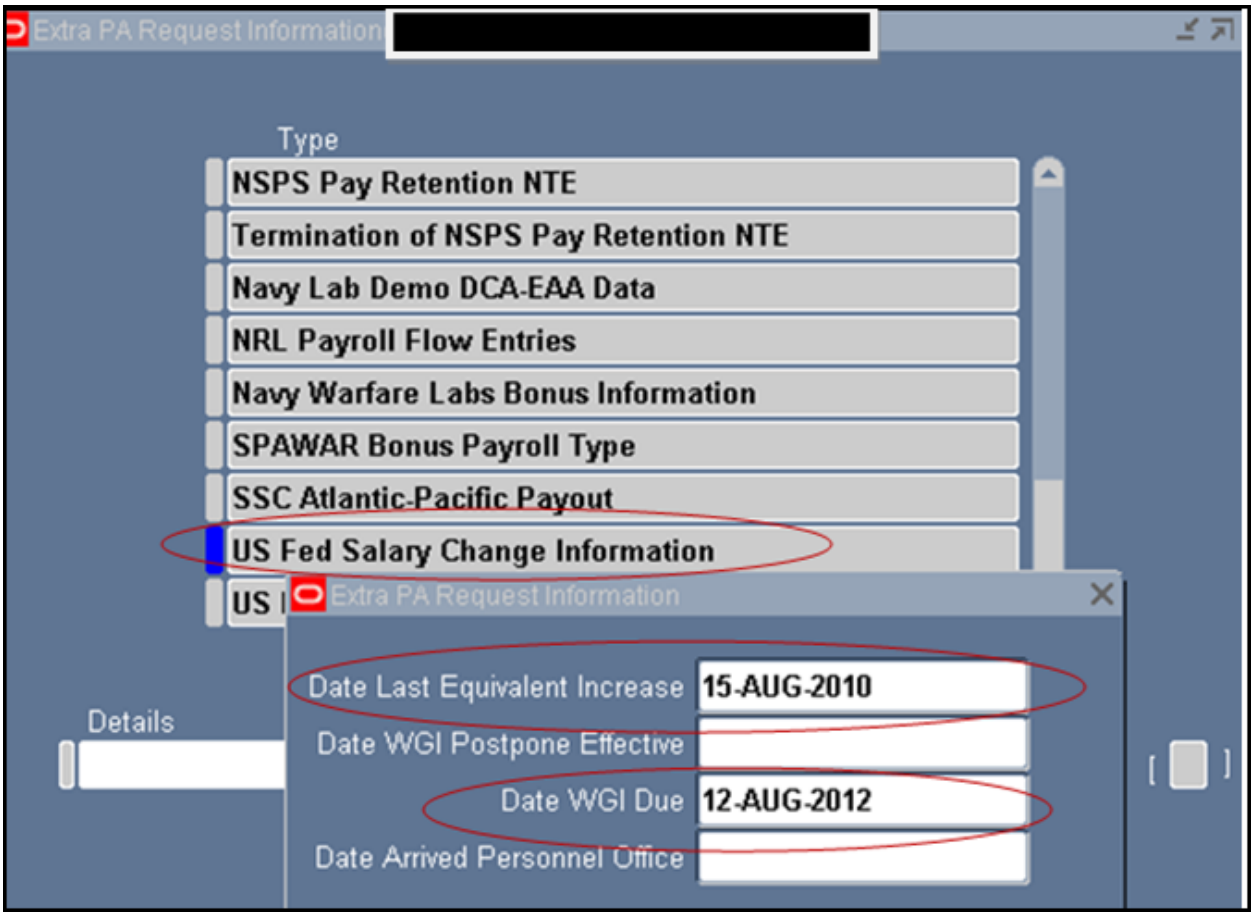
History | Extra Information | Person | Position (B) | Others... (D)

If	And	Then Remark Code is	And Remark is
Employee is on pay retention prior to conversion	Employee is entitled to continue receiving pay retention	X40	Employee is entitled to pay retention.
Employee is not on pay retention prior to transition; action results in the employee's DCIPS adjusted salary exceeding assigned GG grade		X40	Employee is entitled to pay retention.

If	And	Then Remark Code is	And Remark is
Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention.	X42	Pay retention entitlement terminated.
Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of $__.
All		Y3H	Transition to GG from IA IAW SECDEF Memorandum dated August 04, 2010.
Action results in employee being placed in Step 00 with PRD 4		Y3I	Employee is receiving rate of pay at a pay rate above the regular rate but not above the maximum rate for the grade.

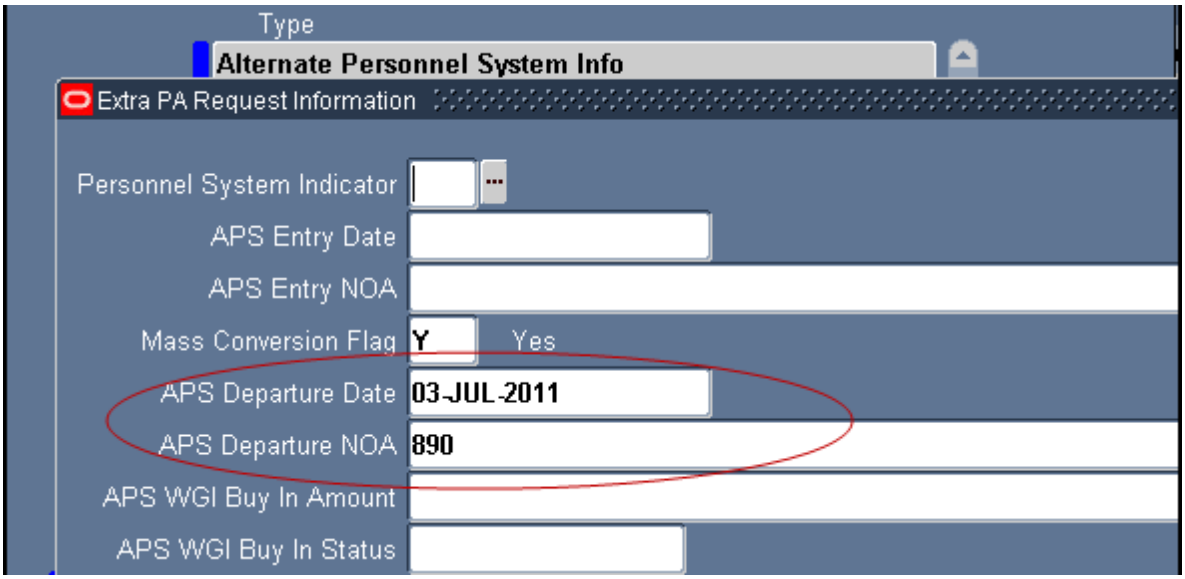
d. **Extra Information:** Select the Extra Information button at the bottom of the RPA.

(1) **US Fed Salary Change Information**: Input the 'Date Last Equivalent Increase' and 'Date WGI Due' in this area to update the 'Within Grade Increase' element entry with the NOA 890 transition action when the 'To' Step is "01" thru "09".

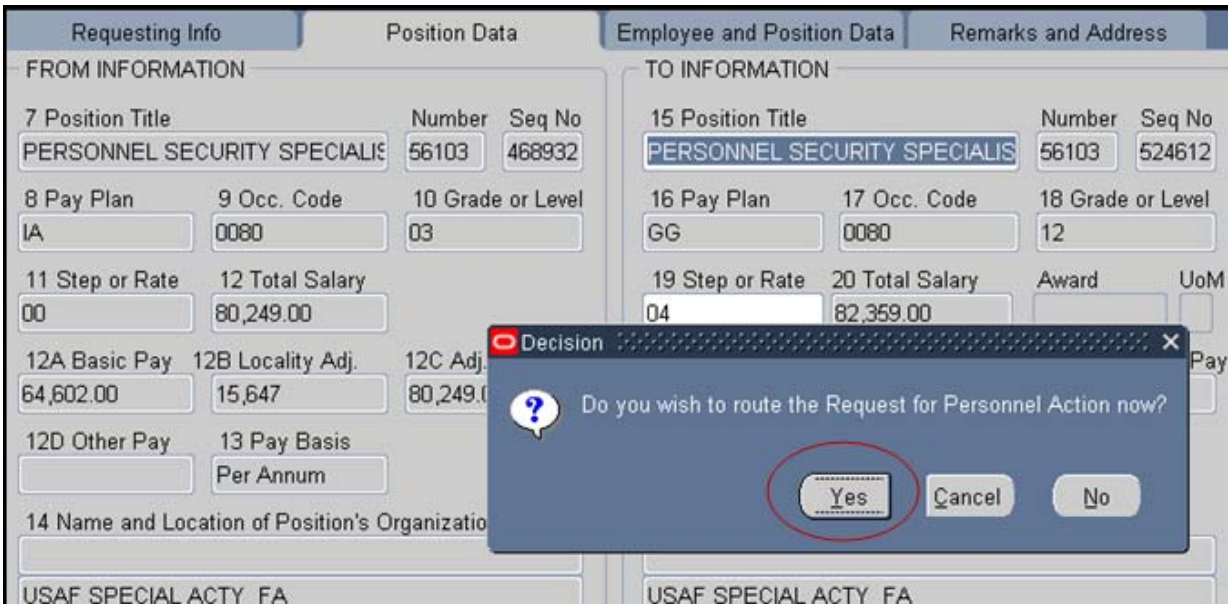


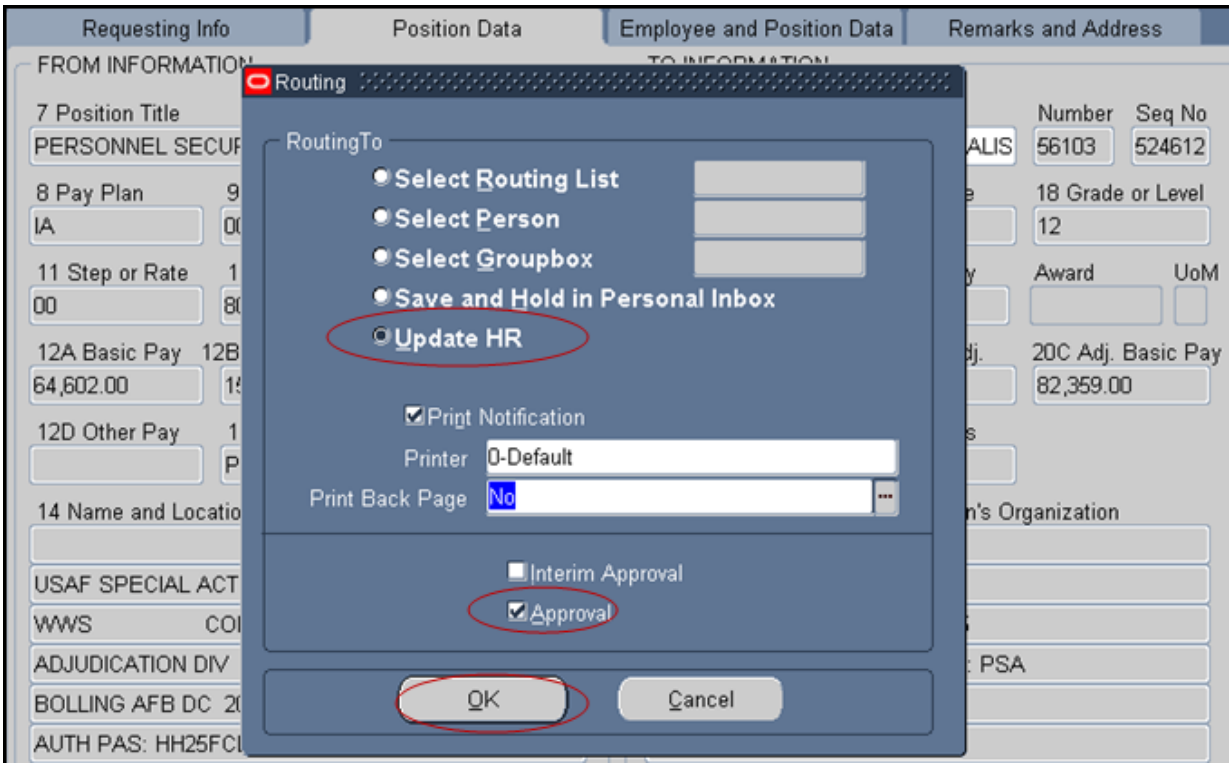
NOTE: The transition to the DCIPS grade does not "reset" the Date Last Equivalent Increase. This date should be the date of the employee's most recent equivalent increase as addressed in the DCIPS Transition Guidance. Review the data in the employee's Within Grade Increase element entry and the DCIPS Periodic Increase Info DDF to aid in determining the 'Date Last Equivalent Increase'. The 'Date WGI Due' is to be based on the waiting period for the 'To' step.

(2) **Alternate Personnel System Info:** Update the 'APS Departure Date' with the effective date of the action and the 'APS Departure NOA' with "890".



e. Save the RPA and Update HR. Click on 'Yes', then click on 'Update HR' and 'OK'.

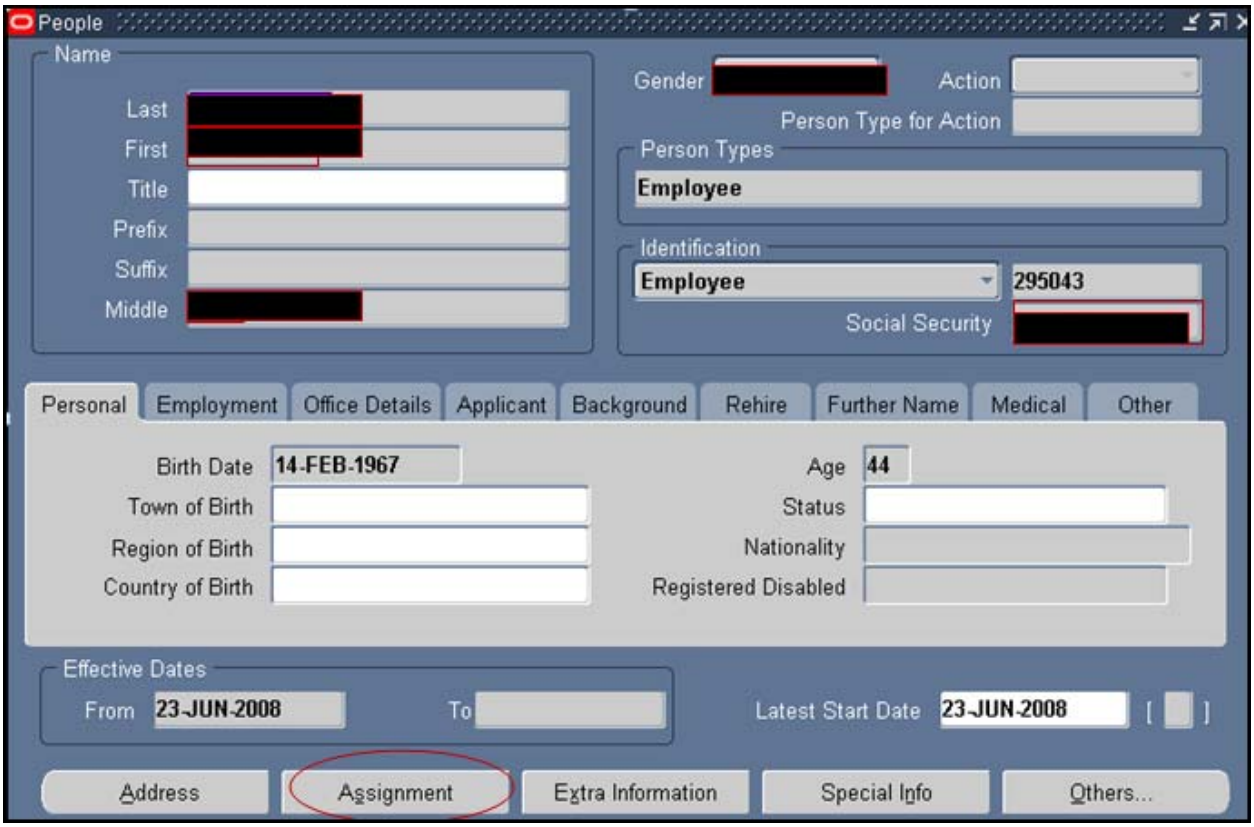




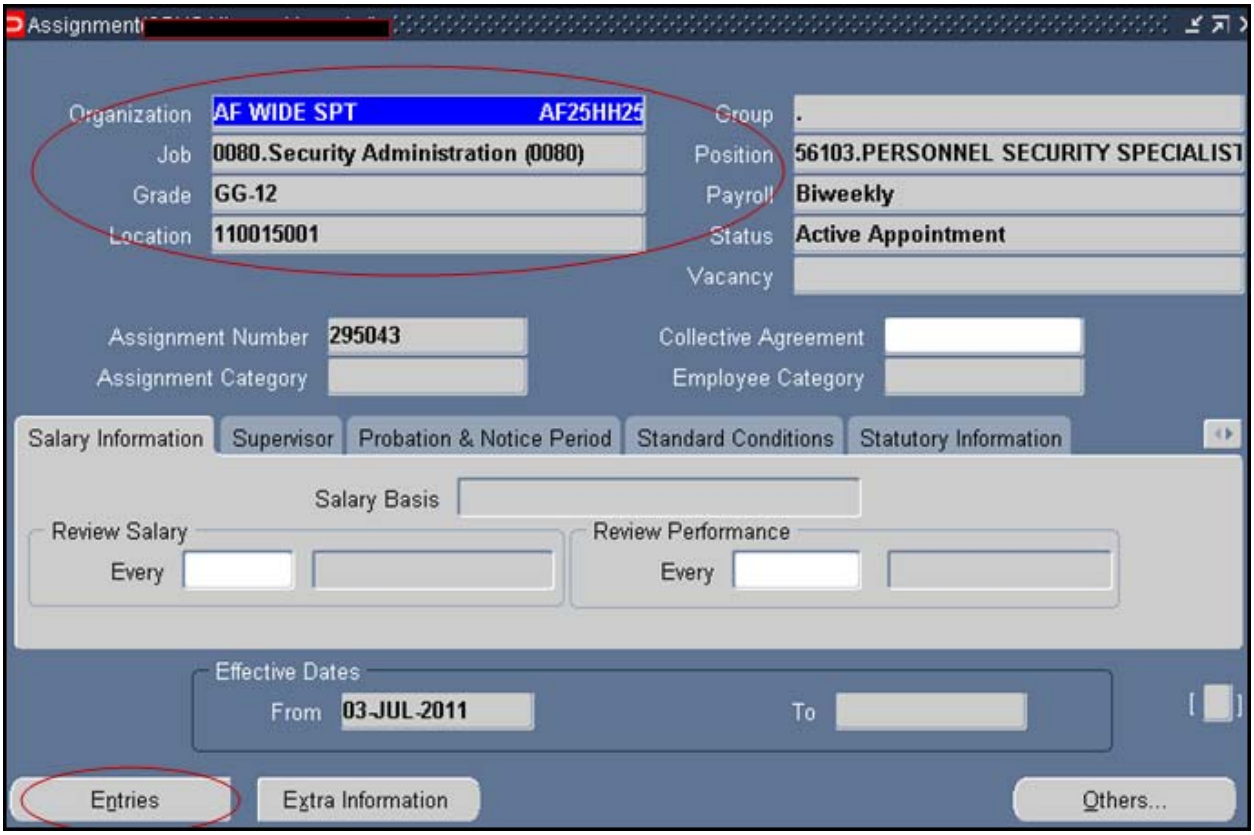
3. **Verify Position and Salary Information in the Employee Record**.

Navigate to People/Enter and Maintain. **Verify information** has been updated correctly; particularly Grade, Step and Salary fields.

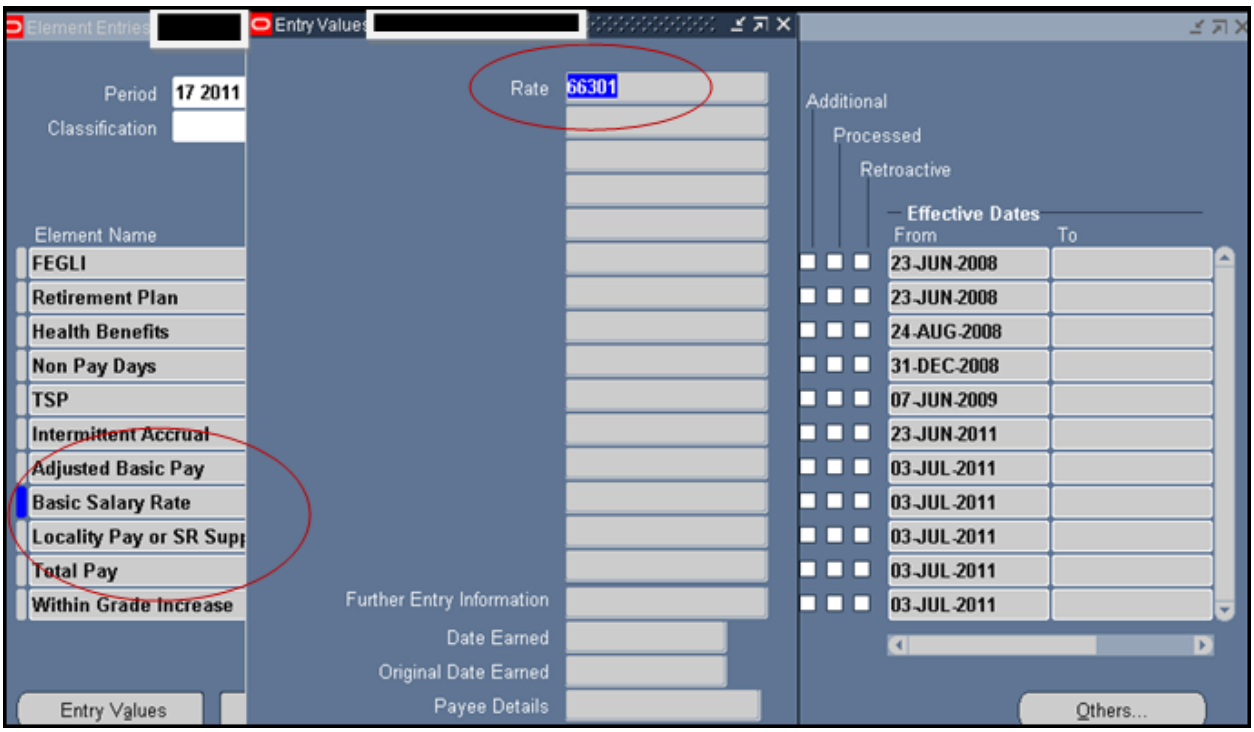
a. Click on the 'Assignment' button to view grade.

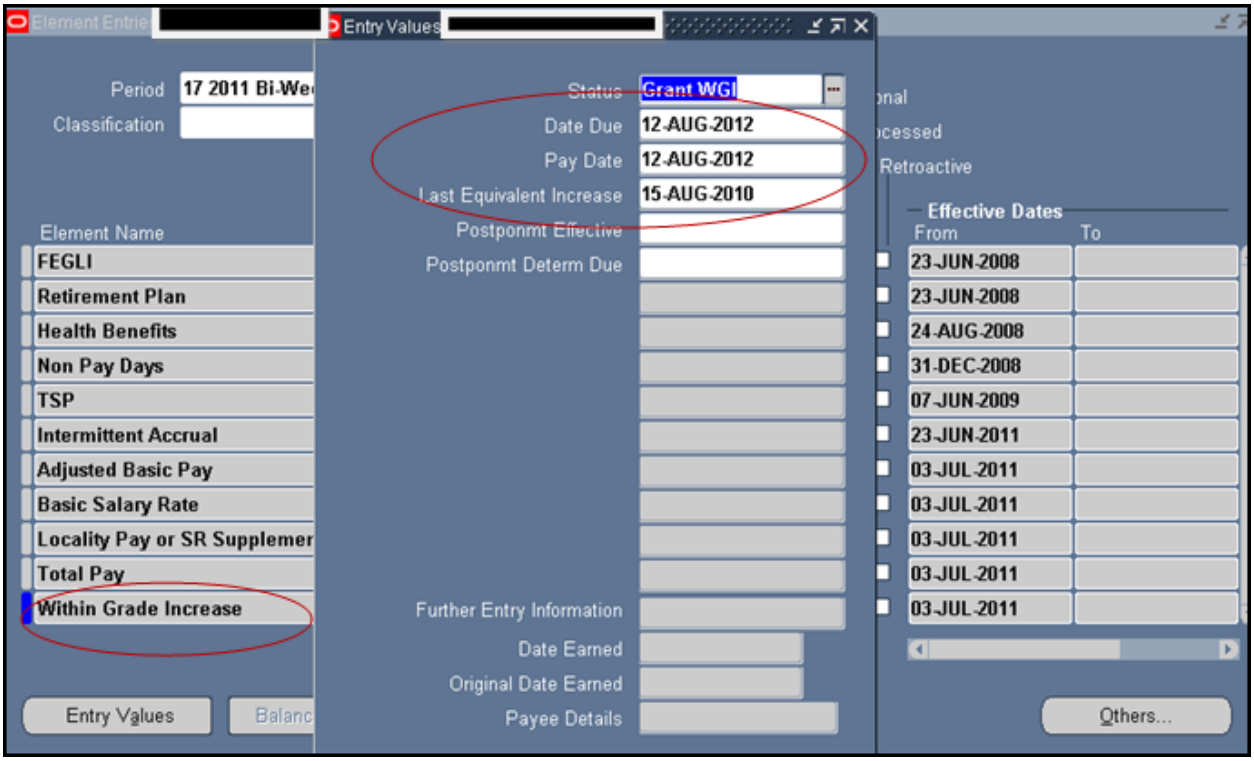
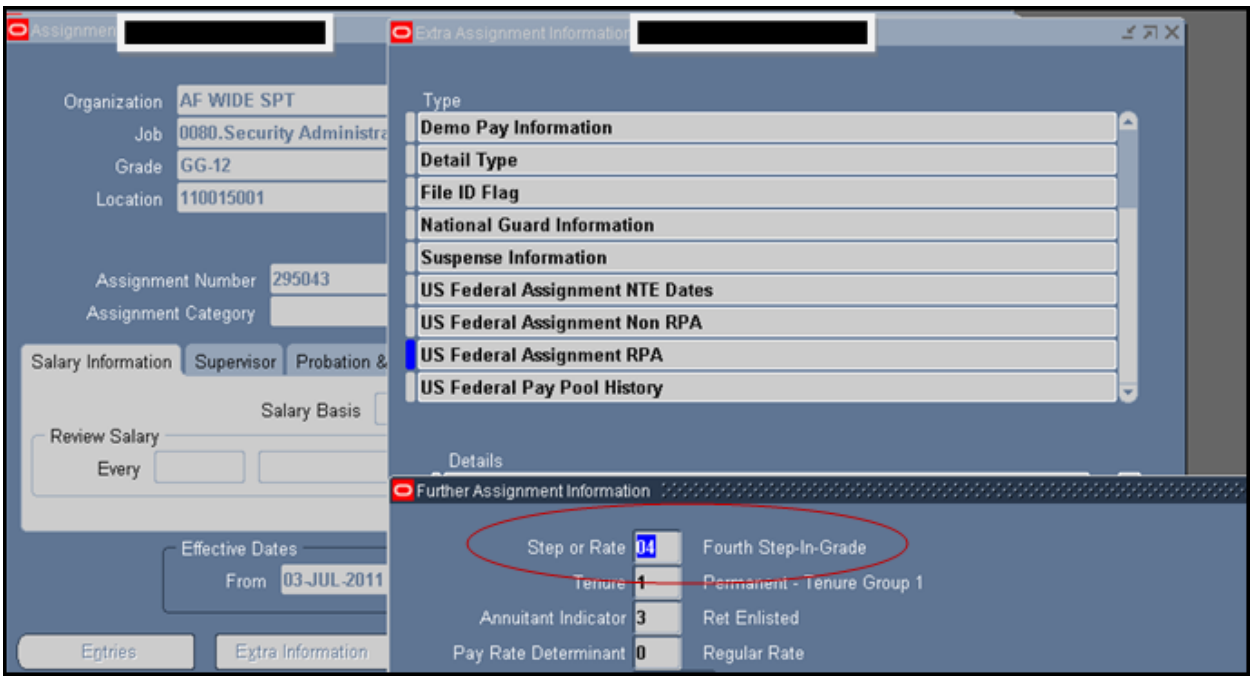


b. Click on the 'Entries' button to view salary information.



c. Navigate through the 'Entries' to ensure the salary and WGI information has updated correctly.





d. Navigate to ‘Assignment’ > ‘Extra Information’ to ensure the step was updated correctly.