



Defense Civilian Personnel Data System (DCPDS)

DCIPS MASS TRANSITION USERS GUIDE

August 2011

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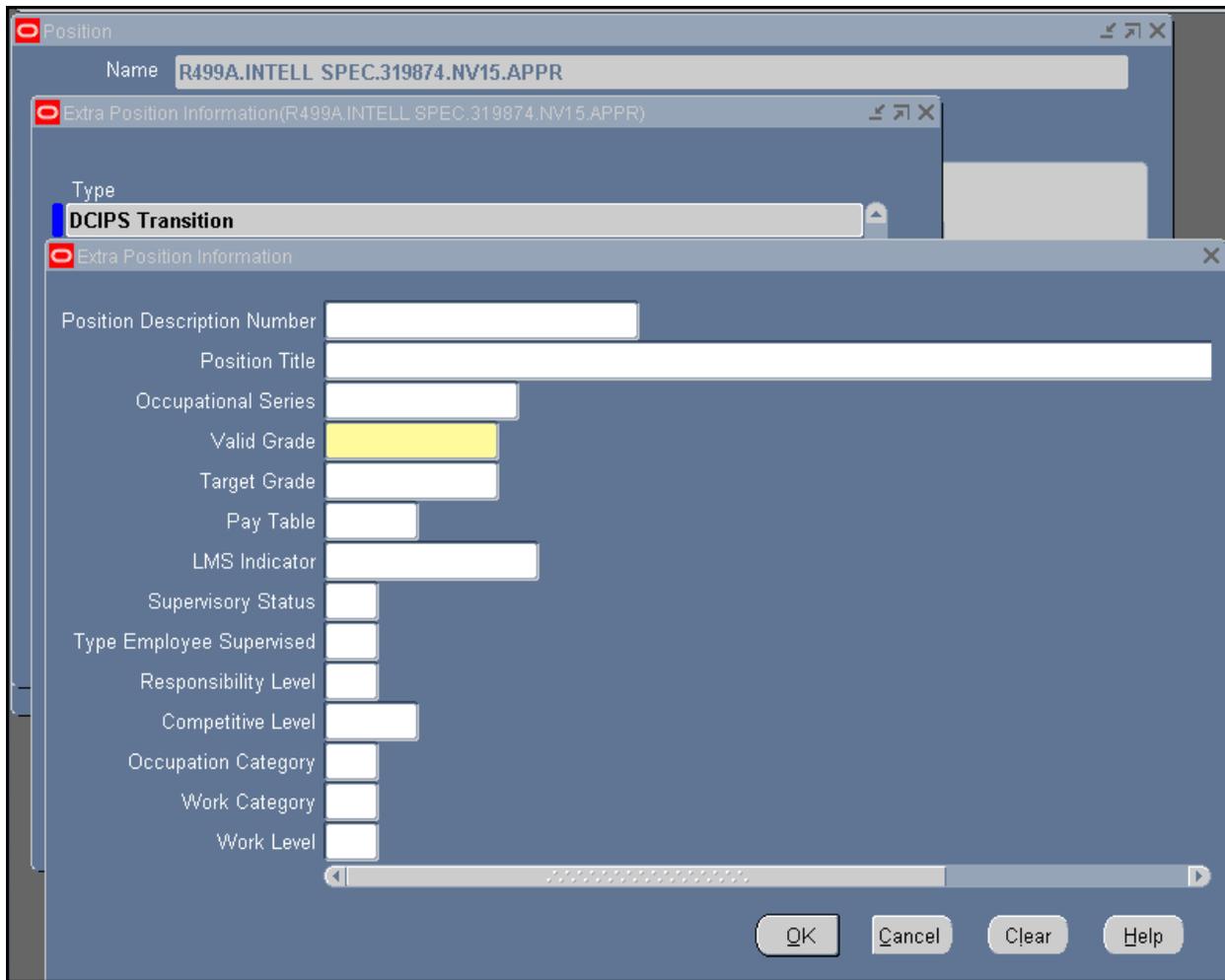
Section I: General Information

1. **Reference Material.** DCIPS Transition Guidance March 2011.
2. **General Rules.**
 - a. **User Responsibility.** The mass transition process is restricted to the ‘CIV DCIPS Process Administrator’ responsibility.
 - b. **Processing Date.** It is recommended that Components execute the mass transition process on the first Friday after the beginning of the pay period.
 - c. **Records Included.** Current encumbered DCIPS ‘IA’ positions where the Personnel System Indicator equals ‘02’.
 - d. **CPDF Edits.** The CPDF edits will be by-passed during the mass transition.
 - e. **Preview/Execute Process.**
 - 1) The preview will be updated with the data stored in the new DCIPS Transition DDF.
 - 2) Once a preview is executed/processed, the user will retain the ability to preview the records, however, the records will be locked from update by the system and the user.
 - 3) User has the capability to delete a DCIPS Transition Process by clicking the red ‘X’ on the top line menu provided the Status does not equal ‘Executed’, ‘Processed’ or ‘Submitted.’
 - 4) The transition process will include up to 1000 records per batch and derive the number of batches based on the records in the preview.
 - f. **Transition Schedule.**
 - 1) All projected pay affecting actions must be processed prior to the transition.
 - 2) Execution of the transition process may be set to start at a different time than when the “Execute” button is clicked.
 - g. **Remarks.** Most required remarks will be automatically generated in the transition process. The user can also add other remarks using remark code ‘ZZZ’.
 - h. **Hierarchy.** Once the transition process is executed, the position will be automatically added to the appropriate subordinate position in the self-service hierarchy.
3. **Updating the DCIPS Transition Position DDF.** The mass transition process will use the ‘DCIPS Transition’ position DDF in order to create the new GG position. Position data elements that are changing need to be updated to this new DDF for use in the mass transition process to create the new position, determine the applicable step the employee

will be placed into, perform pay calculations, calculate the Date WGI Due based on the Date Last Equivalent Increase (where appropriate), and process the RPA for the employee change to the GG grade. This DDF must be updated prior to the effective date of the transition in order for the mass transition process to be able to create the new GG position and process the personnel action for the employee change to the GG grade.

- a. The appropriate Grade and Target Grade for each IA position will need to be determined using either the mechanical position-based process or the manual individual position-based process. Updates/corrections to the position must be made prior to processing the transition action, e.g., 'Supervisory Status', 'Type Employees Supervised', 'Work Category', 'Work Level', etc.
- b. The 'GG' positions are built during the mass transition process based on the data elements updated in this 'DCIPS Transition' DDF. All data elements except the **Valid Grade** are optional; these optional data elements need to be updated only if the data element is different from the current 'IA' position. The 'DCIPS Transition' DDF contains the following data elements:

- (1) Position Description Number
- (2) Position Title
- (3) Occupational Series
- (4) Valid Grade
- (5) Target Grade
- (6) Pay Table
- (7) LMS Indicator
- (8) Supervisory Status
- (9) Type Employee Supervised
- (10) Responsibility Level
- (11) Competitive Level
- (12) Occupation Category
- (13) Work Category
- (14) Work Level



c. The following data elements are populated with the existing value found in the 'IA' position when there is not a value found in the 'DCIPS Transition' DDF during the mass transition process:

- (1) Position Number
- (2) Position Title
- (3) Occupational Series
- (4) Competitive Level
- (5) Occupation Category
- (6) Supervisory Status
- (7) Responsibility Level
- (8) Type Employee Supervised
- (9) Work Category
- (10) Work Level

d. The remaining data elements are populated as indicated below when the data element does not contain a value in the 'DCIPS Transition' DDF during the mass transition process:

- (1) Target Grade: The 'Target Grade' is populated with the value found in the 'Valid Grade' data element in the 'DCIPS Transition' DDF.
 - (2) Pay Table: The 'Pay Table ID' is populated with '0000'.
 - (3) LMS Indicator: The 'LMS Indicator' is populated as NULL when the LMS Indicator in the 'IA' position equals 'IA0000'. If the 'LMS Indicator' is other than 'IA0000' in the 'IA' position and if there is not a value in the 'LMS Indicator' data element in the 'DCIPS Transition' DDF, then the 'LMS Indicator' is populated with that value. Note: If the 'LMS Indicator' in the 'DCIPS Transition' DDF contains a value, that value will populate to the newly created 'GG' position.
- e. These additional data elements are also updated as indicated during the mass transition process:
- (1) The 'Personnel System Indicator' in the Extra Information > US Federal Alternate HR System DDF will be updated to null in the 'GG' position.
 - (2) Any values in the Extra Information > DoD Enterprise Program Area Position Data DDF in the 'IA' position are populated to the 'GG' position.
 - (3) If the 'Intelligence Position Ind' in the Extra Information > US Federal Position Group 2 DDF is not equal to "2" for Defense Civilian Intelligence Personnel System (DCIPS), the data element will be updated to a value of "2."
- f. Once the manual review of the 'IA' records has been completed, this 'DCIPS Transition' position DDF can be updated manually in DCPDS or by use of a script processed by Lockheed Martin. A request to have Lockheed Martin auto-populate this DDF based on information provided in a spreadsheet can be submitted by your servicing HR Component; see your Component HR DCIPS Transition POC. If desired, a spreadsheet for your use in completing this spreadsheet can also be provided. A sample spreadsheet is provided below:



DCIPS Transition
DDF Update Spreadst

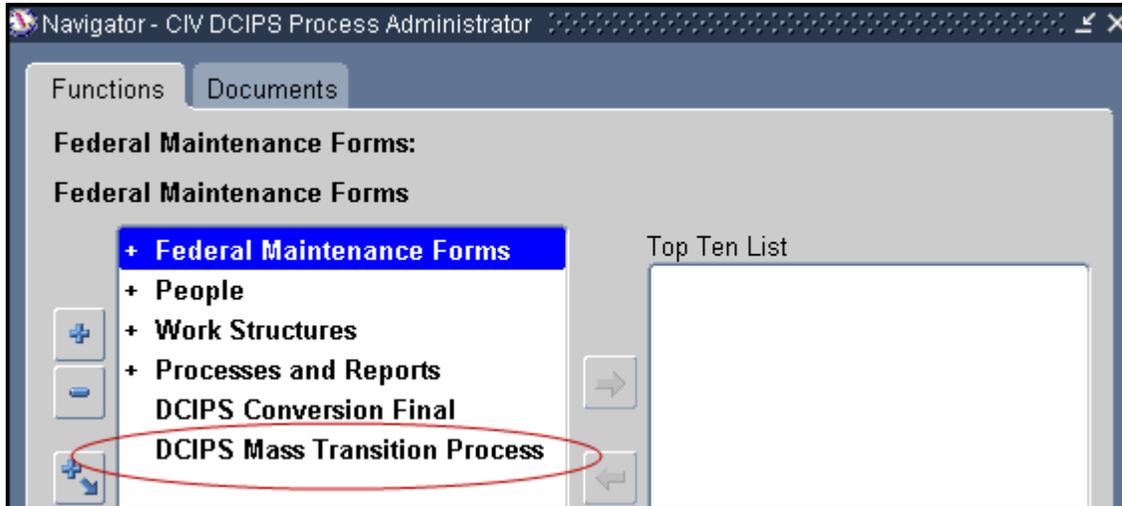
- g. A value for the data element 'Mission Category' located in the position **Multiple Agency Information** DDF is mandatory for 'GG' positions. If the value is null in the 'IA' position, it will be populated as null when the new 'GG' position is created and will not prevent the processing of the transition action. However, an edit requiring the data element to be updated will be received the next time the position is manually updated or validated.
4. **Review of Employee Records Prior to Transition.** It is recommended that a complete review of each employee's record be accomplished. Below is a list of data

elements that should be reviewed and corrected, if necessary, or personnel actions that must be accomplished before completing the transition process:

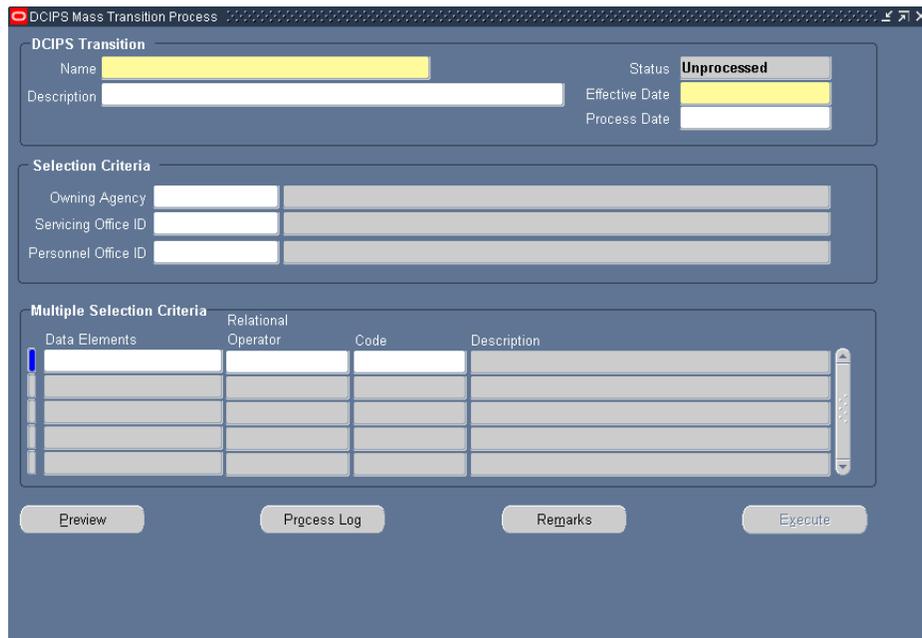
- a. **Temporary Assignment.** Employees on temporary assignments must be returned to their permanent position prior to processing the transition action. The record will fail if the employee is not returned to their permanent position at the time the transition is executed.
- b. **Temporary and Term Employees NTE Date.** Temporary and Term employees with NTE dates equal to or prior to the effective date of the conversion should not be processed through the mass transition process. The record will fail if the NTE date is equal to or prior to transition. These records will require manual processing.
- c. **Date Last Equivalent Increase.** The Date Last Equivalent Increase will be used in determining the projected WGI Due Date.
 - (1) If the date 'Last Equivalent Increase' in the 'Within Grade Increase' element entry is null or the element entry does not exist, an error message will be received. Prior to processing the record, update the date 'Last Equivalent Increase' or the record will fail.
 - (2) If the date in 'DCIPS Date Last Equivalent Increase' in the 'DCIPS Periodic Increase Info' DDF is greater than the date in 'Last Equivalent Increase' in the 'Within Grade Increase' element entry, the date in the 'DCIPS Periodic Increase Info' will be used as the Date Last Equivalent Increase. This does not apply if the 'Last Equivalent Increase' date is null.
 - (3) If the 'DCIPS Periodic Increase Pay Date Due' is not null and is less than the effective date of the transition, an error message will be received. Any periodic increases due prior to the transition effective date must be processed before the transition action.
 - (4) 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.
- d. **Non-Pay Hours.** If a full-time employee has more than 80 hours of non-pay hours or any part-time employees has any amount of non-pay hours, the record will fail. The record will need to be manually processed. Once the action is processed, the Date WGI Due will need to be adjusted for any excessive non-pay hours.

Section II. DCIPS Mass Transition Process Screen

- Using the ‘CIV DCIPS Process Administrator’ responsibility, navigate to ‘DCIPS Mass Transition Process.’



- There are four regions on the DCIPS Mass Transition Process screen:
 - DCIPS Transition
 - Selection Criteria
 - Multiple Selection Criteria
 - Buttons



- DCIPS Transition Region.** The DCIPS Transition Region fields are:

DCIPS Transition

Name

Description

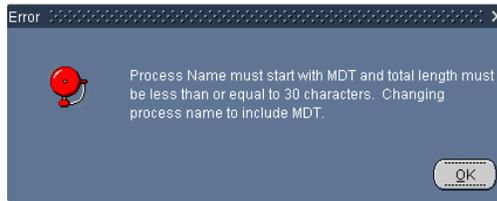
Effective Date

Process Date

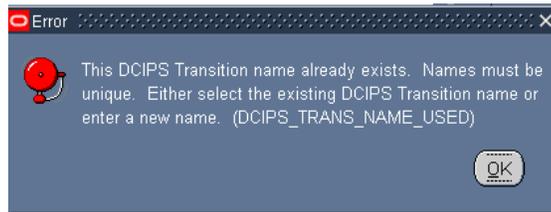
Status **Unprocessed**

(1) **Name:** This field is required. The Name must begin with ‘MDT’, must be a unique name, and limited to 30 characters.

- If the name does not begin with ‘MDT’ and/or is longer than 30 characters, the user will receive the following error message.’ Click OK. Once OK is clicked, the system will add ‘MDT’ to the beginning of the name and truncate any characters beyond the 30.



- If the user attempts to use a name that has already been created, the following error message will be displayed:



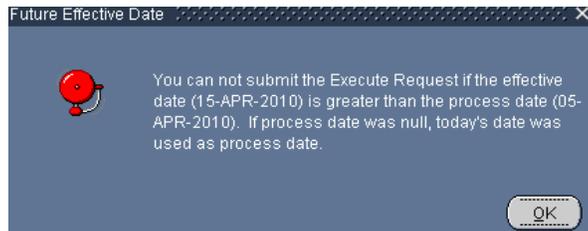
(2) **Description:** Optional – free form input area.

(3) **Status:** The field shows the progress of the transition and is automatically generated. The Statuses are:

- Unprocessed – The status will read “Unprocessed” until the Preview Button or Execute is selected. Status **Unprocessed**
- Submitted – The status will read “Submitted” once the Preview or Execute Button is selected and the process has not been completed. Status **Submitted**
- Preview Ready – The status will read Preview Ready once the Preview Button is selected and the preview is ready for review. Status **Preview Ready**
- Processed – The status will read Processed once the Execute Button is selected and the process has been completed. Status **Processed**
- Error – The status will read Error if an error occurs during submission. Status **Error**

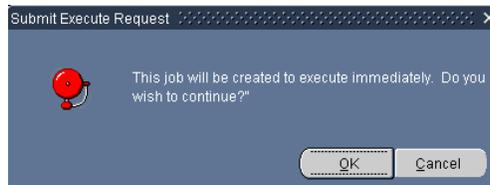
(4) **Effective Date:**

- This is required and is the effective date of the transition.
- If the user uses a different date while previewing data and then updates this field with a different date and rebuilds the preview, all records will be refreshed as of the Effective Date.
- The Effective Date can be a current, past or a future date when building the preview. The Effective Date must be a current or past date (based on the Process Date) when executing the process. If a future Effective Date is entered and the Process Date is null, the user will receive the following error message:



(5) **Process Date:**

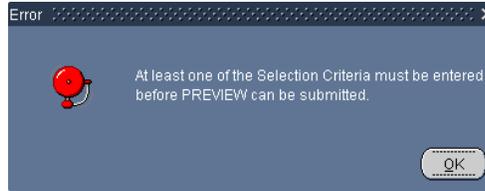
- This field is optional.
- If a future process date is entered and the user presses the Preview or Execute buttons, the process will be placed in a pending/scheduled status and will not execute until the process date is reached.
- If the Process Date is current or past, the Effective Date will be used to create the preview or create the personnel action.
- If the Process Date is null and user hits the Execute button, the following warning will be displayed:



b. **Selection Criteria Region.** The fields in Selection Criteria are:

- Owning Agency
- Servicing Office ID
- Personnel Office ID

- (1) While all these fields are optional, the user must enter at least one of the Selection Criteria fields. If the user does not enter any of these fields, the user will receive the following message:



- (2) If the user does not enter a Servicing Office ID in this region, the user will be allowed to enter multiple Servicing Office IDs in the Multiple Selection Criteria Region. If the SOID is entered in both the Selection Criteria Region and the Multiple Selection Criteria Region, the user will receive the following message:



c. **Multiple Selection Criteria Region.** The following columns are available:

Multiple Selection Criteria			
Data Elements	Relational Operator	Code	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(1) **Data Elements:**

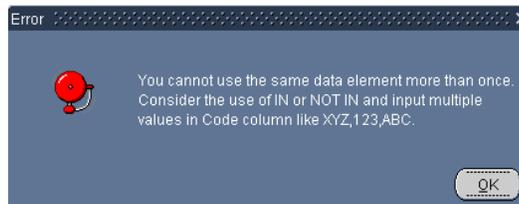
- (a) Listed below are the data elements that are available to filter records:

Data Element (See Note 1)	Selection Options
Agency Group	One or more values
Appointment Type	One or more values
BRAC Indicator	One or more values
Career Field (AF)	One or more values
Duty Location Code	One or more values

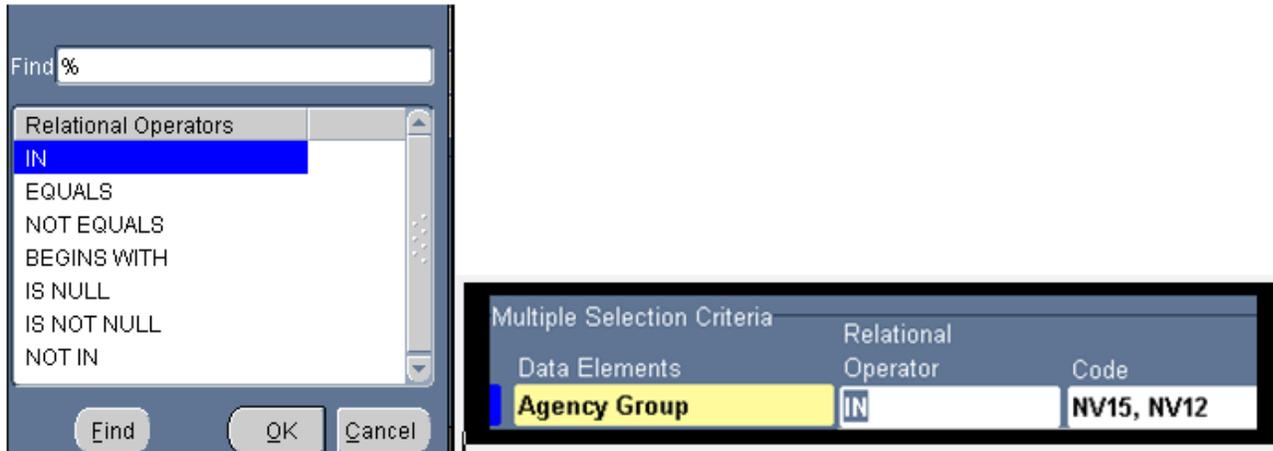
Data Element (See Note 1)	Selection Options
Grade	One or more values
Occupational Series	One or more values
Office Symbol	One or more values
Organization Structure Code	One or more values
PAS Code	One or more values
Pay Plan	One or more values
Pay Rate Determinant	One or more values
Position Occupied	One or more values
Position Type	One or more values
Positions Organization Address	One or more values
Pre-Spiral Indicator	One or more values
Region	One value
Servicing Office ID	One or more values (See Note 2)
Social Security Number	One or more values
Special Program Identifier	One or more values
Supervisory Status Code	One or more values
Tenure	One or more values
Unit Identification Code (UIC)	One or more values
Work Schedule	One or more values
Note 1: List of Values (LOV) will be associated with these data elements where applicable. An LOV will not be available for Social Security Number.	
Note 2: If the SOID has not been entered in the Selection Criteria region, the user is allowed to enter multiple SOIDs in the Multiple Selection Criteria region. The relational operator is limited to IN and NOT EQUAL for this data element in the Multiple Selection Criteria region.	

(b) If the Owning Agency is the only data element selected in the Selection Criteria, the user must enter at least one data element from this list.

(c) The user is not allowed to select the same data element in more than one row. If the user attempts to add a row with the same data element in either a previous row or in the Selection Criteria Region, the following message will be displayed:



(2) **Relational Operator:** The Relational Operator area allows the user to select Equals, Not Equals, Begins With, In, Not In, Is Null or Is Not Null. If the user selects In or Not In as the Relational Operator, commas are used as a separator.



(3) **Code:** The user will be able to enter the parameters associated with the data element in the Data elements column. If the Relational Operator is Equals or Not Equals, a drop down LOV is available to select from for all data elements except SSAN, Office Symbol, and Organizational Structure ID. If the Relational Operator is other than Equals or Not Equals, an LOV will not be available.

(4) **Description:** The Description area displays the clear text for the Code when the Relational Operator is Equals or Not Equals; otherwise, it will be null.

Note: To remove an empty row or a Data Element that is not needed from the Multiple Selection Criteria Region, use the Red X in the tool bar.



d. **Buttons Region:** The following buttons are available and will be explained in follow-on sections.

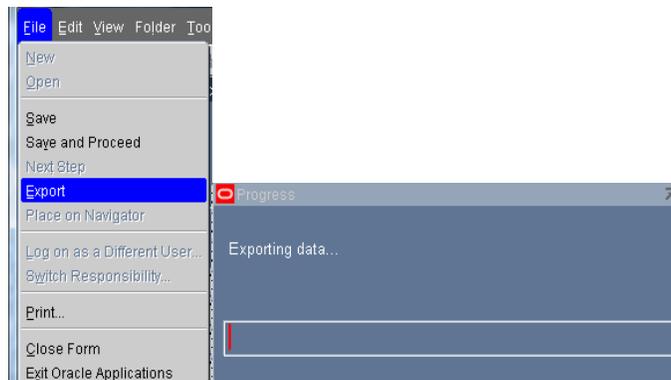


- Preview Button
- Process Log Button
- Remarks Button
- Execute Button

Section III: Preview Button/Preview Screen

1. General Information

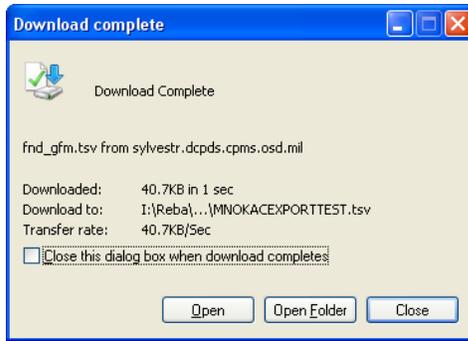
- a. **Select/Deselect Capabilities** – During the mass process, users have the ability to select/deselect records. The Select All/Deselect All capabilities will either select all or deselect all records in the Preview to include the records not visible on the screen.
- b. **Update capability** – During the Preview function, users cannot update any of the data elements. Any changes to data shown in the preview will require the user to access the person/position record, make the necessary changes and then rebuild the preview.
- c. **Export Capability** – Users can export the data from the Preview function.
 - (1) From the Preview Screen, click File/Export from the main toolbar



- (2) Click Save



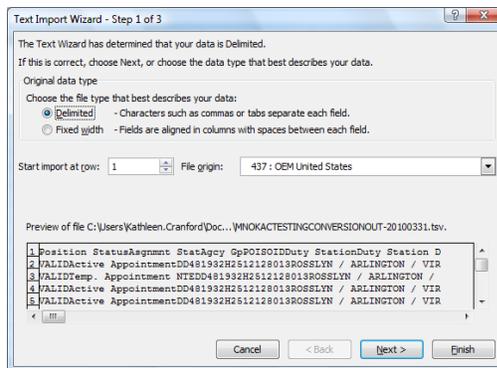
- (3) Once the download is completed, click Close



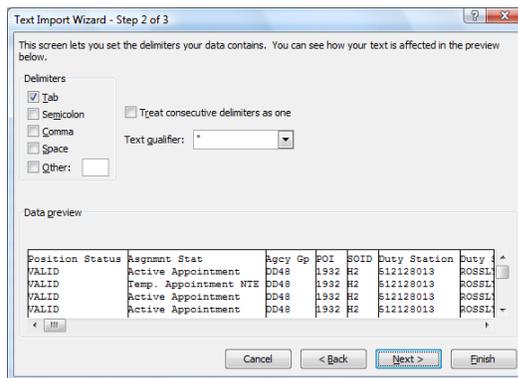
(4) Open Excel and navigate to the saved. The file is saved as a .tsv file so you will need to change the type of file to All Files



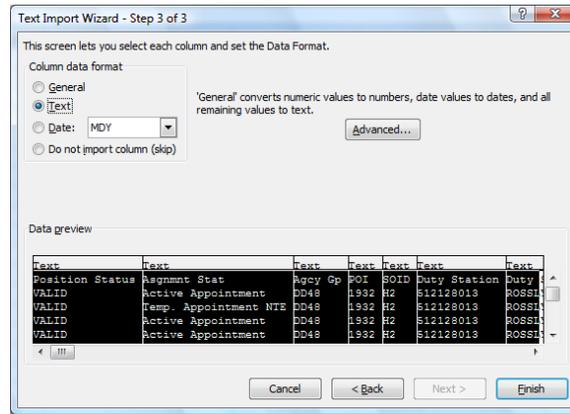
(5) Open Excel and navigate The Excel Text Import Wizard will open. Step 1 of 3 – make sure the Delimited radio button is selected and click Next



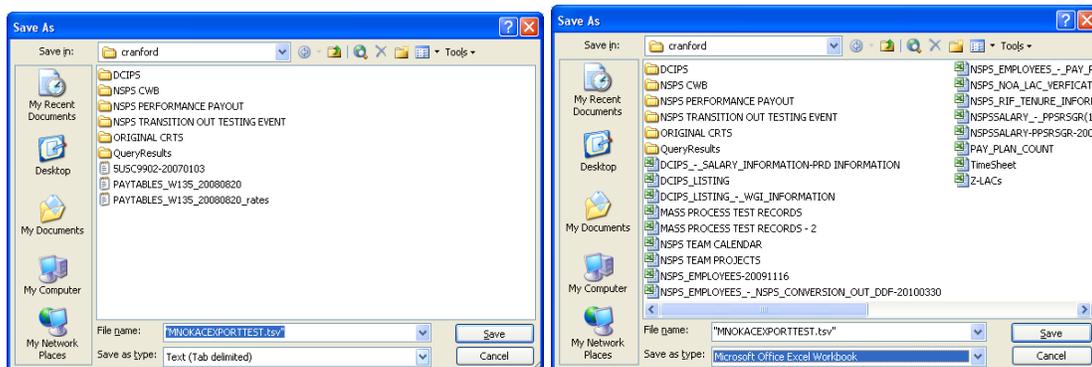
(6) Step 2 of 3 – Make sure the Tab Delimiter check box is checked and click Next



- (7) Step 3 of 3 – Highlight all of the cells within the spreadsheet by clicking in the first column, scroll all the way to the right and using the Control Button click in the last column. All columns should now be selected. Click the Text Radio Button. Click Finish



- (8) Save the files as an Excel Spreadsheet – change the type to Excel and click Save



2. Preview Button:

The Preview button has two functions:

- Building the initial and any subsequent previews, if required
- Previewing the records selected

a. **Building the Preview.** Once all fields have been completed in the DCIPS Mass Transition Process screen, select the Preview button to build the preview. If no Selection Criteria/Multiple Selection Criteria errors are encountered:

- (1) The Status will change from Unprocessed to Submitted for the initial Preview and from Preview Ready to Submitted for subsequent builds
- (2) The process will display a Request ID #

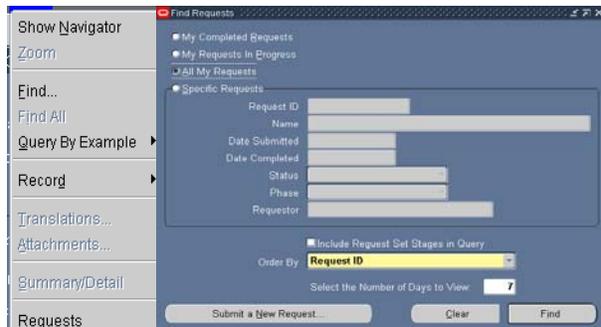


- a. Once the Preview has been created, the Status will change from Submitted to Preview Ready

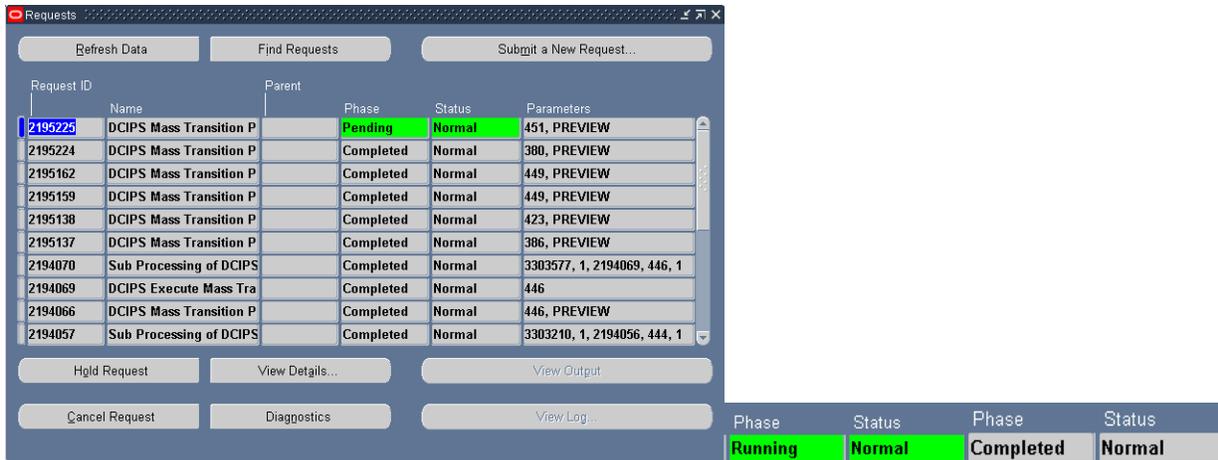
b. **Viewing the Status of the Preview:** This can be done in one of two ways:

(1) **View/Requests**

- (a) Navigate to the main toolbar; select View/Requests. Make sure the All My Requests radio button is selected and click the Find Button.



- (b) The latest process that was run will be at the top of the list. If the Phase is listed as running, click the Refresh Button. This may need to be done repeatedly until the process changes from Running to Completed.



- (c) The process will be available for viewing once the status changes from Running to Completed. Close this screen by using the X at the upper right hand corner.

- (2) **Re-querying the Process:** The user can re-query the process by clicking in the Name Field, click <F11> and input all or some of the process name followed by the % sign and then click <Ctrl F11> until the Status changes from Submitted to Preview Ready. Use the Down/Up arrows of the keyboard to locate your process when entering just the partial name.

The screenshot displays a list of DCIPS Transition records. Each record is shown in a separate panel with the following fields: Name, Description, Status, Effective Date, and Process Date. The first record is active and shows 'Submitted' status. The second record is disabled (greyed out). The third record is active and shows 'Preview Ready' status.

- c. **Viewing the Records in the Preview – Preview Ready Status:** Once the Status indicates 'Preview Ready', click the Preview button to view the records.

(1) **No Records Found:**

- (a) The following error message is displayed and upon clicking OK, the status is changed to Unprocessed.



- (b) Review your selection criteria and/or the DCIPS Transition DDF and make appropriate changes.

(2) **Records Found:**

The user has three options when accessing the Preview Screen:

- (a) Keep Existing: Will display the records selected during the Preview build.
- (b) Rebuild: Will re-create the Preview.
- (c) Cancel: Closes the request window and returns the user to the main screen.



- d. **Reviewing the Records in the Preview:** The user will be able to preview all records that meet the conditions in the Selection Criteria/Multiple Selection Criteria.

- (1) See Appendix 1 for a listing of data elements brought into the process as well as the business rules associated with the DCIPS Transition position DDF, pay setting rules determining Date Last Equivalent Increase and Date WGI Due.
- (2) See Appendix 2 for a listing of error conditions and error messages that will be displayed during the Preview.

Flag	Employee Name	Empl ID	Position Status	Assgmt Stat	Agcy Gp	POI	SOID	Duty Station
<input checked="" type="checkbox"/>		26383	VALID	Active Assign	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60333	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60334	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60336	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60335	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60337	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60338	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60339	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60340	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60327	VALID	Active Appoint	AFON	2195	9L	510100013
<input checked="" type="checkbox"/>		60331	INVALID	Active Appoint	AFON	2195	9L	510100013

- e. **Process Log:**

The Process Log is available after every Preview to ensure records did not error during the Preview process.

3. Preview Screen

- a. **Preview Screen Content**

- (1) Name
- (2) Effective Date
- (3) Select/Deselect checkbox for each row in the preview
- (4) Preview Records
- (5) Select/Deselect All Buttons

- b. **Preview Screen Business Rules**

- (1) All data elements display current information from DCPDS except those as identified in the Comments column.
- (2) None of the data elements identified in the preview are available for update.
- (3) Any “Alert Messages” requiring attention prior to executing the DCIPS Mass Transition Process are reflected as “Warning” messages or “Error” messages. Uncorrected “Error Message(s)” will cause the record to fail during the transition process. See Appendix 2 for alert messages.
- (4) Those columns identified as “Calculate” are calculated during the creation of the Preview Screen.

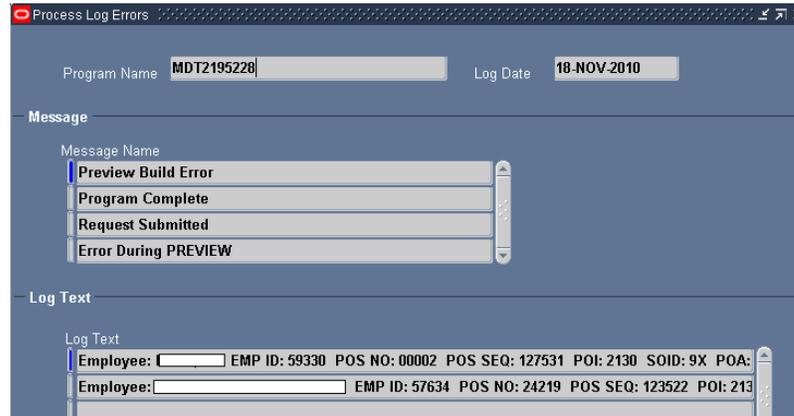
- (5) Date WGI Due is calculated from the Date Last Equivalent Increase data field – See Appendix 1 for business rules.
- (6) The “Preview Date” column indicates the date the most recent preview was created.
- (7) The Preview Screen for the mass process displays the columns identified in Appendix 1.
- (8) Preview Sort Rules – The data displayed in the preview screen is sorted by Employee Name and Employee ID.
- (9) Users have the ability to select and deselect records.
- (10) Users can export records to an Excel or Access Program so they can be reviewed off-line.

IV. Process Log Button

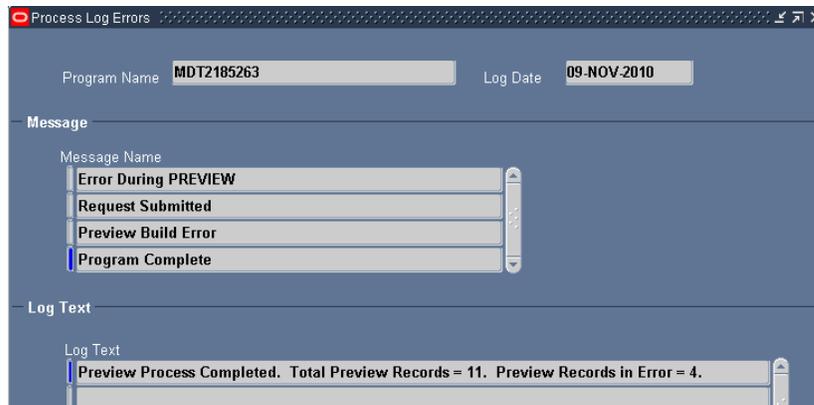
(The Process Log Program Name will be MDT followed by the Request ID.)

1. Preview Process Log

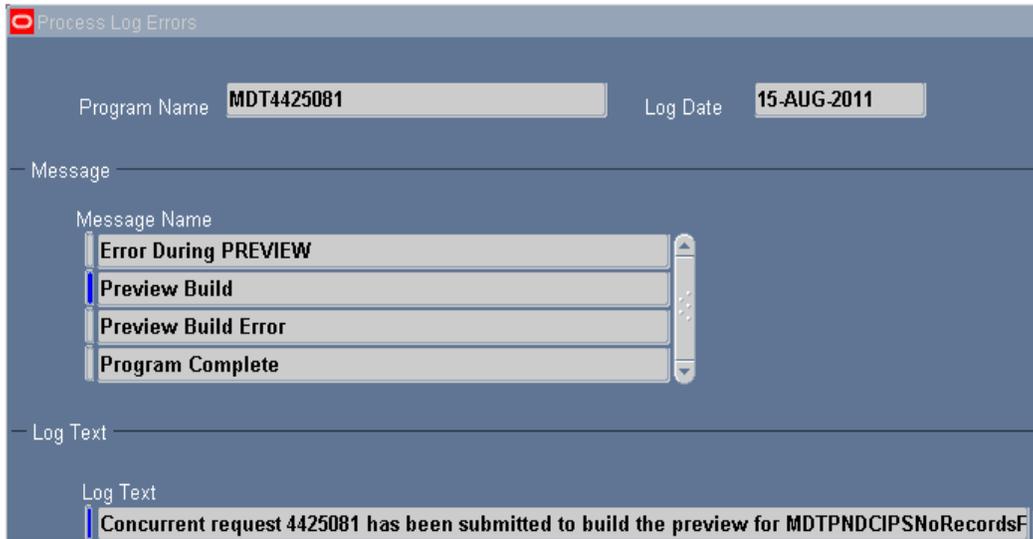
a. Preview Build Error: Provides a listing of those employees where an error message was received during the preview process.



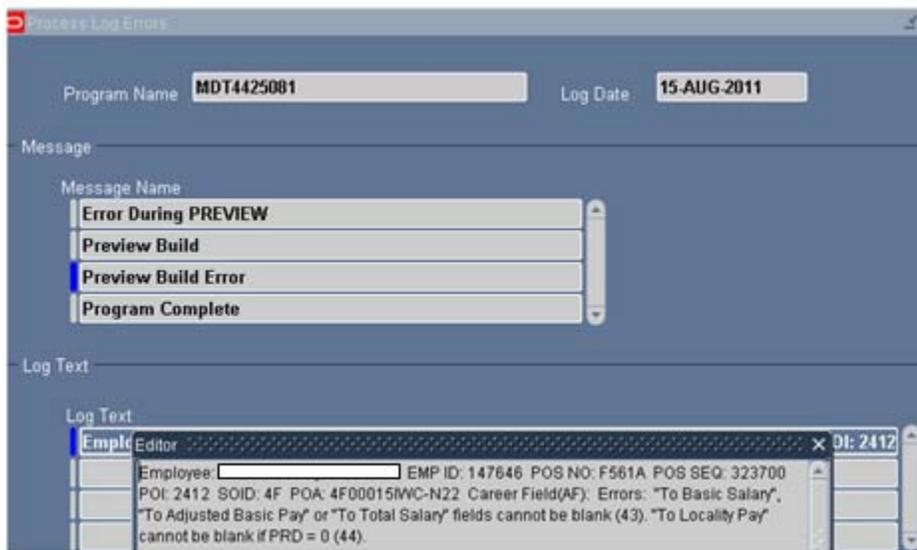
b. Program Complete: Displays the number of records included in the preview and the number of errors.



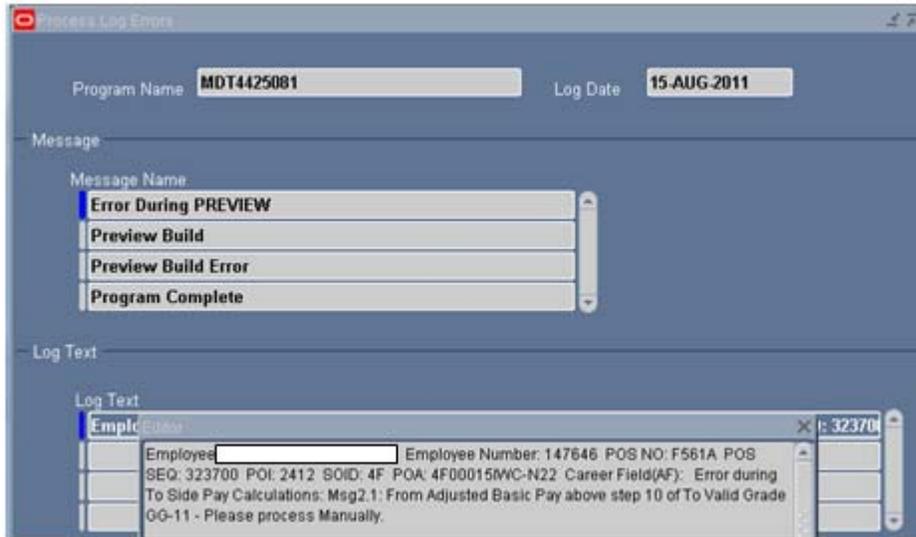
c. Preview Build: Displays the request that was submitted for the Preview Build.



d. Preview Build Error: Displays errors encountered in the Preview build.

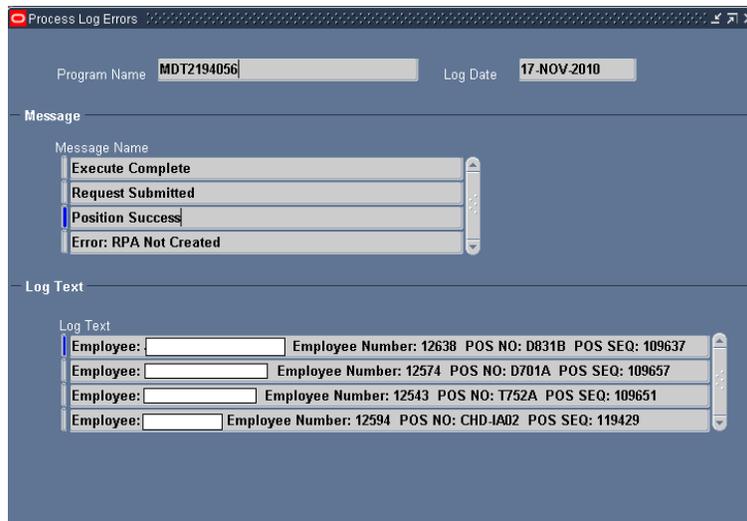


e. Error During PREVIEW: Displays errors encountered during Preview build.

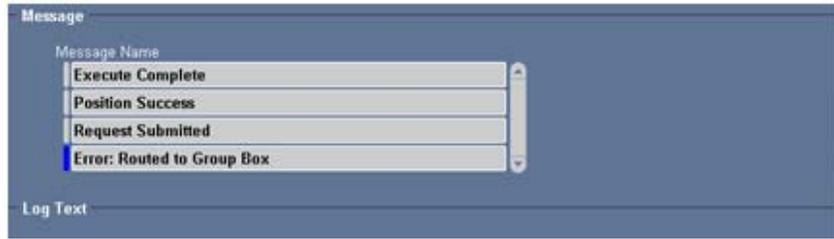


2. Execute Process Log

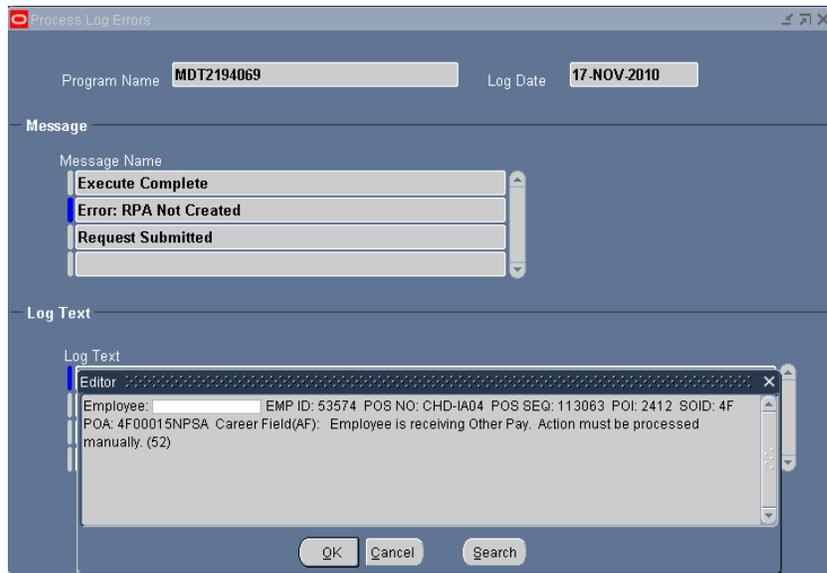
- a. Position Success: Displays the records that were successfully updated to HR.



- b. Position Error: Displays the positions that could not be quick copied and/or validated due to error conditions in the employee's current position.
- c. Error: Routed to Group Box: Displays records where the system was able to create an RPA; however, an error condition exists in the record that prevents the RPA from updating to HR (i.e., the position is Invalid).



d. Error: No RPA Created: Displays records where the system was unable to create an RPA.



e. Unknown Error: Displays records with error conditions that prevent the system from creating an RPA (e.g., position does not exist as of the effective date of the action, etc.).

Section V: Execute Button

1. General Information

- a. Once completed, the Status field is updated to Processed or Error.
- b. Processed Status - Once the Status shows Processed, the Preview button changes to Processed Record.
 - (1) Processed Records button shows only those records that were selected in the Preview that were processed.
 - (2) To Position Sequence Number auto-populates in the Preview Screen if the position was successfully created.
 - (3) User has the ability to toggle between processed, unprocessed and all records.
 - (4) Users can export the data to an Excel Spreadsheet or Access Database.

2. Creating the GG Position

Upon execution if the Position Status = "Valid", the position is quick copied as follows:

- a. Position data elements identified in DCIPS Transition DDF are changed.
- b. The position "Start Date", "Hiring Start Date" and the "From Date" of the new position is set to the Effective Date of the Mass Transition minus 1-day.
- c. The Position Detail "Type" does not change.
- d. All positions have an "Active" Hiring Status.
- e. If the Obligated Employee SSAN is not null and the Expiration Date is greater than the effective date of the transition, the data residing in the US Federal Position Obligated DDF is copied to the new position.
- f. Air Force Unique Requirement: Since the construction of the GG position could result in more than four positions being linked to an Air Force Manpower PCN until such time as the "From" positions are end-dated, the CIV_MPWR_MPWR_PCN_4 edit is bypassed, which states "All four authorizations for this Manpower PCN have been filled. Review those authorizations to determine which one to remove before re-inputting this transaction. If you wish to continue update of this position, you must delete the Manpower PCN, which can be found in the Air Force Active Guard and Reserve, Air Force Appropriated Fund, or Air Force Local National (CIV_MPWR_MPWR_PCN_4)."
- g. The From Position NTE Date (if greater than the effective date of transition) is copied to the Position NTE Date data element located in the Position Additional Details DDF.
- h. Data in the Personnel System Indicator in the Extra Information → US Fed Alternate System DDF is not copied to the new position.
- i. Data in the DoD Enterprise Program Area Position Data DDF is copied to the new position.
- j. The Intelligence Position Ind in US Federal Position Group 2 is set to "2" if not a "2".
- k. The new position is marked as "Valid".
- l. Replaces existing position in the hierarchy with the new position.

3. Request for Personnel Action Required Updates

- a. Nature of Action (NOAC) and Legal Authority Code (LAC)

- (1) NOAC = 890
- (2) LAC = UAM
- (3) LAC Description = 10 U.S.C. 1601
- b. **Effective Date** is the date entered in the DCIPS Mass Transition Process screen.
- c. **Remarks** - See Appendix 3 for those remarks that will be automatically generated by the mass process and adding remarks unique to the set of records in the preview
- d. **Date Last Equivalent Increase, Projected Date WGI Due, Pay Date and WGI Status**
 - (1) Date Last Equivalent Increase is updated from the value contained in the preview screen.
 - (2) Projected Date WGI Due – Projected Date WGI Due is calculated using the value in the Date Last Equivalent Increase as indicated in Appendix 1.
 - (3) WGI Pay Date – WGI Pay Date is calculated using the value in the Projected Date WGI Due.
 - (4) WGI Status – Updated to Grant WGI
- e. **Drawdown Action ID** is set to “0” (Not Applicable)
- f. **Calculation Pay Table** – Calculation Pay Table field located in People → Enter and Maintain → Assignment → Extra Information → US Fed Assignment RPA DDF is updated with to the value used in the Pay Calculation routine.
- g. **Assignment Status** – The Assignment Status does not change as a result of the conversion action.
- h. **Duty Status** – The Duty Status located in People → Enter and Maintain → Assignment → Extra Information → US Federal Assignment Non RPA must not change as a result of the transition.
- i. **Experience History** – Air Force Unique Requirement – An experience history entry is triggered to CPDSS at the time of conversion for all NOAC 890 transactions updated to HR.
- j. **Output to PARIS** – Air Force Unique Requirement – All 890 transactions are output to PARIS at the time the action is updated to HR.
- k. **EOPF** – Agency Unique Requirement – All NOAC 890 transactions are output to EOPF at the time the action is updated to HR for the appropriate agencies.

4. Person Record Update

- a. **Alternate Personnel System Info DDF:** Enter and Maintain>Extra Information>Alternate Personnel System Info DDF “APS Departure Date” is updated to the effective date of the transition and the “APS Departure NOA” is updated to 890 in the most current row.

Extra Person Information

Type

Alternate Personnel System Info

Extra Person Information

Personnel System Indicator Defense Civilian Intelligence Personnel System (DCIPS)

APS Entry Date

APS Entry NOA

Mass Conversion Flag Yes

APS Departure Date

APS Departure NOA

APS WGI Buy In Amount

APS WGI Buy In Status Awarded

OK Cancel

b. **DCIPS Periodic Increase Info DDF** : As this DDF is no longer applicable, the DDF is end-dated as of the effective date minus 1 day of the transition.

Extra Person Information

Type

DCIPS Periodic Increase Info

DIS Secu Extra Person Information

DoD Ente

DoD Ente

FEGLI Op

Handicap

Informati

Initial Ac

Local Nat

DCIPS Grade Equivalent

DCIPS Step Equivalent

DCIPS Date Last Equivalent Increase

DCIPS Date Periodic Increase Due

DCIPS Periodic Increase Pay Date Due

DCIPS Postponement Effective

DCIPS Postponement Determ Due

Details

OK Cancel Clear Help

Section VI: Payroll Interface

A PAY500 payroll record is created once the RPA has been updated to HR.

Section VII: Follow-on Actions

1. Pending RPA actions (Status equals Future Action) with an effective date greater than the effective date of the transition must be cancelled by the user.
2. When RPAs are successfully processed, the notifications generated and sent to the In-Box will be closed automatically (without user intervention).
3. NPA (SF50) Printing – When the mass transition is executed and the NPA's are created, the 2nd page of the NPA will be suppressed so that only the first page will be generated for printing purposes.
4. Automatic printing of the SF-50s will be suppressed. Users will need to process a Batch Print to print the SF-50s.

Appendix 1: DCIPS Transition Data Elements and Business Rules

Line	Data Elements to be Displayed	Preview Column Name	Comments	Modification Category
1	Employee Name	Name		Person
2	Employee ID	Empl ID		
3	Position Status	Position Status	See Note 1	
4	Assignment Status	Asgnmt Stat		Assignment
5	Agency Group	Agcy Gp		Position
6	Personnel Office ID	POI		Position
7	Servicing Personnel Office ID	SOID		Position
8	Duty Station	Duty Station		Person
9	Duty Station Description	Duty Station Description		Person
10	Unit Identification Code/PAS Code	UIC/PAS		Position
11	Organization Structure Code	Org Struc Cd		Position
12	Office Symbol	Ofc Sym		Position
13	Positions Organization Address (ORGANIZATION NAME)	POA		Position
14	Position Type	Posn Type		Position
15	From Position Number	From Posn Nbr		Position
16	To Position Number	To Posn Nbr	DCIPS Transition DDF See Note 2 and 6	
17	From Position Sequence Number	From Posn Seq		Position
18	To Position Sequence Number	To Posn Seq	Note 3	
19	From Position Title	From Posn Title		Position
20	To Position Title	To Posn Title	DCIPS Transition DDF See Note 2 and 6	
21	From Valid Grade	From Valid Grade		Position
22	To Valid Grade	To Valid Grade	DCIPS Transition DDF See Note 2 and Note 7	
23	From Target Grade	From Targ GR		Position

Line	Data Elements to be Displayed	Preview Column Name	Comments	Modification Category
24	To Target Grade	To Targ GR	DCIPS Transition DDF See Note 2 and Note 7	
25	From Occupational Series	From Series		Position
26	To Occupational Series	To Series	DCIPS Transition DDF See Note 2 and 6	
27	From Competitive Level	From Comp Level		Position
28	To Competitive Level	To Comp Level	DCIPS Transition DDF See Note 2 and 6	
29	From Occupation Category Code	Fr Occ Cat Cd		Position
30	To Occupation Category Code	To Occ Cat Cd	DCIPS Transition DDF See Note 2 and 6	
31	From Step	From Step		Assignment
32	To Step	To Step	Calculate See Note 4	
33	From Pay Table ID	From Pay Tbl ID		Pay
34	To Pay Table ID	To Pay Tble ID	DCIPS Transition DDF See Note 2 and Note 8	
35	From Pay Rate Determinant	From PRD		Assignment
36	To Pay Rate Determinant	To PRD	Calculate See Note 4	
37	Locality Percent	Loc Pct		Pay
38	From Basic Pay	From Basic Pay		Pay
39	To Basic Pay	To Basic Pay	Calculate See Note 4	
40	From Locality Pay	From Locality Pay		
41	To Locality Pay	To Locality Pay	Calculate See Note 4	
42	From Adjusted Basic Pay	From Adj Basic Pay		Pay
43	To Adjusted Basic Pay	To Adj Basic Pay	Calculate See Note 4	Pay

Line	Data Elements to be Displayed	Preview Column Name	Comments	Modification Category
44	From AUO	AUO		Pay
45	From Availability Pay	From Avail Pay		Pay
46	To Availability Pay	To Avail Pay		
47	From Other Pay	From Other Pay		Pay
48	To Other Pay	To Other Pay		
49	From Total Salary	From Total Salary		Pay
50	To Total Salary	To Total Salary	Calculate See Note 4	
51	Date Last Equivalent Increase	DLEI	See Note 5	WGI
52	Projected Date WGI Due	Proj Date WGI Due	See Note 5	
53	From Supervisory Status	From Supvy Stat		Position
54	To Supervisory Status	To Supvy Stat	DCIPS Transition DDF See Note 2 and 6	
55	From Responsibility Level	From Resp Lvl		Position
56	To Responsibility Level	To Resp Lvl	DCIPS Transition DDF See Note 2 and 6	
57	FLSA	FLSA		Position
58	Bargaining Unit ID	BUS		Position
59	Appointment Type			Person
60	Date Conversion Due			Person
61	Handicap Code			Person
62	Type of Employment			
63	Creditable Military Service			Person
64	Duty Status Code			Person
65	Non-Pay-Hours			Person
66	Service Obligation Type Code			Person
67	Service Obligation Start Date			Person
68	Service Obligation End Date			Person
69	Retention Incentive Biweekly Percent			Person
70	Retention Incentive Biweekly From Date			Person

Line	Data Elements to be Displayed	Preview Column Name	Comments	Modification Category
71	Retention Incentive Biweekly To Date			Person
72	Foreign Language Proficiency Pay			Person
73	From Supervisory Differential	From Supvy Differential		
74	From Type Employee Supervised	From Type Emp Supv		Position
75	To Type Employee Supervised	To Type Emp Supv	DCIPS Transition DDF See Note 2 and 6	
76	From Work Category	From Work Cat		Position
77	To Work Category	To Work Cat	DCIPS Transition DDF See Note 2 and 6	
78	From Work Level	From Work Lvl		Position
79	To Work Level	To Work Lvl	DCIPS Transition DDF See Note 2 and 6	
80	From LMS Indicator	From LMS		Position
81	To LMS Indicator	To LMS	DCIPS Transition DDF See Note 2 and 9	
82	Alert Messages	Alert Messages	See Section XI	
83	Preview As of Date	Preview Date	Capture date of most recent preview	
<p>Note 1: The quick copy process must only work if the Position Status = “Valid”. If the Position Status <> “Valid”, then an error message must be displayed in the Alert Message Area.</p>				
<p>Note 2: These position data elements are updated from the DCIPS Transition Position DDF, and must not be updateable. If the DCIPS Transition Position DDF data elements must be changed, the user will need to update the DDF in DCPDS and then accomplish a new preview.</p>				
<p>Note 3: Sequence Number will be automatically generated during the DCIPS Mass Transition Process</p>				
<p>Note 4: See Appendix 1 for instructions on pay setting and step setting rules; these fields must not be updateable by the user</p>				

Line	Data Elements to be Displayed	Preview Column Name	Comments	Modification Category
			<p>Note 5: If the date in ‘DCIPS Date Last equivalent Increase’ in the DCIPS Periodic Increase Info DDF is greater than the date in ‘Last Equivalent Increase’ in the Within Grade Increase element entry, populate Date Last Equivalent Increase (Item 51) with that date else use the date in ‘Last Equivalent Increase’. Projected Date WGI Due must be calculated using the GG rules for calculating the Date WGI Due using the value in the Date Last Equivalent Increase (Item 51) and the To Step value except if the Projected Date WGI Due calculates to a date less than the ‘Effective Date’ of the transition, then set the Projected Date WGI Due to the same date as the ‘Effective Date’ of the transition.</p>	
			<p>Note 6: If no value is found in the DDF, populate this field with the existing value in the “From” position</p>	
			<p>Note 7: If a value is found in the Valid Grade or Target Grade in the DCIPS Transition DDF that is other than GG (first two), produce an error message “Invalid Pay Plan – Pay Plan must equal GG”. If no value is found in the Target Grade, populate the To Target Grade with the value from the Valid Grade in the DCIPS Transition DDF.</p>	
			<p>Note 8: If no value is found in the DCIPS Transition DDF, populate the field with “0000”. The ‘To’ Pay Table must not equal “IA00”; produce an error message “Invalid Pay Table – Pay Table must not equal “IA00”.</p>	
			<p>Note 9: If a value is found in the LMS Indicator in the DCIPS Transition DDF, then populate the To LMS with that value. If no value is found in the LMS Indicator in the DCIPS Transition DDF and the From position LMS Indicator is other than “IA0000”, then populate the To LMS with that value else populate the To LMS as null.</p>	

1. DCIPS Transition Position DDF Fields

a. The position data elements are brought into the preview process from the DCIPS Transition DDF in the DCIPS 'IA' position. All of these fields are protected from update. If the data element needs to be updated, the user must update the information in DCPDS and then create a new preview. The 'Valid Grade' is mandatory; this data element is populated with the value found in the DDF. If a value is found in the DDF that is other than GG, the user will receive Error message "Invalid Pay Plan – Pay Plan must equal GG."

b. The following data elements are populated with the existing value found in the 'IA' position when there is not a value found in the 'DCIPS Transition' DDF:

- (1) Position Number
- (2) Position Title
- (3) Occupational Series
- (4) Competitive Level
- (5) Occupation Category
- (6) Supervisory Status
- (7) Responsibility Level
- (8) Type Employee Supervised
- (9) Work Category
- (10) Work Level

c. These remaining data elements are populated as indicated below when the data element does not contain a value in the 'DCIPS Transition' DDF:

- (1) Target Grade: The 'Target Grade' is populated with the value found in the 'Valid Grade' data element in the 'DCIPS Transition' DDF.
- (2) Pay Table: The 'Pay Table ID' is populated with '0000'.
- (3) LMS Indicator: The 'LMS Indicator' is populated as NULL when the LMS Indicator in the 'IA' position equals 'IA0000'. If the 'LMS Indicator' is other than 'IA0000' in the 'IA' position and if there is not a value in the 'LMS Indicator' data element in the 'DCIPS Transition' DDF, then the 'LMS Indicator' is populated with that value. Note: If the 'LMS Indicator' in the 'DCIPS Transition' DDF contains a value, that value will populate to the newly created 'GG' position.

2. Determining "To Step", "To PRD" and Pay Setting Calculations

a. All calculations will be based on the employee's "From Adjusted Basic Pay" and the Adjusted Basic Pay of the "To Valid Grade" except where the employee continues to have a LMS Indicator of other than IA0000 or when the "From PRD" is '0' and the "From Adjusted Basic Pay" is capped at EX-04 (currently 155500) or up to EX-04 + 5% (Currently 163273). In those situations the "From Basic Pay" and the Basic Pay of the "To Valid Grade" will be used.

- b. Perform the following steps to determine the “To Step”, the Calculation Pay Table ID, and the “To PRD”. Only those records with a “To PRD” equal to 0 that can be set to PRD 0 (falls on Steps 1 thru 10) or PRD 4 (falls above Step 10 up to the equivalent of Step 12) or PRD J (falls above Step 12 but does not exceed either 150% of Step 10 of the To Valid Grade and EX-04) will be processed by this mass process; all others will be done manually. Pay calculations must be made at the time the preview is executed and populate the “To Step” (Line #32), To Pay Rate Determinant (Line #36), “To Basic Pay” (Line #39), “To Adjusted Basic Pay” (Line #43), and “To Total Salary” (Line #50) with the new values. Do not allow the user to update any of these fields from the preview screen.
- c. Once the “To Step” has been determined, all pay calculations (basic pay, locality and adjusted basic pay) must be made based on the “To Step” of the appropriate pay table except when Step is set to 00 and PRD is set to 4 or J.
- d. “To Step”
 - (1) “To Pay Table” = 0000 and “To LMS” is null and “From Adjusted Basic Pay” is less than EX-04 (currently 155500) and “From PRD” is ‘0’:
 - (a) Compare the “From Adjusted Salary” against the applicable GG pay table with locality for the “To Valid Grade”.
 - (b) If the “From Adjusted Salary” is equal to or lower than the 10th step of the GG pay table plus locality, then set the step at the lowest step that is equal to or higher than the “From Adjusted Salary”.
 - (c) If the “From Adjusted Salary” is greater than the 10th step of the applicable GG pay table plus locality, but equal to or less than Step 12 with locality, set the Step to ‘00’ and the PRD to ‘4’. Populate the ‘To’ salary fields with the same values contained in the ‘From’ salary fields.
 - (d) If the “From Adjusted Salary” is greater than the 12th step of the applicable GG pay table plus locality and is equal or less than 150% of the 10th Step of the “To Valid Grade” and is equal or less than EX-04, the employee will be placed on pay retention; set the Step to ‘00’ and the PRD to ‘J’. Populate the ‘To’ salary fields based on pay retention rules; i.e. Basic Pay is updated to reflect the same value as the Adjusted Basic and Locality is changed to ‘0’. If “From Adjusted Salary” exceeds either 150% of the 10th Step of the “To Valid Grade” or EX-04, do not process this record as it will need to be done manually. Provide alert message as identified.
 - (2) “To Pay Table” = 0000 and “To LMS” is not null and “From PRD” is ‘0’:
 - (a) Compare the “From Basic Salary” to the applicable GG pay table without locality using the “To Valid Grade”.

- (b) If the “From Basic Salary” is equal to or lower than the 10th step of the GG basic pay table (without locality), then set the step at the lowest step that is equal to or higher than the “From Basic Salary”, compute the “To Locality Pay” by comparing the percentage from the “To LMS” table and the Locality Percentage based on the Locality Pay Area and use whichever is higher and calculate the new “To Adj Basic Pay”. If basic pay plus locality exceeds the Adjusted Basic Pay Cap, the locality/TLMS must be reduced accordingly.
- (c) If the “From Basic Salary” is greater than 10th step of the applicable GG basic pay table (without locality), but equal to or less than Step 12, set the Step to ‘00’ and the PRD to ‘4’. Populate the ‘To’ salary fields with the same values contained in the ‘From’ salary fields.
- (d) If the “From Basic Salary” is greater than the 12th step of the applicable GG basic pay table (without locality) and the “From Adjusted Basic Pay” is equal or less than 150% of the 10th Step of the “To Valid Grade” and is equal or less than EX-04, the employee will be placed on pay retention; set the Step to ‘00’ and the PRD to ‘J’. Populate the ‘To’ salary fields based on pay retention rules; i.e. Basic Pay is updated to reflect the same value as the Adjusted Basic and Locality is changed to ‘0’. If the “From Adjusted Basic Pay” exceeds either 150% of the 10th Step of the “To Valid Grade” or EX-04, do not process this record as it will need to be done manually. Provide alert message as identified.
- (3) “To Pay Table” = 0000 and “To LMS” is null and “From Adjusted Basic Pay” is equal or greater than EX-04 (currently 155500) and “From PRD” is ‘0’:
- (a) Compare the “From Basic Salary” to the applicable GG pay table without locality using the “To Valid Grade”.
- (b) If the “From Basic Salary” is equal to or lower than the 10th step of the GG basic pay table (without locality), then set the step at the lowest step that is equal to or higher than the “From Basic Salary”, compute the “To Locality Pay” by comparing the percentage from the “To LMS” table and the Locality Percentage based on the Locality Pay Area and use whichever is higher and calculate the new “To Adj Basic Pay”. If basic pay plus locality exceeds the Adjusted Basic Pay Cap, the locality/TLMS must be reduced accordingly.
- (c) If the “From Basic Salary” is greater than 10th step of the applicable GG basic pay table (without locality), but equal to or less than Step 12, set the Step to ‘00’ and the PRD to ‘4’. Populate the ‘To’ salary fields with the same values contained in the ‘From’ salary fields.
- (d) If the “From Basic Salary” is greater than the 12th step of the applicable GG basic pay table (without locality), do not process this record as it will need to be done manually. Provide alert message as identified.

- e. If the “From PRD” is not equal to ‘0’, do not process this record as it will need to be done manually. Provide alert message as identified.
 - f. Pay Calculations – Using the steps assigned above, follow the GG Pay Calculation routine for all except for those with To LMS. For those with To LMS, compare the percentage for the LMS Indicator and the OPM locality percentage for the Locality Pay Area and use whichever is higher to determine the locality pay. Total Pay should remain capped at the EX-01 level. Adjusted Basic Pay should remain capped at EX-04 (currently 155500) unless Duty location equals 02, 15, AQ, CQ, GQ, MC, PQ or VQ which is capped at EX-04 plus 5% (currently 163275).
- 3. Projected Date WGI Due**
- a. Using the Date Last Equivalent Increase in Item 51 (the date that is the greater of ‘DCIPS Date Last Equivalent Increase’ in the DCIPS Periodic Increase Info DDF or the ‘Last Equivalent Increase’ in the ‘Within Grade Increase’ element), the Date WGI Due will be calculated using the WGI functionality in place for GG positions. (i.e., if the “To Step” = 01 and Date Last Equivalent Increase = 1/2/2011 then Projected Date WGI Due = 1/1/2012).
 - b. If the Projected Date WGI Due is less than the effective date of the transition date, the ‘Projected Date WGI Due’ will be set to the same date as the effective date of the transition date.
 - c. The Projected Date WGI Due will be populated into the employee record upon Update HR and is being provided as a check to ensure the Date Last Equivalent Increase value will produce a future value (or date same as the effective date of the transition) in the Date WGI Due field once Update HR has been executed.
 - d. Do not calculate the Date WGI Due if Appt Type = “3A”, “3C”, 3H, “4M”.

Appendix 2: DCIPS Transition Error Conditions, Preview Alert Messages and Process Log Entries

RULE	Error or Warning Condition	Upon Preview: Alert Message	Upon Execution: Action/Process Log Entry
POSITION EDITS			
1	If the Position NTE is less than the effective date of the conversion	Error: Position NTE (populate with the position NTE) is less than the effective date of the conversion. If this position is to be converted, update the Position NTE with a future date and execute a new preview. (1)	Fail record. Annotate process log with "Position NTE is less than the effective date of the conversion."
2	If the pay plan portion of the "To Valid Grade" <> "GG"	Error: The Pay Plan portion of the "To Valid Grade" or "To Target Grade" must equal GG. (2)	Fail record. Annotate process log with "Invalid Pay Plan"
3	If "From Position Effective Date" is greater than the effective date of conversion	Error: Position contains future dated changes – user will need to remove change. (3)	Fail record. Annotate process log with preview alert message.
4	If the pay plan portion of the "To Target Grade" <> "GG",	Error: The Pay Plan portion of the "To Target Grade" does not equal GG. (4)	Fail record. Annotate process log with "Invalid To Target Grade"
6	If the "From Position Number" and the "To Position Number" are different	Warning: The "From Position Number" and the "To Position Number" are different. (6)	No Action Required
7	If the "From Position Title" and the "To Position Title" are different (case insensitive)	Warning: The "From Position Title" and the "To Position Title" are different. (7)	No Action Required
8	If the "From Occupational Series" and the "To Occupational Series" are different	Warning: The "From Occupational Series" and the "To Occupational Series" are different. (8)	No Action Required
9	If the "To Pay Table" = IA00	Error: "To Pay Table" cannot equal IA00. (9)	Fail record. Annotate process log with preview alert message.
10	If the "From Supervisory Status" and the "To Supervisory Status" are different	Warning: The "From Supervisory Status" and the "To Supervisory Status" are different. (10)	No Action Required
11	If the "From Responsibility Level" and the "To Responsibility Level" are different	Warning: The "From Responsibility Level" and the "To Responsibility Level" are different. (11)	No Action Required
12	If "From Competitive Level" and the "To Competitive Level" are different	Warning: The "From Competitive Level" and the "To Competitive Level" are different. (12)	No Action Required
13	If "From Work Level" and the "To Work Level" are different	Warning: The "From Work Level" and the "To Work Level" are different. (13)	No Action Required
14	If the "From Occupational Category Code" and the "To Occupational Category Code" are different	Warning: The "From Occupational Category Code" and the "To Occupational Category Code" are different. (14)	No Action Required

RULE	Error or Warning Condition	Upon Preview: Alert Message	Upon Execution: Action/Process Log Entry
15	If “From Valid Grade” = IA-01 and the “To Valid Grade” is not between GG-01 and GG-07	Error: If “From Valid Grade” = IA-01, then “To Valid Grade” must be between GG-01 and GG-07. (15)	Fail record. Annotate process log with preview alert message.
16	If “From Target Grade” = IA-01 and the “To Target Grade” is not between GG-01 and GG-07	Error: If “From Target Grade” = IA-01, then “To Target Grade” must be between GG-01 and GG-07. (16)	Fail record. Annotate process log with preview alert message.
17	If “From Valid Grade” = IA-02 and the “To Valid Grade” is not between GG-07 and GG-10	Error: If “From Valid Grade” = IA-02, then “To Valid Grade” must be between GG-07 and GG-10. (17)	Fail record. Annotate process log with preview alert message.
18	If “From Target Grade” = IA-02 and the “To Target Grade” is not between GG-07 and GG-10	Error: If “From Target Grade” = IA-02, then “To Target Grade” must be between GG-07 and GG-10. (18)	Fail record. Annotate process log with preview alert message.
19	If “From Valid Grade” = IA-03 and the “To Valid Grade” is not between GG-11 and GG-13	Error: If “From Valid Grade” = IA-03, then “To Valid Grade” must be between GG-11 and GG-13. (19)	Fail record. Annotate process log with preview alert message.
20	If “From Target Grade” = IA-03 and the “To Target Grade” is not between GG-11 and GG-13	Error: If “From Target Grade” = IA-03, then “To Target Grade” must be between GG-11 and GG-13. (20)	Fail record. Annotate process log with preview alert message.
21	If “From Valid Grade” = IA-04 and the “To Valid Grade” is not between GG-13 and GG-14	Error: If “From Valid Grade” = IA-04, then “To Valid Grade” must be between GG-13 and GG-14. (21)	Fail record. Annotate process log with preview alert message.
22	If “From Target Grade” = IA-04 and the “To Target Grade” is not between GG-13 and GG-14	Error: If “From Target Grade” = IA-04, then “To Target Grade” must be between GG-13 and GG-14. (22)	Fail record. Annotate process log with preview alert message.
23	If “From Valid Grade” = IA-05 and the “To Valid Grade” is not GG-15	Error: If “From Valid Grade” = IA-05, then “To Valid Grade” must equal GG-15. (23)	Fail record. Annotate process log with preview alert message.
24	If “From Target Grade” = IA-05 and the “To Target Grade” is not GG-15	Error: If “From Target Grade” = IA-05, then “To Target Grade” must equal GG-15. (24)	Fail record. Annotate process log with preview alert message.
25	If the “To LMS” = IA0000	Error: “To LMS” cannot equal IA0000 (25).	Fail record. Annotate process log with preview alert message.

EMPLOYEE EDITS

RULE	Error or Warning Condition	Upon Preview: Alert Message	Upon Execution: Action/Process Log Entry
27	If employee is currently on a Temporary Promotion, Temporary Reassignment, Temporary Position Change.	Error: Empl must be returned to perm posn. (27)	Fail record. Annotate process log with "Empl must be returned to perm posn".
28	If Appointment Type, Tenure or Position Occupied is null for encumbered positions.	Error: Check Appt Type, Tenure, Posn Occupied – one or more value is null. (28)	Fail record. Annotate process log with preview alert message.
29	If Appointment Type in ("10","15","20","30","32","34","38","40","42","44","1B","2B","2D","4A").	Error: Invalid Appt Type. (29)	Fail record. Annotate process log with preview alert message.
30	If the 'To PRD' is other than 0, 4, J or if the 'From PRD' is other than 0	Error: Action must be processed manually. (30)	Fail record. Annotate process log with preview alert message
31	Rule removed – not used.		
32	If Appointment Type = 2F and Dt VRA Conversion Due is null or is less than or equal to date of conversion.	Error: VRA Conversion Date (populate with VRA Conversion Date) is less than effective date or is null. (32)	Fail record. Annotate process log with preview alert message.
33	If Appointment Type = 3A, 3C, or 4M and Temporary Appointment NTE is null or is less than or equal to the date of the conversion.	Error: Temporary Appointment NTE Date (populate with Temporary Appt NTE Date) is less than effective date or is null. (33)	Fail record. Annotate process log with preview alert message.
34	If Appointment Type = 3F or 3H and Limited Appointment NTE is null or less than or equal to the date of the conversion.	Error: Limited Appointment NTE (populate with Limited Appointment NTE Date) is less than effective date or is null. (34)	Fail record. Annotate process log with preview alert message.
35	If "To PRD" is null	Error: "To PRD" must not be null. (35)	Fail record. Annotate process log with preview alert message.
36	"From Pay Rate Determinant" is different than "To Pay Rate Determinant"	Warning: Pay Rate Determinant has been changed. (36)	No Action Required
37	If Date Last Equivalent Increase is null	Error: Date Last Equivalent Increase cannot be null. Verify and update value in DCPDS. (37)	Fail record. Annotate process log with preview alert message.
38	Rule removed – not used.		
39	If "Projected Date WGI Due" is less than the effective date of the action or if 'DCIPS Periodic Increase Pay Date Due' is not null and is less than the effective date of the action	Error: Date WGI Due cannot be less than the effective date of this action. Please review and update the Date Last Equivalent Increase in DCPDS as appropriate. (39)	Fail record. Annotate process log with "Date WGI Due is less than effective date

RULE	Error or Warning Condition	Upon Preview: Alert Message	Upon Execution: Action/Process Log Entry
40	If “Projected Date WGI Due” is null and To step is between 01 and 09 and Appointment Type equals 1A, 1C, 2A, 2C, 2F, 3F, 4C .	Error: Check Date Last Equivalent increase date. (40)	Fail record. Annotate process log with preview alert message.
41	If employee has any future dated action (e.g. Update HR Complete) that is effective on or after the effective date of conversion	Error: Conversion action must process before any future dated action. (41)	Fail record. Annotate process log with preview alert message.
42	If employee’s Assignment area (Start Date) is greater than the effective date of conversion	Error: Employee’s record contains an Assignment change that is after the effective date of conversion. (42)	Fail record. Annotate process log with preview alert message.
43	If “To Basic Salary”, “To Adjusted Basic Pay” or “To Total Salary” is null	Error: “To Basic Salary”, “To Adjusted Basic Pay” or “To Total Salary” fields cannot be blank. (43)	Fail record. Annotate process log with preview alert message.
44	If “To Locality Pay” is null and PRD = 0 or 4	Error: “To Locality Pay” cannot be blank if PRD = 0 or 4. (44)	Fail record. Annotate process log with preview alert message.
45	If “To Adjusted Basic Pay” is less than “From Adjusted Basic Pay”	Error: “To Adjusted Basic Pay” cannot be less than “From Adjusted Basic Pay”. (45)	Fail record. Annotate process log with preview alert message.
46	Rule removed – not used.		
47	If Appointment Type <> “3A”, “3C” and (Work Schedule = F and Non-Pay Hours > 80 hours or Work Schedule = G, I, P, Q, S and Non-Pay Hours > 0)	Error: Employee has excessive Non-Pay Hours. This action must be processed manually. (47)	Fail record. Annotate process log with preview alert message.
48	If the employee is receiving Foreign Language Proficiency Pay	Error: FLPP must be terminated prior to conversion. Action must be processed manually. (48)	Fail record: Annotate process log with preview alert message.
49	Rule removed – not used.		
50	If the employee is receiving Supervisory Differential Pay	Error: Record must be reviewed to determine if employee is entitled to Supervisory Differential Pay. Action must be processed manually. (50)	Fail record. Annotate process log with preview alert message.
51	If the Position Status = “Invalid”	Error: Position Status is invalid. Unless the position is validated, the record will fail. (51)	Fail record. Annotate process log with preview alert message.
52	If the employee is receiving any Other Pay (other than Supervisory Differential Pay, FLPP,)	Error: Employee is receiving Other Pay. Action must be processed manually. (52)	Fail record. Annotate process log with preview alert message.

RULE	Error or Warning Condition	Upon Preview: Alert Message	Upon Execution: Action/Process Log Entry
53	If “From Adjusted Basic Pay” is less than EX-IV pay cap and upon transition out, the “To Adjusted Basic Pay” exceeds the EX-IV pay cap and Duty Location (first two) does not equal 02, 15, AQ, CQ, GQ, MQ, PQ or VQ	Warning: “Locality Pay” will be reduced and “To Adjusted Basic Pay” will be set at the EX-IV pay cap. (53)	No Action Required
54	If “From Adjusted Basic Pay” is less than EX-IV pay cap plus 5% (rounded down) and upon transition out, the “To Adjusted Basic Pay” exceeds the EX-IV pay cap plus 5% (rounded down) and Duty Location (first two) equals 02, 15, AQ, CQ, GQ, MQ, PQ or VQ	Warning: “Locality Pay” will be reduced and “To Adjusted Basic Pay” will be set at the EX-IV pay cap plus 5%. (54)	No Action Required
55	If the To Step does not equal a value between 01 – 10 if PRD = 0 or does not equal 00 if PRD 4 or J	Error: Action must be processed manually. (55)	Fail record. Annotate process log with preview alert message

Appendix 3: Remarks

1. Auto-populated Remarks:

If	And	Conditions	Then Remark Code is	And Remark is
Employee is not on pay retention prior to transition; action results in the employee's DCIPS adjusted salary exceeding assigned GG grade		"From PRD" = 0 and "To PRD" = J	X40	Employee is entitled to pay retention.
Total salary includes availability pay		Availability Pay > 0 and Premium Pay Indicator = J	P99	Salary in block 20 includes availability pay of \$_____.
Total salary includes supervisory differential		Supervisory Differential Pay is not null	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		"To PRD" is equal to '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.

2. Preview Unique Remarks

- The user can add one or more remarks that apply only to the selected records.
- Upon selecting the Remarks button, use remark code 'ZZZ' and then enter the applicable remark.
- Preview Unique Remarks will be appended to the auto-populated remarks.
- If the remark is entered erroneously, use the Red X in the main tool bar to remove the remark.



The screenshot shows a window titled "DCIPS Mass Transition Remarks" with a table containing the following data:

Code	Description
ZZZ	