

# Department of Defense Civilian Personnel Management Service



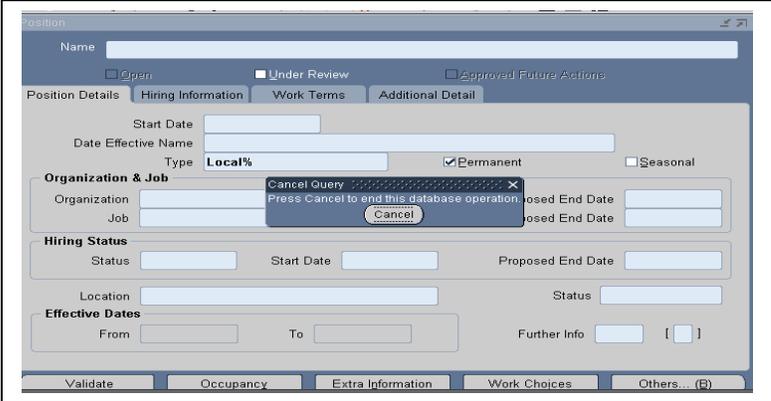
<b>DCPDS Functional /Technical Tips and Observations</b>	<b>03-05</b>	<b>29-August-2003</b>
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1. **Position/Person Date-Track When Going Through RPA.** While a user is in an RPA, they occasionally find that either the Position or Person record needs to be updated before update to HR can occur. The user can go into the Position or Person area without closing the RPA by clicking on the Person or Position Taskflow button at the bottom of the screen. Once the user has entered the Position or Person area, ***it is important that the user date-track to the effective date of the RPA action before making any changes.*** Once the changes have been saved or validated, the user can return to the RPA and update HR. When users fail to date-track, regions end up with records that have problems when processing later actions, especially if it involved any retroactive changes, cancellations, corrections, etc. NOA 740 Position Change action is an example of where users must go into the Person area before update to HR can happen – failure to date-track when this area is updated can cause problems when the retained grade is to be terminated – Remedy 14210 documents a current problem where users did not date-track before updating the retained grade area and now a problem occurred when NOA 702 Promotion did not terminate the retained grade area as it should.

2. **11i DCPDS User Guide.** The 11i DCPDS User Guide is now available on the CPMS web site. The address is: [http://www.cpms.osd.mil/regmod/index\\_enterprise.html](http://www.cpms.osd.mil/regmod/index_enterprise.html) When the Reg/Mod page appears, select *Defense Civilian Personnel Data Systems (DCPDS)*. The next screen gives you the option to select *11i User Guide*. The 11i User Guide is available by Module and Chapter for easier access. Eventually, the Table of Contents will be linked to each module so users can go right to the Module and Chapter from the Table of Contents. Please make use of the guide and send your questions via email to [peggy.york@randolph.af.mil](mailto:peggy.york@randolph.af.mil).

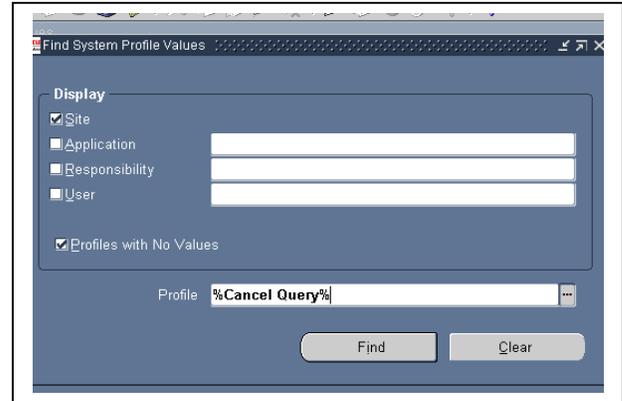
3. **TSP Catch Up Contributions and LWOP.** Will DFAS resume TSP Catch Up Deductions when an employee returns to duty? If the employee returns to duty in the same pay year and TSP Catch Up contributions were deducted prior to the employee going on LWOP, DFAS will restart the contributions without any further actions from personnel. DFAS will systematically end the TSP Catch Up Deductions at the end of the pay year. So, if the employee's LWOP should extend into a new pay year, then it would be necessary for the employee to submit a new election when they return to duty.

4. **Cancel Query Function in 11i.** During 11i SQT testing and in response to a problem report that said the F4 key did not work to cancel a query, a new functionality was discovered. In reality, the F4 button does work to cancel a query ***before*** you run it (i.e., you go into query mode and then decide you don't want to query). Once the query is initiated, however, the F4 doesn't stop it - in 10.7, users would use Control C to cancel a query. This new functionality now provides a pop-up screen a few seconds after the query had been initiated and gives the user a chance to cancel the query. Here is a sample of what it looks like:

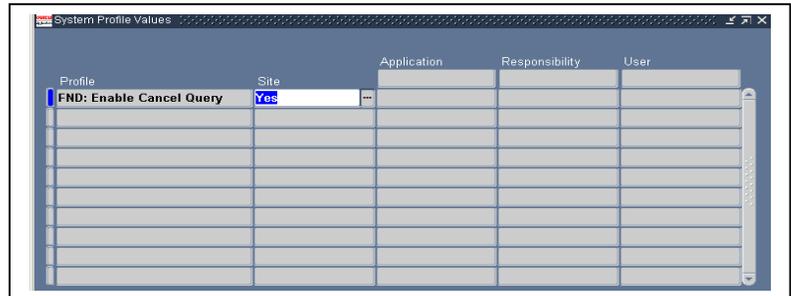


If you want the query to continue running, do nothing. The pop up will remain on the screen and can be used anytime until the query is returned. If you **do not** want to continue with the query, click on Cancel and the query will stop.

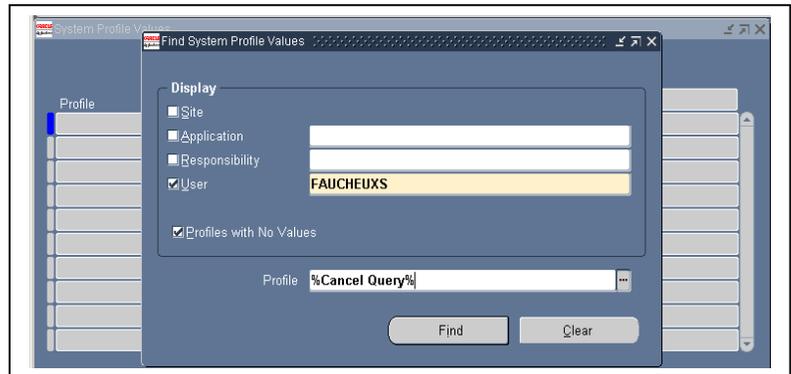
This new feature was enabled at the site level when the system first came up under 11i. However, this feature can be set up either at the site level or the user level. If you want to set it up so that all of the users in your region get the pop-up message, use the CIVDOD SysAdmin Region GUI responsibility. Navigate to Profile>System. Leave the Site box checked and query in the profile field as follows:



The profile name you want is “FND: Enable Cancel Query.” You can either type it in or query using any combination of the profile name. In this case, I entered %Cancel Query%. The following screen appears. If you put “Yes” in the Site field, all the users will get the Cancel Query pop-up message. If you don’t want all the users to get the pop-up message, put “No” in the Site field.

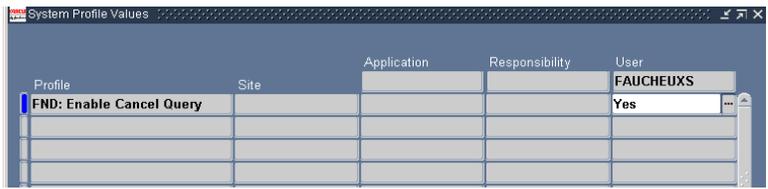


If the message is not set up for the entire region, you can still set up the message for individual users or responsibilities. Again, use the CIVDOD SysAdmin Region GUI responsibility. Navigate to Profile>System. Uncheck the Site box and check the User or Responsibility box. Input the user’s name in the User field. Find the FND: Enable Cancel Query profile.



The following screen will come up:

Set the User field at "Yes" and the user will get the cancel query pop-up message.



Profile	Site	Application	Responsibility	User
FND: Enable Cancel Query				FAUCHEUXS Yes

**5. New OPM Classification**

**Standard 1603.** The new Occupational Series of Equipment, Facilities, and Services Assistance, GS-1603 will be delivered to the field in Patch 50.10, September 14, 2003 instead of Patch 50.4, August 29, 2003. Until this series has been added to DCPDS, users will not be able to build positions with this series.

6. POC is CPMS-AMD, San Antonio, DSN 487-6500 or Commercial (210) 652-6500.