



# Quick Guide To Submitting Summer Hire RPA

(To be used in conjunction with the DCPDS Desk Guide for Managers)



1. Select "Request for Personnel Action" from the Navigator list, and click "Open".
2. Select "Recruit / Fill" and click "Open".
3. Complete blocks 3, 4, 5 and 6. The RPA must be signed in blocks 5 and 6 by the requestor and authorized manager.

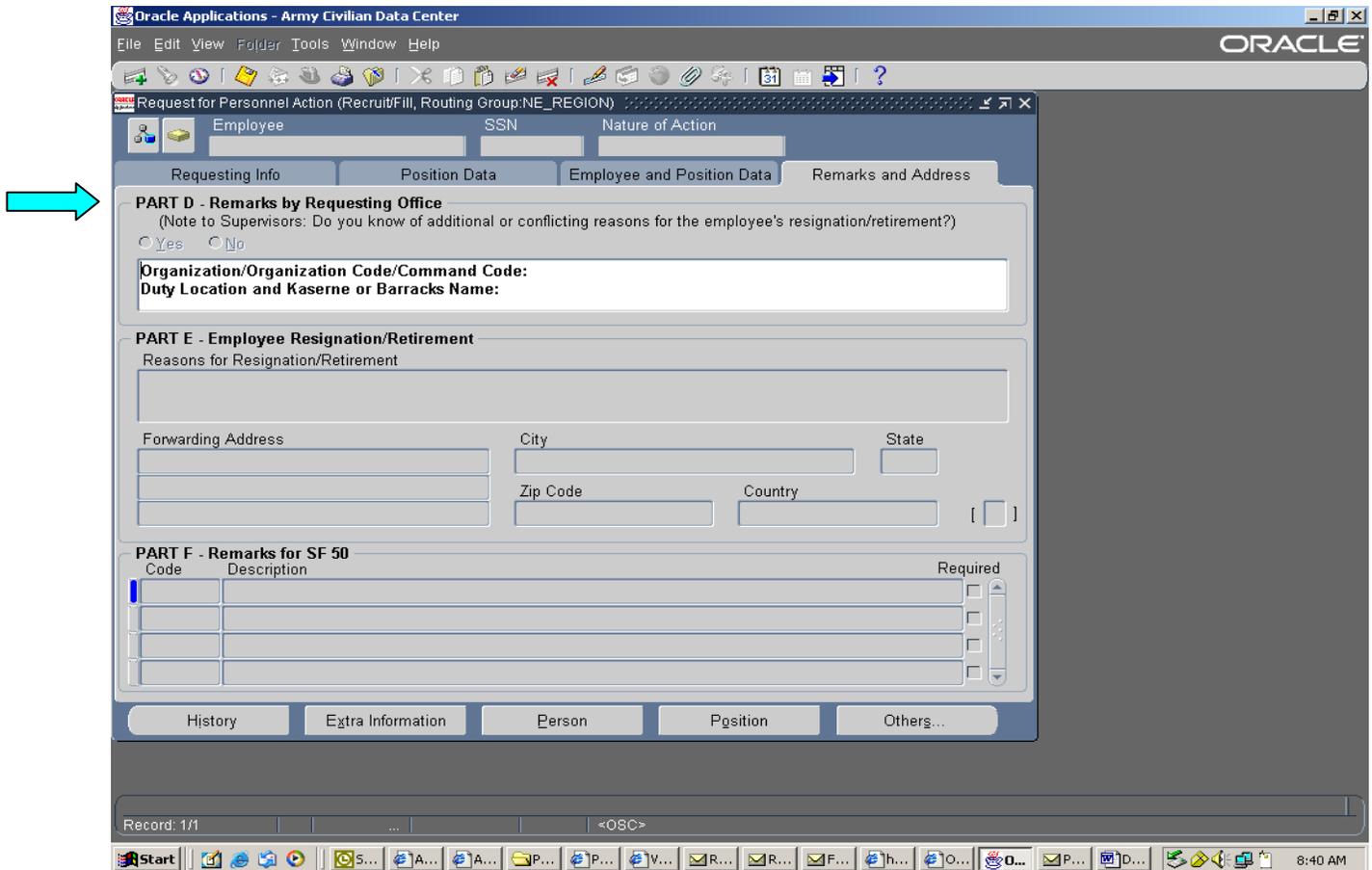
The screenshot displays the Oracle Applications interface for the Army Civilian Data Center. The main window is titled "Request for Personnel Action (Recruit/Fill, Routing Group:NE\_REGION)". The form is divided into several sections:

- Requesting Info**: Includes fields for "1 Actions Requested" (Recruit/Fill), "2 Request Number" (04FEB0HMCPOCX699506), "3 For Additional Information Call (Full Name)", "Telephone Number" (375-9817), "4 Prop. Eff. Date" (28-JUN-2004), "5 Action Requested By (Full Name)", "Title", "Request Date", "6 Action Authorized By (Full Name)", "Title", and "Concurrence Date".
- PART B - For Preparation of SF 50**: Includes fields for "1 Last Name", "First Name", "Middle Name", "2 Social Security Number", "3 Date of Birth", and "4 Effective Date".
- FIRST ACTION**: Includes fields for "5-A Code", "5-B Nature of Action", "5-C Code", "5-D Legal Authority", "5-E Code", and "5-F Legal Authority".
- SECOND ACTION**: Includes fields for "6-A Code", "6-B Nature of Action", "6-C Code", "6-D Legal Authority", "6-E Code", and "6-F Legal Authority".

At the bottom of the form, there are tabs for "History", "Extra Information", "Person", "Position", and "Others...". The status bar at the bottom indicates "FRM-40400: Transaction complete: 2 records applied and saved." The taskbar at the bottom shows various application icons and the system clock at 6:29 AM.

4. Click on the "Remarks and Address" tab.





7. Save your action by clicking the yellow diskette icon located in the upper left corner of the toolbar. Click "Yes" when prompted, to route your action. An RPA number will be generated. Record the RPA number for future reference.
8. In the next dialog box "Routing", select "Save and hold in personal inbox" and click "Ok".
9. Access your Civilian Inbox, select the RPA and click "Respond".
10. Click "Save". Click "Yes" to route your action.
11. In the next dialog box "Routing", select "Person" and click "Ok".
12. Locate your RMO from the "Person" listing, then click "Ok".
13. Once the RPA has been reviewed / approved by the RMO and is ready to be submitted to the CPAC, the RPA should be routed to the appropriate Summer Hire Groupbox. Please contact your servicing CPAC for specifics.