GLOSSARY

THIS PAGE INTENTIONALLY LEFT BLANK

GLOSSARY

AFNG - Air Force National Guard

AGR - Air Guard Reserve

ARNG – Army National Guard

ASCII File (American National Standard Code for Information Interchange) - The format in which to input and save data.

Address - External (home) mailing address or internal (work) mailing address.

Ad Hoc - User-created reports using a query tool.

Alternate Position Hierarchy - The customized version of position hierarchy using POA.

Application Error Message - A message window that appears and indicates an error and halts the log-in process.

APPR – Appropriated Fund

Assignment - Links the People records with the Position records.

Assignment Type - Identifies whether the person is an Applicant or Employee.

AutoRIF Extract - Produces a Retention Register for Reduction In Force (RIF) purposes. It is a separate application and operates externally using data extracted from DCPDS.

BP&E (Benefits, Pay and Entitlements) - data, e.g., basic pay, FEGLI, WGI, etc.

BUS – Bargaining Unit Status

Business Rules - Validates records behind the scene based on Component policies, procedures, and laws.

CMIS (Corporate Management Information System) - The central systemic update (within 24 hours) of regional data for DoD. Main usage is for Component headquarters with viewing and reporting capability only.

CPCN -(Civilian Position Control Number) - A combination of PD number and Sequence Number used to attach the core document to the RPA and uniquely identify a specific position.

CPDF (Civilian Personnel Data File) - An OPM system for storing statistical data on all appropriated fund employees. Being replaced by EHRI.

CSU Application (Customer Support Unit) - An application that provides civilian personnel data to HR specialists, supervisors and managers at their desktop workstations.

CSU (Customer Support Unit) - An on-site personnel office that handles the face-to-face customer activities for civilian personnel operations.

CSV (Comma Separated Values) – A way of separating fields of data on a spreadsheet. This is a system process to separate columns. See also Comma Delimited Files.

Concurrent Manager - Processes or updates a transaction for the region and then transmits to corporate database.

Civilian Inbox - A system folder that displays notifications that were 1) initiated by you, 2) routed to you, 3) canceled actions, and 4) actions updated to the database.

Comma Delimited File - An efficient format to FTP documents to another server, each data field is "delimited" by a comma to mark its beginning and end, the file extension name is .csv.

Core Document - The core document or Position Description (PD) generated by the COREDOC application integrates the PD, performance standards, work plan and training requirements into a single document.

Current Record Indicator - Identifies a record on a window as being the current or "active" record.

DCPDS – Defense Civilian Personnel Data System

DCPS - Defense Civilian Payroll System

DTS (Data Transfer System) - Used to transfer information to CMIS.

Data Field - System view or entry area; a window where you enter, view, update, or delete information.

Date Track - A tool for viewing, maintaining, and making a change to a record at any given time – past, present or future.

Date Track History - An area that contains date tracked changes/actions in HR.

Dated Information - Information about locations, organizations, job, and other work structures with a From and To date on the Request for Personnel Action.

Default Folder - The folder/window that opens when you access your Civilian Inbox.

Demo OGC (Occupational Group Code) - Used by Department of Navy Laboratory Demonstration Projects.

Demo Project - Legislation authorizes DoD to conduct demonstration projects that experiment with new and different personnel management concepts to determine whether such change in personnel policy or procedures would result in improved Federal personnel management.

Discoverer - A query tool for obtaining adhoc and standard reports from the Oracle HR database.

DoD Organization Hierarchy - The centrally managed hierarchical relationship or structure of the various organizations comprising all or part of DoD. It identifies organizations starting at the Secretary of Defense and continues down through the various Components to the installation or base level or lower.

September 24, 2012

Downloading/Uploading – Commonly refers to the process of transferring files from a system on a network to another.

EEO – Equal Employment Opportunity

Element – A description of Pay, Benefits, and Entitlements (PB&E) data; e.g., basic pay, FEGLI, WIGI.

EHRI (Enterprise Human Resources Integration) - OPM-led e-Government initiative designed to leverage the benefits of information technology. Provides official governmentwide HR data and enables technology to support the federal employee lifecycle through informed human capital decision making. Maintains the integrity of the electronic Official Personnel Folder (eOPF), procting information rights, benefits and entitlements of federal employeesby offereing a standardized approach for HR record conversion. EHRI is replacing CPDF in many items.

EIT (Extra Information Type) - Customized field to capture additional information required by Component business rules.

Employee Number - A system-generated number, unique to an employee at each region**.**

End User Layer (EUL) - The process that provides users with the ability to create adhoc reports using the Discoverer product or other query tools.

eOPF - An electronic version of the paper Official Personnel Folder (OPF) providing Web-enabled access for federal employees and HR staff to view eOPF documents.

Error Message - Message received when business rules or conditions are not met within a DCPDS; prevents user from continuing in the process until the condition has been met.

EXITS – External Interface Transfer Server

External User - See Virtual Position definition.

Extra Information - A flexfield which contains information unique to DoD or a Component and is a single occurring item. See SIT (Special Information Type).

FEHB (Federal Employee Health Benefits) - The FEHB program is mandated and regulated by the Office of Personnel Management (OPM). Employees are allowed to elect, change, decline, or cancel health benefits under specific regulations.

FEPCA – Federal Employees Pay Comparability Act of 1990

FTP (File Transfer Protocol) - A standard Internet protocol or set of rules that provides for a simple way to exchange files between computers on the Internet.

Fastpath – A shortcut process that is accessed from the Navigation menu.

File name extensions – A system to name and identify files, e.g., doc, txt, csv, etc.

Flexfield – An area containing data that is made up of sub-fields or segments.

Folders - Provide on-line views of information that can be sorted, customized and exported to Word or Excel Spreadsheets.

Futures - Process which causes suspense actions and reports to be executed.

GPPA - Guide to Processing Personnel Actions

Ghostview - A behind-the-scenes application that allows viewing of the NPA/RPA.

Grade - The Pay Plan and Grade combination, i.e., GS-09.

Group Box - Used with Civilian Inbox to forward actions to appropriate offices. A Group Box allows a group of people to share a workload.

Hierarchy - An organization or position structure showing reporting lines or other relationships. Used for reporting and controlling access to DCPDS information. See Position Hierarchy, DoD Hierarchy, and Alternate Hierarchy.

Hierarchy Diagrammer - A feature that enables you to graphically create, maintain, view, modify, and print hierarchies.

Insertion Value - A pop-up window or area where you enter additional data.

Job - A series of duties, responsibilities, or tasks assigned to be performed by an individual employee or position. It also includes artificial series numbers for positions that otherwise have no Federal series requirement, i.e., virtual and external positions.

LAC - Legal Authority code used with Nature of Action codes.

LN (Local National) - Non-US citizen employees employed in overseas areas.

Life Events – Information about employees that can be triggered/identified to change/start/end employee benefits eligibility.

List of Values (LOV) - Possible data choices for the current data field.

Mapping rules - Unique criteria identified by Components used to determine which USA Staffing office event code is auto-generated in the event history of an RPA. DCPDS applies mapping rules the first time an RPA is routed to a trigger box.

NAF - Nonappropriated Fund

NGB - National Guard Bureau

NOA (Nature of Action) - In addition to the three-character OPM NOAs, DoD has four-character NOAs with separate printing instructions.

NPA - Notification of Personnel Action

Navigation List - A list or "menu" of options based on your assigned Responsibilities. The second window that is available after you open the system. If you have multiple responsibilities, you must select one before you go to the Navigation List.

Notification - A Civilian Inbox message that accompanies HR Forms being routed, such as the RPA.

Notifications Summary - See Civilian Inbox (folder) description.

OCT (Organizational Component Translation) - Reports a single occurrence of an organization displays regardless of the number of different Organization Hierarchies to which it belongs.

OPF (The Official Personnel Folder) - A file containing records that cover a civilian federal employee's civilian employment history.

OPM - Office of Personnel Management

Organization Name - See Position Address description.

PAD (Payroll and Personnel Application Data) - Individual employee pay and leave data from the pay period being reported and year-to-date accumulation.

PAS Code (Personnel Account Symbol) - A unique code identifier, similar to a UIC, used by Air Force to identify major organizational segments.

Performance Appraisal Application (PAA) – An automated application to manage the Performance Management program, i.e., performance plan, interim/midpoint reviews, etc.

PIP - Performance Improvement Plan

POA (Position's Organization Address) - Used on the RPA and NPA to fill in the position's organization address.

POI (Personnel Office Identifier) - An OPM assigned four-character number that automatically populates on positions after Servicing Office ID (SOID) and Regional Codes are entered. Also known as Submitting Office Number (SON).

POID (Payroll Office Identification) - Two character value that identifies the DFAS database (e.g., DE).

Payroll Interface - Electronic transmittal of data fields common to both personnel and payroll systems.

Personal Inbox - A civilian inbox assigned to each user for receiving notifications.

Position - Individual work duties assigned; not job.

Position Hierarchy - The organization structure of an installation or individual unit used to create and maintain reporting structures and security, always defined from top senior position down in each unit. The hierarchical relationship of positions within an organization that are locally (RSU/CSU) maintained.

Productivity - A system available in the CSU Application that allows management to track RPA actions used for recording and storing data about key events that occur in the process of filling jobs. It produces reports, e.g., average days the RPA was in Classification and Staffing.

Query - Various processes used to find a specific record or action.

Request for Personnel Action (RPA) - The automated Request for Personnel Action standard form that enables supervisors and managers to request employee and position actions. It enables the Personnel Office to record staffing and classification actions, as well as make personnel record changes. It replaces different Component forms; e.g., SF52, DA 4017, etc.

Regional Service Center (RSC) - Centralized Personnel Office where records for CSUs are maintained.

Regeneration - Process that allows for re-sending of interface transactions to DCPS.

Request Number - (See Smart Number)

Reports - Requests for information with a predefined format but the user can choose which records to view by using a set of parameters.

Responsibilities - Determines your system privileges, and defines the records, windows, menus, and forms to which you have access based on your job responsibilities; e.g., Classifier, Federal HR Manager, Supervisor, etc.

Roles - Designations that describe each member's workflow activities within a routing group or groupbox. Users can be assigned multiple roles in a routing group.

Routing Group - Consists of one or more personal inboxes and/or groupboxes as part of the Workflow routing. Security is enforced by allowing access to predetermined group members.

Routing History - Contains a history of all users who have routed a form to date and actions taken.

Routing List - A sequential coordination list that defines the order in which a personal inbox or groupbox receives and sends notifications.

Secure View - a restricted responsibility that allows view only to a predefined grouping of records.

SIT (Special Information Type) - Categories of personal information unique to DoD or a component. These can be multiple occurring items such as appraisal.

SOID (Servicing Office Identification) - Two character code (e.g., J5, 7W) that uniquely identifies a servicing HR office.

SQL - Standard Query Language

Secure User ID - Allows you to connect to an Oracle form within the Oracle application. The System Administrator sets this up.

Secure User View - Access to records based on organization or position hierarchy. The System Administrator sets this up.

Smart Number - The system-generated number that is assigned to an RPA the first time it is saved. Format: YYMMM/9-character Identifier (determined by the Component)/6-digit Sequential Number.
Ex: 00MAR/ARSW11029/123456

Suspense - Identifies need for system-generated RPA and will produce it (see Futures definition).

TSP - Thrift Savings Plan

Target Grade - The target Pay Plan and Grade combination; e.g., GS-11.

Training Request Form - Used to request training and forward through the Civilian Inbox to approving offices.

Trigger box - A DCPDS inbox that serves as a mechanism to execute the business rules to initiate the transmission of RPA data from DCPDS to USA Staffing. Saving a Recruit/Fill RPA to any one of these trigger boxes will initiate the transmission of RPA data from DCPDS to USA Staffing.

Trigger Errors - System-generated messages occurring with system interruptions, also known as application system errors.

UIC (Unit Identification Code) - A unique identifier for each of the major organizational segments (usually an installation or activity) in the organizational hierarchy. UIC is used for all non-AF organizations.

USA Staffing - An OPM application used by Components for recruitment and hiring.

UTF8 - Changes allows for translations of data into other languages. For multi-byte languages we are in the process of expanding some HR columns to accommodate increased data lengths. For example, 80 character columns have expanded to 240 characters.

Validate - Verify the information has passed all the business rules; used on the Position Window. An error message appears if there is inconsistent data. This is not used by DoD on the People Window.

Virtual Position – This is a position of a military supervisor of civilian employees that is used as a "place holder" to maintain the hierarchy of chain of command. Job Series is 0002. The position may also be used for external personnel in a database, such as a personnelist located at a region who performs personnel servicing duties for a region other than the one to which assigned as an employee. The Job Series is 0003.

Warning - Message received within DCPDS when additional consideration should be given as you proceed with your process.

WGI Personnel Admin Groupbox - Location where the failed and rejected automated Within Grade Increases (WGI) get routed pending review and resolution.

Wildcard - Symbol (e.g., %) used to refine/reduce your search for records.

Work Structure - The fundamental definitions of organizations, positions, grades, payrolls, and other employee groups within your agency, which provide the framework for defining the work assignments of employees.