Appendix B - Gatekeeper Checklist
Handbook for Managers
LN RPAs

CHRA, Modified 17 November 2003

Purpose: To assist Managers in selecting the appropriate RPA type and in completing the Gatekeeper (GK) Checklist. This document supplements the ART Handbook that is available on the CHRMA Home Page at http://www.chrma.hqusareur.army.mil/ under DCPDS, Army Regional Toolset Information. It provides specific information to aid in initiating the appropriate RPA type. Submitted actions that are incomplete may be returned.

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LN RPA Types & Gatekeeper Checklist Table

This table lists all LN RPA types that can be initiated by managers and whether the completion of a Gatekeeper Checklist by managers and/or RMOs is required.

Attention: Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

LN RPA Type	GK MGR	GK RM
LN Award / One-time Payment	Yes	Yes
LN Change Actions		
Change in Hours	Yes	Yes
Change in Work Schedule	Yes	No
Name Change	Yes	No
Change in Data Element	Yes	No
Change from NAF to AF **		
Change from AF to NAF **		
Change in Duty Station **		
Note: The change actions with two ** are not used by Army		
LN Extension of NTE	Yes	Yes
LN Non Pay / Non Duty Status	Yes	No
LN Other Pay	Yes	No
LN Realignment	Yes	Yes
LN Reassignment	Yes	Yes
LN Return to Duty	Yes	Yes
LN Salary Change	Yes	Yes
LN Separation and Retirement	Yes	Yes
LN Conversion to Appointment	Yes	No
Recruit/Fill	Yes	Yes
Position Abolish	No	No
Position Establish	Yes	Yes
Position Review	Yes	Yes

Accessing DCPDS using the 'Right Responsibility' to Initiate the LN RPA

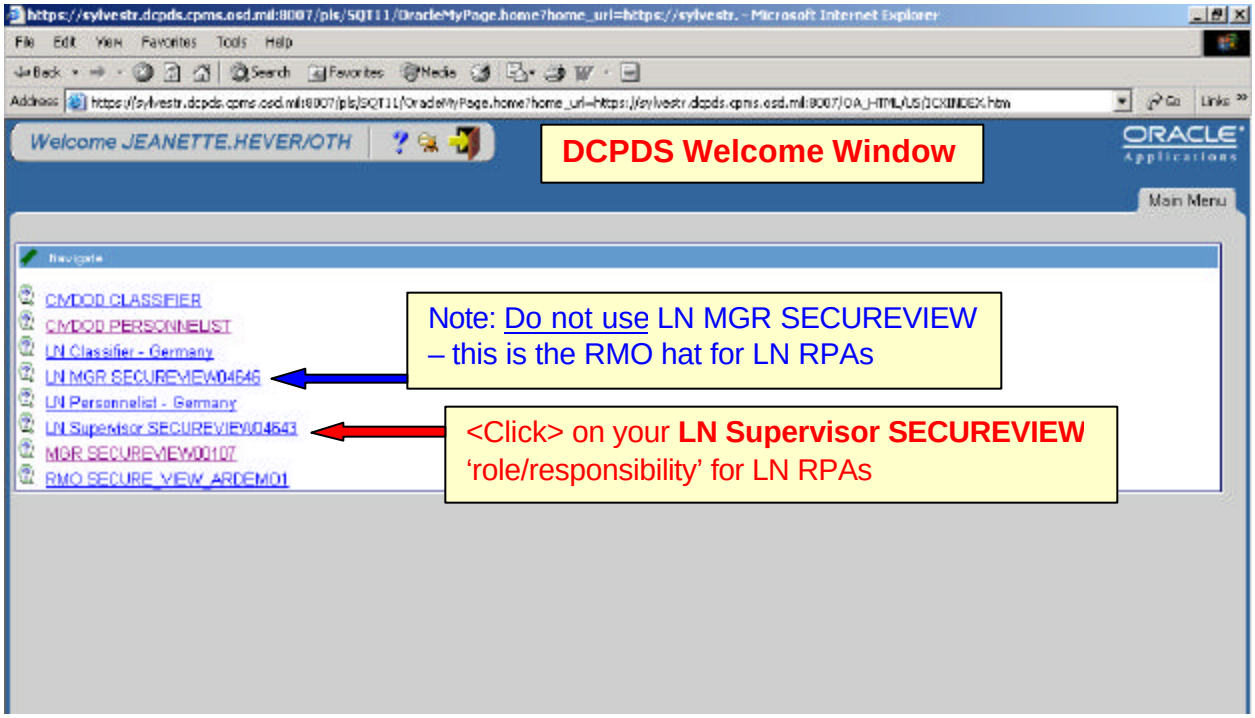
Access DCPDS

- Access DCPDS via ART. You will need your CSU/ART User Id and password to access ART and your DCPDS User Id and password to access DCPDS.
- Follow the Step-by-Step Instructions for the specific type of RPA you are initiating. Definitions are provided to assist you in selecting the correct RPA type. If needed, further guidance on initiating RPAs and retrieving data from DCPDS is available in the DCPDS Desk Guide for Managers located on the CHRMA Homepage at http://www.chrma.hqusareur.army.mil/ under DCPDS, User Guides and Information.

Notes:

- It is recommended that you launch DCPDS first and then Gatekeeper.
- If you are initiating more than one RPA that requires a Gatekeeper Checklist we recommend that you initiate all of the RPA's and then access ART.
- In order to access the Gatekeeper Checklist the RPA must be in your DCPDS Workflow Inbox when you open your Gatekeeper Inbox.
- After initiating any RPA in DCPDS "Save and Hold" it to your Inbox (this can be done as soon as any info is put on the RPA). If you forward it without saving it to yourself you will not be able to track the action in DCPDS.

IMPORTANT: Ensure you are using your LN Supervisor Responsibility Hat!



Accessing Gatekeeper

You will need your CSU/ART user id and password to access the Army Regional Tool (ART) Gatekeeper program through CHRMA Home Page http://www.chrma.hqusareur.army.mil/.

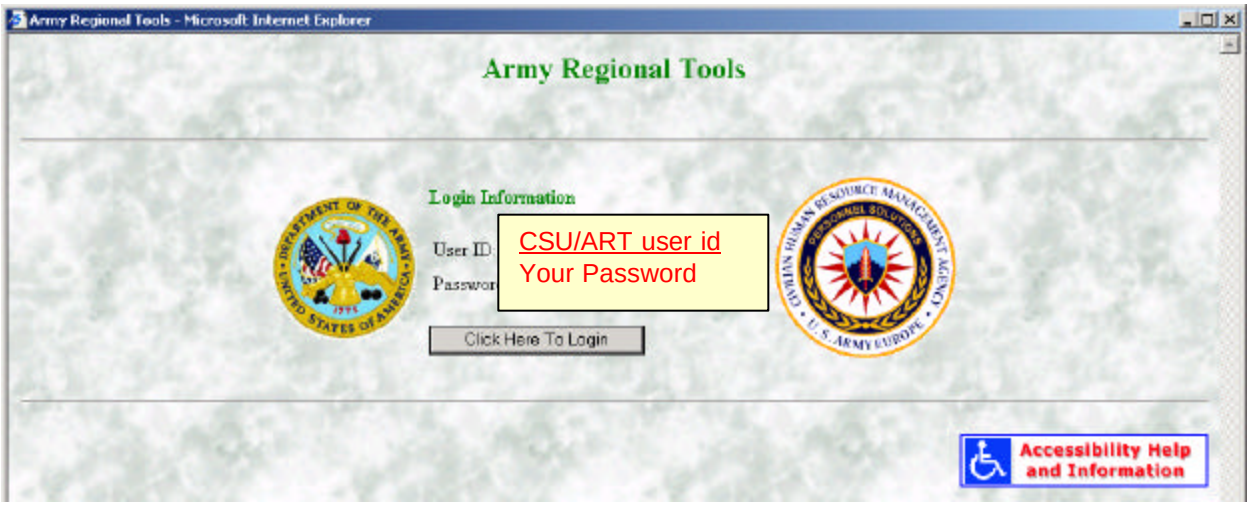
On the CHRMA Home Page

- <Click> on DCPDS.
- <Click> on Army Regional Toolset Information.
- <Click> on Click here to access ART.

On the initial ART Login

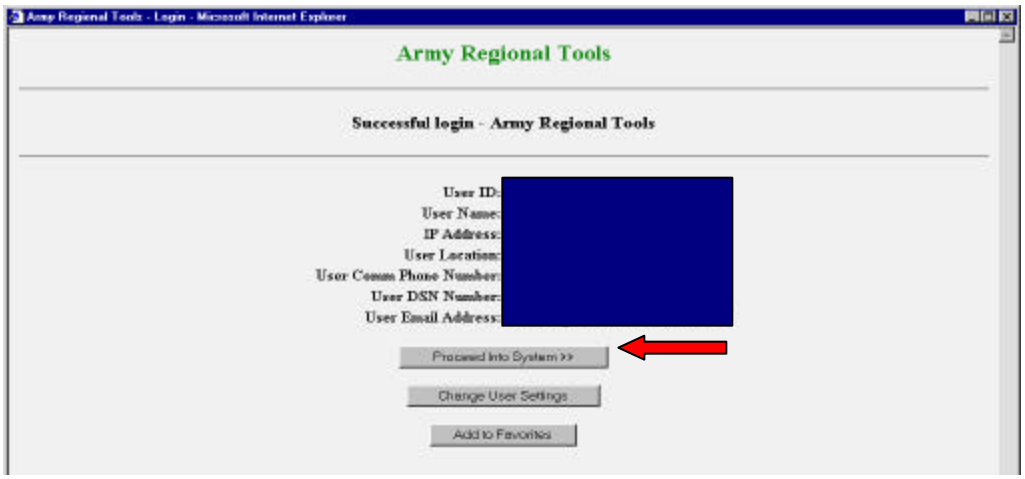
- <Enter> your CSU/ART user id.
- <Enter> your password.
- <Click> on Click Here To Login.

Note: Your CSU and ART user id and password are identical.



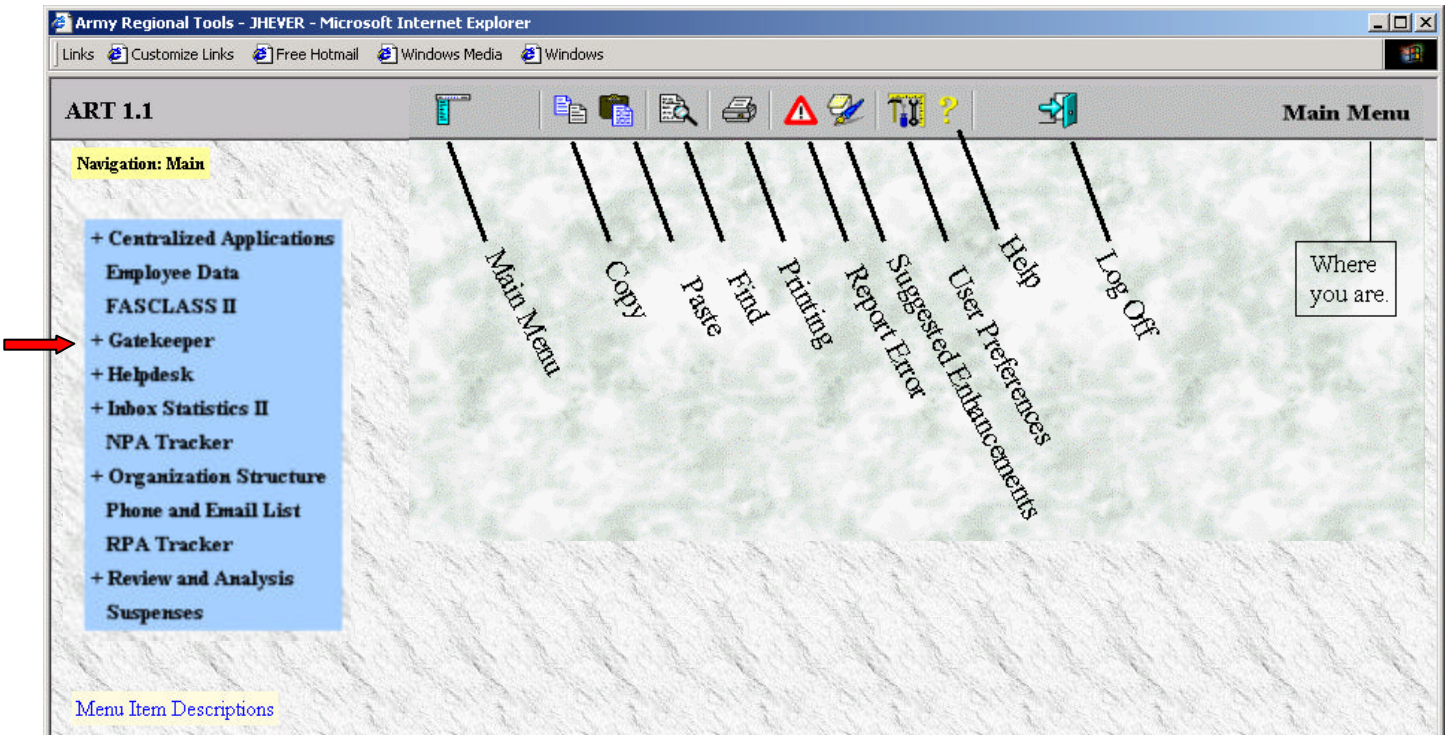
On Successful Login

- <Click> on Proceed Into System.



On the ART Main Menu

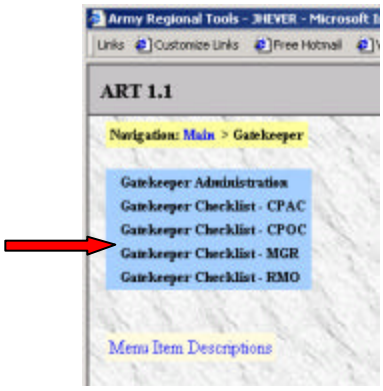
- <Click> on +Gatekeeper.



On the Gatekeeper Menu

- <Click> on Gatekeeper Checklist – MGR.

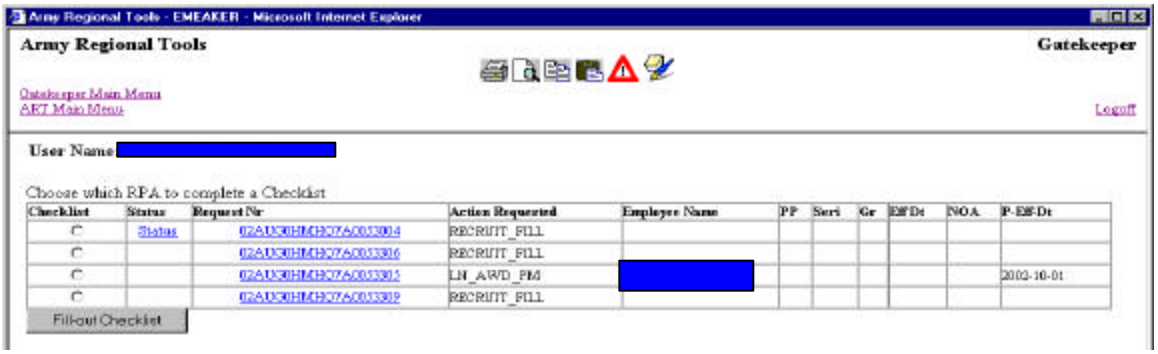
Note: You may have permissions for multiple roles like the user in this sample.



Gatekeeper Inbox

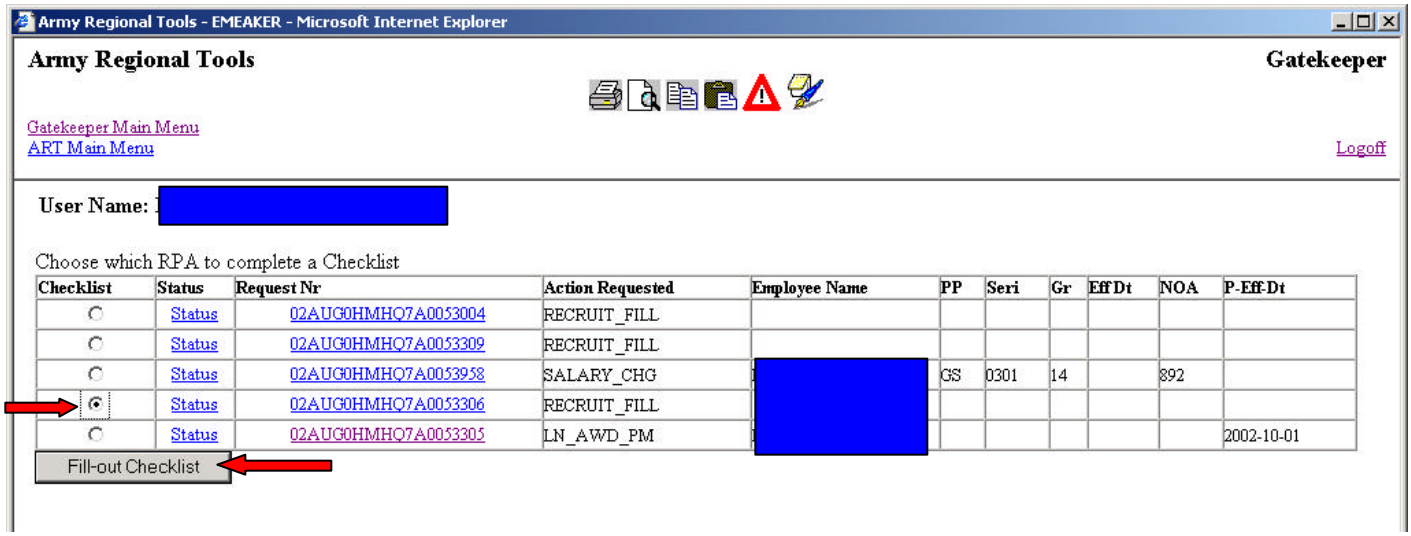
When the Inbox opens it reflects the RPAs that are currently open in your DCPDS Workflow Inbox.

- RPAs that have the word <Status> in the status column, means that you have already started a Checklist (or have received an RPA and Checklist from another user). The word "Status" provides a link to a table showing what sections of the Checklist have been worked and their status (completed, not complete, not applicable, etc.).
- RPAs that do not have a radio button in the Checklist column do not require a Gatekeeper Checklist.
- The "Request Nr" column contains the RPA number, which is a link that will display the actual RPA data.
- Unlike many ART applications, the Gatekeeper application works in "real time" with DCDPS. That means that as soon as you create an RPA and save it in your Inbox, you will see it in the "Gatekeeper Inbox". Once you have routed an RPA to another user, you will no longer have access to its corresponding Checklist through the Gatekeeper Inbox.



Access the Gatekeeper Checklist, e.g. for a Recruit/Fill

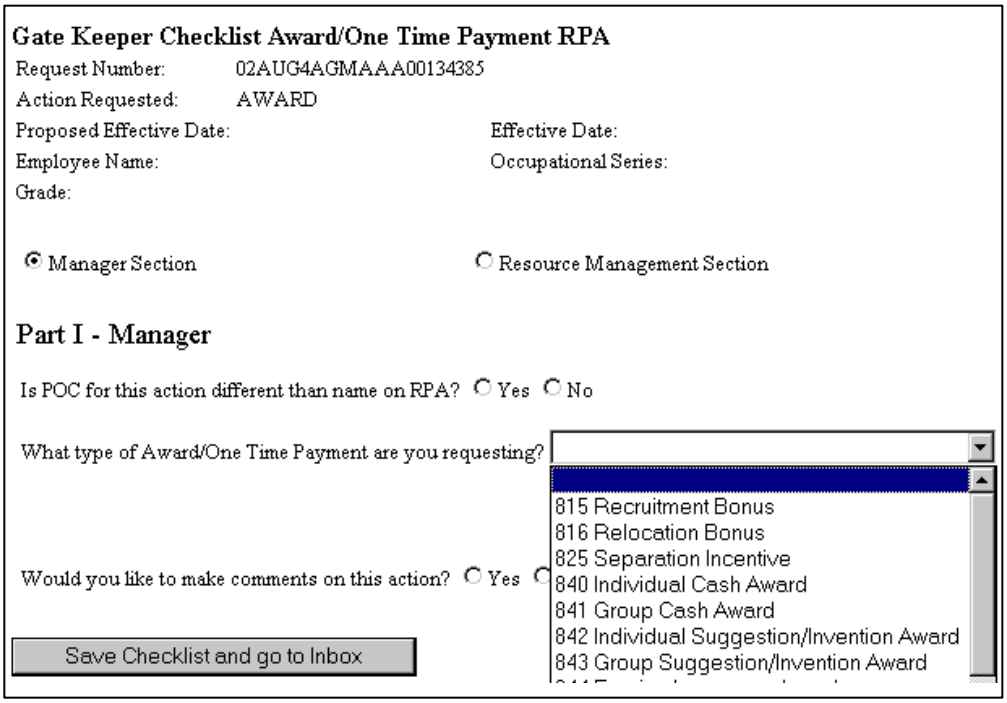
- <Click> on the radio button in the Checklist column.
- Then <Click> on Fill-out Checklist.



How to Complete a Checklist

- A Checklist consists of a series of questions, often yes-or-no questions.
- Respond to each question by <clicking> the appropriate button.
- The Checklist will use your response to determine if you need to provide more information.
  - For instance, a question common to many Checklists is, "Do you want to make any comments about this action?"
    - If you <click> the "Yes" button, a space will open up for you to enter your comments.
- Questions proceeded by two ** must be completed - RPAs missing this information will be returned without action.

Here's a sample of a fairly simple Checklist for an award action:



- There are three questions that need to be answered:
  (1) Is the POC different than shown on the RPA?
  (2) What type of award?
  (3) Comments?
- Once you <select> the type of award from the drop-down menu, additional questions may display, such as "How much?"
- Once you have answered all the questions, <click> the <Save Checklist and go to Inbox> button to return to the Gatekeeper Inbox.
- You can then exit from Gatekeeper to return to the ART main menu.

Note the radio buttons that allow you to choose the Manager Section or the Resource Management Section. If you do not know the answer to a question, try to find the answer within your organization or contact your servicing CPAC Advisor. You should not route the RPA to the CPOC or the next person in the chain prior to completing the entire Gatekeeper Checklist.

Checklist Modules

Any action that involves a position change or recruitment to fill a position are more complex than the previous awards sample – these types of actions will have some or all of the following "modules" (more detail is provided below, together with sample questions):

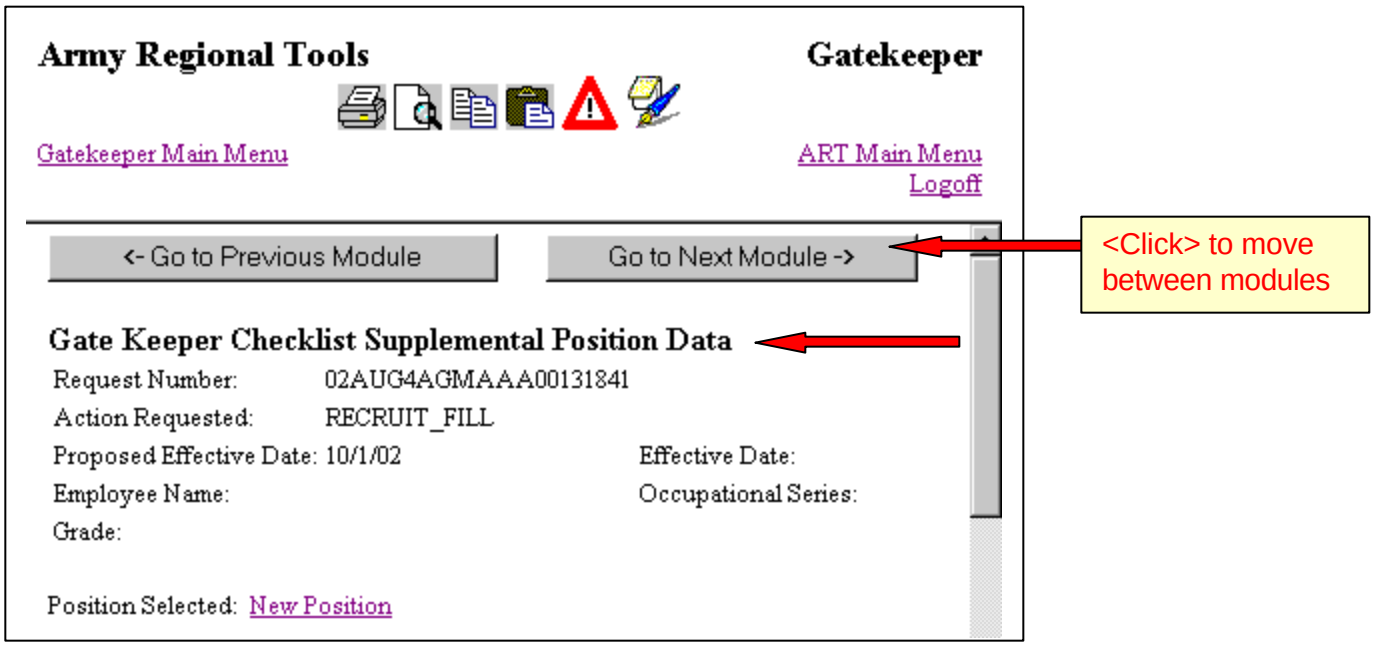
- Position Decision module in which you identify the organizational location of the position and identify the position itself (or indicate that you are using a "new position").
- Supplemental Position Data module in which you can make changes to data about an existing position, or provide basic information about a new position.
- Recruit module in which you provide information needed to fill a vacant job such as travel requirements, security clearance, etc.
- Resource Management module in which you, or your RM office, can make changes to RM data (TDA para and line, AMS code, etc.) about an existing position, or provide RM data for a new position. (See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

Navigating Between Modules

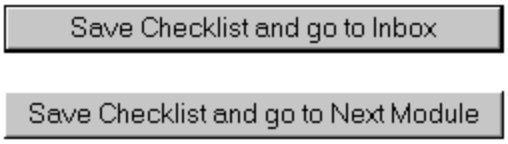
How to Navigate between Modules

Below is a sample of part of a Checklist for a Recruit/Fill action with several "modules":

- The buttons at the top of the Checklist allow you to move from module to module.
- The next line tells you what module you are currently on -- in this case, "Supplemental Position Data".



- At the bottom of the Checklist module, there are two buttons that allow you to either save and proceed to the next module, or save and return to the Gatekeeper Inbox.

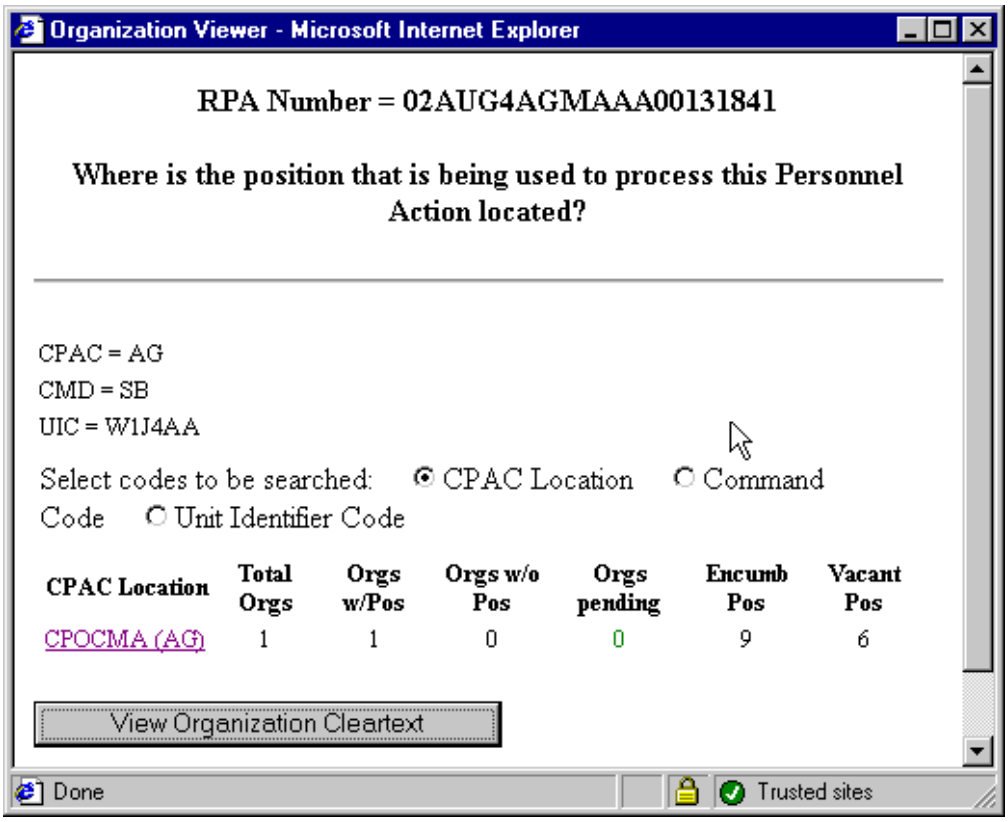


- Normally, the easiest way to complete multiple modules is to complete each one in sequence, then save and go to the next module, until you are done.

Position Decision Module

This is the first screen that displays when you are completing a Checklist for an action that involves a position change or recruitment to fill a position.

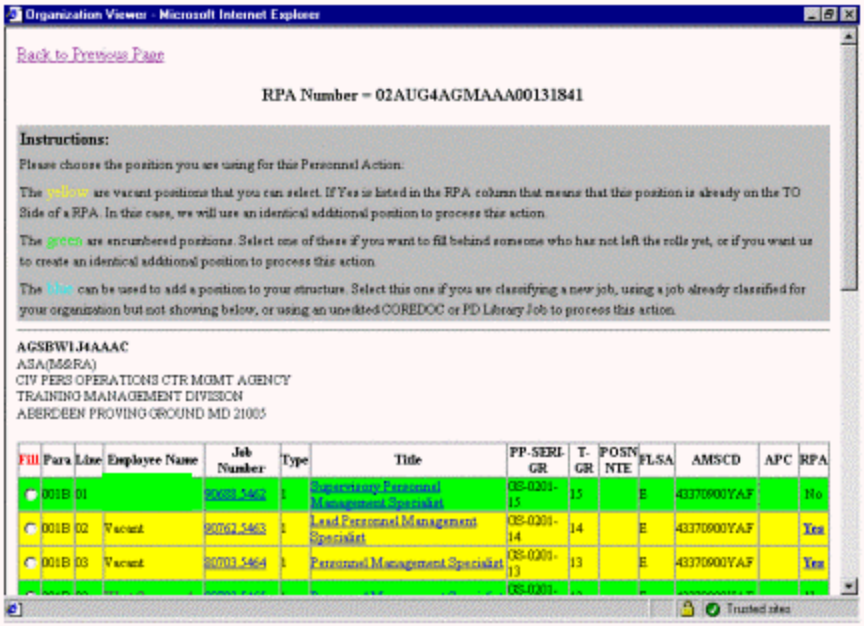
- You will be asked to identify the organizational location of the position to be used or filled.



- If you have access to a large number of organizations, they will all be listed here. You can sort by CPAC location (installation), command, or UIC.
- Otherwise, click on the <View Organization Cleartext> button to display the actual organizational units that are accessible to you, and when that displays, click the organization in which the position is located. This will display an organization table showing encumbered and vacant positions.

Organization Window

Here is a sample of the organization table that displays:



- Instructions are shown at the top of the window.
- Note the "RPA" column at the right of the window - “Yes” indicates that there is another active RPA for the position.
- Links provided:
  <Click> on an employee name to display person information.
  <Click> on the job number to display position information.
  <Click> on the RPA “Yes” to display the RPA.
- If you are filling an established position, <click> the radio button for that position in the "Fill" column, then <click> the <Submit Position Fill> button at the bottom of the window.
- If you are establishing a new position, there is a blue line shown as a "new position" at the bottom of the table that you select.
- Once you have <clicked> the <Submit Position Fill> button, you will automatically move to the next module (Supplemental Position Data).

Supplemental Position Data

There are some variations to the Supplemental Position Data Checklist depending primarily on whether you are using an existing, established or a new position.

- There is a link to position data.
- If you are using a new position, the link (reading "new position") shows you the organizational location that you have indicated for this position *(see the screen shot in the "Navigating between modules" section above).*
- If you were filling an established position and had identified that position in the previous module (the "position decision" module), the link (the position title) would be to the position data that is current for the selected position. You can review this data to determine if you need to make any changes.

Questions in this module cover the following (this is not all-inclusive and is subject to change):

- Position title, series, and grade.
- Duty station.
- Work schedule.
- Premium pay.
- Position sensitivity.
- Security clearance.
- Key or emergency essential.
- Drug testing.

Recruit Module

Questions in this module cover the following (this is not all-inclusive and is subject to change):

- Who is the POC (if different than shown on the RPA).
- Hiring official name, fax and email address.
- Position obligation (e.g. employee who normally occupies the position being filled is on extended sick leave or maternity leave).
- Authorization for moving expenses.
- Conditions of employment, e.g. physical examination, driver license, shift work, TDY, etc.
- Licensing or certification requirements.

Resource Management Module

This module starts by asking if the RM questions will be completed by another office. Different activities have different practices, some send the action to a RM office, and others have the originator complete the RM data. (See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

- In order to view the RM data; <click> the "Resource Management Section" radio button.
- As with the supplemental position data module, you can access current RM data about the position using the link at the top of the Checklist.

Questions in this module cover the following (this is not all-inclusive and is subject to change):

- AMS code.
- TDA paragraph and line number.
- Fiscal station code.
- APC code.
- Payroll number.

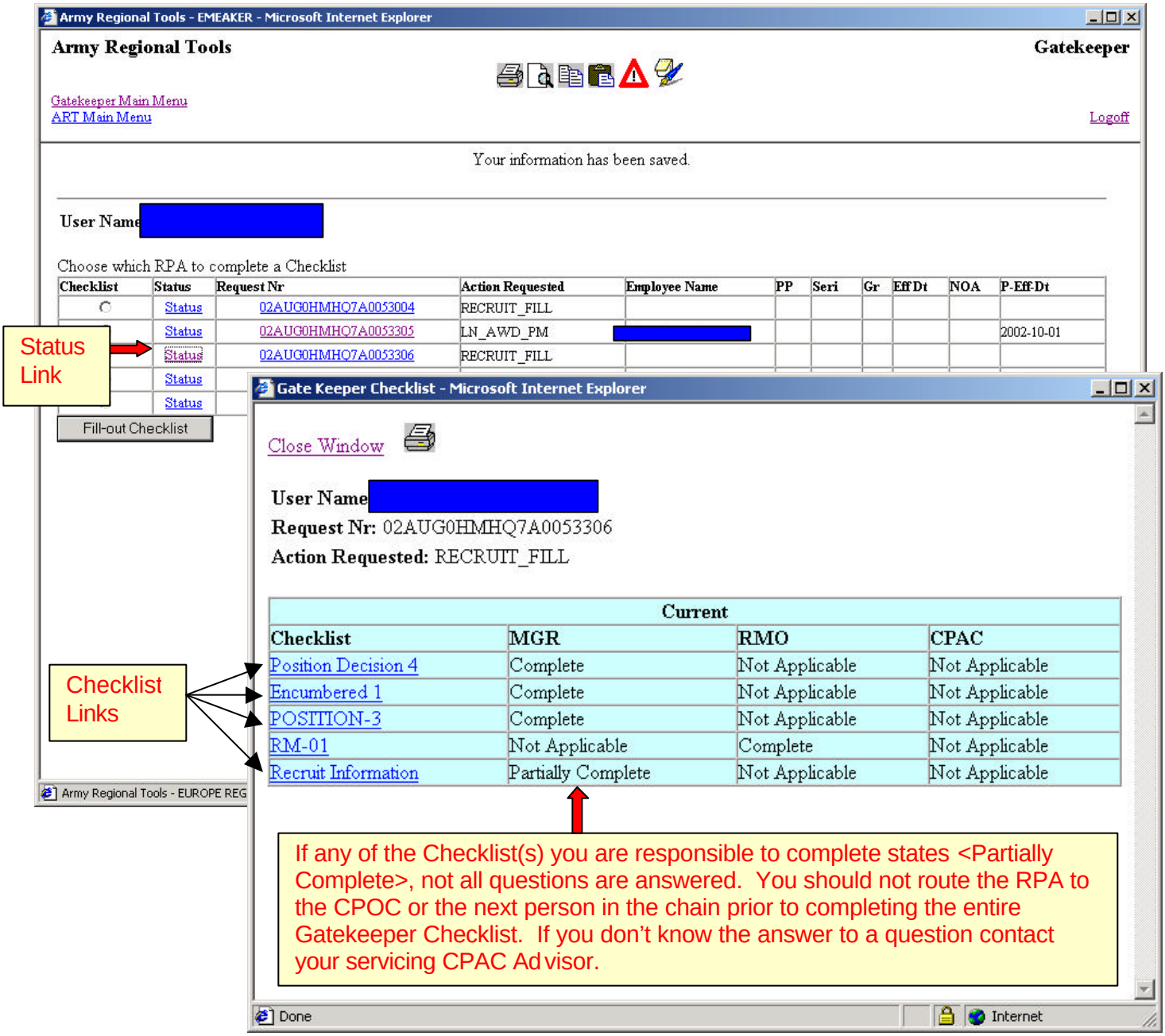
Review of Gatekeeper Checklist(s) for Completion

How to review the Gatekeeper Checklist(s) for Completion

From the Gatekeeper Inbox you can review the Gatekeeper Checklist(s) to determine if they are complete and correct.

- <Click> on the Status link in the Status column for the Checklist you wish to review.
- <Click> on the Checklist link in the Checklist status window to view your entries.

NOTE: To edit your entries or add missing information you must <Click> on the radio button in the Checklist column of the appropriate RPA and then <Click> on Fill-out Checklist.



Copying and Printing the Gatekeeper Checklist(s)

How to Copy the Checklist(s) to Microsoft Word – RPA must be located in your DCPDS Workflow Inbox

- Open the Gatekeeper Checklist.
- <Select> the RPA in your Gatekeeper Inbox.
- <Click> on <Fill-out Checklist>.
- <Click> the All Modules radio button.
- <Press> simultaneously 'Ctrl A' on your keyboard to highlight the entire Checklist.
- <Press> simultaneously 'Ctrl C' on your keyboard to copy the Checklist.
- Go to Word and <Press> simultaneously 'Ctrl V' on your keyboard to paste the Checklist in a document.

Note: All Gatekeeper Checklist questions will copy over, even questions that did not show up or you did not complete.

How to Print the Checklist(s) from Gatekeeper – RPA must be located in your DCPDS Workflow Inbox

- Access ART.
- <Click> on +Gatekeeper.
- <Click> on Status.
- <Click> on one of the Checklists; e.g. Recruit Information.

To only print the selected Gatekeeper Checklist; e.g. Recruit Information:

- <Click> the 'Print' icon in the toolbar.

To print all completed Gatekeeper Checklist modules:

- <Click> on 'View All Modules' in the top of the Gatekeeper Checklist window.
- <Click> the 'Print' icon in the toolbar.

How to Print the Checklist(s) from ART – RPA is/is not located in your DCPDS Workflow Inbox

- Access ART.
- <Click> on RPA Tracker.
- <Enter> the last five digits of the RPA number in the …search text field.
- <Select> ends with and <Click> on Begin Search button; on the next screen <Click> on the Submit button.
- <Click> on Y in the GK column.

To only print the auto displayed Gatekeeper Checklist module:

- <Click> the 'Print' icon located in the top of the Gatekeeper Checklist window.

To print all completed Gatekeeper Checklist modules, if applicable:

- <Click> on 'View All Modules' in the top of the Gatekeeper Checklist window.
- <Click> the 'Print' icon in the top of the Gatekeeper Checklist window.

Step-by-Step Instructions – Selecting the Proper RPA and Completing the Gatekeeper Checklist

LN Award/One Time Payment

Purpose:

Documents and authorizes payment of Awards.

Usage:

- Use for Individual Monetary and Time-off Awards.
- For Non-Monetary Awards simply submit the DA 1256 to the CPOC, ESD/LN Team, ATTN: Awards, or fax it to DSN 375-9824, commercial 0621-487-9824.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions.)*
- <Click> on the radio button next to the LN Award RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Change Actions

Change in Hours

Purpose:

Changes the total number of hours that a LN employee is scheduled to work.

Usage:

- To request a change in work hours.
- Use only for LN employees that work less than full-time.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Change in Hours RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

Change in Work Schedule

Purpose:

Changes an employee from full-time to part-time or vice-versa, or some other type of work schedule change (intermittent, seasonal, etc.).

Usage:

- To request a change in work schedule.
- If the change in work schedule is in conjunction with another personnel action such as Reassignment, Salary Change, Recruit/Fill, etc. use the other RPA type and advise of the change in work schedule via comments option on the Gatekeeper Checklist.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Change in Work Schedule RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

Name Change

Purpose:

- Processes the name change of an employee.
- Usually the result of marriage, divorce or other court action which legally changed the employee's name.

Usage:

- To request a name change.
- Do not initiate 'Name Change' until employee provided you legal documentation of the name change.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name, using her/his old last name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Name Change RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Submission of Legal Documentation:

- Non-Germany: Please submit all supporting documentation to your servicing CPAC.
- Germany: Please submit all supporting documentation to the CPOC LN Team.

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

Change in Data Element

Purpose:

- Processes changes of an employee's data in DCPDS.
- Does not necessarily require a Notification of Personnel Action (NPA).

Usage:

- Change in Citizenship.
- Address Change.
- Other Changes, e.g. Change in Payroll Number, APC, etc.
- Do not initiate a Change in Data Element until employee provided you legal documentation of the requested change, if applicable.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Change in Data Element RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Submission of Legal Documentation:

- Non-Germany: Please submit all supporting documentation to your servicing CPAC.
- Germany: Please submit all supporting documentation to the CPOC LN Team.

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Extension of NTE

Purpose:

Extends a previously processed temporary action without interruption in the temporary assignment.

Usage:

- Extension of a temporary appointment NTE.
- Extension of a temporary reassignment NTE.
- Extension of a promotion NTE.
- Extension of a Prolonged Absence (LWOP).
- Extension of temporary Change in Industrial Category NTE.
- Extension of temporary Change in Tariff NTE.
- Extension of Probationary Period.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Extension of NTE RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Non Pay / Non Duty Status

Purpose:

Places an employee in an authorized non-pay or non-duty status.

Usage:

- Parent Leave.
- Military Duty or Exercise.
- Temporary Disability.
- Any other non-pay/non-duty reason.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Extension of Non Pay/Non Duty Status RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Other Pay

Purpose:

Documents and authorizes extraordinary pay or leave entitlements.

Usage:

- Additional Leave due to Handicap.
- Change of Quarters.
- Clothing Allowance.
- Commuter Allowance.
- Danger Allowance.
- Exemption from Deduction for Quarters.
- Expense Allowance.
- Functional Allowance.
- Housing Allowance.
- Laundry Allowance.
- Meister Allowance.
- Moving Expenses.
- Performance Allowance.
- Quarters Assignment.
- Quarters Termination.
- Reimbursement of Moving Expenses.
- Reimbursement of Tuition.
- Rental Subsidy.
- Replacement Supplement.
- Separation Allowance.
- Severity Allowance.
- Termination of Replacement Supplement.
- Tool Allowance.
- Uniform Allowance.
- Withdrawal of Additional Leave.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Other Pay RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Realignment

Purpose:

The movement of an employee and the employee's position resulting from an organizational change such as reorganization.

Usage:

To move an employee and her/his position due to reorganization when there is no change in the employee's position, grade, or pay.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Realignment RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Reassignment

Purpose:

The change of an employee from one position to another without promotion or change to lower grade.

Usage:

- To move an employee non-competitively from one position to another already established position description with no change in grade.
- If this reassignment requires competition, use Fill/Recruit RPA and provide the name of name the employee that you would like to reassign as name request in the Gatekeeper Checklist.
- If the position the employee is to be placed in requires classification, use Position Establish or Position Review as appropriate.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Reassignment RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.

This Gatekeeper Checklist consists of <u>three modules</u> for management (see Navigating Between Modules for instructions):

- Position Decision.
- Supplemental Position Data.
- Resource Management.
- All questions must be answered for the Gatekeeper Checklist to be complete.

You will be started with the Position Decision module:

- You must fill out this section first to show where the position is located.
- Instructions in the system describe what selecting a Yellow, Green or Blue position means.
- Since this type of action will use an already classified position, you may select the Yellow, Green or Blue.
  - Use Yellow or Green if you see the position record you want to use or copy for this action.
  - Use Blue if the position description is classified in your organization but you don't see a position record to use or copy.
- After selecting the position record, <click> on <Submit Position Fill>.

This will save your selection and bring you to the next (2nd) module, Supplemental Position Data:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (3rd) module, Resource Management: (See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

- Managers will need to <click> on the Resource Management radio button in order to see these questions.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Return to Duty

Purpose:

Places an employee back in pay and duty status after a documented period of non-pay or non-duty status.

Usage:

- Placement in Pay Status.
- Return to Duty (RTD).
- If the RTD is in conjunction with another personnel action such as Reassignment, Salary Change, Recruit/Fill, etc., use the other RPA type and advice of RTD via comments option on the Gatekeeper Checklist.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Return to Duty RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Salary Change

Purpose:

Changes an employee's salary when neither classification of a position description nor recruitment is required.

Usage: *(Most common)*

- Advanced Step Increase.
- Career Ladder Promotions.
- Non-competitive Re-promotion actions.
- Change to Lower Grades.
- If you are requesting that an employee be promoted non-competitively due to accretion of duties, use Position Review RPA.
- If you are requesting an action that requires competition use Recruit/Fill RPA and provide the name request on the Gatekeeper Checklist.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the LN Salary Change RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.

This Gatekeeper Checklist consists of two to five modules for management, depending on the Nature of Action (see Navigating Between Modules for instructions):

- Nature of Action Decision.
- Position Decision.
- Supplemental Position Data.
- Resource Management.
- Salary Change.
- All questions must be answered for the Gatekeeper Checklist to be complete.

You will be started at the Nature of Action (NOA) Decision module:

- <Select> the NOA appropriate for the type of action you are requesting.
- <Click> on <Submit>.

A. If you select a NOA that does not require a position to be established you will only be forwarded to the Salary Change module:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- Provide any information that you know is necessary to process the requested action. For example there are a variety of reasons why a Pay Adjustment would be requested.
- If this type of action is initiated for a Faculty or Demonstration Project employee provide step or amount of increase.

- When finished <click> on <Save Checklist and go to Inbox> at the bottom of the screen - Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

B: If the NOA selected requires that the employee be moved to another position you will be forwarded to the next (2nd) module, Position Decision:

- You must fill out this section first to show where the position is located.
- Instructions in the system describe what selecting a Yellow, Green or Blue position means.
- Since this type of action will use an already classified position, you may <select> the Yellow, Green or Blue.
  - Use Yellow or Green if you see the position record you want to use or copy for this action.
  - Use Blue if the position description is classified in your organization but you don't see a position record to use or copy.
- After selecting the position record, <click> on <Submit Position Fill>.

This will save your selection and bring you to the next (3rd) module, Supplemental Position Data:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (4th) module, Resource Management:
(See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

- Managers will need to <click> on the Resource Management radio button in order to see these questions.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (5th) module, Salary Change:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- When finished <click> on <Save Checklist and go to Inbox> at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Separation and Retirement

Purpose:

Removes an employee from DA rolls.

Usage:

- Retirements.
- Resignations.
- Removals.
- Terminations/Annulment Contracts.

Note: For Resignations/Annulment Contracts please make sure you obtain resignation documentation signed by the employee.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Separation RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- When finished <click> on <Save Checklist and go to Inbox> at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Submission of Supporting Documentation:

- Non-Germany: Please submit all supporting documentation to your servicing CPAC.
- Germany: Please submit all supporting documentation to the CPOC LN Team.

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

LN Conversion to Appointment

Purpose:

Converts an employee from temporary to permanent in her/his current position.

Usage:

- Change current appointment from temporary to permanent.
- If this conversion is not to the employee's current position and results in a reassignment or requires competition, use Fill/Recruit RPA.

Note for Germany only: You need to obtain approval from the LN RIF Team for this conversion in advance before submission of RPA to CHRMA.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Separation RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- When finished <click> on <Save Checklist and go to Inbox> at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

Recruit/Fill

Purpose:

Initiates recruitment and filling of a vacant position that is already classified and has a position description (PD) number assigned.

Usage:

- To fill any established position that requires competition.
- For any recruitment action that requires the establishment of a position description use the Position Establish RPA.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Recruit/Fill RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.

This Gatekeeper Checklist consists of four modules for management (see Navigating Between Modules for instructions):

- Position Decision.
- Supplemental Position Data.
- Resource Management.
- Recruit Information.
- All questions must be answered for the Gatekeeper Checklist to be complete.

You will be started with the Position Decision module:

- You must fill out this section first to show where the position is located.
- Instructions in the system describe what selecting a Yellow, Green or Blue position means.
- Since this type of action will use an already classified position, you may <select> the Yellow, Green or Blue.
  - Use Yellow or Green if you see the position record you want to use or copy for this action.
  - Use Blue if the position description is classified in your organization but you don't see a position record to use or copy.
- After selecting the position record, <click> on <Submit Position Fill>.

This will save your selection and bring you to the next (2nd) module, Supplemental Position Data:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (3rd) module, Resource Management: (See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

- Managers will need to <click> on the Resource Management radio button in order to see these questions.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (4th) module, Recruit Information:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

Federal Position

Abolish Position

Purpose:

Identifies an encumbered position that is being abolished in Reduction-in-Force (RIF).

Usage:

- Only use when the abolishment will result in RIF.
- Do not submit an Abolish RPA to delete or close a vacant position record, simply send an email to your CPOC principal classifier.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Fill> out Position Data TAB, item 15.
  - <Enter> in capital letters the official title of the position to be abolished.
  - <Hit> the TAB key on your keyboard.
  - If you have access to more than one position record with this title, you will get a list of all such positions for you to choose from. Select the record that corresponds to the position and sequence number you want to abolish.
- Provide any additional comments you have either via
  - the RPA Attachment feature *(for instructions please see the DCPDS Desk Guide, Request for Personnel Action, Attaching Documents or Comments to an RPA)*; **OR**
  - the RPA Notepad *(for instructions please see the DCPDS Desk Guide, Request for Personnel Action, Initiating a Request for Personnel Action, Attaching a Note to your RPA with the notepad).*
- <Save> and hold the RPA in your Inbox. Needed for RPA tracking capability.
- Then <Route> it to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

There is No Gatekeeper Checklist to fill out for this type of action.

Position Establish

Purpose:

Establishes a new official position description and initiates the recruitment action for that position.

Usage:

- Use this RPA for a newly described set of duties to request classification review, position record establishment, and recruitment.
- If you have an already classified position description (PD), use the Fill/Recruit RPA.
- If you need to classify a job that you are not filling right now, please coordinate this with your principal classifier before initiating this type of action. In this case, you will also want to put a note on the RPA and Checklist explaining why the Recruit Information module is not filled out

Notes:

- You must submit a properly formatted draft job description and a proposed classification via FASCLASS.
- It is recommended that you use FASCLASS to assist you in preparing the PD.
- Unedited FASCLASS PD's are processed within routine action time frames as DA has approved the classification of these positions.
- FASCLASS PD# must be included on Gatekeeper Checklist comments field.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Attach> the draft position description to the RPA.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Position Establish RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.

This Gatekeeper Checklist consists of four modules for management (see Navigating Between Modules for instructions):

- Position Decision.
- Supplemental Position Data.
- Resource Management.
- Recruit Information.
- All questions must be answered for the Gatekeeper Checklist to be complete.

You will be started with the Position Decision module:

- You must fill out this section first to show where the position is located.
- <Click> on <View Organization Cleartext>.
- Instructions in the system describe what selecting a Yellow, Green or Blue position means.

- Since this type of action is to establish a new position description and record, <select> the Blue, New Position, by turning on the radio button.
- <Click> on <Submit Position Fill> so that a new position record can be established.

This will save your selection and bring you to the next (2nd) module, Supplemental Position Date:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on <Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (3rd) module, Resource Management: (See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

- Managers will need to <click> on the Resource Management radio button in order to see these questions.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (4th) module, Recruit Information:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

Position Review

Purpose:

Requests classification review of an encumbered position that may result in a non-competitive reassignment, promotion or change to lower grade.

Usage:

- Use this RPA for the review of an employee's position description.
- If the review result requires competition, use the Position Establish RPA.
- If you want to conduct a Position Review of an unencumbered position, please submit it as a Position Establish.

Notes:

- You must submit a properly formatted draft job description and a proposed classification via FASCLASS.
- It is recommended that you use FASCLASS to assist you in preparing the PD.
- Unedited FASCLASS PD's are processed within routine action time frames as DA has approved the classification of these positions.
- FASCLASS PD# must be included on Gatekeeper Checklist comments field.

Initiate RPA:

- <Initiate> an RPA in DCPDS.
- <Fill> out Requesting Info TAB, part A.
- <Enter> employee name in part B.
- <Attach> the draft position description to the RPA.
- <Save> and hold the RPA in your Inbox.

Complete Gatekeeper Checklist(s):

- Access the Gatekeeper Checklist program via the Army Regional Tools *(see Accessing Gatekeeper for instructions).*
- <Click> on the radio button next to the Position Review RPA you just initiated.
- <Click> on the <Fill-out Checklist> button at the bottom of your Inbox.

This Gatekeeper Checklist consists of three modules for management (see Navigating Between Modules for instructions):

- Position Decision.
- Supplemental Position Data.
- Resource Management.
- All questions must be answered for the Gatekeeper Checklist to be complete.

You will be started with the Position Decision module:

- You must fill out this section first to show where the position is located.
- Instructions in the system describe what selecting a Yellow, Green or Blue position means.
- Since this type of action is to establish a new position description and record, <select> the Blue, New Position, by turning on the radio button.
- <Click> on <Submit Position Fill> so that a new position record can be established.

This will save your selection and bring you to the next (2nd) module, Supplemental Position Data:

- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on < Save Checklist and go to Next Module> at the bottom of the screen.

This will save your input and bring you to the next (3rd) module, Resource Management: (See separate Appendix C – Gatekeeper Checklist Handbook for Resource Managers when completing Gatekeeper Checklist in RM capacity.)

- Managers will need to <click> on the Resource Management radio button in order to see these questions.
- Fill out the information. All questions must be answered for the Gatekeeper Checklist to be complete.
- <Click> on the <Save Checklist and go to Inbox> button at the bottom of the screen. Your information will be saved and you will be returned to your Gatekeeper Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete. Review the data and make edits as necessary *(see Review of Gatekeeper Checklist(s) for Completion for instructions).*

Route RPA:

- Access the RPA via DCPDS.
- <Route> the RPA to the next appropriate Inbox in your processing chain *(see RPA Routing for instructions).*

Note: The Gatekeeper Checklist travels from Gatekeeper Inbox to Inbox as the RPA travels from DCPDS Inbox to Inbox through the processing chain.

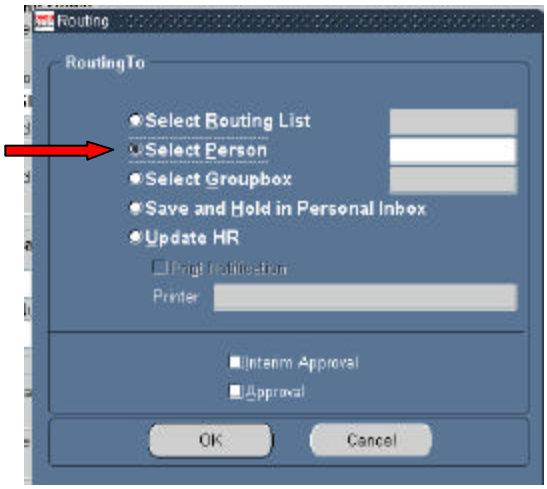
RPA Routing

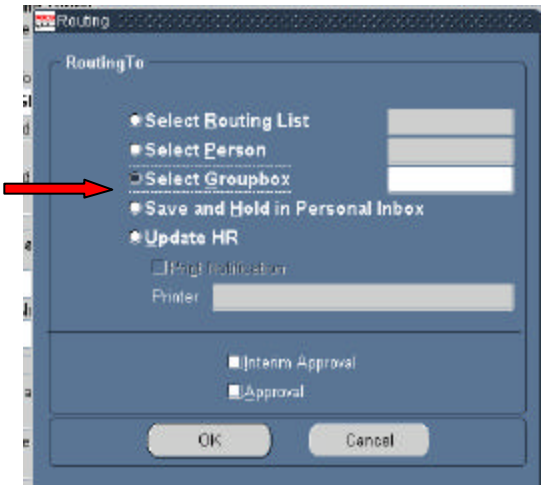
To route the RPA

- Access DCPDS; ensure you are using your LN 'responsibility hat'.
- <Open> your Workflow or Civilian Inbox.
- Select and <Open> the RPA you wish to route by either:
  Workflow Inbox:
  - <Click> on the RPA hyperlink, OR
  - <Select> the RPA and <Click> on Open.
  - Then <Respond> to display the RPA you wish to route.

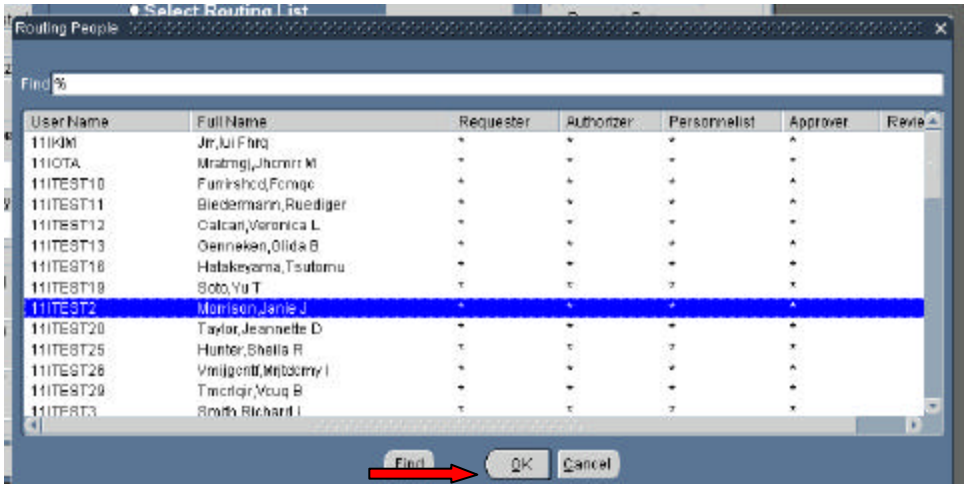
  Civilian Inbox:
  - <Click> on Respond to display the RPA you wish to route.
- <Click> on the yellow disc icon in the toolbar.
- <Click> on Yes in the decision window.

- <Click> on Select Person to route the RPA to a person OR Select Groupbox to route to a groupbox depending on your command chain (if routing directly to the CPOC, please see LN RPA Routing Inbox Table for appropriate Inbox).

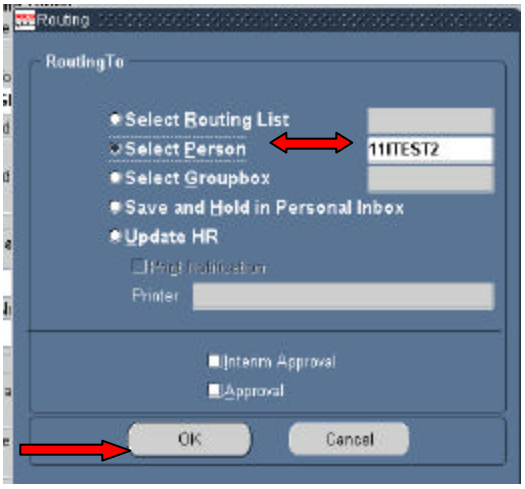




- Find and <highlight> the appropriate person or groupbox, e.g. Morrison, Janie J.
- Then <Click> on OK.



- Ensure the correct Inbox is listed, then <Click> on OK.



LN RPA Routing Inbox Table for CPOC Inboxes

Attention: Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

This table lists all LN RPA types and appropriate CPOC Inboxes to which approved RPAs have to be routed upon completion of all Gatekeeper Checklist modules.

Use only if the CPOC is the next Destination in your Routing Chain

If LN RPA Type is…	and your servicing CPAC is …	then route the RPA to this Inbox	Inbox Type
LN Award / One-time Payment	Belgium Grafenwoehr Hanau Heidelberg Italy Kaiserslautern Saudi Arabia Stuttgart • Bad Aibling *United Kingdom* • Hythe • Menwith Hill • Molesworth Wuerzburg	XYZ-0JU/CPGD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0JN/CPGD XYZ-0AWDESD/COPD XYZ-0FH/CPGD XYZ-0AWDESD/COPD XYZ-0JV/CPGD XYZ-0JM/CPGD Not applicable XYZ-0AWDESD/COPD	Group
All other Actions	Belgium Grafenwoehr Hanau Heidelberg Italy Kaiserslautern Saudi Arabia Stuttgart • Bad Aibling *United Kingdom* • Hythe • Menwith Hill • Molesworth Wuerzburg	XYZ-0RPABEL/COCD XYZ-0RPAGRF/COCD XYZ-0RPAHAN/COCD XYZ-0RPAHEI/COCD XYZ-0RPAVIC/COCD XYZ-0RPAKAI/COCD XYZ-0RPASAU/COCD XYZ-0RPASTU/COCD XYZ-0RPAGRF/COCD XYZ-0RPASTUCOCD XYZ-0RPASTU/COCD XYZ-0RPAW UE/COCD	Group