

DEU FLOWCHART PROCESS

MANAGEMENT	CPF	AFPC	OTHER
	<p>1</p> <ul style="list-style-type: none"> Clear PPP/local priorities Forward DEU Form-1, *PAR, CORDOC/PD, and Crediting Plan, if developed by email to: AFPC.DPCTD@randolph.af.mil <p>(1 day)</p>	<p>2</p> <ul style="list-style-type: none"> Has Delegated Authority If YES, go to step 4 If NO, go to step 3 	<p>3</p> <ul style="list-style-type: none"> If AFPC does not have delegated examining authority, return to CPF CPF forward request to OPM
		<p>4</p> <ul style="list-style-type: none"> If not provided, prepare crediting plan with SME Prepare & post announcement to Web (minimum 10 days) Provide electronic copy of announcement to Mgmt, CPF, and Call Center to ensure interested applicants are aware of closing date Obtain list of applicants who applied under the announcement to verify all show up on list to be rated Rate & rank applicants within 10 workdays after closing date Input status of rating (i.e., rater's name, rating date, date sent to mgmt) Post ratings to IVRS (includes option of obtaining written copy) Electronically transmit certificate with applications to CPF (CPF Suspense: 30 days) <p>(30 days)</p>	
	<p>5</p> <ul style="list-style-type: none"> Check PPP Forward Certificate to Mgmt via email Manage "Rule of 3" 		
<p>6</p> <ul style="list-style-type: none"> Interview, if appropriate, and make a selection with an alternate (i.e., 2 selectees) Return certificate to CPF 	<p>7</p> <ul style="list-style-type: none"> Notify DEU of tentative selection via email Return selection package & other documentation <p>(5 Days)</p>	<p>8</p> <ul style="list-style-type: none"> Make tentative job offer Request appropriate supporting documents from the two tentative selected candidates (i.e., education, DD-214) DEU notify internal AFPC Staffer and CPF when certificate audits 	
	<p>9</p> <ul style="list-style-type: none"> Close PPP Coordinate final job offer and EOD date with AFPC Staffer 	<p>10</p> <ul style="list-style-type: none"> Update Resumix (e.g., selectee's name, EOD, etc.) Close Resumix Electronically establish closeout file <p>(5 Days)</p>	
<p>11</p> <ul style="list-style-type: none"> Send non-select letters Respond to issues on non-selection 			<p>12</p> <ul style="list-style-type: none"> Applicants inquire about non-selection through IVRS