

## 780 Name Change

**Do not use previously coded Request for Personnel Actions (RPAs) for samples.**

STEPS	ACTION
1	Log onto Defense Civilian Personnel Data System (DCPDS) as “CIVDOD Personnelist.” Open the existing RPA from Civilian Inbox or create RPA when necessary. From the Navigation List click on <b>Request for Personnel Action&gt; Change Actions&gt; Name Change</b> to create this RPA.
2	Complete the “ <b>Requesting Info</b> ” tab. Enter Effective Date, SSN (with dashes), Nature of Action (NOA), and Legal Authority Code(s) respectively. Ensure the employee’s “ <b>New Name</b> ” is changed in block 1 prior to processing the action. The NOA will display the employee’s former name. <b>Note:</b> The employee record must be retrieved by SSAN when processing a name change. Refer to the Guide to Processing Personnel Actions ( <b>GPPA</b> ), <b>Chapter 20</b> for the applicable Legal Authority Code. Go to next tab.
3	Review information on the “ <b>Position Data</b> ” tab for accuracy. Position data auto populates. Go to next tab.
4	Review information on the “ <b>Employee &amp; Position Data</b> ” tab for accuracy. Go to next tab.
5	Complete the “ <b>Remarks &amp; Address</b> ” tab <b>Before</b> going to “ <b>Extra Information.</b> ”
6	Refer to the ( <b>GPPA</b> ), <b>Chapter 20</b> to select required remarks for Part F of the RPA. Also, refer to <b>GPPA Blue pages</b> for Overseas and other required remarks as well as the <b>Standard AFPC Remarks</b> located on the Share Drive. See your Team Chief/Lead for share Drive location.
7	Click on the < <b>Save</b> > icon to save any changes made to the RPA. System will generate RPA number.
8	Click the < <b>Extra Information</b> > button and complete the flexfields as indicated below.

FLEXFIELD	PRINT AUTO-GENERATED REPORTS
<b>Print Auto-Generated Reports</b>	Auto populates “Y” (Yes). <b>Use the List of Values (LOV) button and select “N” (No).</b>

**REMINDER:** Please check the following 48 hours after the action has been processed.

- DFAS Pay system to verify action flowed to the payroll system.
- Pay Status
- Payroll Rejects View- for any system rejects
- e-OPF for document SF50
- Flow Onboarding Documents to e-OPF (if applicable)

If you are unable to resolve your reject/issue please get with your Team Chief/Lead.