

# RPA Document Required Naming Conventions

Guidelines:

- ❖ General Format: Type of Document / Other Identifying Information (if applicable) / RPA Number / Program Acronym (ABC)
  - ❖ If saving multiple versions of the same document, add the date it was submitted or use numbers AFTER program acronym. Example: eSheet 12345 OHR 3.7.22 or eRPA 1A Notes 12345 DSA (1)
- NOTE:** The only documents that may have multiples are the eSheet or Post & Bid Forms/Results.

**Files Uploaded by Employee Resource Liaisons**

| Document Type                                                                    | Other Identifying Information/Notes                                                                                              | RPA Number | Program Acronym | Naming Convention Example                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Backflow Certification                                                           | Candidate’s First Initial & Last Name                                                                                            | 12345      | FMD             | Backflow Cert R. Jones 12345 FMD                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Budget Approval                                                                  |                                                                                                                                  | 12345      | DSA             | Budget Approval 12345 DSA                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Diploma                                                                          | Candidate’s First Initial & Last Name                                                                                            | 12345      | OFS             | Diploma R. Collins 12345 OFS                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Duty Statement Current                                                           | Classification Acronym (ex. SSA)                                                                                                 | 12345      | OHR             | Duty Statement Current SSA 12345 OHR                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Duty Statement Proposed                                                          | Classification Acronym (ex. AGPA)                                                                                                | 12345      | OBAS            | Duty Statement Proposed AGPA 12345 OBAS                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Duty Statement Current Proposed                                                  | Classification Acronym (ex. OT)                                                                                                  | 12345      | PD              | Duty Statement Current Proposed OT 12345 PD                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| EEO Panel Approval                                                               |                                                                                                                                  | 12345      | FMD             | EEO Panel Approval 12345 FMD                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EPA 608 Certification                                                            |                                                                                                                                  | 12345      | FMD             | EPA 608 Cert 12345 FMD                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| eRPA Combined Documents                                                          | If combining any eRPA docs, include the eRPA Cover Sheet as the 1 <sup>st</sup> doc, and list out which docs are being combined. | 12345      | ABC             | eRPA 1A App Review + Schedule + Questions 12345 ABC                                                                                                                                                                                                                                                                                                                                                                                                                          |
| eRPA Individual Documents                                                        | If uploading eRPA documents individually, upload the eRPA Cover Sheet separately, then name each document accordingly.           | 12345      | ABC             | eRPA 1A Coversheet 12345 ABC<br>eRPA App Screening Criteria 12345 ABC<br>eRPA 1A App Screening Spreadsheet 12345 ABC<br>eRPA 1A Schedule 12345 ABC<br>eRPA 1A Blank Interview Qs 12345 ABC<br>eRPA 1A Interview Rating Criteria 12345 ABC<br>eRPA 1A Interview Panel Notes 12345 ABC<br>eRPA 1A Auth to Release 12345 ABC<br>eRPA 1B App Screening Spreadsheet 12345 ABC<br>eRPA 2 Offer Letter 12345 ABC<br>eRPA 2 References 12345 ABC<br>eRPA 2 Additional Docs 12345 ABC |
| eSheet (if adding multiple, add the date it was submitted AFTER program acronym) |                                                                                                                                  | 12345      | OAH             | eSheet 12345 OAH <i>or</i><br>eSheet 12345 OAH 2.10.20                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Interview Question (Q) Approval (FMD Specific)                                   |                                                                                                                                  | 12345      | FMD             | Interview Q Approval 12345 FMD                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Job Control (JC)                                                                 |                                                                                                                                  | 12345      | ORIM            | JC 12345 ORIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

# RPA Document Required Naming Conventions

| Document Type              | Other Identifying Information/Notes   | RPA Number | Program Acronym | Naming Convention Example            |
|----------------------------|---------------------------------------|------------|-----------------|--------------------------------------|
| Justification              |                                       | 12345      | OFAM            | Justification 12345 OFAM             |
| Org Chart Current          |                                       | 12345      | PMDB            | Org Chart Current 12345 PMDB         |
| Org Chart Proposed         |                                       | 12345      | ETS             | Org Chart Proposed 12345 ETS         |
| Org Chart Current Proposed |                                       | 12345      | OSP             | Org Chart Current Proposed 12345 OSP |
| Post & Bid (PB) Form       |                                       | 12345      | FMD             | PB Form 12345 FMD                    |
| Transcripts                | Candidate’s First Initial & Last Name | 12345      | ETS             | Transcripts S. Shell 12345 ETS       |
| Typing Certificate         | Candidate’s First Initial & Last Name | 12345      | CCDA            | Typing Cert A. Bell 12345 CCDA       |

## Files Uploaded by Exam Analysts

| Document Type                                | Other Identifying Information         | RPA Number | Program Acronym | Naming Convention Example   |
|----------------------------------------------|---------------------------------------|------------|-----------------|-----------------------------|
| A01                                          | Candidate’s First Initial & Last Name | 12345      | EMSA            | A01 D. Sharp 12345 EMSA     |
| Alternate Range Criteria (ARC) Determination |                                       | 12345      | ETS             | ARC Determination 12345 ETS |
| Minimum Qualifications (MQ) Analysis         |                                       | 12345      | PMDB            | MQ Analysis 12345 PMDB      |

## Files Uploaded by C&P Analysts

| Document Type                                                                                       | Other Identifying Information         | RPA Number | Program Acronym | Naming Convention Example                  |
|-----------------------------------------------------------------------------------------------------|---------------------------------------|------------|-----------------|--------------------------------------------|
| 625 RPA #                                                                                           |                                       | 12345      | BCSHA           | 625 RPA 12345 BCSHA                        |
| 904 RPA # (Client-Specific)                                                                         |                                       | 12345      | First 5         | 904 RPA 12345 First 5                      |
| Background Clearance                                                                                | Candidate’s First Initial & Last Name | 12345      | DSA             | Background Clearance V. Richards 12345 DSA |
| Department of Finance (DOF) Approved 607                                                            |                                       | 12345      | OAH             | DOF Approved 607 12345 OAH                 |
| Hire Above Minimum (HAM) Package                                                                    |                                       | 12345      | CCAP            | HAM Package 12345 CCAP                     |
| Medical Approval                                                                                    | Candidate’s First Initial & Last Name | 12345      | EXEC            | Medical Approval D. Nguyen 12345 EXEC      |
| Management (MGMT) Sign Off Sheet (SOS)                                                              |                                       | 12345      | DCU             | MGMT SOS 12345 DCU                         |
| Post & Bid (PB) Results*                                                                            | Candidate’s First Initial & Last Name | 12345      | FMD             | PB Results J. Smith 12345 FMD              |
| Post & Bid Seniority Calculations                                                                   | Candidate’s First Initial & Last Name | 12345      | FMD             | Seniority D. Radcliff 12345 ABC            |
| *Post & Bid (PB) Results (if multiple bidders, add the date it was submitted AFTER program acronym) |                                       | 12345      | FMD             | PB Results 12345 FMD 3.10.20               |
| Position Analysis (PA)                                                                              | Classification Acronym (ex. IT)       | 12345      | ETS             | PA IT Specialist II 12345 ETS              |
| Super State Restrictions of Appointment (SROA)                                                      |                                       | 12345      | OHR             | Super SROA 12345 OHR                       |
| Temporary Authorization Utilization (TAU) Approval                                                  |                                       | 12345      | FMD             | TAU Approval 12345 FMD                     |
| Transfer Eligibility (TE)                                                                           | Candidate’s First Initial & Last Name | 12345      | RESD            | TE S. Temple 12345 RESD                    |
| Training & Development (TD) Agreement                                                               | Candidate’s First Initial & Last Name | 12345      | PD              | TD Agreement Q. Vasquez 12345 PD           |