Flow Chart to Transition Limited Term (LT), Temporary Authorization Utilization (TAU), and Training and Development (T&D) Assignments to Permanent **Employee Resource Liaison** Classification & Pay (C&P) **Examinations (Exam) Analyst Certification (Cert) Unit** (ERL) **Analyst** 1. Creates an RPA in ABMS for a transition of an employee (EE) from LT, TAU, or T&D to permanent. 2. Sends email to Exams requesting a 3. Pulls commitment cert commitment cert with & takes screenshot of the Commitment Cert PIMs History. Sends back to ERL via email with Cert Request Chart filled out with the following Chart completed and screenshot(s) pasted into information: RPA #, EE Name, type of email (redacted for transition, tenure, time Personally Identifiable base, location and Information). requested classification. 5. Processes RPA per guidelines. 4. Uploads email as a PDF into ABMS, and submits RPA to C&P Analyst with 6. Once approvals have 7. Opens Cert Chart all pertinent documents. been obtained from OHR email as an ABMS Management, routes attachment, and RPA to "Cert" in ABMS, processes hire. Routes and sends email to Cert RPA back to C&P Analyst Unit Inbox requesting the and sends confirmation hire to be processed. email. 8. Routes RPA to Personnel Transactions Unit for keying.