

# 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 3.7.20 or eRPA 1A Notes 12345 DSA (1)  
**NOTE:** The only documents that may have multiples are the eSheet or Post & Bid Forms/Results.
- ❖ Scan and upload all Post & Bid Forms for each recruitment into one file.
- ❖ In some cases, the document name may be shortened. Follow the naming convention example.

## Files Uploaded by Employee Resource Liaisons

Document Type	Other Identifying Information	RPA Number	Program Acronym	Naming Convention Example
Backflow Cert	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
eRPA 1A App Review (include eRPA cover sheet)		12345	DSA	eRPA 1A App Review 12345 DSA
eRPA 1A Interview Schedule		12345	DSA	eRPA 1A Schedule 12345 DSA
eRPA 1A Interview Questions and Rating Criteria		12345	DSA	eRPA 1A Interview Q 12345 DSA
eRPA 1A Interview Panel Notes (if uploading in batches, use numbers AFTER program acronym)		12345	DSA	eRPA 1A Notes 12345 DSA <i>or</i> eRPA 1A Notes 12345 DSA (1)
eRPA 1B App Review (include eRPA cover sheet)		12345	DSA	eRPA 1B App Review 12345 DSA
eRPA 2 (include any other program documentation)		12345	DSA	eRPA 2 12345 DSA
eSheet (if adding multiple, add the date it was submitted AFTER program acronym)		12345	OAH	eSheet 12345 OAH <i>or</i> eSheet 12345 OAH 2.10.20
Interview Question (Q) Approval		12345	FMD	Interview Q Approval 12345 FMD
Job Control (JC)		12345	ORIM	JC 12345 ORIM
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
Transcripts	Candidate's First Initial & Last Name	12345	ETS	Transcripts S. Shell 12345 ETS
Typing Cert	Candidate's First Initial & Last Name	12345	CCDA	Typing Cert A. Bell 12345 CCDA

# RPA Document Required Naming Conventions

## 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 Package RPA		12345	BCSHA	625 Package RPA 12345 BCSHA
904 RPA		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) Package		12345	OAH	DOF Package 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) Form		12345	FMD	PB Form 12345 FMD
Post & Bid (PB) Results*	Candidate's First Initial & Last Name	12345	FMD	PB Results J. Smith 12345 FMD
*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