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25 October 2001

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Processing Requests for Personnel Action (**RPA**) – Department of Defense Dependents Schools (DoDDS)

DoDEA PERSONNEL CENTER STANDARD OPERATING PROCEDURE (SOP) 01-002

1. Purpose: To establish procedures for the routing and coding of Requests for Personnel Action (RPAs) for employees assigned to the Department of Defense Dependents Schools (DoDDS).
2. Applicability: This applies to all Department of Defense Education Activity (DoDEA) employees who create, approve and/or process RPAs for employees assigned to DoDDS.
3. Cancellation: This policy memorandum supercedes DoDEA Policy Memorandum 00-P-001, Processing Requests for Personnel Action, Standard Form SF 52, dated April 7, 2000.
4. Definitions:
  - a. **MODERN DCPDS (MODERN SYSTEM)** – The main electronic database utilized by DoDEA for creation of RPAs and processing of Notifications of Personnel Action (NPA), Standard Form (SF) 50. The main database which interfaces with the Defense Civilian Payroll System (DCPS) to transfer personnel data to payroll offices.
  - b. **Personnel Center Representative (PCR) Office** – The office in each DoDDS district that is primarily responsible for human resource processes.
  - c. **Field Personnel Office (FPO)** – The central offices in the Europe and Pacific areas which are primarily responsible for DoDDS labor relations, employee relations, local educator recruitment and above GS 8 recruitment.
  - d. **Defense Civilian Payroll System (DCPS)** – The Payroll Office System that interfaces with Modern DCPDS.

5. Procedures:

a. **General Procedural Information:**

- (1) **Applicant Build Process.** The office that performs the recruitment for the action will be the office that performs the applicant build process. This includes building as an applicant and then accepting that applicant as an employee.
- (2) MODERN DCPDS and Hard Copy RPAs. MODERN DCPDS is available at all sites and will be used to submit and forward RPAs. Submission of hard copy SF 52s is no longer authorized.
- (3) Supervisor Coding Responsibilities. DoDDS supervisors should contact the PCR for specific assistance. Generally, principals/supervisors must fill in Part A completely. Using MODERN DCPDS, block 2, Request Number, is system-generated. Unless it is the initial submission of a RPA for a recruit/fill action, Part B, in blocks 1-3, are filled in by the initiator. If an action involves a change to information in blocks 7-22, then those blocks are completed also. Blocks 23 through 39 are also completed. Information for block 36 should be obtained using the Activity Code and Organization Code Listing. For recruit actions, the initiator ensures that the RPA contains “vice” information and that the “Recruit/Fill-Establish/Fill Attachment” and the “Position Information Attachment” are attached as documents to the RPA. If the action is for a change in work schedule involving a part-time employee or is the accession of a part-time employee, it is required that the RPA list the actual number of part-time hours that will be worked.
- (4) Supervisor's Initial Submissions of RPAs. DoDDS districts establish their own routing sequence, eventually resulting in the RPA being sent to the PCR.
- (5) Routing. After initial submission of the RPA to the PCR, further routing, as appropriate, to the Classification and Compensation, the FPO, Management Analysis Staff (MAS), Staffing and the appropriate Personnel Management Team (PMT) is accomplished using the MODERN DCPDS router boxes, not an individual specialist’s Civilian Inbox.
- (6) Reviews/Approvals: Part C, Reviews and Approvals no longer show on the “screen copy” of the RPA. However, permissions will be set for Approvers and Reviewers when MODERN DCPDS (MODERN SYSTEM) Users Accounts are built. Once the RPA has been routed through a Civilian Inbox – the Users Name/Initials and date will automatically be generated and appear in Part C of the printed RPA. The Specialist that “Updates HR” will be the signatory of both the NPA and RPA (certifying regulatory and statutory compliance.)
- (7) General RPAs Coding/Responsibilities. Before any changes are made to a submitted RPA, coordination with the previous office responsible for coding that block is required. Additionally, once a selection is made for recruit/fill actions,

these types of actions often become transfers, reassignments, conversions, or promotions, depending on the individual selected. The PCR, FPO or Staffing changes the "Action Requested" title in MODERN DCPDS and codes the RPA appropriately. All RPAs should be as fully coded as possible utilizing the Guide to Processing Personnel Actions and the DoDEA local remarks table.

- (8) Except in limited cases, such as PCS reassignments or CONUS hire appointments when the travel date is not initially known, the RPA is forwarded to the PMT fully coded. The PMT ensures regulatory compliance on all actions, but makes no changes to coding without coordination with the office that initially completed the coding.
- (9) Actions input before the effective date are projected actions in MODERN DCPDS. If projected actions are entered too far in advance, they may have to be canceled to permit an intervening or system generated action with an earlier effective date to process. Therefore, it is recommended that actions be processed by the PMT no earlier than one pay period before the effective date. There is no restriction on how far in advance an action may be forwarded to the PMT for retention in the suspense box.
- (10) Timelines included in this SOP assume all required information and documentation is provided when the RPA is received. If documentation is incomplete, the individual who submitted the RPA is notified of what is missing within two working days. RPAs for actions other than recruitment should be submitted at least five working days prior to the effective date of the action. If it is not submitted within five working days, the effective date of the action may be changed to a later date. The only exceptions are actions that by nature are retroactive, such as pay lane adjustments due to completion of higher education. Extraordinary circumstances sometimes exist that prevent these timelines from being met. Supervisors and Branch Chiefs monitor timelines.
- (11) If a RPA is canceled at any time during the routing process, it is promptly routed back to the originator for deletion.

b. **Establish and Recruit/Fill –Positions Recruited by the PCRs.** The specific positions for which recruited may vary by district, but generally includes educational aides, school secretaries, library aides, supply technicians and other school or district support staff graded General Schedule (GS) 7 and below.

- (1) Supervisors should be advised to submit the RPA as soon as the need to recruit is determined. In no circumstance will a new employee be allowed to work until authorized and provided an entrance-on-duty date by the PCR.
- (2) The PCR reviews the RPA that was received from the originating office for clarity and completeness. The "Recruit/Fill-Establish/Fill Attachment" must be attached as a document to the RPA. The PCR routes the RPA to MAS. This process should be completed within two days of receipt of the RPA.

- (3) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the RPA to either Classification and Compensation or the PCR. This process should be completed within one day.
- (4) Classification and Compensation must review the action prior to the position being filled if it involves establishment of a new position or a change in the duties, title, series, location or grade of a vacated position. After the position review process is complete, Classification and Compensation notifies the PCR of the final determination, provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full performance level of the position on the "Position Information Attachment". Classification and Compensation forwards the action to the PCR. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate to substantial review, this process should be completed within 30 days.
- (5) The PCR coordinates the fill of the position, completes the applicant build, fully codes the RPA and routes the action and all application materials to the PMT for processing. The action should be forwarded within two working days of the employee inprocessing. The 5 digit Position Description Number (i.e. 7X---) must be reflected on the RPAs. (Note: This can be obtained from the Position Title List of Values, LOV, menu).
- (6) The PMT "Updates HR" (which means processing the RPA to generate the NPA). By "Updating HR" the processing Specialist is signing the RPA and the NPA, certifying that the action meets regulatory and statutory compliance. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**c. Establish and Recruit/Fill - Substitute Teacher Positions.**

- (1) Supervisors should be advised to submit the RPA as soon as the need to recruit is determined. In no circumstance will a new employee be allowed to work until authorized and provided an entrance-on-duty date by the PCR.
- (2) The PCR coordinates the fill of the position, completes the applicant build, codes the RPAs and forwards the action and all application materials to the PMT. The "Recruit/Fill-Establish/Fill Attachment" must be attached as a document to the RPA. The action should be forwarded within two working days of the employee inprocessing.
- (3) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**d. Establish and Recruit/Fill –GS Positions Recruited by the FPOs.** The specific positions for which recruited may vary by district, but generally includes district and area staff graded GS 8 and above.

- (1) Supervisors should be advised to submit the RPAs as soon as the need to recruit is determined. In no circumstance will a new employee be allowed to work until authorized and provided an entrance-on-duty date by the FPO.

- (2) The PCR reviews the RPA that was received from the originating office for clarity and completeness. The “Recruit/Fill-Establish/Fill Attachment” must be attached as a document to the RPA. The PCR routes the RPA to MAS. This process should be completed within two days of receipt of the RPA.
  - (3) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the RPA to either Classification and Compensation or the FPO. This process should be completed within one day.
  - (4) Classification and Compensation must review the action prior to the position being filled if it involves establishment of a new position or a change in the duties, title, series, location or grade of a vacated position. After the position review process is complete, Classification and Compensation notifies the PCR of the final determination, provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full performance level of the position on the “Position Information Attachment”. Classification and Compensation forwards the action to the FPO. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate to substantial review, this process should be completed within 30 days.
  - (5) The FPO coordinates the fill of the position, completes the applicant build, codes the RPA and routes the action and all application materials to the PMT. The action should be forwarded within two working days of the employee inprocessing. The 5 digit Position Description Number must be reflected on the RPA.
  - (6) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.
- e. **Establish and Recruit/Fill – Educator Positions.** The specific positions may vary by district, but generally includes classroom teachers, school nurses, JROTC Instructors, guidance counselors and school psychologists.
- (1) Supervisors should be advised to submit the RPA as soon as the need to recruit is determined. In no circumstance will a new employee be allowed to work until authorized and provided an entrance-on-duty date by the FPO or Staffing.
  - (2) The PCR reviews the RPA that was received from the originating office for clarity and completeness. The “Recruit/Fill-Establish/Fill Attachment” must be attached as a document to the RPA. The PCR routes the RPA to MAS. This process should be completed within two days of receipt of the RPA.
  - (3) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the RPA to either Classification and Compensation or the FPO. This process should be completed within one day.
  - (4) Classification and Compensation must review the action prior to the position being filled if it involves establishment of a new position or a change in the duties, title, series, location or grade of a vacated position. After the position review process is complete, Classification and Compensation notifies the FPO of the final determination, provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full

performance level of the position on the “Position Information Attachment”. Classification and Compensation forwards the action to the FPO. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate to substantial review, this process should be completed within 30 days.

- (5) The FPO determines if a locally available candidate can fill the position. If local candidates are available, the FPO coordinates the fill of the position, routes the action through Classification and Compensation (JROTC Instructor positions only), fully codes the RPA and forwards the RPA and all application materials to the PMT. The action should be forwarded within two working days of the employee inprocessing. If no local candidates are available, the FPO forwards the action to Staffing within two days of the determination that the position cannot be filled locally.
- (6) When no local candidates are available, Staffing coordinates the fill of the position, completes the applicant build, routes the action through Classification and Compensation (JROTC Instructor positions only), fully codes the RPA and forwards the RPA and all application materials to the PMT. The action should be forwarded within two working days of the acceptance of the position. If the position has been filled through the CONUS recruitment program, Staffing immediately delivers a copy of the RPA and the application materials *with the green cover sheet to the PMT's “Hot Box”*.
- (7) If the recruitment is for a JROTC Instructor position, Classification and Compensation verifies or adjusts the salary as necessary and returns the RPA to the FPO or Staffing for final coding. This process should be completed within five working days.
- (8) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

f. **Establish and Recruit/Fill – Administrator Positions.** The specific positions may vary by district, but generally includes school principals, assistant principals, district superintendents and assistant superintendents.

- (1) Supervisors should be advised to submit the RPA as soon as the need to recruit is determined. In no circumstance will a new employee be allowed to work until authorized and provided an entrance-on-duty date by Staffing.
- (2) The PCR reviews the RPA that was received from the originating office for clarity and completeness. The “Recruit/Fill-Establish/Fill Attachment” must be attached as a document to the RPA. The PCR routes the RPA to MAS. This process should be completed within two days of receipt of the RPA.
- (3) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the RPA to either Classification and Compensation or the appropriate Staffing office. This process should be completed within one day.
- (4) Classification and Compensation must review the action prior to the position being filled if it involves establishment of a new position or a change in the duties, title, series, location or grade of a vacated position. After the position review process is complete, Classification and Compensation notifies Educator

Staffing of the final determination, provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full performance level of the position on the “Position Information Attachment”. Classification and Compensation forwards the action to Staffing. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate or substantial review, this process should be completed within 30 days.

- (5) The appropriate Staffing office coordinates the fill of the position, completes the applicant build, fully codes the RPA and forwards the RPA and all application materials to the PMT. The action should be forwarded within two working days of the acceptance of the position.
- (6) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**g. Recess Appointments.**

- (1) The PCR reviews the RPA received from the originating office and forwards the action to the PMT.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**h. Details.**

- (1) The PCR reviews the RPA received from the originating office and routes it to MAS. This process should be completed within two working days of receipt.
- (2) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the RPA to Classification and Compensation, the PCR, the FPO or Staffing. This process should be completed within one day.
- (3) Classification and Compensation must review the action prior to the position being filled if it involves establishment of a new position or a change in the duties, title, series, location or grade of a vacated position. After the position review process is complete, Classification and Compensation notifies the PCR of the final determination, provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full performance level of the position on the “Position Information Attachment”. Classification and Compensation forwards the action to the PCR, FPO or Staffing. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate to substantial review, this process should be completed within 30 days.
- (4) The reviewing office based on primary recruitment responsibility for the type of position – PCR, FPO or Staffing – completes the coding. The action is routed to the PMT within two working days.
- (5) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received

more than one pay period before the effective date it is processed five days prior to the effective date.

**i. Promotion - Career-ladder for School Level Employees.**

- (1) The PCR codes the RPA and routes it to the PMT. The action must be coordinated so the reviewing official's initials and date (which are system generated as the action passes through the reviewer's Civilian Inbox) are prior to the effective date of the proposed promotion. The action is routed to the PMT within two working days.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**j. Promotion - Career-ladder for Above School Level Employees.**

- (1) The PCR codes the RPA and routes it to MAS. This process should be completed within two working days of receipt.
- (2) The FPO reviews the RPA for clarity and completeness. The action must be coordinated so the reviewing official's initials and date (which are system generated as the action passes through the reviewer's Civilian Inbox) are prior to the effective date of the proposed promotion. The action is routed to the PMT within two working days.
- (3) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**k. Promotion - Temporary, Non-competitive.**

- (1) The PCR codes the RPA and routes it to MAS. This process should be completed within two working days of receipt.
- (2) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the RPA to Classification and Compensation, the PCR, or the FPO. This process should be completed within one day.
- (3) Classification and Compensation must review the action prior to the position being filled if it involves establishment of a new position or a change in the duties, title, series, location or grade of a vacated position. After the position review process is complete, Classification and Compensation notifies the PCR of the final determination, provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full performance level of the position on the "Position Information Attachment". Classification and Compensation initials forwards the action to the PCR, the FPO or Staffing. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate to substantial review, this process should be completed within 30 days.
- (4) The reviewing office based on primary recruitment responsibility for the type of position – PCR, FPO or Staffing – completes the coding. The action must be coordinated so the reviewing official's initials and date (which are system



generated as the action passes through the reviewer's Civilian Inbox) are prior to the effective date of the proposed promotion. The action is routed to the PMT within two working days.

- (5) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**l. Change to Lower Grade – Expiration of Temporary Promotion.**

- (1) For GS 7 and below employees, the PCR fully codes the RPA and routes the action to the PMT. For other employees, the PCR codes the RPA and routes the action to the FPO or Staffing. The action should be forwarded within two working days of receipt.
- (2) For GS 8 and above and educator positions, the reviewing office based on primary recruitment responsibility for the type of position – FPO or Staffing – completes the coding. The action is routed to the PMT within two working days.
- (3) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**m. Change to Lower Grade – For Cause.**

- (1) The FPO works with the supervisor on proposed changes to lower grade for cause. If required, the FPO initiates a RPA and forwards it to the PMT. This process should be completed within two days of the final decision.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**n. Extension of Appointment – School Level Employees (excluding LWOP w/Resignations).**

- (1) For GS positions, the PCR codes the RPA and forwards the action to the PMT. For educator positions, the PCR codes the RPA and forwards the action to the appropriate staffing office. This process should be completed within two working days of receipt.
- (2) For educators, RPAs for determination of eligibility for conversion to a permanent position and related materials are sent to the Staffing office. Staffing completes and forwards the action to the PMT. This process should be completed within five working days of receipt.
- (3) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

- o. Extension of Appointment – Above School Level Employees (excluding LWOP w/Resignations).**
- (1) The PCR codes the RPA and forwards the action to the PMT. This process should be completed within two days of receipt.
  - (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.
- p. Changes in Work Schedule/Changes in Hours.**
- (1) The PCR codes the RPA and forwards the action to MAS. This process should be completed within two days of receipt.
  - (2) MAS verifies that the change in work schedule or hours is authorized. Upon completion of their review process, MAS routes the RPA to the PMT. This process should be completed within one day.
  - (3) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.
- q. Requests for Position Reviews and Audits.**
- (1) The PCR codes the RPA and routes it to Classification and Compensation. This process should be completed within two working days of receipt.
  - (2) Classification and Compensation reviews the proposed action and notifies the PCR of the final determination. If there is no change in the position, the action is returned to the PCR for cancellation. If the position is reclassified, Classification and Compensation provides a copy of the new position description and adds the Position Description Number, Competitive Level Code and the full performance level of the position on the “Position Information Attachment”. Classification and Compensation forwards the action to the PCR, FPO or Staffing. For routine actions this process should be completed within 10 working days. For complex actions requiring a moderate to substantial review, this process should be completed within 30 days.
  - (3) The reviewing office based on primary recruitment responsibility for the type of position – PCR, FPO or Staffing – completes the coding. The action is routed to the PMT within two working days of receipt.
  - (4) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.
- r. Adjustment to Pay – Educator Initial Pay Correction.**
- (1) The FPO or Staffing office in receipt of the verification initiates the RPA(s) and forwards the action to the PMT. This should be completed within 10 days of receipt of verifying documentation, such as transcripts or verification of prior experience.

- (2) The PMT processes the RPA(s) to generate the NPA(s). The PMT processes and accepts the action within five working days.
- s. **Adjustment to Pay – Academic Salary Lane (ASL) Change.**
- (1) Staffing receives the ASL documentation for review. If an ASL change is verified, Staffing initiates the RPA (and any additional corrections required), and completes the coding. The action is then routed to the PMT.
  - (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days.
- t. **Adjustment to Pay – Supervisory Differential and Pay Retention.**
- (1) Classification and Compensation calculates pay adjustments for employees who may be eligible for pay retention or supervisory differential. Classification and Compensation initiates the RPA and forwards it to the PMT.
  - (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.
- u. **Leave Without Pay (LWOP).**
- (1) The PCR codes the RPA and forwards the action to the FPO. This process should be completed within two working days. If the LWOP is for the purpose of accompanying a sponsor to a new duty station, the LWOP RPA is accompanied by RPAs for resignation and, if applicable, extension of appointment. In addition to entering the resignation RPA into MODERN DCPDS, the second page of the original RPA with the employee's signature and the PCS orders, if applicable, are sent to the FPO.
  - (2) The FPO coordinates the review of the request for LWOP. If approved, the RPA for LWOP is fully coded and forwarded to the PMT within two days of approval of the LWOP. The second page of the original RPA with the employee's signature and the PCS orders, if applicable, are sent to the PMT.
  - (3) The PMT processes the RPA to generate NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.
- v. **Separations - Resignations.**
- (1) The PCR codes the RPA and forwards the action to the PMT. The coding must include a forwarding address.
  - (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**w. Separations - Retirements and Death in Service.**

- (1) The PCR forwards the action directly to the PMT.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**x. Separations - Removals/Terminations for Cause.**

- (1) The FPO works with the supervisor on proposed removals or terminations for cause. If required, the FPO initiates a RPA and forwards it to the PMT. This process should be completed within two days of the final decision.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**y. Suspensions.**

- (1) The FPO works with the supervisor on proposed suspension actions. If suspended, the FPO initiates a RPA and forwards it to the PMT. This process should be completed within five working days of the proposed effective date.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**z. Awards.**

- (1) RPAs are not necessary for performance awards except for Quality Step Increase (QSI). DoDDS performance award lists are consolidated by the FPO and sent to the Functional Automation and Information Management (FAIM) Section for mass processing.
- (2) When a RPA is required, the PCR codes the RPA and forwards it to the FPO. This process should be completed within five days of receipt.
- (3) The FPO reviews the RPA for clarity and completeness. The action should be routed to the PMT within two working days
- (4) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

**aa. Name Changes.**

- (1) The PCR codes the RPA and forwards the action to the PMT.
- (2) The PMT processes the RPA to generate the NPA. The PMT processes and accepts the action within five working days. However, if the action is received more than one pay period before the effective date it is processed five days prior to the effective date.

- bb. **Actions Resulting from Equal Employment Opportunity (EEO) Decisions.** The DoDEA EEO section initiates the RPA and coordinates with the appropriate Staffing office (PCR, FPO or HQ) and the PMT to ensure processing.
- cc. **Corrections.** Correction RPAs are initiated by the office responsible for determining the item being corrected, and forwarded to the PMT for processing.
- dd. **Other.** All actions not addressed above are reviewed by the PCR to determine if additional coordination is required based on the specific nature of action and to ensure proper forwarding of the RPA, ultimately resulting in the action being sent to the PMT for processing.

*//original signed//*  
Paul Wolfe  
Personnel Director

Distribution:  
All DoDEA Personnel Center Staff