

22 October 2001

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Processing Requests for Personnel Action (RPA), - Headquarters

DoDEA PERSONNEL CENTER STANDARD OPERATING PROCEDURE (SOP) 01-003

1. Purpose: To establish procedures for the routing and coding of Requests for Personnel Action (RPAs) for employees assigned to the Department of Defense Education Activity (DoDEA) Headquarters (HQ) in Arlington, Virginia.

2. Applicability: This applies to all employees who create, approve and/or process RPAs for employees assigned to DoDEA HQ.

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 Notifications of Personnel Action (NPA). 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. **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 (MODERN SYSTEM) and Hard Copy RPAs. MODERN DCPDS (MODERN SYSTEM) 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. Supervisors should contact Staffing for specific assistance. Generally, 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, 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 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) Routing. Routing to Classification and Compensation, Management Analysis Staff (MAS), Staffing, Management/Employee Relations (MER) and the Personnel Management Team (PMT) is accomplished using the **MODERN DCPDS** router boxes, not an individual specialist's **Civilian Inbox**.
- (5) **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 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.)**
- (6) General **RPA** 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. Staffing codes the **RPA** appropriately and changes the "Action Requested" title in **MODERN DCPDS**. All **RPAs** should be as fully coded as possible utilizing the Guide to Processing Personnel Actions and the DoDEA local remarks table.
- (7) Except in limited cases, such as reassignments 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, which initially completed the coding.

- (8) Actions input before the effective date are projected actions in **MODERN DCPDS (MODERN SYSTEM)**. 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.
- (9) 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.
- (10) If a **RPA** is canceled at any time during the routing process, it is promptly routed back to the originator.

**b. Establish and Recruit/Fill.**

- (1) The supervisor initiates the **RPA** and the “Recruit/Fill-Establish/Fill” attachment and routes it to MAS. 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) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the **RPA** to Classification and Compensation. This process should be completed within one day.
- (3) Classification and Compensation must review the action prior to the position being filled. After the position review process is complete, Classification and Compensation notifies the supervisor of the final determination, provides a copy of the new position description, if applicable, 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 to substantial review, this process should be completed within 30 days.
- (4) Staffing 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.
- (5) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Details.**

- (1) The supervisor initiates the **RPA** and routes it to MAS. This should be completed at least five days prior to the proposed effective date.
- (2) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the **RPA** to Classification and Compensation. 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 is complete, Classification and Compensation forwards the action to Staffing, 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". 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) Staffing completes the coding and the action is routed to the PMT within two working days.
- (5) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Promotion - Career-ladder.**

- (1) The supervisor initiates the **RPA** and routes it to MAS. This should be completed at least five days prior to the proposed effective date.
- (2) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the **RPA** to **Staffing**. This process should be completed within one day.
- (3) Staffing 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.
- (4) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Promotion - Temporary, Non-competitive.**

- (1) The supervisor initiates the **RPA** and routes it to MAS. This should be completed at least five days prior to the proposed effective date.

- (2) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the **RPA** to Classification and Compensation. 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 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 and forwards to 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) Staffing completes the coding and the action is routed to the PMT within two working days.
- (5) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Change to Lower Grade – Expiration of Temporary Promotion.**

- (1) The supervisor initiates the **RPA** and routes it to Staffing. This should be completed at least five days prior to the effective date.
- (2) Staffing completes the coding and the action is routed to the PMT within two working days.
- (3) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Change to Lower Grade – For Cause.**

- (1) MER works with the supervisor on proposed changes to lower grade for cause. If required, MER 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 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. Extension of Appointment.**

- (1) The supervisor initiates the **RPA** and routes it to MAS. This should be completed at least five days prior to the effective date.
- (2) MAS verifies that the position is authorized. Upon completion of their review process, MAS routes the **RPA** to Staffing. This process should be completed within one day.
- (3) Staffing reviews the **RPA** for clarity and completeness. The action is routed to the PMT within two working days.

- (4) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Changes in Work Schedule/Changes in Hours.**

- (1) The supervisor initiates the **RPA** and routes it to MAS. This should be completed at least five days prior to the proposed effective date.
- (2) MAS verifies that the change in work schedule or hours is authorized. Upon completion of their review process, MAS routes the **RPA** to Staffing. This process should be completed within one day.
- (3) Staffing reviews the **RPA** for clarity and completeness. The action is routed to the PMT within two working days.
- (4) The PMT processes the **RPA** to generate the **NPA**. The PMT processes 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. Requests for Position Reviews and Audits.**

- (1) The supervisor initiates the **RPA** and routes it to Classification and Compensation.
- (2) Classification and Compensation reviews the proposed action and notifies the supervisor of the final determination. If there is no change in the position, the action is returned to the originating office. 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 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) Staffing completes the coding and 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 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. Adjustment to Pay – Supervisory Differential and Pay Retention.**

- (1) Classification and Compensation calculates pay adjustments for employees on pay retention or in receipt of 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 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.

**1. Leave Without Pay (LWOP).**

- (1) The supervisor initiates the **RPA** and forwards the action to MER. 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 **RPA** 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 MER.
- (2) MER 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 the **NPA**. The PMT processes 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. Separations - Resignations.**

- (1) The supervisor reviews 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 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. Separations - Transfers to Other Agencies, Retirements, and Death in Service.** The PMT initiates and processes the **RPA** to generate the **NPA**. The PMT processes 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. Separations - Removals/Terminations for Cause.**

- (1) MER works with the supervisor on proposed removals or terminations for cause. If required, MER 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 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. Suspensions.**

- (1) MER works with the supervisor on proposed suspension actions. If required, MER 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 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. **Awards.**

- (1) **RPA**s are not necessary for performance awards except for Quality Step Increase (QSI). DoDDS performance award lists are consolidated by MER and sent to the Functional Automation and Information Management (FAIM) Section for mass processing.
- (2) When a **RPA** is required, the supervisor codes the **RPA** and forwards it to MER.
- (3) MER 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 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. **Name Changes.** The PMT initiates and processes the **RPA** to generate the **NPA**. The PMT processes 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.

s. **Actions Resulting from Equal Employment Opportunity (EEO) Decisions.** The DoDEA EEO section initiates the **RPA** and coordinates with Staffing and the PMT to ensure processing.

t. **Corrections.** Correction **RPA**s are initiated by the office responsible for determining the item being corrected, and forwarded to the PMT for processing.

u. **Other.** All actions not addressed above are reviewed by Staffing 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//*  
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Distribution:  
All DoDEA Personnel Center Staff