

15 October 2002

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Processing Requests for Personnel Action (RPA), - Domestic Dependent Elementary and Secondary Schools (DDESS)

DoDEA PERSONNEL CENTER STANDARD OPERATING PROCEDURE (SOP) 02-001

1. Purpose: To establish procedures for the routing and coding of Requests for Personnel Action (RPAs) for employees assigned to the Domestic Dependent Elementary and Secondary Schools (DDESS).
2. Applicability: This applies to all Department of Defense Education Activity (DoDEA) employees who create, approve and/or process RPAs for employees assigned to DDESS.
3. Cancellation: This policy memorandum supercedes DoDEA Personnel Center Standard Operating Procedure (SOP) 01-001, Processing Requests for Personnel Action (RPA), Domestic Dependents Elementary and Secondary Schools (DDESS), dated 15 October 2001.
4. Definitions:
  - a. MODERN DCPDS (MODERN SYSTEM) – The main electronic database utilized by DoDEA for creation and processing of Notifications of Personnel Action (NPA), Standard Form (SF) 50. The main database which interfaces with DCPS (Defense Civilian Payroll System) to transfer personnel data to payroll offices
  - b. Site Manager Office (SMO) – The office at each DDESS district that is primarily responsible for human resource processes.
  - c. Defense Civilian Payroll System (DCPS). The Payroll Office system that interfaces with Modern DCPDS.
  - d. Personnel Management Team (PMT). The HQ, DoDEA Human Resources Processing Team that is responsible for processing personnel actions in Modern System.
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.
- (2) MODERN DCPDS (MODERN SYSTEM) and Hard Copy RPAs (SF52). MODERN DCPDS (MODERN SYSTEM) is available to all sites and will be used to submit and forward RPAs. Submission of hard copy SF52s for processing actions is no longer authorized.
- (3) Supervisor Coding Responsibilities. DDESS supervisors should contact the SMO for specific assistance. Generally, principals/supervisors must fill in Part A completely. Using MODERN DCPDS (MODERN SYSTEM), 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 also completed. Blocks 23 through 39 are completed. Information to populate block 36 should be obtained using the Activity Code and Organization Code Listing but will not be annotated in block 36. Instead the information for block 36 will be annotated on the revised "Position/Recruit Information Attachment". All RPAs must have an attached "Position/Recruit Information Attachment". 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. DDESS districts establish their own routing sequence, eventually resulting in the RPA being sent to the SMO.
- (5) Routing. After initial submission of the RPA to the SMO, further routing to DDESS Classification and Compensation, DDESS Staffing, DDESS Management Employee Relations (MER), DDESS Manpower, and the PMT is accomplished using the MODERN DCPDS (MODERN SYSTEM) 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 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. The SMO or DDESS Staffing codes the RPA appropriately and changes the "Action Requested" title/Change Family in MODERN DCPDS (MODERN SYSTEM.) All RPAs should be as fully coded as possible utilizing the Guide to Processing Personnel Actions, central remark tables, and the DoDEA local remarks table (provided previously via email).

- (8) Except in limited cases, 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.
- (9) 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.
- (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 coded incorrectly will be returned to the individual who submitted the RPA for correction. Incorrect applicant builds will be corrected by the builder. 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, which 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.

**b. Establish and Recruit/Fill – Professional Positions Recruited by the SMOs.** The specific positions for which recruited may vary by site, but generally includes classroom teachers, school nurses, 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 SMO.
- (2) The SMO enters the RPA into MODERN DCPDS (MODERN SYSTEM) or reviews the RPA that was received from the originating office for clarity and completeness. The "Position/Recruit Information Attachment" must be attached as a document to the RPA. All positions for recruit/fill must be listed on a staffing document. The "Position/Recruit Information Attachment" must include the statement: *Recruit/fill requested for (position title) on (name of staffing*

*document) and is within the staffing allocation.* You must also include one of the following statements – whichever is applicable: ***This is a new position authorized on (name of staffing document) dated (date of staffing document).*** ***OR This action is a fill to a vacancy vice (name of former employee) and is within the staffing allocation.*** SMO should state on the RPA that the District has both the position and the funds available. The RPA is routed to DDESS Manpower for approval. This process should be completed within two days of receipt of the RPA.

- (3) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower will route the RPA to either DDESS Classification and Compensation Router or DDESS Staffing Router- depending on type of action. This process should be completed within one day.
- (4) DDESS 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, DDESS Classification and Compensation notifies the SMO of the final determination and attaches an electronic copy of the new position description to the RPA. DDESS Classification and Compensation will forward RPA to DDESS Staffing Router for further action. 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) DDESS Staffing clears PPP, annotates clearance number and date on RPA Attachments page and the RPA is routed to the SMO. This process should be completed within two working days.
- (6) The SMO coordinates the fill of the position, builds and accepts the applicant, codes the RPA completely and routes the RPA to DDESS Staffing Router. The action should be forwarded within two working days of the employee inprocessing.
- (7) DDESS Staffing reviews the coding of the RPA and forwards the RPA and all application materials/supporting documentation to the PMT for final processing. This process should be completed within two working days.
- (8) The PMT “Updates HR” (which means processing the RPA to generate the Notification of Personnel Action (NPA/SF 50.) 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 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 SMO.

- (2) The SMO enters the RPA into MODERN DCPDS (MODERN SYSTEM) or reviews the RPA that was received from the originating office for clarity and completeness. The "Position/Recruit Information Attachment" must be attached as a document to the RPA. All positions for recruit/fill must be listed on a staffing document. The "Position/Recruit Information Attachment" must include the statement: ***Recruit/fill requested for (position title) on (name of staffing document) and is within the staffing allocation.*** You must also include one of the following statements – whichever is applicable: ***This is a new position authorized on (name of staffing document) dated (date of staffing document).*** ***OR This action is a fill to a vacancy vice (name of former employee) and is within the staffing allocation.*** SMO should state on the RPA that the District has both the position and the funds available. The RPA is routed to DDESS Manpower for approval. This process should be completed within two days of receipt of the RPA.
- (3) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower will route the RPA to the SMO. This process should be completed within one day.
- (4) The SMO coordinates the fill of the position, builds and accepts the applicant, codes the RPA completely and routes the RPA to DDESS Staffing Router. The action should be forwarded within two working days of the employee inprocessing.
- (5) DDESS Staffing reviews the coding and forwards the RPA and all application materials/supporting documentation to the PMT. This process should be completed within two working days.
- (6) The PMT processes the RPA to generate the NPA/SF 50. 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. Establish and Recruit/Fill - Non-Educators.** The specific positions may vary by site, but generally includes school administrator, General Schedule and Wage Grade employees.

- (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.
- (2) The SMO enters the RPA into MODERN DCPDS (MODERN SYSTEM) or reviews the RPA that was received from the originating office for clarity and completeness. All positions for recruit/fill must be listed on a staffing document. The "Position/Recruit Information Attachment" must include the statement: ***Recruit/fill requested for (position title) on (name of staffing document) and is within the staffing allocation*** You must also include one of the following statements – whichever is applicable: ***This is a new position authorized on (name of staffing document) dated (date of staffing document).*** ***OR This action is a fill to a vacancy vice (name of former employee) and is within the staffing allocation.*** SMO should state on the RPA that the District has both the position and the funds available. The SMO routes the RPA to DDESS Manpower Router. This process should be completed within two days of receipt of the RPA.
- (3) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to either DDESS

Classification and Compensation Router. This process should be completed within one day.

- (4) DDESS 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, DDESS Classification and Compensation notifies the SMO of the final determination and attaches an electronic copy of the new position description to the RPA. DDESS Classification and Compensation forwards the action to DDESS Staffing Router. 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) DDESS Staffing coordinates the fill of the position, builds and accepts the applicant, fully codes the RPA and forwards the RPA and all application materials/supporting documentation to the PMT. The action should be forwarded within two working days of the employee inprocessing.
- (6) The PMT processes the RPA to generate the NPA/SF 50. 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. Establish and Recruit/Fill – Junior Reserve Officer Training Corps (JROTC) Instructors.**

- (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 DDESS Staffing.
- (2) The SMO enters the RPA into MODERN DCPDS (MODERN SYSTEM) or reviews the RPA that was received from the originating office for clarity and completeness. All positions for recruit/fill must be listed on a staffing document. The “Position/Recruit Information Attachment” must include the statement: ***Recruit/fill requested for (position title) on (name of staffing document) and is within the staffing allocation*** You must also include one of the following statements – whichever is applicable: ***This is a new position authorized on (name of staffing document) dated (date of staffing document).*** ***OR This action is a fill to a vacancy vice (name of former employee) and is within the staffing allocation.*** SMO should state on the RPA that the District has both the position and the funds available. The SMO routes the RPA to DDESS Manpower. This process should be completed within two days of receipt of the RPA.
- (3) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to either DDESS Classification and Compensation Router. This process should be completed within one day.
- (4) DDESS 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, DDESS Classification and Compensation notifies the SMO of the final determination and attaches an electronic copy of the new position description to the RPA. DDESS Classification and Compensation forwards the action to DDESS Staffing Router. 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) DDESS Staffing coordinates the fill of the position and, when a tentative offer of employment is made to a JROTC Instructor, builds and accepts the applicant and sends the RPA to DDESS Classification and Compensation.
  - (6) DDESS Classification and Compensation verifies and adjusts the salary as necessary and sends the RPA back to DDESS Staffing. Pay determinations are coordinated with the SMO when required. This process should be completed within 5 working days.
  - (7) DDESS Staffing finalizes the job offer, completes the coding and forwards the RPA and all application materials/supporting documentation to the PMT. The action should be forwarded within two working days of the employee inprocessing.
  - (8) The PMT processes the RPA to generate the NPA/SF 50. 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. Recess Appointments.**

- (1) The SMO performs the pseudo applicant build and accepts the applicant, completely codes the RPA and forwards the action to the PMT.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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. Details.**

- (1) The SMO codes the RPA and routes it to DDESS Manpower Router. This process should be completed within two working days of receipt.
- (2) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to DDESS Classification and Compensation Router or DDESS Staffing Router. This process should be completed within one day.
- (3) DDESS 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, DDESS Classification and Compensation notifies the SMO of the final determination and attaches an electronic copy of the new position description to the RPA. DDESS Classification and Compensation forwards the action to DDESS Staffing Router. 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) DDESS Staffing reviews the RPA for clarity and completeness. The RPA is routed to the PMT within two working days.
- (5) The PMT processes the RPA to generate the NPA/SF 50. 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. Promotion - Career-ladder for School Level Employees.**

- (1) The SMO codes the RPA and routes it to DDESS Staffing Router. This process should be completed within two working days of receipt.
- (2) DDESS 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.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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. Promotion - Career-ladder for Above School Level Employees.**

- (1) The SMO codes the RPA and routes it to DDESS Manpower Router. This process should be completed within two working days of receipt.
- (2) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to DDESS Staffing Router. This process should be completed within one day.
- (3) DDESS 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 signed action is routed to the PMT within two working days.
- (4) The PMT processes the RPA to generate the NPA/SF 50. 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. Promotion - Temporary, Non-competitive.**

- (1) The SMO codes the RPA and routes it to DDESS Manpower Router. This process should be completed within two working days of receipt.
- (2) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to DDESS Classification and Compensation Router. This process should be completed within one day.
- (3) DDESS 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, DDESS Classification and Compensation notifies the SMO of the final determination and attaches an electronic copy of the new position description to the RPA. DDESS Classification and Compensation forwards the action to DDESS Staffing Router. 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) DDESS 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 signed action is routed to the PMT within two working days.

- (5) The PMT processes the RPA to generate the NPA/SF 50. 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. Change to Lower Grade – Expiration of Temporary Promotion.**

- (1) The SMO codes the RPA and routes the action to DDESS Staffing Router. The action should be forwarded within two working days of receipt.
- (2) DDESS Staffing reviews the coding and forwards the RPA to the PMT. This process should be completed within two working days.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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.

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

- (1) The SMO works with the supervisor on proposed changes to lower grade for cause. If required, the SMO initiates a RPA and forwards it to DDESS MER Router. This process should be completed within two days of the final decision.
- (2) DDESS MER reviews the coding and forwards the RPA to the PMT. This process should be completed within two working days.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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. Extension of Appointment – School Level Employees.**

- (1) The SMO codes the RPA and forwards the action to DDESS Manpower Router. This process should be completed within two days of receipt.
- (2) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to DDESS Staffing Router. This process should be completed within one day.
- (3) DDESS 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/SF 50. 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. Extension of Appointment – Above School Level Employees.**

- (1) The SMO codes the RPA and forwards the action to DDESS Manpower Router. This process should be completed within two days of receipt.
- (2) DDESS Manpower verifies that the position is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to DDESS Staffing Router. This process should be completed within one day.

- (3) DDESS 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/SF 50. 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. Changes in Work Schedule/Changes in Hours.**

- (1) The SMO codes the RPA and forwards the action to DDESS Manpower. This process should be completed within two days of receipt.
- (2) DDESS Manpower verifies that the change in work schedule or hours is authorized. Upon completion of their review process, DDESS Manpower routes the RPA to DDESS Staffing Router. This process should be completed within one day.
- (3) DDESS 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/SF 50. 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. Requests for Position Reviews and Audits.**

- (1) The SMO codes the RPA and routes it to DDESS Classification and Compensation. This process should be completed within two working days of receipt.
- (2) DDESS Classification and Compensation reviews the proposed action and notifies the SMO of the final determination. If there is no change in the position, the action is returned to the SMO for cancellation. If the position is reclassified, DDESS Classification and Compensation attaches an electronic copy of the new position description to the RPA. DDESS Classification and Compensation forwards the action to DDESS Staffing Router. 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) DDESS Staffing changes the family on the RPA to the appropriate NOA and completes the NOAC and legal authority and also completes the coding of the RPA. The action is routed to the PMT within two working days.
- (4) The PMT processes the RPA to generate the NPA/SF 50. 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. Adjustment to Pay – ASL Changes and Annual Pay Adjustments for Employees Covered by the Master Labor Agreement or Other Negotiated Agreements or Bargaining Units.**

- (1) The SMO initiates the RPA and forwards the action to the PMT for processing.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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. Adjustment to Pay – Pay Retention for Non-MLA and Puerto Rico Employees.**

- (1) DDESS Classification and Compensation calculates the pay adjustment and initiates the RPA for any DDESS employee on pay retention who is not covered by the Master Labor Agreement or who is assigned to Puerto Rico. The completed RPA is forwarded to the PMT.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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. Adjustment to Pay – Supervisory Differential.**

- (1) DDESS Classification and Compensation calculates all DDESS supervisory differential pay adjustments and initiates the RPA. The completed RPA is forwarded to the PMT.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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.

**t. Adjustment to Pay - JROTC Instructors in Puerto Rico.**

- (1) DDESS Classification and Compensation calculates and initiates the RPA for pay adjustments for JROTC Instructors assigned to Puerto Rico. The completed RPA is forwarded to the PMT.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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 SMO coordinates the review of the request for LWOP. If approved, the RPA for LWOP is fully coded, and forwarded to the DDESS MER Router within two days of approval of the LWOP. If the LWOP is for the purpose of accompanying a sponsor to a new duty station, the LWOP RPA is initiated and forwarded to the DDESS MER Router for processing. However, the resignation RPA and the original, signed page 4 of the RPA and justification documents should be maintained by SMO until 2 weeks prior to effective date of resignation. At that time they are sent to the DDESS MER Router.
- (2) DDESS MER will review RPA and prepare any necessary employee notifications and forward RPA and employee notifications to PMT for processing. RPA and employee notifications will be forwarded to PMT within two working days.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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.

**v. Separations - Resignations.**

- (1) The SMO codes the RPA and forwards the action to the DDESS MER Router. The coding must include a forwarding address and all required remarks. The original, signed page 4 of the RPA and justification documents will be forwarded to DDESS MER.
- (2) DDESS MER will review RPA and forward the PMT for processing within two working days.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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 - Transfers to Other Agencies, Retirements, and Death in Service.**

- (1) The SMO forwards the action directly to the PMT along with an email notification to the DDESS MER that a separation has been requested.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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 SMO works with the supervisor on proposed removals or terminations for cause. If required, the SMO initiates a RPA and forwards it to DDESS MER Router. This process should be completed within two days of the final decision.
- (2) DDESS MER reviews the coding and forwards the RPA to the PMT. This process should be completed within two working days.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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 SMO works with the supervisor on proposed suspension actions. If required, the SMO initiates a RPA and forwards it to DDESS MER Router. This process should be completed within five working days of the proposed effective date.
- (2) DDESS MER reviews the coding and forwards the RPA to the PMT. This process should be completed within two working days.
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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) The SMO codes the RPA and forwards it to DDESS MER Router along with the award justification documents. A RPA is required for each award request submitted. This process should be completed within five days of receipt.

- (2) DDESS MER reviews the RPA for clarity and completeness and ensures that all required approvals have been obtained. The action should be routed to the PMT within two working days
- (3) The PMT processes the RPA to generate the NPA/SF 50. 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.

**aa. Name Changes.**

- (1) The SMO codes the RPA, certifies that Social Security Administration has been notified and forwards the action to the PMT.
- (2) The PMT processes the RPA to generate the NPA/SF 50. 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 DDESS Staffing office (SMO or DDESS ASC) 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. Corrections initiated by the SMO are routed through DDESS Staffing Router or DDESS MER Router, depending on type of action, and then the DDESS Staffing/MER Specialist will forward the RPA to the PMT.

**dd. Other.** All actions not addressed above are forwarded by the SMO to DDESS Staffing Router. DDESS Staffing determines if additional coordination is required based on the specific nature of action and ensures proper forwarding of the RPA, ultimately resulting in the action being sent to the PMT for processing.

**ee. Internal DDESS ASC actions.**

- (1) All internal DDESS ASC actions are initiated by DDESS ASC HR servicing Staffing/Classification specialist. Actions are reviewed to ensure PD has been established and to verify any changes in duties, title, series, location or grade. After the review process is complete, action will be forwarded to DDESS Manpower Router. This process should be completed within two working days.
- (2) DDESS Manpower verifies that the position is authorized in accordance with DDESS Staffing allocations and forwards the action to the DDESS Fiscal Router. This process should be completed within two working days.
- (3) DDESS Fiscal verifies that the Organization and Program Codes used to populate block 36 on the RPA are correct. The information for Organization and Program Codes will be annotated on the revised Position/Recruit Information Attachment. If data on the RPA needs to be changed, they change the information and notify the DDESS ASC HR servicing Staffing/Classification specialist. Upon completion of their review DDESS Fiscal will forward the action back to the DDESS ASC HR servicing Staffing/Classification Specialist or DDESS MER

Specialist.-depending on the type of action. This process should be completed within two working days.

- (4) DDESS ASC HR servicing Staffing/Classification Specialist or DDESS MER Specialist will complete the coding of the action and forward to PMT for processing. This process should be completed within four working days.
- (5) The PMT processes the RPA to generate the NPA/SF-50. 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.

*//original signed\*  
Paul Wolfe  
Personnel Director

Distribution:  
All DoDEA Personnel Center Staff  
DDESS HQ  
DDESS District HROs