

READ THIS MEMORANDUM COMPLETELY!

In April 2013, the Department of the Navy (DON) will execute a new enterprise wide approach to delivering HR services. To implement this change, From 23 March – 29 April 2013 a moratorium is imposed by Office of Civilian Human Resources (OCHR) on Request for Personnel Actions (RPAs). From 19-29 April 2013, Defense Civilian Personnel Data System (DCPDS) will be restricted to emergency actions only and will require OCHR Director approval. The following emergent RPAs may be submitted during this period:

- ❖ Pay Corrections
- ❖ Separations
- ❖ Transfers out of the DON
- ❖ Return to Duty from non-pay status
- ❖ Placement in non-pay and/or non-duty status

NACC has identified all promotion actions and graduating employees from 22 March – 05 May 2013. Regular promotions for this period will be sent by NACC to HRSC-SE on 01 March; HRSC-SE will process to ensure the employee is promoted as scheduled. NACC Career Managers will contact Homeport Command Career Field Managers (CFMs) to coordinate either a reassignment or promotion with pick-up information RPA on those graduating during the moratorium. Other routine actions requiring RPAs will be processed but held until after the moratorium.

NACC Actions:

- ❖ By 10 January 2013, send out reminder emails for promotions affected by the moratorium. We will include a short paragraph explaining why these are being sent early.
- ❖ Prepare all promotion RPAs scheduled between 22 March and 05 April 2013 and submit to HRSC-SE on 01 March 2013.
- ❖ By 10 January 2013, provide a list of employees graduating during the moratorium to the homeport command and provide all assistance required for a smooth transition.
- ❖ Collect copies of reassignment or promotion with pick up information RPAs on employees graduating between 22 March and 05 May 2013 from the homeport command by 08 March 2013.
- ❖ Hold all other RPAs until after the moratorium, i.e. time off awards, cash awards, and conversions.

Homeport Actions:

- ❖ Provide required IDP summaries/information prior to promotion as requested by the NACC promotion reminder email.
- ❖ Coordinate with your local Human Resources Office on employees graduating during the moratorium period (22 March-05 May 2013).
- ❖ Provide NACC a copy of the reassignment RPA for employees graduating not due a promotion by 08 March 2013
- ❖ Provide NACC a copy of the promotion with pickup information RPA for graduating employee due a promotion by 08 March 2013.
- ❖ Continue to send NACC actions that require routine RPAs such as time off/cash awards.

It is imperative that NACC receive a copy of either the reassignment or promotion with pickup information RPA in order to release the employee from our payroll system. Failure to execute these actions may result in employees not being paid in a timely manner or having an inadvertent break in government service.