



# Department of Defense Education Activity

## PROCEDURAL GUIDE

NUMBER 14-PGHRD-001

DATE July 28, 2014

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HUMAN RESOURCES DIVISION

SUBJECT: Procedures for Requests for Personnel Action

- References:
- (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 1-15, as amended
  - (b) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
  - (c) DoDEA Regulation 1400.13, March 1, 2006
  - (d) Section 2164 of title 10, United States Code, "Department of Defense Domestic Dependent Elementary and Secondary Schools"
  - (e) Office of Personnel Management, Guide to Processing Personnel Actions<sup>1</sup>, February 2014
  - (f) Electronic Code of Federal Regulations, Title 5-Administrative Personnel, Chapter 1-Office of Personnel Management, Subchapter-B Civil Service Regulations, Part 536-Grade Retention, Subparts B 536.201 & 202

1. **PURPOSE.** The purpose of this Procedural Guide is to document the proper procedures used to process a Request for Personnel Action (RPA) at the Department of Defense Education Activity (DoDEA).

2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-Europe); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-Pacific), (hereafter collectively referred to as the "DoDEA Area Directors"); and, all DoDEA District Superintendents, school administrators, and DoDEA Supervisors.

3. **DEFINITIONS.** See Glossary.

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<sup>1</sup> Copies may be obtained from the Internet at <http://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>

4. GUIDANCE. This Procedural Guide documents the processes and procedures for initiating, executing, and monitoring RPAs. RPAs will be managed according to DoD 7000.14-R (Reference (a)), DoD Instruction 5010.40 (Reference (b)), DoDEA Regulation 1400.13 (Reference (c)), Section 2164 of title 10, United States Code (Reference (d)), Office of Personnel Management, Guide to Processing Personnel Actions (Reference (e)), and Electronic Code of Federal Regulation, Title 5 (Reference (f)). DoDEA will follow pertinent guidance from the Office of Personnel Management (OPM); the Guide to Processing Personnel Actions (GPPA); and, specific guidance for competitive service and excepted service positions.

5. PROCEDURES. See Enclosure 1.

6. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Adrian B. Talley, Ed.D.  
Principal Deputy Director and  
Associate Director for Education

Enclosures

1. Procedures
2. Standard Form 52 (SF-52), RPA
3. SF-50, Notification of Personnel Action (NPA)
4. Travel Date Certification
5. Attachments to the RPA

Glossary

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1. REQUEST FOR PERSONNEL ACTION (RPA) OVERVIEW. An RPA, or Standard Form 52 (SF-52) (Enclosure 2), is used by DoDEA Supervisors and employees to request both position and employee actions, with requirements ranging from establishing new positions and employee promotions, to retirement notifications and name change requests. The Guide to Processing Personnel Actions (GPPA) describes the steps required to completing a personnel action.

a. Regardless of the purpose, designated officials always initiate the RPA process. In the case of filling vacant positions or changing position information, the first- or second-level DoDEA Supervisor creates the action; for corrections and data element changes, a Human Resources (HR) Specialist or the designated official who originally created the RPA initiates the action.

b. The type of employee to be hired or the type of change being made in an employee position will determine how an RPA is routed in the Defense Civilian Personnel Data System (DCPDS). A new DoDEA employee can be hired as Teaching Positions (TP), General Schedule (GS), Administratively Determined (AD), or Federal Wage System (FWS).

c. The RPA lists key processing steps and review dates in DCPDS; when needed, DoDEA can reference the full routing report in DCPDS to verify when individuals associated with the request – including the DoDEA Supervisor, Manpower Reviewer, and HR Specialist – reviewed and approved the record. The DoDEA Area HR Office (HRO) is responsible for ensuring all requests, including those requiring manpower approvals, have proper and valid signatures.

d. When an RPA has been thoroughly vetted through DoDEA, it is routed to the Defense Logistics Agency (DLA); DLA creates a Notification of Personnel Action (NPA) or SF-50 (Enclosure 3), to finalize the process.

2. ROLES AND RESPONSIBILITIES.

a. DoDEA Area Directors and District Superintendents. The DoDEA Area Directors and District Superintendents, under the authority, direction, and control of the Director, DoDEA, shall ensure district and school procedures align with this Procedural Guide.

b. DoDEA School Principals, DoDEA Supervisors, and Headquarters (HQ) Division Chiefs. The DoDEA School Principals and DoDEA Supervisors, under the authority, direction, and control of the cognizant DoDEA Area Director, District Superintendent, or HQ Division Chief shall:

- (1) Comply with the procedures in this Procedural Guide.
- (2) Ensure current local procedures are aligned with this Procedural Guide.

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(3) Designate someone in writing to update data in the system on their behalf. While the designee may update the data, it is still the DoDEA Supervisor's responsibility to validate the data and ensure the designee is operating as directed. The designee does not have the authority to obligate money on the DoDEA Supervisor's behalf. When creating the RPA, the designee secures a hard copy signature and attaches the document to the electronic RPA before forwarding the action to the next reviewer.

c. Defense Logistics Agency (DLA). DLA processes all DoDEA personnel actions. Timelines for processing actions are included in the Service Level Agreements (SLAs) between DoDEA and DLA. Once actions flow to DLA, their internal processes are governed by their own set of procedures. This Procedural Guide focuses on DoDEA's processes; references to DLA's operational procedures are solely intended to enhance understanding of DoDEA's responsibilities.

(1) For actions involving a Permanent Change of Station (PCS), the completed RPA and associated attachments are sent to DLA with the actual travel date left blank. Once DLA receives the employee's travel date certificate (Enclosure 4), the effective date is added to the RPA.

(2) For requests where the effective date is known, DoDEA submits the RPA to DLA as prescribed by the SLAs. Exceptions are made at the beginning of the school year (SY) to better accommodate short-notice actions.

(a) The DoDEA HR Director or Deputy HR Director must validate and approve any actions submitted by field activities after the effective date unless the retroactive action is an approved process (e.g. retro salary lane changes).

(b) DoDEA Supervisors must submit all paperwork in advance, and are prohibited from committing Government funds (i.e. requiring staff to work) before the action has been processed.

(c) Failure to submit actions on time may cause delays in updating DCPDS, subsequently delaying payroll. Complete packages with supporting documentation and justification will be sent to the HR Director or Deputy HR Director from the DoDEA Area HR Advisor.

3. PERSONNEL ACTIONS: RECRUIT / FILL.

a. When a position vacancy occurs, the DoDEA Supervisor validates the vacancy and reviews the position description to ensure it accurately captures the position's duties. Once

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validated, the DoDEA Supervisor, or their designated official, initiates the RPA using “Recruit/Fill” in DCPDS.

b. The DoDEA Supervisor signs the RPA in Block 5 of Part A and attaches supporting documentation, if required. Documentation may include a Position Information Form (PIF), a position description, or other documents needed with the Electronic Official Personnel File (eOPF). The designated servicing HR Specialists will verify these and add additional attachments as necessary. Enclosure 5 lists documentation for each type of action.

c. The DoDEA Supervisor electronically routes the RPA and supporting documentation to the appointed Manpower Reviewer. Each Area Resource Management Office’s (RMO) Manpower Office maintains an official list of Manpower Reviewers for each Area. However, each Area’s Manpower Reviewers generally hold the following positions:

(1) In DDESS-DoDDS Cuba, the appointed Manpower Reviewer is a Resource Management (RM) Specialist.

(2) In DoDDS-Europe and DoDDS-Pacific, the Manpower Reviewer is the District Education Operations Manager or designee (identified in writing). In the Area Office, the Manpower Reviewer is the RMO Manpower Management System (MMS) Administrator.

(3) In DoDEA HQ, the DoDEA HQ Manpower Reviewer is the Chief, Resource Management Division or designee (identified in writing).

d. The Manpower Reviewer reviews the RPA in DCPDS. Using the appropriate Manpower Voucher in MMS, the Manpower Reviewer verifies the position identified on the RPA is valid, authorized, and vacant.

e. Once reviewed and approved, the Manpower Reviewer electronically signs the RPA in Part A, Block 6.

f. The Manpower Reviewer electronically routes the RPA to the designated servicing HR Specialist in their specific HRO. In DDESS and DoDDS, the designated servicing HR Specialist is located in their servicing Area Service Center (ASC) HRO; in DoDEA HQ and Military Community and Family Policy (MC&FP), the designated servicing HR Specialist is located in the DoDEA HQ Human Resources Division (HRD).

(1) The designated servicing HR Specialist routes the RPA to the DoDEA HQ HR Classification and Compensation Section for all positions not assigned to a standardized position description in DoDDS-Europe and DoDDS-Pacific; for vacancies in DDESS-Cuba at the Superintendent level and above; and, for all DoDEA HQ GS employees. The DoDEA

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Classification and Compensation Section designated servicing HR Specialist reviews the RPAs to ensure they meet all position description requirements.

(2) The designated servicing HR Specialist routes the RPA to the DDESS Classification Section for all other DDESS-Cuba non-standardized position descriptions. The DDESS Classification Section ensures the RPA meets all position description requirements.

g. Once the designated servicing HR Specialist (at HQ or the DoDEA Area Offices) receives the RPA from the Manpower Reviewer, he/she proceeds in one of the following directions, depending on the position:

(1) Educator positions. School-level educator positions may be TP (foreign countries) or AD (stateside and U.S. territories). TP positions at the school level include Schedule C, Schedule D, Schedule E, and Schedule F; AD positions are generally assigned to grades 11 through 18 based on their education level. While other AD positions may have the same grades, they are not school-level educator positions.

(a) The designated servicing HR Specialist uses the Employment Application System (EAS) to prepare referral lists.

1. The designated servicing HR Specialist in the Staffing Section pulls the listing for continental United States (CONUS) hires to be assigned to a foreign location.

2. The DoDDS-Europe and DoDDS-Pacific Area designated servicing HR Specialist pull the listing for local hires in foreign countries.

3. The DDESS/DoDDS-Cuba designated servicing HR Specialist pulls the listing for all stateside and U.S. territory educator vacancies (except Guam, which is administered by staff in DoDDS-Pacific).

(b) If there are no qualified applicants to fill local hire positions in foreign countries, the respective designated servicing HR Specialist forwards the RPA to the DoDEA HQ HR Specialists, who issue a referral list containing applicants outside the vacancy's geographic area. The DoDEA HQ Educator Licensure Unit verifies that all applicants on the referral list are qualified to fill the specific educator position identified on the RPA.

(2) Instructional Support Specialists (ISS). Positions located in foreign countries are covered under the TP pay plan and assigned to Schedule O or Schedule P. Positions in the U.S. or territories are AD and may be assigned to grade 9 or 10. It should be noted that there are other AD positions also classified as grade 9 or 10 that are not considered ISS positions. ISS positions are considered above school; the respective DoDEA Area HR Specialists use the USA Staffing process described above to recruit ISS.

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(3) Educational Administrative Positions. These include principals, assistant principals, superintendents, and Area Curriculum, Instruction, and Assessment (CIA) positions. Fill requests are processed through DoDEA HQ Staffing for referral and selection.

(a) Vacancies for principals and assistant principals are filled via the Educator Career Program (ECP) application.

(b) All others vacancies are filled using the USA Staffing program from DoDEA HQ through DLA. Vacancies are advertised through USAJobs and applicants complete the electronic application process.

(c) DoDEA Superintendent vacancies are filled from open continuous announcements in USA Staffing and USAJobs as vacancies occur.

(4) Substitute Teachers. The DoDEA School Secretary (or other designated staff member) generates requests for substitute teachers. In lieu of electronic signatures, principals and superintendents may sign a hard copy RPA and attach the document to the electronic RPA.

(a) The DoDEA School Secretary's information appears on Block 3 of Part A.

(b) The DoDEA School Secretary routes the RPA to the DoDEA Principal, who inserts the proper signature in Part A, Block 5 of the RPA.

(c) The DoDEA School Principal routes the RPA to the DoDEA District Superintendent, who completes Part A, Block 6 of the RPA.

(d) The RPA is routed directly to the DoDEA Area HRO. Substitute vacancies do not require approval from a Manpower Reviewer.

(e) The DoDEA Area HRO reviews the RPA for completeness and then routes the RPA to DLA for processing.

(5) GS, AD (other than educator), and FWS positions. DoDEA uses USA Staffing for all non-educator positions.

(a) The designated servicing HR Specialist creates a vacancy announcement in accordance with the Office of Personnel Management's (OPM) USA Staffing module. Once the DoDEA Supervisor or the appropriate subject matter expert approves the announcement, the designated servicing HR Specialist publishes the announcement on the USAJobs website.

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(b) Once the announcement has closed and the designated servicing HR Specialist has cleared registrants from the Priority Placement Program (PPP), the designated servicing HR Specialist creates a referral list from the pool of applicants in USA Staffing.

h. The designated servicing HR Specialist sends the requesting DoDEA Supervisor the referral list of qualified applicants with supporting documentation. The supporting documentation may include, but is not limited to, the referral list, applications, resumes, ratings, and/or military documentation. The DoDEA Supervisor does not make any job offers; instead, he/she returns the referral list to the designated servicing HR Specialist, annotating any selections, alternates, and/or non-selections.

i. The designated servicing HR Specialist contacts selected employees with job offers. Based on the position, the designated servicing HR Specialist will make the tentative offer; establish the effective date and applicable release date (for current federal employees); complete the case file for the hiring action; validate or modify the RPA to reflect pertinent information; attach any additional documentation to the RPA; and, forward the RPA to DLA to complete the action in DCPDS.

(1) For DDESS positions on spread pay, DDESS also calculates the spread pay values and attaches the worksheet to the RPA before forwarding the complete package to DLA.

(2) For all CONUS educators filling vacancies in foreign countries, the designated servicing HR Specialist assembles and attaches all necessary in-processing documentation to the RPA (Enclosure 5). Before routing the RPA to DLA, the designated servicing HR Specialist completes any necessary coding on the RPA and verifies accuracy and completion.

j. The RPA is routed to DLA to complete the actions in DCPDS. As part of the process, DLA may make necessary minor modifications to ensure actions can be updated in line with DCPDS business rules and in accordance with applicable regulations.

(1) The DLA HR Specialist verifies the information on the RPA and its alignment with appropriate regulations; makes necessary procedural and routine changes; coordinates other changes with the designated servicing HR Specialist; and, processes the action in DCPDS.

(2) Once the DLA HR Specialist signs Block 50, a signed Notification of Personnel Action (SF-50) is generated in DCPDS. DLA HR Specialists review the action to ensure it correctly processes in DCPDS and flows to the Defense Civilian Pay System (DCPS).

k. The RPA and the NPA flow electronically to the eOPF. Not all of the required RPA documentation is placed in the eOPF; if needed, such documentation can be retrieved from DCPDS.

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4. PERSONNEL ACTION: POSITION CHANGE. A position change occurs when an employee's current position is altered in some capacity (e.g. position title changes).

a. The DoDEA Supervisor initiates the RPA to make certain position changes associated with the position and the assignment (exceptions are discussed later in this document).

b. The DoDEA Supervisor routes the RPA to the designated servicing HR Specialist for review and approval. Once approved, the designated servicing HR Specialist signs the RPA in Block 6, Section A, officially validating the change. Unless affecting manpower authorizations, these actions will not need approval from a manpower reviewer.

5. PERSONNEL ACTION: DATA ELEMENT CHANGES. As needed, the designated servicing HR Specialists (HQ, DoDDS-Europe, DoDDS-Pacific, DDESS/DoDDS-Cuba, or DLA) generate an RPA to make data element changes. Not all data elements appear on the SF-50, and some data changes may not generate an SF-50; in some cases, the change is made in subordinate data fields, which ultimately produces the SF-50 (e.g. a change in the Within-Grade-Increase (WGI) "due date" may generate a WGI in the system and produce an SF-50).

6. PERSONNEL ACTION: CORRECTIONS AND CANCELLATIONS. Errors may be caused by several factors, including: employee issues, such as late submission of certified transcripts; arbitration decisions and grievance settlements, causing retroactive changes due to the settlement; or, applicable designated servicing HR Specialist errors, such as inverting two numbers or reflecting the wrong retirement system.

a. The designated servicing HR Specialists (HQ, DoDDS-Europe, DoDDS-Pacific, DDESS/DoDDS-Cuba, or DLA) generate RPAs to make corrections or cancel errors as needed. When necessary, the action can be cancelled and reprocessed with the correct information. These corrections or cancellations are processed upon identification and revert back to the actual action where the error occurred.

b. Depending on how the error or omission is identified, the designated servicing HR Specialist may sign in both Block 5 and Block 6 in Part A of the RPA.

c. DLA processes the final action and electronically signs Block 50 of the NPA.

7. EMPLOYEE UPDATES. Employee updates include, but are not limited to, name changes and pay lane changes.

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a. The employee submits supporting documentation (e.g. letter, marriage certificate, hard copy RPA) to the designated servicing HR Specialist.

b. The designated servicing HR Specialist generates the RPA, placing the requesting employee's name in the remarks. Employees sign a hard copy or a letter requesting the action; the hard copy or the letter will be attached to the RPA.

c. DLA processes the RPA and electronically signs the NPA in Block 50.

8. INDIVIDUAL REQUESTS. Employees can use external systems to generate RPAs, such as health and life insurance updates in the Employee Benefits Information System (EBIS). These external systems will ensure the actions are properly approved, and in some cases may flow to both DCPDS and the eOPF.

a. When RPAs and NPAs are created by this process, DCPDS may automatically insert DLA signatures in Block 5 and Block 6, or both blocks may be left blank. The logic is controlled by the Defense Civilian Personnel Advisory Service (DCPAS). Some changes may not update DCPDS but flow directly to the Defense Finance and Accounting Service (DFAS) for processing, thereby impacting payroll. These include Thrift Savings Plan (TSP) loans, supplemental insurance, and flexible spending accounts.

b. When necessary, employees may submit paper documents for some of these changes, especially when they experience issues with accessing automated systems. In such cases, DLA will maintain a paper record of the action after it is processed.

c. Each external system owner is responsible for implementing and maintaining their own methodology for acquiring electronic signatures.

9. PAY RETENTION. An employee whose rate of basic pay would otherwise be reduced as a result of a management action is entitled to retain his/her rate of basic pay.

a. Mandatory Pay Retention. DoDEA must provide pay retention to an employee who: moves between positions under a covered pay system; or, moves from a position not under a covered pay system to a position under a covered pay system and whose payable rate of basic pay would be reduced.

b. Optional Pay Retention. DoDEA may provide pay retention to an employee not entitled to mandatory pay retention but whose payable rate of basic pay would otherwise be reduced as a result of a management action.

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c. All requests for pay retention must be approved by the Associate Director for Financial and Business Operations.

10. OTHER ACTIONS. Other actions, such as awards, promotions, changes in organizational codes, and administrative actions (judgments and settlements) are also processed in accordance with the GPPA and applicable DoDEA regulations. Many of these actions may be processed for individuals or groups, or via a mass process.

a. For individual actions, supporting documentation (Enclosure 5) must be maintained as an attachment to the RPA.

b. Depending on where the RPA was initiated, supporting documentation (Enclosure 5) for group or mass actions must be maintained in the proper files in the DoDEA Area Offices or DoDEA HQ.

11. MASS PROCESSING. DoDEA can use the “mass process” function for certain personnel actions affecting a group of employees. There are multiple ways to make these changes, including:

a. Mass action function in DCPDS.

(1) The DLA HR Specialist pulls a group of employee or position records and makes appropriate changes to the file.

(2) The system automatically generates a process to run the specific actions (e.g. placing employees in summer recess status).

b. Mass upload file.

(1) The DLA HR Specialist enters the records into a prescribed format, saves them as a text file, and uploads them directly into DCPDS.

(2) DCPDS launches a process that in turn will generate RPA and NPA documents. These actions may by default show DLA signatures in Block 5 and Block 6, but supporting documentation will show who approved the actions (i.e. DoDEA Supervisors).

(3) The system captures reject files to determine which actions did not process properly. The responsible HR Specialist checks a log file to see which actions were rejected; in the event an action is rejected, DLA may process them individually. In such cases, the names in Block 5 and Block 6 may be from DLA.

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c. DCPAS processing. Mass actions may also be processed by DCPAS. This type of mass action generally fixes a large block of records where the data does register on the NPA (e.g. changing the citizenship code from blanks to a valid value).

d. Automatic mass actions. Some system-generated actions, such as annual pay adjustments, are automatic.

12. CHANGING AN RPA. Using the GPPA and DCPDS user guides, DLA HR Specialists process all personnel actions and ensure the form's fields are properly completed. This involves changing data (i.e. specific information, nature of action codes) from the originally submitted "request." DLA requires DoDEA confirmation before processing any changes.

a. Some changes (e.g. organization codes, salary data) are coordinated between DLA and the submitting designated servicing HR Specialist. These changes may result in the submission of an updated PIF that can be attached to the RPA. At a minimum, the responsible designated servicing HR Specialist documents the approved change in an e-mail that can be attached to the RPA.

b. For minor changes, the DLA HR Specialist may discuss the change over the telephone. In such cases, the conversation will be annotated in Block D of the remarks on the RPA.

c. As a note, attachments and the second page of the RPA do not flow to the eOPF. Only the first page of the RPA flows; as such, the second page or the attachments must be obtained from DCPDS if needed.

13. RECONCILING ENTRIES. While DLA is responsible for ensuring actions properly flow to payroll, they do not check every data element. DCPAS, the owner of DCPDS, has worked with DFAS to ensure the proper fields for each type of action flow from the HR system into the payroll system. If the action is coded properly in DCPDS, it will update DCPS properly.

a. If problems are identified, DCPAS, DFAS, or both agencies will generate a problem report and implement a system change.

b. DLA and DFAS periodically reconcile the two systems (generally three times a year) to validate data elements and update the appropriate system.

c. For DDESS employees on spread pay governed by a union agreement, the pay calculation worksheet will be included with the RPA to assist DLA in validating the action. The DDESS DoDEA Area HRO is responsible for validating the proper spread pay calculation, and DLA is responsible for ensuring the salary amount provided by the DDESS DoDEA Area HRO is

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entered correctly. Supporting documentation will be used during the normal reconciliation process to ensure a match between DCPDS and DCPS.

14. AUTOMATIC ACTIONS. Some actions – like WGIs and changes in tenure – are generated automatically. Assuming the data is correct in the system, the action will automatically generate when the proper date arrives.

a. The DLA HR Specialist is responsible for ensuring the employee is entitled to an action. For example, checking the employee did not use leave without pay (LWOP) during the 52-week period and by verifying with the DoDEA Supervisor that the employee's performance is satisfactory.

b. In DDESS, due to spread pay issues, some automatic actions like WGIs are suppressed. Because of these issues, the DDESS/DoDDS-Cuba designated servicing HR Specialist (or DoDDS-Pacific designated servicing HR Specialist for Guam) in stateside and U.S. territories manually create the action on a case-by-case basis.

c. Once created, the action is routed to DLA and processed normally. The designated servicing HR Specialists monitor employees' performance improvement plans and notify DLA when the WGI should be withheld. If necessary, DLA will cancel the WGI action before it generates based on written notification from DoDEA.

ENCLOSURE 2

SF-52, RPA

Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

**REQUEST FOR PERSONNEL ACTION**

**PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)**

1. Actions Requested		2. Request Number
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number											15. TO: Position Title and Number										
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis										
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay							
14. Name and Location of Position's Organization											22. Name and Location of Position's Organization										

**EMPLOYEEDATA**

23. Veterans Preference			24. Tenure			25. Agency Use		26. Veterans Pref for RIF							
1 - None	3 - 10-Point/Disability		5 - 10-Point/Other			0 - None	2 - Conditional		<input type="checkbox"/> YES <input type="checkbox"/> NO						
2 - 5-Point	4 - 10-Point/Compensable		6 - 10-Point/Compensable/30%			1 - Permanent	3 - Indefinite								
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant							
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule				33. Part-Time Hours Per Biweekly Pay Period			

**POSITION DATA**

34. Position Occupied			35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status				
1 - Competitive Service	3 - SES General		E - Exempt										
2 - Excepted Service	4 - SES Career		N - Nonexempt										
38. Duty Station Code						39. Duty Station (City - County - State or Overseas Location)							
40. Agency Data		41.		42.		43.		44.					
45. Educational Level		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship		50. Veterans Status		51. Supervisory Status	
								1 - USA 8 - Other					

**PART C - Reviews and Approvals (Not to be used by requesting office.)**

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. Signature \_\_\_\_\_ Approval Date \_\_\_\_\_

ENCLOSURE 2

SF-52, RPA

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

**ENCLOSURE 3**

**SF-50, NPA**

Standard Form 50  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 4

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle)				2. Social Security Number		3. Date of Birth		4. Effective Date				
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>							
b-A. Code		b-B. Nature of Action			6-A. Code		6-B. Nature of Action					
5-C. Code		5-D. Legal Authority			6-C. Code		6-D. Legal Authority					
6-E. Code		6-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
13A. Basic Pay		13B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization							
<b>EMPLOYEE DATA</b>												
23. Veterans Preference					24. Tenure			25. Agency Use		26. Veterans Pref for RIF		
1 - None	3 - 10 Point/Disability	5 - 10 Point/Other	2 - 5 Point	4 - 10 Point/Compensable	6 - 10 Point/Compensable/30%	0 - None	2 - Conditional	1 - Permanent	3 - Indefinite	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
27. FEGLI					28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>												
34. Position Occupied				35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status				
1 - Competitive Service	3 - SES General	4 - SES Career	2 - Excepted Service	E - Exempt	N - Nonexempt							
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)								
40. AGENCY DATA		41.	42.	43.	44.							
45. Remarks												

46. Employing Department or Agency				50. Signature/Authentication and Title of Approving Official			
47. Agency Code	48. Personnel Office ID	49. Approval Date					

**TURN OVER FOR IMPORTANT INFORMATION** 1 - Employee Copy - Keep for Future Reference Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6236



ENCLOSURE 5ATTACHMENTS TO THE RPA

The following chart provides brief descriptions of types of personnel actions and the required supporting documentation\*.

Action Type	Required Supporting Documentation
<i>Actions Initiated by Management/Authorizing Official</i>	
Appointment	Appointment documents as required by the GPPA, Chapter 3, or other documents based on appointment type.
Bonuses/Incentives	Signed approval letters and service agreement, as required, authorizing the amount or percentage to be applied.
Change in Duty Station	Documented on the PAR or in Part D, Remarks Section of RPA.
Change to Lower Grade	Employee signed letter/acceptance acknowledging change placed in eOPF.
Change in Work Schedule/Work Hours	Documented on the PAR or in Part D, Remarks Section of RPA.
Conversion	None identified beyond PAR/RPA.
Conversion – VRA	RPA/PAR and Training Plan and copy of degree or certificate of completion.
Detail	None identified beyond PAR/RPA.
Extension	None identified beyond PAR/RPA, except for transcript for students, or OPM approval, if applicable.
LWOP/related RTD: Military	Refer to the GPPA. RPA/PAR or Military Orders, if available.
LWOP/related RTD: Civilian	Refer to the GPPA. None identified beyond PAR/RPA.
Miscellaneous: Veterans Preference Change	For 10-point preference, SF-15 and required supporting documents as outlined on the SF-15. For 5-point preference, supporting documents such as DD 214 or documentation of service and separation under honorable conditions.
Miscellaneous	DD 214, DD215, or documentation of service and separation under honorable conditions. Completed SF-813 (Verification of a Military Retiree’s Service in Non-wartime Campaign or Expeditions).
Miscellaneous: Service Computation Dates–Civilian	The SF 144 and documents required per the SF-144.
Placement in a Non-Pay or Non-Duty Status (furlough, etc.) and RTD from same	Refer to the GPPA.
Position Description (PD) Change	None identified beyond PAR/RPA.
Promotion	None identified beyond PAR/RPA.
Reassignment	None identified beyond PAR/RPA.

ENCLOSURE 5ATTACHMENTS TO THE RPA

Suspension	Suspension Letter.
Temporary Promotion	Signed Letter acknowledging promotion placed in eOPF.
Termination – Sponsor Relocation	RPA/PAR or Letter of Resignation.
<i>Actions Initiated by HR</i>	
Cancellation	RPA Remarks must identify rationale for cancellation, including references to supporting documentation; or, use cancellation / corrections form. These actions are not saved in the eOPF.
Change in Data Element	Ensure explanatory remark is on SF-50 (mass actions) or RPA (individual action).
Correction	RPA remarks identify rationale for change, with references to supporting documentation; or, use cancellation / correction form.
Manual WGI	RPA remarks must clearly identify the reason for the manually-generated WGI.
Manual Pay Change / Adjustment	RPA remarks must clearly indicate reason for pay change.
<i>Actions Initiated by the Employee or HRO</i>	
Death in Service	Obituary and/or certified copy of death certificate; action is generally processed prior to actual receipt of death certificate.
LWOP US	LWOP of more than 30 days requires RPA/PAR. Part D of the RPA documents who initiated the action and effective date, etc. Supporting documentation (e.g., military orders, military checklist, e-mail correspondence) will be retained.
Name Change	Confirmation of name change via new SSN card or application of name change to SSA is recorded in Part D of the RPA. Required documents (SSN card or application) are destroyed once validated by HR.
Resignation	Employee-signed RPA/PAR, letter of resignation or similar; all supporting documents are retained.
Retirement	Employee submits required retirement forms. Refer to the Separate/Terminate HR: 7.6.1.5 Retirement CPM.
<i>Automatic Actions</i>	
Change in Tenure	Properly generated automatic actions require no further justification. None identified beyond RPA if manual, assuming RPA/PAR documents the rationale for the change.
Pay and Step Change	Properly generated automatic actions require no further documentation. For mass pay actions not including Federal pay changes, authorizing support documents must be retained.
Return to Duty (Suspension Only)	Properly generated automatic actions require no further documentation. None identified beyond RPA if manual,

ENCLOSURE 5

ATTACHMENTS TO THE RPA

	assuming RPA/PAR documents the rationale for the change.
Termination of Temporary Appointment	Properly generated automatic actions require no further documentation. None identified beyond RPA if manual, assuming RPA/PAR documents the rationale for the change.
Within-Grade Increase (WGI)	Properly generated automatic actions require no further documentation. None identified beyond RPA if manual, assuming RPA/PAR documents the rationale for the change.
<i>Mass Actions</i>	
Realignments and Mass Transfer	Realignments – None identified beyond SY-50 Legal Authority Code (LAC) which should include General Order Number/other authorization reference.
Awards	For individual awards, an authorized RPA/spreadsheet is acceptable documentation. Mass awards require retention of supporting documentation authorizing initiation of the action (e.g. customer-generated spreadsheet identifying awardees and the amounts to be awarded). Changes to the list of individuals and/or the award amount must be documented, including the entity authorizing the change.

*\*For any actions not identified in the chart, please refer to the GPPA.*

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AD	Administratively Determined
ASC	Area Service Center
CIA	Curriculum, Instruction, and Assessment
CONUS	Continental United States
CSR	Customer Service Representative
DCPAS	Defense Civilian Personnel Advisory Service
DCPDS	Defense Civilian Personnel Data System
DCPS	Defense Civilian Pay System
DDESS	Domestic Dependent Elementary and Secondary Schools
DDESS/DoDDS-Cuba	Stateside schools and schools in Puerto Rico (excludes Guam)
DFAS	Defense Finance and Accounting Services
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDDS	Department of Defense Dependents Schools
DoDDS-Europe	Department of Defense Dependents Schools-Europe
DoDDS-Pacific	Department of Defense Dependents Schools-Pacific (includes Guam)
DoDEA	Department of Defense Education Activity
EAS	Employment Application System
EBIS	Employee Benefits Information System
ECP	Educator Career Program
eOPF	Electronic Official Personnel File
FMLA	Family Medical Leave Act
FWS	Federal Wage System
GPPA	Guide to Processing Personnel Actions
GS	General Schedule
HQ	Headquarters
HR	Human Resources
HRO	Human Resources Office
ISS	Instructional Support Specialist
LWOP	Leave Without Pay
MC&FP	Military Community & Family Policy
MMS	Manpower Management System

GLOSSARY

NPA	Notification of Personnel Action (electronic SF-50)
OPF	Official Personnel File
OPM	Office of Personnel Management
PCS	Permanent Change of Station
PIF	Position Information Form
PPP	Priority Placement Program
RM	Resource Management
RMO	Resource Management Office
RPA	Request for Personnel Action (electronic SF-52)
SF	Standard Form
SLA	Service Level Agreement
SSN	Social Security Number
TP	Teaching Positions
TSP	Thrift Savings Plan
WGI	Within Grade Increase

PART II. DEFINITIONS

1. Automatic Actions. Personnel actions automatically generated by DCPDS based on pre-established parameters and dates.
2. Designated Official. An employee, designated in writing, who can create Personnel Actions for the DoDEA Supervisor. They are not authorized to obligate funds on behalf of the DoDEA Supervisor.
3. Mass Actions. Personnel Actions generated for a group of employees using the DCPDS mass action functionality.