SUBJECT: Procedures for Requests for Personnel Action

(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 Actions¹, 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.

¹ 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.

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
ENCLOSURE 1

PROCEDURES

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.
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
validates, 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.
(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.
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).


      (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.
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
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 WGIIs 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 WGIIs 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

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 Concur 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

FIRST ACTION

5. A. Code

B. Nature of Action

6. A. Code

B. Nature of Action

SECOND ACTION

5. C. Code

D. Legal Authority

6. C. Code

D. Legal Authority

5. E. Code

F. Legal Authority

6. E. Code

F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan

9. Grade Level

10. Step or Rate

11. Total Salary

12. Pay Basis

13. Occ. Code

14. Name and Location of Position's Organization

15. Name and Location of Position's Organization

16. Base Pay

17. Locality Adj

18. Adj. Basic Pay

19. Other Pay

20. Total Salary/Award

21. Pay Basis

22. Amount

23. Veteran Preference

24. Tenure

25. Agency Use

26. Veterans Pref for RIF

27. FLEX

28. Annuity Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Level)

32. Work Schedule

33. Part-Time Hours Per Pay Period

34. Position Occupied

35. FLSA Category

36. Appropriation Code

37. Bargaining Unit Status

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

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

1. Office/Function

2. Action/Function

3. Initials/Signature

4. Date

5. Initials/Signature

6. Date

7. Approval Date

8. Approval Date

9. Approval Date

10. Approval Date

CONTINUED ON REVERSE SIDE

OVER
ENCLOSURE 2

SF-52, RPA

PART D - Remarks by Requesting Office
(Note to Supervisor: 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.)

PART F - Remarks for SF 50

2. Effective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, ZIP Code)
ENCLOSURE 3

SF-50, NPA
ENCLOSURE 4

TRAVEL DATE CERTIFICATION

Travel Date Certification

This is to certify that I ____________________________, departed ________________ (Name/SSN) on ________________ on ________________ (Place of Departure) (Date) enroute to my new duty station in ____________________________. I arrived on ________________ (Country) (Date)

Employee Signature ____________________________ Date ____________________

For Use by the DoDDS Mediterranean District Human Resources Office

Travel Date information provided to HQ on ____________________________ (Date)

Human Resources Representative ____________________________ (Signature)
The following chart provides brief descriptions of types of personnel actions and the required supporting documentation*.

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Required Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Appointment documents as required by the GPPA, Chapter 3, or other documents based on appointment type.</td>
</tr>
<tr>
<td>Bonuses/Incentives</td>
<td>Signed approval letters and service agreement, as required, authorizing the amount or percentage to be applied.</td>
</tr>
<tr>
<td>Change in Duty Station</td>
<td>Documented on the PAR or in Part D, Remarks Section of RPA.</td>
</tr>
<tr>
<td>Change to Lower Grade</td>
<td>Employee signed letter/acceptance acknowledging change placed in eOPF.</td>
</tr>
<tr>
<td>Change in Work Schedule/Work Hours</td>
<td>Documented on the PAR or in Part D, Remarks Section of RPA.</td>
</tr>
<tr>
<td>Conversion</td>
<td>None identified beyond PAR/RPA.</td>
</tr>
<tr>
<td>Conversion – VRA</td>
<td>RPA/PAR and Training Plan and copy of degree or certificate of completion.</td>
</tr>
<tr>
<td>Detail</td>
<td>None identified beyond PAR/RPA.</td>
</tr>
<tr>
<td>Extension</td>
<td>None identified beyond PAR/RPA, except for transcript for students, or OPM approval, if applicable.</td>
</tr>
<tr>
<td>LWOP/related RTD: Military</td>
<td>Refer to the GPPA. RPA/PAR or Military Orders, if available.</td>
</tr>
<tr>
<td>LWOP/related RTD: Civilian</td>
<td>Refer to the GPPA. None identified beyond PAR/RPA.</td>
</tr>
<tr>
<td>Miscellaneous: Veterans Preference Change</td>
<td>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.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>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).</td>
</tr>
<tr>
<td>Miscellaneous: Service Computation Dates–Civilian</td>
<td>The SF 144 and documents required per the SF-144.</td>
</tr>
<tr>
<td>Placement in a Non-Pay or Non-Duty Status (furlough, etc.) and RTD from same</td>
<td>Refer to the GPPA.</td>
</tr>
<tr>
<td>Position Description (PD) Change</td>
<td>None identified beyond PAR/RPA.</td>
</tr>
<tr>
<td>Promotion</td>
<td>None identified beyond PAR/RPA.</td>
</tr>
<tr>
<td>Reassignment</td>
<td>None identified beyond PAR/RPA.</td>
</tr>
</tbody>
</table>
### ENCLOSURE 5

**ATTACHMENTS TO THE RPA**

<table>
<thead>
<tr>
<th>Actions Initiated by HR</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suspension</strong></td>
<td>Suspension Letter.</td>
</tr>
<tr>
<td><strong>Temporary Promotion</strong></td>
<td>Signed Letter acknowledging promotion placed in eOPF.</td>
</tr>
<tr>
<td><strong>Termination – Sponsor</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Relocation</strong></td>
<td>RPA/PAR or Letter of Resignation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions Initiated by the Employee or HRO</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cancellation</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Change in Data Element</strong></td>
<td>Ensure explanatory remark is on SF-50 (mass actions) or RPA (individual action).</td>
</tr>
<tr>
<td><strong>Correction</strong></td>
<td>RPA remarks identify rationale for change, with references to supporting documentation; or, use cancellation / correction form.</td>
</tr>
<tr>
<td><strong>Manual WGI</strong></td>
<td>RPA remarks must clearly identify the reason for the manually-generated WGI.</td>
</tr>
<tr>
<td><strong>Manual Pay Change / Adjustment</strong></td>
<td>RPA remarks must clearly indicate reason for pay change.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Automatic Actions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change in Tenure</strong></td>
<td>Properly generated automatic actions require no further justification. None identified beyond RPA if manual, assuming RPA/PAR documents the rationale for the change.</td>
</tr>
<tr>
<td><strong>Pay and Step Change</strong></td>
<td>Properly generated automatic actions require no further documentation. For mass pay actions not including Federal pay changes, authorizing support documents must be retained.</td>
</tr>
<tr>
<td><strong>Return to Duty (Suspension Only)</strong></td>
<td>Properly generated automatic actions require no further documentation. None identified beyond RPA if manual,</td>
</tr>
</tbody>
</table>
## ENCLOSURE 5

### ATTACHMENTS TO THE RPA

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Termination of Temporary Appointment</td>
<td>Properly generated automatic actions require no further documentation. None identified beyond RPA if manual, assuming RPA/PAR documents the rationale for the change.</td>
</tr>
<tr>
<td>Within-Grade Increase (WGI)</td>
<td>Properly generated automatic actions require no further documentation. None identified beyond RPA if manual, assuming RPA/PAR documents the rationale for the change.</td>
</tr>
<tr>
<td><strong>Mass Actions</strong></td>
<td></td>
</tr>
<tr>
<td>Realignments and Mass Transfer</td>
<td>Realignments – None identified beyond SY-50 Legal Authority Code (LAC) which should include General Order Number/other authorization reference.</td>
</tr>
<tr>
<td>Awards</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

### Part I. Abbreviations and Acronyms

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