

# **Request for Personnel Action (RPA) Handling Procedures**

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Department of the Navy  
Office of Civilian Human Resources  
Operations Centers

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## Introduction

### Purpose

The purpose of this RPA Handling Procedures guide is to assist Human Resources (HR) Offices and Major Commands with processing personnel actions and to serve as a resource for information about OCHR Operations Centers business processes. It includes guidance on how OCHR provides HR services in accordance with OCHR's Roles and Responsibilities Guide dated 25 April 2013 located on OCHR's portal at

[https://portal.secnav.navy.mil/orgs/MRA/DONHR/DONTrainingEvents/HR-Talent-Management-Partnership-Summit/Documents/Civilian HR Roles and Responsibilities 25 April 2013.docx](https://portal.secnav.navy.mil/orgs/MRA/DONHR/DONTrainingEvents/HR-Talent-Management-Partnership-Summit/Documents/Civilian%20HR%20Roles%20and%20Responsibilities%2025%20April%202013.docx)

### Cancellation

This RPA Handling Guide replaces CHRMS 330.1 Standard Recruitment Request for Personnel action Procedures.

## OCHR Personnel Action Request Handling Procedures

### Timeframes for Submission and Processing of Actions

Requested/proposed effective dates for personnel actions will be reviewed and approved by the Operations Center when all required documentation for the action is received at the Operations Center and all priority programs are clear, if applicable. Operations Centers reserve the right to adjust effective dates if documentation is not received within established timeframes. HROs will be notified when this occurs.

OCHR Operation Centers will process received RPAs within established timeframes of the effective date in order to meet payroll deadlines. For actions not processed within the identified timeframes, OCHR Operation Centers will document in the RPA Notepad as to why the action could not be processed timely. This supports CIVPAY audit requirements for reconstruct.

### Non-Recruit Actions

OCHR must have sufficient lead time as indicated in the "Lead Time to Complete Column" in the below RPA Submission Guidelines to process non-recruit actions. OCHR Operation Centers will attempt to process for the requested effective date, however, the final effective date will be established by the Operations Center based on a review of when the action was received and workload of the Operation Center.

Non-Recruit RPAs submitted more than 30 calendar days prior to the effective date will be returned for resubmission closer to the effective date.

If the action is received within identified timeframes and complete, OCHR will code Non-Recruit RPA's in accordance with the Guide to Processing Personnel Actions (GPPA) and update HR in DCPDS within 9 days of the effective date **or date of receipt.**

### **Recruit Actions**

Recruitment actions are normally processed on a date that coincides with the beginning of a pay period. Commands may propose effective dates (including non-pay period Sundays), however, the final effective date will be established by the Operations Center based on a review of when the action was received, completion of all required onboarding documents and tasks and workload of the Operation Center.

OCHR must have sufficient lead time and all tasks completed and onboarding documents loaded into Onboarding Manager to process a new hire action. If an action does not have completed tasks and all onboarding documents, or has not been received with sufficient lead time the effective date may be changed by the Operations Center.

If the action is received within identified timeframes and complete, OCHR will code Recruit RPAs in accordance with the GPPA and update HR in DCPDS within 5 days of the effective date.

### **Recruit Actions using Future Mode**

In order to guarantee processing new hires in Future Mode, all documents must be uploaded to Onboarding Manager and the request sent to OCHR at least 14 calendar days or earlier prior to the requested effective date

If the action is received within identified timeframes and complete, OCHR will code future mode RPAs in accordance with the GPPA and update HR in DCPDS prior to the effective date.

### **Recruitment Process Efficiencies - Request for Personnel Action Initiation Requirements**

As part of our continued efforts to meet the government-wide goal of 80 days or less, we have focused attention on reducing Segment 1 time, initiation of the Request for Personnel Action (RPA) to receipt in the Office of Civilian Human Resources Operations Center (OCHR).

Effective January 24<sup>th</sup>, 2021, all new recruitment RPAs must be received at the servicing Operation Centers within five (5) calendar days of RPA creation. Recruitment RPAs received at the Ops Center more than 5 calendar days after the RPA was created will be cancelled immediately. A new RPA must be created and re-submitted by the required time frame to restart the recruitment process

Time back at the command for RPAs returned due to incomplete information will count towards the five (5) calendar days.

### **Future Mode Processing Requirements/Dates**

Future Mode is an onboarding enhancement implemented specifically to help reduce the time for new employees to obtain their NMCI access, e-mail address and a Common Access Card (CAC). The use of Future Mode is highly encouraged.

Major Commands and their HROs who opt to have their personnel actions processed in Future Mode must notify their servicing Operations Center and submit all onboarding documents 14 calendar days prior to the requested effective date via Onboarding Manager. This lead-time is required to ensure all documents are complete and employment requirements are met prior to bringing new hires on board. The HRO must notify its servicing Operations Center immediately of any changes to the employee's reporting date to ensure accurate processing.

Note: Future Mode processing of actions may be impacted by system-wide events, such as pay adjustments, network outages, etc. A table identifying future mode dates is available on the **Hiring Manager Toolkit** portal page in the **Recruitment Forms Tab, RPA Submission Forms section**.

<https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

### **Establishing Effective Dates/Backdating**

Requests for Personnel Actions (RPAs) are coded in compliance with the Office of Personnel Management's (OPM) Guide to Processing Personnel Actions (GPPA). Effective dates are established in accordance with Chapter 3 of the GPPA. RPAs will be coded, reviewed, approved, and signed prior to the effective date. In some cases, RPAs may be processed prior to the effective date, as these actions would be held in electronic suspense until the effective date has passed.

**Retroactive Actions:** There is no legal authority to retroactively process career-ladder promotions, temporary promotions, or extensions of temporary promotions, and/or temporary appointments. Personnel actions effecting advanced in-hiring rates cannot, by law, be processed retroactively.

Exception: Retroactive pay actions may only be processed if and when directed by a third party decision, e.g., settlement agreement, legal decision or similar required action.

New Hire/Onboarding Requirements are listed in the USA Staffing Onboarding Manager Guide:

<https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/OnboardingUpgrade.aspx>

### Required Information and RPA Submission Guidelines

The below table (Table 1) provides for each NOA the RPA fields to complete, lead time needed to complete, and required information. RPAs will be returned immediately if it is missing the required authorizing signatures in Part A, Blocks 5 and 6 of the Requesting Office section of an RPA. **Note:** Submitted documents should be limited to a file size of 5 MG in support of current HR system size limitations.

All RPAs that are incomplete or missing required information are subject to immediate return.

### Requesting Official and Authorizing Official Identification on the RPA

All RPAs submitted to OCHR Operations Centers for processing must have a Requesting Official and an Authorizing Official identified in blocks 5 and 6 on page 1 in the requesting information section. This requirement includes any RPAs created and processed by an OCHR Operations Center as a part of their daily duties to take action to process, correct or cancel any personnel action(s) to ensure personnel and pay transactions are compliant and accurate. RPAs that do not contain these requisite signatures will be returned. This is an internal control point in the civilian pay process that ensures personnel actions that directly impact pay or leave are properly approved by the command. The following RPAs are exceptions to this requirement.

System generated RPAs: Pay adjustments, termination of appointments and other actions are sometimes system generated.

Mass actions: Performance awards, updates to position or employee data elements and other actions are sometimes processed via a mass update process. Command approval, signatures and impacted employees for these actions will be identified in a singular requesting RPA and attached employee spreadsheet.

Termination Appointment in Another Agency (NOAC 352): When an employee leaves for another federal agency, it is OCHR policy not to remove them from DON until receipt

of a pick-up SF-50 from the gaining agency. The pickup SF-50 is proof that the employee has officially departed the losing agency and serves as the authorizing document. For audit trail purposes, the pick-up SF-50 should be attached to the RPA. If another agency contacts you to request the transfer of the OPF, advise them that they must submit the request via OPM's eOPF system. If their agency does not use eOPF or they have additional questions regarding the eOPF transfer, refer them to the eOPF COE team at [DON\\_eOPF\\_SysAdmin@navy.mil](mailto:DON_eOPF_SysAdmin@navy.mil) for more information. Link to eOPF COE portal page: <https://portal.secnav.navy.mil/orgs/MRA/DONHR/ochrsandiego/eOPFCoE/SitePages/Home.aspx>

### DCPDS Inbox Information

Each of the Operations Centers have posted a table listing RPA submission inbox guidelines to provide the appropriate routing for each RPA. These are available on the **Hiring Manager Toolkit** OCHR Private Portal page on the **Recruitment Forms Tab, RPA Submission Forms section**.

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Awards - Incentive (Recruitment / Relocation / Retention)</b>				
815	Recruitment	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee (if not able to populate, add name and SSN in the notepad and OCHR will populate)</li> <li><b>Proposed Effective Date:</b></li> </ul>	Minimum of 14 calendar days before the effective date.	<p><b>Recruitment Incentive:</b></p> <ul style="list-style-type: none"> <li>Recruitment/Relocation Incentive Justification</li> <li>Recruitment/Relocation Incentive Service Agreement</li> </ul> <p><b>Relocation Incentive:</b></p> <ul style="list-style-type: none"> <li>Established Residency</li> <li>Recruitment/Relocation Incentive Justification</li> <li>Recruitment/Relocation Incentive Service Agreement</li> </ul> <p><b>Retention Incentive:</b></p> <ul style="list-style-type: none"> <li>Retention Incentive Justification</li> <li>Retention Incentive Service Agreement (when applicable)               <ul style="list-style-type: none"> <li>- Not required for bi-weekly installments at the full % rate established for the employee; 25% for an individual employee and 10% for a group of employees</li> </ul> </li> </ul> <p><b>Incentive forms and samples</b> are available on the <b>Hiring Manager Toolkit Portal Page – Recruitment Forms Tab – Pay and Incentive Forms section</b></p> <p><a href="https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p> <p>Approved incentives must be submitted <b>prior to EOD</b> as soon as the justification is complete and when applicable, service agreement is signed. Include in RPA note pad:</p> <ul style="list-style-type: none"> <li>Type of Incentive: (Recruitment <b>OR</b> Relocation <b>OR</b> Retention)</li> <li>Total amount of Incentive, percentage of base salary, payment timeframe (e.g., Lump Sum, Biweekly, Semi-Annual, or Annual)</li> <li>Announcement Number and/or RPA Number</li> <li>If relocation incentive statement that performance is at least fully successful</li> <li>Anticipated EOD</li> </ul>
816	Relocation			
827	Retention			
	* Includes Annual Certification to Continue Retention Incentive RPAs as well as termination of Retention Incentives			

Table 1





## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Awards Cont. - Individual Monetary / Time Off Award</b>				
840	Individual Cash Award (Ratings Based)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>RPA Page 1:</b> Input NOA</li> <li>• <b>Proposed Effective Date:</b></li> <li>• <b>RPA Page 2:</b> Input the amount of Award; Dollar amount or Number of Hours</li> </ul>	Minimum of 14 calendar days before the effective date  <b>Note:</b> There is an exception to this when processing retroactive monetary awards for separated or former DON employees	<ul style="list-style-type: none"> <li>• <b>NOA:</b> Add NOA to notepad</li> <li>• <b>Type of Award:</b> Money or Hours</li> <li>• <b>Amount of Award:</b> Dollar amount or Number of Hours</li> <li>• <b>Reason for Award</b> (e.g. Nomination for employee of the quarter)</li> </ul> <p>Employees must have <u>current performance ratings</u> (i.e., performance ratings dated within the last year) in the Defense Civilian Personnel Data System (DCPDS) in order for Ratings-Based Awards to be processed.</p>
841	Group Cash Award			
842	Individual Suggestions/ Invention			
843	Group Suggestions/ Invention			
845	Travel Savings Incentive Award			
846	Individual Time Off Award			
847	Group Time Off Award			
848	Referral Bonus			
849	Individual Cash Award (Non-ratings Based)			
891	Demo Performance Pay:  1. Reconsiderations 2. Individual actions	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b></li> </ul>		<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective Date</li> <li>• Pay Point Value</li> <li>• New Pay Points Awarded</li> <li>• New Dollar Amount Awarded</li> <li>• Supporting Documents: New pay setting worksheet and any documents supporting the request and approval.</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Awards Cont. - Mass Awards and Student Loan Repayment</b>				
N/A	Mass Awards 10 or more, (within the same UIC)*		ASAP before effective date	<ul style="list-style-type: none"> <li>Mass Award Excel Spreadsheet               <ul style="list-style-type: none"> <li>HR Link Report PER-020</li> <li>Submit Mass Award Excel Spreadsheet via RPA</li> </ul> </li> </ul> <p>Mass Awards can only be processed if the following conditions are the same for all employees in the group:</p> <ul style="list-style-type: none"> <li>Proposed Effective Date:</li> <li>Same Type of Award and Nature of Action (NOA)</li> <li>Authority Code</li> </ul> <p><b>A guide for submitting mass awards</b> is available on the <b>Hiring Manager Toolkit – Recruitment Forms Tab - Misc Forms and Guides</b> section</p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>
817	Student Loan Repayment	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>	Minimum of 14 calendar days before effective date	<ul style="list-style-type: none"> <li>Student Loan Repayment Agreement</li> </ul> <p><b>Student loan repayment forms</b> are available on the <b>Hiring Manager Toolkit – Recruitment Forms Tab – Pay and Incentive Forms</b> section</p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Classification / Accretion of Duties</b>				
702	Accretion of Duties (Both MTP and Non-MTP Commands)	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> </ul>	When position may need to be reclassified as higher level duties are added to the existing position.	<ul style="list-style-type: none"> <li>Recruit Position Checklist (Position Tab Only)</li> <li>OCHR Request for Classification Checklist and required documents for type of position</li> <li>OCHR Accretion of Duties Justification Questionnaire</li> <li>Copy of current PD</li> <li>Editable copy of proposed PD with proposed title, series, grade</li> <li>Position Designation Record (PDR)</li> <li>Supervisory Hierarchy for both current and new PD</li> <li>POCs (HRO)</li> <li>Updated organizational chart with information as outlined in Classification Checklist</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>If applicable, pay setting worksheet</li> <li>Supervisory or leader checklists if applicable</li> </ul> <p><b>The OCHR Accretion of Duties Questionnaire</b> is available on the <b>Hiring Manager Toolkit, Classification Forms Tab</b></p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Classification / Position Review</b>				
N/A	<p>Advisory Position Classification/Position Review</p> <p>For use by Activities that have delegated classification authority to their servicing Operation Center.</p> <p>Position Review is used to initiate a classification advisory only.</p>			<ul style="list-style-type: none"> <li>• RPA (RPA will be cancelled upon completion of Position Review)</li> <li>• OCHR Request for Classification Checklist and required documents for type of position</li> <li>• Editable copy of proposed PD with proposed title, series, grade identified</li> <li>• Updated organizational chart with information as outlined in Classification Checklist</li> <li>• Supervisory or leader checklists if applicable</li> <li>• No OF-8 is required</li> </ul> <p><b>The Request for Classification Checklist</b> is available on the Hiring Manager Toolkit, Classification Forms Tab</p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Classification / Redescription</b>				
N/A	Redescription		When position needs to be classified due to significant change in duties	<ul style="list-style-type: none"> <li>• RPA (note RPA will be cancelled upon completion of Position Review)</li> <li>• OCHR Request for Classification Checklist and required documents for type of position</li> <li>• Copy of current PD</li> <li>• Editable copy of proposed PD with proposed title, series, grade and significant changes identified</li> <li>• Updated organizational chart with information as outlined in Classification Checklist</li> <li>• Supervisory or work leader checklists if applicable</li> <li>• DON Civilian Acquisition Assignment Coding Worksheet if applicable</li> <li>• Position Designation Record (PDR)</li> <li>• Signed OF-8</li> </ul> <p><b>The OCHR Request for Classification Checklist</b> is available on <b>the Hiring Manager Toolkit, Classification Forms Tab</b></p> <p><a href="https://portal.secnv.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnv.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Classification / Establish Position</b>				
N/A	Establish Position/Classification of New Position <ul style="list-style-type: none"> <li>Including Statement of Differences</li> </ul> For use by Activities that have delegated classification authority to their servicing Operations Center.		When position needs to be classified (usually before recruitment)	<ul style="list-style-type: none"> <li>RPA (note RPA will be cancelled upon completion of Position Review)</li> <li>OCHR Request for Classification Checklist and required documents for type of position</li> <li>Editable copy of proposed PD with proposed title, series, grade</li> <li>Updated organizational chart with information as outlined in Classification Checklist</li> <li>Signed OF-8 with supervisor signature</li> <li>If applicable, DON Civilian Acquisition Assignment Coding Worksheet</li> <li>Position Designation Record (PDR)</li> <li>Supervisory or work leader checklists if applicable</li> </ul> <p><b>OCHR Classification documents are available on the Hiring Manager Toolkit, Classification Forms Tab</b></p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p> <p><b>For Supervisory and Lead positions, please address/attach the following:</b></p> <ul style="list-style-type: none"> <li>Position Description must contain and describe the supervisory/lead major duties with assigned percentage of duty time. Assign a percentage of time spent on each duty; the sum total needs to equal 100%.</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Classification / Amendments / Mass Position Data Updates</b>				
N/A	Amendments to PD, Pen & Ink Change or updates to the following: <ul style="list-style-type: none"> <li>• Position Sensitivity</li> <li>• Functional Code</li> <li>• Drug Testing</li> <li>• Competitive Level</li> <li>• Key/Emergency Essential</li> <li>• Financial Statement</li> <li>• Telework Indicator</li> <li>• Financial Management Certification</li> <li>• Cyber Security Certification</li> </ul>		When position information needs to be amended to reflect changes that do not impact classification.	<ul style="list-style-type: none"> <li>• RPA</li> <li>• OCHR Request for Classification Checklist</li> <li>• Change/Correction Information and justification for pen and ink attached or in RPA notepad</li> <li>• Position Designation Record (PDR) if updating Position Sensitivity</li> <li>• <b>Pen and Ink Change</b> is a slight revision to existing PD and does not affect the original classification of the position's Title, Series, and Grade. <b>IF</b> a Pen and Ink Change is required, <b>THEN</b> management is responsible for initiating an RPA under Position Review. The servicing HRO will coordinate pen-and-ink changes impacting multiple operating organizations/divisions with the Classification Branch.</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Classification / Amendments / Mass Position Data Updates</b>				
	Mass Position Data Update (10 or more) to the following: <ul style="list-style-type: none"> <li>Competitive Area</li> <li>Competitive Level</li> <li>Demo Pay Pool</li> <li>Drug Test</li> <li>Key Emerg Essential</li> <li>Aggregate Limit Indic</li> <li>Org Function Code</li> <li>IA Category or Spec</li> <li>Fin Disclosure Stmt</li> <li>Telework Indicator</li> <li>Sensitivity Criterion</li> <li>Position Sensitivity</li> <li>Security Access</li> <li>IA Level</li> <li>T38 Indicator</li> <li>IA Duty</li> <li>Office Symbol</li> </ul>		When position information needs to be updated	The following data fields can be updated via the mass data element update process:  <b>Note:</b> For mass position data updates (which cover different fields then those listed above) contact your servicing Ops Center for directions on how and where to submit these.

Table 1





## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Change Actions / Data Element Changes</b>				
9XX or 800	Change in Data Element <ul style="list-style-type: none"> <li>Position Title</li> <li>FLSA</li> <li>Position Occupied</li> <li>PD Number Change</li> </ul>	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>	When position information needs to be changed.	<ul style="list-style-type: none"> <li>PD to include UIC/ORG/CC/GEOLOC</li> <li>Position Designation Record (PDR)</li> <li>Supervisory Hierarchy</li> <li>POCs (Selecting Official/SME and HRO)</li> <li>Change/Correction Information</li> <li>Supporting Documentation</li> <li><b>Change Position Title.</b> When the classification standard is modified to change the titling of a position, a Change Position Title RPA must be submitted. The Notepad of the RPA must reference the change in classification standard, including the date of the change and the document authorizing the change must be attached.</li> <li><b>Change Position Number.</b> When a new position number is assigned to a PD without a change in classification, duties or responsibilities, a Change Position Number RPA should be submitted to update the position number in DCPDS.</li> <li><b>Change Position Sensitivity.</b> When a security clearance requirement for a position is implemented, a Change Position Sensitivity RPA must be submitted.</li> <li><b>Note:</b> If the position title, position number, or position sensitivity must be changed for reasons other than the aforementioned, a correction RPA must be submitted.</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Change Actions Cont. / Change in Data Element / Mass Change in Data Element</b>				
800	Change in Data Element to one of the following: <ul style="list-style-type: none"> <li>Agency Code</li> <li>Annuitant Ind</li> <li>BUS Code</li> <li>FLSA Category</li> <li>Occup Code</li> <li>PRD</li> <li>Personnel Office ID</li> <li>Position Occupied</li> <li>Cost Center</li> </ul>	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>		<b>Individual actions (1-9):</b> <ul style="list-style-type: none"> <li>Name</li> <li>Effective Date</li> <li>PD/PDR</li> <li>Supporting Documents</li> <li>Items to be corrected/updated</li> </ul>
800	Mass Change in Data Element, 10 or more to one of the following: <ul style="list-style-type: none"> <li>Agency Code</li> <li>Pay Rate Determinant</li> <li>Bargaining Unit Status</li> <li>Personnel Office ID</li> <li>Occupational Code</li> <li>Retirement Plan</li> <li>FLSA Category</li> <li>Position Occupied</li> <li>Annuitant Indicator</li> <li>Furlough Codes</li> </ul>		When mass position information needs to be updated	<ul style="list-style-type: none"> <li>Mass Change in Data Element Submission Spreadsheet - HR Link Report PER- 187 attached to RPA</li> <li>For Furlough Code Updates - Alpha List with Furlough Indicator – HRLink Report PER-138 attached to RPA for furlough code change/updates</li> </ul> <p><b>A Mass Change in Data Element Guide</b> is available on the <b>Hiring Manager Toolkit – Recruitment Forms Tab - Misc Forms and Guides Section</b>  <a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p> <p><b>Changes to Personnel Office ID (POID) require F&amp;J approval, form</b> available on the <b>Recruitment Forms Tab, RPA Submission Forms section.</b>  <a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b><i>Change Actions Cont. / Pay Adjustments / Chg in Duty Station/ Chg in Hours/Work Schedule</i></b>				
810	Supervisory Pay Differential	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective Date</li> <li>• Pay amount</li> <li>• Initiating differential pay, removing differential pay, or changing differential pay</li> </ul>
894	Pay Adjustment (Change in Locality Pay)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective Date</li> <li>• PD/PDT</li> <li>• Supporting Documents</li> <li>• When Locality percentage does not change, submit a Change in Duty Station RPA (NOA 792)</li> <li>• Include the new location and the new location code</li> <li>• If request for retroactive change in duty station, provide a justification in the Notepad.</li> </ul>
792	Change in Duty Station			
782	Change in Hours	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective Date</li> <li>• What the hours or work schedule are changing to</li> </ul> <p><b>CAUTION: RETROACTIVE CHANGES:</b> Retroactive Change in Work Schedules and Changes in Hours may cause timekeeping problems. Once the time is submitted, based on a Work Schedule, changing the work schedule or hours often requires timekeeping corrections. Timekeepers are notified of the retroactive change via the CSR Invalid listing. Successful updates require all timekeepers to update CSR in a timely manner. New biweekly hours or new work schedule (decimals can be used)</p>
781	Change in Work Schedule			

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Chg in SCD</b>				
882	Change in Service Computation (SCD)	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> </ul>	OCHR Ops Center will determine the appropriate effective date for a Change in Service Computation Date action.	<ul style="list-style-type: none"> <li>Name</li> <li>Effective Date (determined by Ops Ctr)</li> <li>Supporting Documents: e.g., DD214, SF-15, SF 813, VA letter, SF-50s, etc.)</li> </ul> <p>OCHR Ops Centers will process a Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. Examples are when:</p> <ul style="list-style-type: none"> <li>Service claimed and verified at the time of appointment was not credited and should have been;</li> <li>Employee claims creditable service not previously claimed;</li> <li>Service claimed at the time of appointment is later verified.</li> <li>Information pertaining to SCD change</li> </ul> <p><b>Note:</b> SF-813 must be completed by military branch prior to submission to Ops. Center.</p>
883	Change in Veterans Preference	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>		<ul style="list-style-type: none"> <li>Name</li> <li>Effective Date</li> <li>Supporting Documents: e.g. DD214, SF-15, SF 813, VA letter, etc.</li> <li>Information pertaining to VP change</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b><i>Change Actions Cont. / Chg in Vet Pref / Conv to Appt</i></b>				
500/ 501/ 5XX	Conversion to Appointment <ul style="list-style-type: none"> <li>• VRA</li> <li>• Schedule A</li> <li>• 30% DV</li> <li>• Reinstatement</li> <li>• Conv to Career Conditional, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>	Minimum of 14 calendar days before effective date	<ul style="list-style-type: none"> <li>• If new position, DON Recruit Position Checklist (Position Tab and Recruit Tab (If noncomp Part A/D, if recruit Part B and D))</li> <li>• Name</li> <li>• Effective Date</li> <li>• PD/PDR (if applicable)</li> <li>• BIN</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• Supporting Documents may vary depending on type of conversion.</li> </ul> <p>If position remains the same before and after conversion annotate on Notepad.</p> <p><b>Note:</b> If conversion coincides with another action (e.g., promotion or reassignment), include required documentation for those actions.</p> <ul style="list-style-type: none"> <li>• Any Information pertaining to conversion action</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Pathways/Recent Grad Conversion Actions</b>				
500/ 501	Pathways Interns  Recent Graduate	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday)</li> </ul>	Minimum of 14 calendar days before effective date	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist               <ul style="list-style-type: none"> <li>○ Position Tab only for conversions</li> <li>○ Position Tab and Part A&amp;D of Recruit Tab if converting as a fill action</li> </ul> </li> <li>• Name</li> <li>• Effective Date</li> <li>• PD/PDR</li> <li>• BIN</li> <li>• Expected date of graduation or date of completion of educational program.</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• Supporting Documents: Official Education Documentation (e.g., Official transcript, letter from the dean, registrar, etc.)</li> </ul> <p>Convert Pathway Interns within 120 days of completion of educational requirements</p> <p>Convert Pathway Recent Graduates on the 1 or 2 year anniversary of employee's appointment depending on their occupational series. <b>Note:</b> For Pathway Recent Graduate the conversion effective Date <b>must be the anniversary date of appointment</b></p> <p>Any Information pertaining to conversion action</p>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Change Actions Cont. / Name Change</b>				
780	Name Change	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> SSN of Employee and old name</li> <li>• <b>Proposed Effective Date:</b> Typically the beginning of the Pay Period (Sunday)</li> </ul>	ASAP before effective date –	<ul style="list-style-type: none"> <li>• Enter SSN on RPA</li> <li>• Change old name to new name on RPA</li> <li>• Effective Date</li> <li>• Supporting Documents, e.g., marriage /divorce decree/ driver's license. Documents will be verified by OCHR HR staff and destroyed.</li> <li>• Include both old and new name</li> <li>• Name changes are not processed retroactively</li> </ul>
<b>Miscellaneous Actions</b>				
002	Correction DoD Correction RPA		<b>Note:</b> OCHR will determine effective date and method of correction	<ul style="list-style-type: none"> <li>• Submit as 800 Change Action-Change in Data Element or any other NOA if 002 or 800 is not available (the NOA will be changed by HRO or Ops Center to the correct one).</li> <li>• Name</li> <li>• Effective Date*</li> <li>• Supporting Documents: Any documents supporting the change or correction.</li> <li>• In notepad provide information pertaining to the correction or change</li> </ul>
800	Change in Data Element  Cancellation of already processed action			
760 765 769	Extensions: Ext of Temp Appt NTE Ext Term Appt NTE Ext Prom NTE	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Beginning of Pay Period (Sunday) or if extension date Following NTE date</li> </ul>	Minimum of 14 calendar days before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective Date</li> <li>• Fill in Block 5A on RPA and enter NTE date of extension</li> <li>• Reason for extension and justification when extension is less than 1 year.</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Miscellaneous Actions Con't</b>				
N/A	Mass Appraisals			<ul style="list-style-type: none"> <li>The Mass Appraisal Submission Spreadsheet, HR Link Report PER-019 attached to the RPA.</li> </ul> <p><b>A Mass Appraisal Guide</b> is available on the <b>Hiring Manager Toolkit – Recruitment Forms Tab – Misc Forms and Guides</b> section</p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p> <p>Commands can process ten or more Annual Performance Appraisals (ratings of record) without having to provide individual RPAs by using the Mass Appraisals process</p>
TBD	Settlement Agreements			<ul style="list-style-type: none"> <li>Name</li> <li>Effective Date</li> <li>Supporting Documents must be attached to RPA: decision, order settlement agreement, position description, etc.</li> <li>Ops Centers are responsible for coordinating DCPDS actions that are required to comply with decisions/agreements resulting from appeals, grievances, EEO complaints, or other third party matters within our serviced community. If a decision, order, settlement agreement, ADR agreement, etc. requires an RPA, it must be submitted to the appropriate group box designated by the servicing Ops Center.</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Miscellaneous Actions Con't</b>				
TBD	Overseas Returnees/ Return Rights	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Last 4 of SSN</b></li> <li>• <b>Proposed Effective Date:</b> Date of arrival stateside or date agreed to by gaining/losing command</li> </ul>		<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab and Part A&amp;D of Recruit Tab)</li> <li>• Name</li> <li>• Effective date</li> <li>• PD/PDR</li> <li>• BIN</li> <li>• Pay Setting Worksheet IAW DoDI 1400.25 V536</li> <li>• Recent SF-50</li> <li>• SF-75 (if applicable)</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• Annotate in the RPA notepad the overseas HRO has been notified to terminate all overseas entitlements.</li> </ul>
TBD	Reemployed Annuitants	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Beginning of Pay Period (Typically a Monday)</li> </ul>		<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab and Part A&amp;D of Recruit Tab)</li> <li>• Name</li> <li>• Effective date</li> <li>• PD/PDR</li> <li>• BIN</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• Supporting Documents: Complete approval package required by DoDI 1400.25,v300 &amp; CHRM Subchapter 83</li> </ul> <p>Reemployed Annuitant may be hired in a temporary, term or permanent appointment.</p> <ul style="list-style-type: none"> <li>• Any information pertaining to the annuitant</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Non-Pay/Non-Duty Status</b>				
460	Leave Without Pay NTE (LWOP)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Date absence begins</li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective date</li> <li>• Supporting Documents pertaining to action</li> <li>• Include NTE date</li> </ul>
473	LWOP for Military Deployment (LWOP US)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Date absence begins</li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective date</li> <li>• Supporting Documents: Military orders</li> </ul>
773	Extension of LWOP NTE	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b></li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective date</li> <li>• Include New NTE date &amp; reason for Extension</li> </ul>
292	Return to Duty (RTD)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Date employee returns back to duty</li> </ul>	ASAP before effective date	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective date</li> <li>• Supporting Documents: e.g. military orders (when applicable)</li> <li>• Employees may only be returned to the position occupied immediately preceding the RTD action. If subsequent change actions are required, separate RPAs must be submitted to effect these changes.</li> <li>• <b>NOTE:</b> A RPA must be submitted on a RTD for indefinite suspensions, LWOP, LWOP-US and LWOP OWCP actions. RTD RPAs should system generate for all other non-pay actions.</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Non-Pay/Non-Duty Status Cont</b>				
450	Suspension NTE	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date:</b> Date identified by requestor</li> </ul>	ASAP before effective date –	<ul style="list-style-type: none"> <li>• Name</li> <li>• Effective date</li> <li>• Reason for suspension</li> <li>• Reason Remark</li> <li>• NTE date &amp; Disciplinary Authority code &amp; employees' forwarding address (Street, City, State &amp; Zip Code)</li> </ul> <p><b>A Listing of Disciplinary Codes</b> is available on the <b>Hiring Manager Toolkit – Recruitment Forms Tab – RPA Submission Forms Section</b>  <a href="https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>
<b>Realignments/Reassignments</b>				
790	Realignment (fewer than 10)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>• Copy of the dated directive, memorandum, letter or email that authorizes the movement of the person and the position to the new organization or code. This document will be used as part of the authority code.</li> <li>• Command POCs</li> <li>• New UIC/ORG Code/Cost Code/Geoloc</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Realignments/Reassignments Cont</b>				
790	Mass Realignment (10 or more)	<ul style="list-style-type: none"> <li><b>Proposed Effective Date</b></li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>Mass Realignment Spreadsheet, HR Link Report PER-021 attached to RPA</li> <li>Copy of the dated directive, memorandum, letter or email that authorizes the movement of the person and the position to the new organization or code. (This document will be used as part of the authority code)</li> <li>Command POCs</li> <li>New UICs/ORG Codes/Cost Codes/Geolocs</li> </ul> <p><b>A Mass Realignment Guide</b> is available on the <b>Hiring Manager Toolkit – Recruitment Forms Tab – Misc Forms and Guides</b> section</p> <p><a href="https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p> <p><i>Additional Considerations:</i></p> <ul style="list-style-type: none"> <li>To establish a new ORG CODE contact your OCHR servicing center a minimum of 30 days prior to effective date of realignment.</li> <li>To establish a new UIC consult with your servicing team a minimum of 60 days prior to effective date of realignment.</li> <li>Changes to Servicing Office ID (SOID/CPOID) and/or Personnel Office ID (POID) require F&amp;J approval from OCHR HQ.</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Realignments/Reassignments Cont</b>				
721	Reassignment within UIC	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab only)</li> <li>• Classified PD with PDR</li> <li>• Resume, if changing series or specialties within a series, or into an XX01 position and memo from supervisor if waiving or modifying qualifications</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• Command POCs</li> <li>• Reason for reassignment</li> <li>• Supervisory hierarchy. <i>If this is a <b>Management Directed Reassignment (MDR)</b>, identify in Part D of the RPA Notepad that both positions share the same first or second level supervisor or if this reassignment needs PPP Clearance.</i></li> <li>• If applicable: Demo Pay Setting Worksheet</li> <li>• MDRs for positions in foreign areas are subject to review for military spouse/family member preference prior to processing.</li> </ul> <p><b>Demo Pay Setting Worksheets are available on the Hiring Manager Toolkit – Recruitment Forms Tab – Pay and Incentive Forms section</b></p> <p><a href="https://portal.secnv.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnv.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Realignments/Reassignments Cont.</b>				
721	Reassignment Outside of UIC	<ul style="list-style-type: none"> <li>Treat the same as a Non-Competitive Name Request</li> </ul>		<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab and Part A&amp;D of Recruit Tab)</li> <li>Classified PD with PDR</li> <li>Resume, if changing series or specialties within a series, or into an XX01 position and memo from supervisor if waiving or modifying qualifications</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>If applicable: Demo Pay Setting Worksheet</li> </ul>
921	Reassignment NTE (DoD-Expeditionary Civilian Workforce – TDY to Contingency Operations Area)	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date:</b> Effective date is the date employee departed CONUS</li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist for NOAs 921 and 922 (Position Tab only)</li> <li>Supporting Documents: SF-1190, 1190 Addendum, Annual Pay Cap Waiver</li> <li>Employees deployed to contingency operation areas on TDY assignment will continue to be serviced by the OCHR Ops Center that services your command.</li> <li>Legal Authority is "7EW1" - Expeditionary Civilian Workforce". No other legal authority is acceptable.</li> <li>The following information pertaining to actions should accompany RPA:               <ul style="list-style-type: none"> <li>Date employee left permanent duty station;</li> <li>Date employee arrived in country;</li> <li>County Code (e.g., Afghanistan = AF);</li> <li>Legal Authority = 7EW1;</li> <li>UIC; and,</li> <li>NTE date of reassignment.</li> </ul> </li> </ul> <p>Employee records should be updated in the system for all overseas entitlements, e.g., Danger Pay, Post Differential, Imminent Danger Pay, etc. Updating entitlements is important and in order to avoid over/under payments DCPDS should be updated <b>within 5 business days</b> of receipt.</p>
922	Ext of Reassignment NTE (DoD-Expeditionary Civilian Workforce – TDY to Contingency Operations Area)			
923	Termination of Reassignment NTE (DoD-Expeditionary Civilian Workforce – TDY to Contingency Operations Area)			

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Detail Actions</b>				
930	Detail (non-comp)	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date:</b></li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab only) Checklist not needed for detail to unclass set of duties</li> <li>Classified PD with PDR or description of unclassified duties to be assigned</li> <li>Not-to-Exceed (NTE)Date (last day of detail)</li> </ul> <p><i>Note: Details are documented with RPAs only and are not actually processed. Pseudo SF-50s will only be created when it is required by the bargaining unit agreement.</i></p> <p><i>Note: An RPA is NOT required to terminate a Detail on the NTE Date. RPAs are required to terminate a Detail early.</i></p>
931	Extension of Detail	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Proposed Effective Date</b></li> </ul>	Minimum of 14 calendar days before the effective date of the extension	<ul style="list-style-type: none"> <li><b>New</b> Not-to-Exceed (NTE)Date (last day of detail)</li> <li><b>Note:</b> An RPA is NOT required to terminate a Detail on the NTE Date. RPAs are required to terminate a Detail early.</li> </ul>
<b>Recruit/Fill Actions</b>				
TBD	Attorney Recruit		When ready to recruit	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab and Part B&amp;D of Recruit tab)</li> <li>Classified PD with PDR</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>BIN</li> <li>Recruitment information for flyer (e.g., website)</li> <li>For OGC Attorney selections, submit any additional information listed as outlined in the OGC Handbook</li> </ul> <p><b>OGC Handbook is available on the Hiring Manager Toolkit – Recruitment Forms Tab – Misc Forms and Guide section</b></p> <p><a href="https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx">https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx</a></p>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b><i>Recruit/Fill Cont.</i></b>				
TBD	Competitive Details		When ready to recruit	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab and Part B&amp;D of Recruit Tab)</li> <li>• Classified PD with PDR</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheets</li> <li>• Initial Recruitment/position information: Type of recruitment (e.g., merit, DE, MloC, DH, etc.); PD number; Title; PP-series-grade.</li> <li>• BIN</li> </ul>
TBD	Delegated Examining (DE)		When ready to recruit	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab and Part B&amp;D of Recruit Tab)</li> <li>• Classified PD with PDR</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheets</li> <li>• Initial Recruitment/position information: Type of recruitment (e.g., DE, etc.); PD number; Title; PP-series-grade.</li> <li>• BIN</li> <li>• Indicate why Direct Hire Authority cannot or should not be used for this recruitment</li> </ul>

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## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Recruit/Fill Cont.</b>				
TBD	Flyers, Long Term Announcements		When ready to recruit	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab and Part B&amp;D of Recruit tab)</li> <li>Classified PD with PDR</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>Initial Recruitment/position information: Type of recruitment (e.g., merit, MloC, DH, etc.); PD number; Title; PP-series-grade.</li> <li><b>Flyers (in addition to initial recruitment/position information):</b> <ul style="list-style-type: none"> <li>HRO POC for development of flyer</li> <li>Email address for submission of resumes</li> <li>Contact phone number for flyer</li> <li>Which DHA is applicable to recruit action</li> </ul> </li> <li><b>Long Term Announcements and Registers (in addition to initial recruitment/position information):</b> <ul style="list-style-type: none"> <li>Marketing Message</li> <li>HRO POC</li> <li>Area of Consideration</li> </ul> </li> </ul>
TBD	Merit Promotion (MP)		When ready to recruit	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab and Part B&amp;D of Recruit Tab)</li> <li>Classified PD with PDR</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>Initial Recruitment/position information: Type of recruitment (e.g., merit, MloC, DH, etc.); PD number; Title; PP-series-grade.</li> <li>BIN</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Recruit/Fill Cont.</b>				
TBD	Management Identification of Candidates (MloC)		When ready to recruit	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab and Recruit Tab - Part A, Part B Job Analysis Best Qualifying Info for Military Spouses and Part D)</li> <li>Classified PD with PDR</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>Initial Recruitment/position information: Type of recruitment (e.g., merit, MloC, etc.); PD number; Title; PP-series-grade.</li> <li>BIN</li> <li>MloC announcement open date</li> <li>Note: Don't forget to complete Military Spouse Best Qualifying information on Recruit Tab (Part B) of Recruit Position Checklist. This is needed to manually rate any military spouse preference candidates who apply to the vacancy.</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Recruit/Fill Cont.</b>				
TBD	Name Request/ Direct Hire	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	When ready to recruit	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab and Part A&amp;D of Recruit tab)</li> <li>• Classified PD with PDR</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• Applicant/Selectee Info (attached to RPA and Onboarding Manager)               <ul style="list-style-type: none"> <li>○ Resume</li> <li>○ Official transcripts for position with a positive education requirement</li> <li>○ Professional certifications required for employment</li> <li>○ As applicable, DD-214, VA Letter, SF-15, SF-50</li> </ul> </li> <li>• Request for Special Agency Needs Pay Flexibility under DHA (if applicable)</li> <li>• BIN</li> </ul>
TBD	Pathways/ Recent Grads Recruit		When ready to recruit	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (both Position and Part B&amp;D of Recruit tab)</li> <li>• Classified PD with PDR</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet.</li> <li>• Initial Recruitment/position information: Type of recruitment (e.g., merit, DE, DH, etc.); PD number; Title; PP-series-grade.</li> <li>• Indicate Student Intern or Recent Graduate recruitment</li> <li>• Required Pathways announcement statements (e.g., FPL of Pathways Position &amp; FPL of position they will convert out to, eligibility for non-competitive conversion, etc.)</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Recruit/Fill Cont.</b>				
TBD	Senior Executive Service (SES)  Includes: DISL, DISES, SSTMs, SL/ST, HQE		When ready to recruit	<ul style="list-style-type: none"> <li>DON Recruit Position Checklist (Position Tab and Part B&amp;D of Recruit Tab)</li> <li>Classified PD with PDR</li> <li>If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>Organizational chart</li> <li>Initial Recruitment/position information: Type of recruitment (e.g., merit, DE, MloC, DH, etc.); PD number; Title; PP-series-grade.</li> <li><b>Note:</b> Executive Service positions are filled/supported by the OCHR Silverdale Operations Center.</li> </ul>
<b>Separations</b>				
350	Death		ASAP	<ul style="list-style-type: none"> <li>Death Certificate</li> <li>CBC will create the death RPA. The command only needs to notify CBC of the death.</li> </ul>
300 --- 301 302 303 --- 304	Retirement-Mandatory Retirement-Disability Retirement-Voluntary Retirement-Special Option --- Retirement-ILIA	<ul style="list-style-type: none"> <li><b>RPA Page 1:</b> Name of Employee</li> <li><b>Effective Date</b></li> </ul> <p><i>Submit to : NV_R_RETIRE_Death</i></p> <p><i>For additional information contact CBC</i></p>	At least 60 calendar days before planned retirement date	<ul style="list-style-type: none"> <li>If applicable: Attach Voluntary Separation Incentive Payment (VSIP) agreement form to RPA</li> </ul>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Separations</b>				
330 352  353 356 357 385	Removal Termination Appt In Agency Separation – US Separation – RIF Termination Termination During Prob Period	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	ASAP	<ul style="list-style-type: none"> <li>• Command POCs</li> <li>• Reason for termination</li> <li>• Removal or termination authority</li> <li>• Separating employee's personal email address</li> <li>• For Termination Appt In 352 action, attach pick up SF-50</li> </ul>
312 317	Resignation - ILIA Resignation or Resignation with VSIP	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Effective Date</b></li> </ul>	As soon as possible after notification of resignation	<p>Include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Signed copy of SF-52;</li> <li>• Resignation letter/email; or</li> <li>• Memo from supervisor stating the employee has resigned.</li> <li>• Separating employee's personal email address</li> </ul> <p>If applicable: Attach Voluntary Separation Incentive Payment (VSIP) agreement form to RPA</p>

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b>Salary Changes</b>				
713	Change to Lower Grade (Non-comp)	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab Only)</li> <li>• Classified PD with PDT</li> <li>• Resume, if changing series or specialties within a series, or into an XX01 position and memo from supervisor if waiving or modifying qualifications</li> <li>• For voluntary CLG, a written statement from employee requesting the voluntary CLG</li> <li>• For CLG resulting from an adverse action, copy of the Decision Letter</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• If applicable: Demo Pay Setting Worksheet</li> <li>• Supervisory Hierarchy</li> <li>• Reason for CLG</li> </ul>
702	Career Ladder Promotion	<ul style="list-style-type: none"> <li>• <b>RPA Page 1:</b> Name of Employee</li> <li>• <b>Proposed Effective Date</b></li> </ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"> <li>• DON Recruit Position Checklist (Position Tab Only)</li> <li>• Classified PD with PDT</li> <li>• If applicable: Demo Pay Setting Worksheet</li> <li>• BIN</li> <li>• Supervisory Hierarchy</li> <li>• If applicable, Cyber, FMC or DON Civilian Acquisition Assignment coding sheet</li> <li>• If applicable, Authority for Accelerated Promotion</li> <li>• <b>Temporary Promotions (in addition to above information):</b> <ul style="list-style-type: none"> <li>○ Not-to-Exceed (NTE) Date (last day of temp promotion):</li> <li>○ Resume, if changing series or specialties within a series, or into an XX01 position and</li> <li>○ Transcripts if applicable</li> </ul> </li> </ul>
703	Temporary Promotion NTE (Non-comp)			
890	Misc Pay Adjustment (Accelerated Promotion for Developmental Positions (DEMO Only))			

Table 1



## RPA HANDLING PROCEDURES

NOA	Action Requested	RPA Fields to Complete	Lead Time To Complete	Required Information
<b><i>Salary Changes Cont.</i></b>				
888	Denial of WGI	<ul style="list-style-type: none"><li>• <b>RPA Page 1:</b> Name of Employee</li><li>• <b>Proposed Effective Date</b></li></ul>	Minimum of 14 calendar days before the effective date	<ul style="list-style-type: none"><li>• Current appraisal that reflects less than acceptable competence</li><li>• Command POCS</li></ul>

### Recruit Position Checklist

The Recruit Position Checklist is replacing the Recruit Fill Checklist. It collects and provides position and recruitment information valuable when a position change occurs either through a recruitment or other nonfill actions (e.g., temp promotion, CLG). It replaces and consolidates multiple required forms and documents used by DON. **Note:** This form is now required and must be attached to all recruitment Request for Personnel Actions (RPAs). If this form is not attached, the RPA will be returned.

The most current version of the DON OCHR Recruit Position Checklist is available on the OCHR HQ portal and is accessible via the link below - **Hiring Manager Toolkit – Recruitment Forms Tab, RPA Submission Forms section.**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

### Special RPA Submission Guidelines

#### Submission of RPAs for Multiple Positions/Grades/Occupations

Recruitments for multiple positions in a single series require one recruit-fill RPA. Recruitments for multiple positions covered under different series require multiple recruit-fill RPAs.

Additional RPAs for single series, multiple vacancies should be submitted after selection for each vacancy filled. Commands must update the RPA notepad to indicate the original RPA number for tracking PPP.

#### Submission of RPAs for Single Positions with More Than One Occupation Field

Recruitments for a single interdisciplinary position require one recruit-fill RPA. Ensure all occupational series are clearly identified within the submitted RPA and position description.

#### Changes in Job Classification/Applicant Assessment Criteria after RPA Submission to OCHR Ops Center

A new RPA and recruitment will be required if the command wishes to change a position classification/or applicant assessment criteria in a “significant or substantial” way. A “significant or substantial” change is one that would otherwise impede the ability to identify the most viable group of qualified candidates. Changes include:

- duties of the position



- change in occupational series and/or grade level
- paramount knowledge required to perform the work

Note: A new recruitment may only be initiated if there are no open Priority Placement Program (PPP) matches

### **Advanced Leave Accrual - Required Information & Documentation**

An approved SECNAVINST 12631/1 form and the SF-144A must be received in the Operations Center prior to the individual's final job offer request. A checklist for the required documentation can be found in the SECNAVINST 12631.1, Enclosure 3.

SECNAVINST 12631.1

<https://www.secnave.navy.mil/doni/Directives/12000%20Civilian%20Personnel%20Services/12-600%20Civilian%20Personnel%20Attendance%20and%20Leave%20Management/12631.1.pdf>

SECNAVINST 12631.1 Form is available in the Hiring Manager Toolkit – Recruitment Forms Tab – Pay and Incentive Forms section

<https://portal.secnave.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

SF-144A

[https://www.opm.gov/forms/pdf\\_fill/sf144a.pdf](https://www.opm.gov/forms/pdf_fill/sf144a.pdf)

### **Superior Qualifications and Special Needs Pay Setting - Required Information & Documentation**

#### **Superior Qualifications for newly appointed employees**

Agencies may use the superior qualifications and special needs pay-setting authority to set the rate of basic pay for an employee newly-appointed to any position, including permanent and temporary positions in the competitive or excepted service, or upon reappointment to a position with a 90-day break in service. (See 5 CFR 531.212(a)(3) for exceptions to the 90-day break in service requirement.)

In accordance with 5 CFR 531.212(b), agencies may set the rate of basic pay of a newly-appointed employee at a rate above the minimum rate of the appropriate grade

because of the superior qualifications of the candidate, or a special need of the agency for the candidate's services.

When recommending the use of Superior Qualifications, commands may use the OCHR Advance In-Hire Rate-SQA form, their own form, or submit a memorandum requesting use of this option with the EOD package prior to the effective date of the applicant's entry on duty. This memorandum must be signed by an official who exercises personnel authority, and include: 1) a description of the superior qualifications of the individual or special agency need for the candidate's services that justifies a higher minimum rate; 2) factor(s) and supporting documentation under 5 CFR 531.212(c) that were used to justify the rate at which the employee's pay is set; and 3) reason(s) for authorizing a higher minimum rate instead of or in addition to a recruitment incentive under 5 CFR part 575, subpart A. Justification must be clear and unique to the individual selectee and/or position being filled. Request for Superior Qualifications must be received in the Operations Center prior to the individual's final job offer request.

The ***Superior Qualifications Forms*** are available on the **Hiring Manager Toolkit – Recruitment Forms Tab, Pay and Incentive Forms section**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

## Recruitment, Relocation and Retention Incentives

### Recruitment/Relocation Incentive

Recruitment incentives may be authorized for employees receiving their first Federal appointment (regardless of tenure) to positions that are difficult to fill. Recruitment incentives are not considered part of an employee's rate of basic pay for any purpose.

Relocation incentives may be authorized for current Federal employees, who must relocate, without a break in service, to accept a position in a different geographic area that is difficult to fill, whether the relocation is permanent or temporary. Relocation incentives are not considered part of an employee's rate of basic pay for any purpose.

#### References:

- 5 CFR 575, Subpart A and Subpart B
- OSD Memoranda, of 21 Sep 06 and of 5 Feb 08, "Implementation of Recruitment, Relocation, and Retention Incentives"
- Navy Civilian Human Resources Manual, Subchapter 550

#### Forms:

- Recruitment/Relocation Incentive Justification

- Recruitment/Relocation Service Agreement

The ***Recruitment and Relocation Forms*** are available on the **Hiring Manager Toolkit – Recruitment Forms Tab – Pay and Incentive Forms section**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

### Retention Incentive

Retention incentives are used to retain an employee (or group/category of employees) that possess unusually high or unique qualifications, or are essential to an organization's special need, and that the employee (or group/category of employees) would likely leave Federal service in the absence of an incentive. Retention incentives are not considered part of an employee's rate of basic pay for any purpose. 5 CFR 575.311 (a) and (f), mandate authorizing officials to annually review and certify, in writing, the continued payment of retention incentives. Suspense Report (PER-059) is available through HR Link to assist activities in monitoring these dates. An RPA with a simple certification statement must be submitted at least 14 days prior to the anniversary date of the retention incentive to validate the continued payment. (Note: the HRO is still responsible for maintaining a copy of the full justification in their files in the event of an audit.) OCHR will update the retention incentive dates upon receipt of the RPA. An RPA must be submitted once the command decides to terminate the retention incentive.

#### References:

- 5 CFR 575, Subpart C
- OSD Memoranda, of 21 Sep 06 and of 5 Feb 08, "Implementation of Recruitment, Relocation, and Retention Incentives"
- Navy Civilian Human Resources Manual, Subchapter 550

#### Forms:

- Retention Incentive Justification
- Retention Incentive Service Agreement

The ***Retention Incentive Forms*** are available on the **Hiring Manager Toolkit – Recruitment Forms Tab, Pay and Incentive Forms section**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

### Student Loan Repayment Program

Under 5 U.S.C. 5379 and 5 CFR 537, Federal agencies are authorized to repay all or part of student loans in an effort to attract and recruit and/or retain highly qualified personnel. A student loan repayment benefit is not considered part of an employee's rate of basic pay for any purpose.

- Student Loan Payment Form
- Student Loan Repayment Service Agreement

The ***Student Loan Forms*** are available on the **Hiring Manager Toolkit – Recruitment Forms Tab, Pay and Incentive Forms section**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

### Classification Documents and Checklists

- OCHR Request for Classification Checklist (Mandatory)
- OCHR Supervisory Determination Worksheet (Required for Supv Position Classifications)
- OCHR Accretion of Duties Questionnaire (Required for Accretion Actions)
- OCHR General Schedule Work Leader Positions Part I Checklist (Required for GS Work Leader Positions)
- OCHR General Schedule Team Leader Positions Part II Checklist (Required for GS Team Leader Positions)

The ***Classification Forms*** are available on the **Hiring Manager Toolkit – Classification Forms Tab**

<https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

### Transcript Update Process

With the exception of professional education, employees can update education in My Biz. EDACM can take up to 30 days to update. If after 30 days the employee's education is not updated, email your servicing Ops Center's NOAC POC.