DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
NORTH CENTRAL REGION
1 ROCK ISLAND ARSENAL, BUILDING 56
ROCK ISLAND, IL 61299-7650

REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

STANDARD OPERATING PROCEDURE
PROCEDURES FOR PROCESSING REQUEST FOR PERSONNEL ACTION (RPA) – OTHER ACTIONS

1. PURPOSE: To provide procedures to Civilian Personnel Advisory Centers (CPACs) for submitting RPAs for processing.

2. SCOPE: This Standard Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).

3. GENERAL: This SOP includes procedures processing actions - other.

4. RESPONSIBILITIES:

a. Supervisors are responsible for implementation of this SOP.

b. Team Leaders are responsible for ensuring compliance with procedures and to monitor the quality of actions processed.

c. Human Resources (HR) Technicians are responsible for finalizing the requested transaction.

5. RESPONSIBILITIES:

a. The following applies to: Change in Service Computation Dates (SCDs), Name Change, Leave Without Pay (LWOP), Extensions of LWOP, Return to Duty, Separations, Resignations, Terminations, Expiration of Appointment, Change in Hours, Individual Pay Adjustments not processed by the Mass Salary process, Changes in Tenure.

(1) <u>The Processing Team Lead will</u>:

(a) Review RPA's to ensure that required paperwork is attached.

(b) Distribute actions to team members for processing.

(2) <u>The Human Resources Technician will</u>:

(a) Code the action into DCPDS utilizing the checklist applicable to the action and the Guide to Processing Personnel Actions (GPPA).

(b) Approve the RPA.

(c) Update HR which updates Modern Defense Civilian Personnel Database System (MDCPDS) and authenticates the action.

(d) Check payroll to ensure that RPA flows correctly. If there is a pay reject, fix immediately.

(e) File the completed RPA and supporting documentation in the Official Personnel File (OPF).

b. For adverse actions, the following procedures apply:

(1) Team Leader will:

(a) Ensure that RPA has been coordinated with CPAC.

(b) Review RPA for missing information.

(c) Distribute RPA.

(2) The Human Resources Technician will:

(a) Update Defense Civilian Personnel Data System (DCPDS).

(b) Check payroll to ensure that action has flowed properly. If there is a pay reject, correct immediately.

6. REFERENCES AND RELATED DOCUMENTS:

a. The Guide to Processing Personnel Actions

b. CHRA Job Aides – located at http://www.chra.army.mil/, Training, DCPDS Training Materials

c. CHRA Processing Guide to Avoid Pay Problems,
http://www.chra.army.mil/procguid/Proc_Guide.htm

d. CPOC Team Leader Monitoring Guide,
http://www.chra.army.mil/procguid/Team-ldr.htm

e. CPOC Supervisory Monitoring Guide,
http://www.chra.army.mil/procguid/supervis.htm

f. Routine Quality Control List,
http://www.chra.army.mil/procguid/routineQC.htm

APPROVED BY:

NANCY A. LANE
Regional Director
North Central Region