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OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
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PECP-WER-A

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STANDING OPERATING PROCEDURE

**PROCEDURES FOR PROCESSING REQUEST FOR PERSONNEL ACTION (RPA) –
CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) ACTIONS**

1. **PURPOSE:** To provide procedures to CPACs for submitting RPAs for processing.
2. **SCOPE:** This SOP applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).
3. **GENERAL:** This SOP includes procedures for processing actions – CPAC.
4. **RESPONSIBILITIES :**
 - a. Supervisors are responsible for implementation of this SOP.
 - b. CPACs and PC 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. **PROCEDURES:**
 - a. CPAC Human Resources (HR) Specialist/Technician will:
 - (1) Approve the Request for Personnel Action (RPA) PRIOR to the effective date of the action. As soon as an effective date is known, the effective date will be entered on the RPA.
 - (a) All HR Specialists/Technicians are responsible for the approval/electronic signing of the RPA prior to the effective date of the action unless specifically listed below in sections B and C. By approving the RPA, the HR Specialists/Technicians are certifying that the personnel action has met all legal and regulatory requirements and, in the case of appointments/new hires and position change actions, that the position to which the employee is being assigned has been properly classified.

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(b) In most cases, a personnel action may not be retroactive. See CHRA Guidance Memo #06-08 dated 29 May 08 regarding processing of retroactive personnel actions.

(c) When there is a need to approve/electronically sign a RPA after the effective date of the action, the HR Specialist/Technician must follow the procedures in CHRA Guidance Memorandum #06-08 dated 29 May 08.

(2) Code the RPA. Ensure that the RPA contains all required event codes, authorizations and information to finalize the action. Adverse actions should be completed with Nature of Action (NOA), Legal Authority Code (LAC) and remarks.

(3) Attach supporting documentation to the RPA such as job description, resume, pay setting sheet, eligibility documentation (DD 214, SF-15, VA letter, SF-50, SF-75 information etc), service agreements, and retirement election forms.

(4) Review the RPA for quality control to assure the action is regulatory correct, to include but not limited to the NOA, LACode, Grade/Step/Salary, remarks and event codes.

(5) Forward the RPA to the PC NLT the Wednesday before the effective date. RPA's should not be forwarded to the PC more than 2 pay periods in advance of the effective date. Requests for exceptions to this cut-off date will be coordinated with the servicing PC supervisor.

(6) If an error is found by the PC, the RPA will be returned to the DCPDS Rework Box. Actions returned to the Rework box should be corrected and returned back to the processor that is annotated in the notes section. (See Appendix A for definition of actions to be returned using the rework box)

b. The PC Team Lead will:

(1) Review RPAs for missing information. If there is missing information, annotate the current date, the information needed from the error checklist (Appendix B) and the name of the processor into the notes section of the RPA and return RPA to the rework box (Appendix C).

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(2) Distribute actions to team members for processing.

c. The PC HR Technician will:

(1) Input the action into Defense Civilian Personnel Data System (DCPDS) utilizing the job aid applicable to the action and Guide to Processing Personnel Actions (GPPA). If there are errors, annotate the current date, the error from the error checklist (Appendix B) and the name of the processor into the notes section of the RPA and return RPA to the rework box (Appendix C).

(2) Update HR which updates DCPDS and authenticates the action.

(3) If CIVPRO (event code) mandatory closure edits are received, annotate the current date, the event code error and the name of the processor into the notes section of the RPA and return RPA to the rework box (Appendix C).

(4) Check Payroll the next day to ensure that the action flowed to payroll. If there is a pay reject, correct immediately.

(5) The use of the Official Personnel Folder (OPF) in coding.

(a) When coding RPA's, the CPAC HR Specialist/Technician should request the OPF only when necessary for verification purposes, e.g., transcripts for positive education, licensure, certification etc. Most actions can and should be coded using the automated tools available, such as: SF-50 database, FASCLASS, Resumix, etc.

(b) In the event the OPF is necessary, once the CPAC HR Specialist/Technician has completed their review, they will return the OPF to the Mail and File Room and route the RPA to the PC for input. If the PC HR Technician requires the OPF for processing purposes, they will request the OPF in their name. This will lessen the number of OPF's that are checked out on a daily basis as well as assist in the accountability.

6. REFERENCE:

a. Office of Personnel Management, Guide to Processing Personnel Actions

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- b. DA Memorandum, OAS M&RA, 25 Oct 00, subject: Policy for Career Ladder Promotions
- c. PERMISS Article, subject: Personnel Actions - Authority to Set Retroactive Effective Dates for Payment of Back Pay
- d. CHRA Job Aides – located at <http://www.chra.army.mil/>, Training, DCPDS Training Materials
- e. CHRA Processing Guide to Avoid Pay Problems, http://www.chra.army.mil/procguid/Proc_Guide.htm
- f. CPOC Team Leader Monitoring Guide, <http://www.chra.army.mil/procguid/Team-ldr.htm>
- g. CPOC Supervisory Monitoring Guide, <http://www.chra.army.mil/procguid/supervis.htm>
- h. Routine Quality Control List, <http://www.chra.army.mil/procguid/routineQC.htm>


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APPENDIX A

Actions to be Returned to the Rework Box

Actions will be returned when the following occurs:

- a. Mandatory closure edits that will not allow action to process.
- b. CPAC coding errors (any error other than a DDF error, i.e., NOA/LAC).
- c. RPA not approved when received in Processing Center.
- d. Returned at CPACs request.

APPENDIX B
ERROR CHECKLIST

RPA# _____ CCPO ID _____

Applicant's Name _____

The following information is required in order to process the RPA listed above. Please provide this office with the information as soon as possible.

- _____ Effective Dte
- _____ Legal Authority Code missing
- _____ Missing Forms (list forms _____)
- _____ Nature of Action Code
- _____ Pay/Step missing
- _____ PPP Remark missing
- _____ Remarks missing
- _____ RPA is not approved
- _____ RPL Remark missing
- _____ Veteran's Preference missing

- _____ Other _____

Thank you for your cooperation in helping us get this action processed in a timely manner.

Date Returned to CPAC: _____
Date Returned to Processing Center: _____

APPENDIX C

EXAMPLE REWORK BOX NAMES

XYZ-9WE_AA_REWORK-COPD	WEST CCAD REWORK
XYZ-9WE_BW_REWORK-COPD	WEST WSMR REWORK
XYZ-9WE_DJ_REWORK-COPD	WEST DUGWAY REWORK
XYZ-9WE_DS_REWORK-COPD	WEST SIERRA REWORK
XYZ-9WE_EF_REWORK-COPD	WEST FORT HOOD REWORK
XYZ-9WE_EJ_CHR_REWORK-COPD	WEST CHR REWORK
XYZ-9WE_EJ_REWORK-COPD	WEST FORT HUACHUCA REWORK
XYZ-9WE_EQ_REWORK-COPD	WEST FORT BLISS REWORK
XYZ-9WE_ET_REWORK-COPD	WEST FORT IRWIN REWORK
XYZ-9WE_EU_REWORK-COPD	WEST FORT LEWIS REWORK
XYZ-9WE_EV_REWORK-COPD	WEST FORT RICHARDSON REWORK
XYZ-9WE_EWTAMC_REWORK-COPD	WEST FORT SHAFTER TAMC REWORK
XYZ-9WE_EW_REWORK-COPD	WEST FORT SHAFTER REWORK
XYZ-9WE_EY_REWORK-COPD	WEST POM REWORK
XYZ-9WE_FC_REWORK-COPD	WEST CAMP ZAMA REWORK
XYZ-9WE_FQ_REWORK-COPD	WEST TOOELE REWORK
XYZ-9WE_GH_REWORK-COPD	WEST USACE NWD KANSAS CITY REWORK
XYZ-9WE_HE_REWORK-COPD	WEST USACE NWD PORTLAND REWORK
XYZ-9WE_HF_REWORK-COPD	WEST USACE NWD SEATTLE REWORK
XYZ-9WE_HG_REWORK-COPD	WEST USACE NWD WALLA WALLA REWORK
XYZ-9WE_HI_REWORK-COPD	WEST USACE NWD OMAHA REWORK
XYZ-9WE_KC_REWORK-COPD	WEST USACE SPD REWORK
XYZ-9WE_ST_REWORK-COPD	WEST DCIPS
XYZ-9WE_YU_REWORK-COPD	WEST YUMA REWORK