



**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

**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 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 Specialist/Technician 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.

SUBJECT: Standard Operating Procedure: Processing Requests for Personnel Action (RPA) – Civilian Personnel Advisory Center (CPAC) Actions

(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. Also see DA Memo, 25 Oct 00, Policy for Career Ladder Promotions (Appendix A).

(c) When there is a need to approve/electronically sign an 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 resume, eligibility documentation (DD 214, SF-15, VA letter, SF-50, SF-75 information etc), in-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.

b. The PC Team Lead will:

(1) Review RPAs for missing information. If there is missing information, annotate the current date and the information needed in the notes section of the RPA before returning the action to the appropriate CPAC re-work box.

(2) Distribute actions to team members for processing.

c. The PC HR Technician will:

(1) Input the action into DCPDS utilizing the job aid applicable to the action and GPPA. If there are errors that prevent updating the action, annotate the current date, and attach a copy of the error message to the RPA and send the action to the appropriate CPAC re-work box. Actions may be returned to a re-work box for a variety of reasons. (Appendix B)

SUBJECT: Standard Operating Procedure: Processing Requests for Personnel Action (RPA) – Civilian Personnel Advisory Center (CPAC) Actions

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

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

(4) 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
- b. DA Memorandum, OAS M&RA, 25 Oct 00, subject: Policy for Career Ladder Promotions (Appendix A).
- c. CHRA Guidance Memo #06-08, 29 May 08 <http://www.chra.army.mil/>.
- d. PERMISS Article, subject: Personnel Actions - Authority to Set Retroactive Effect Dates for Payment of Back Pay
- e. CHRA Job Aides – located at <http://www.chra.army.mil/>, Training, DCPDS Training Materials
- f. CHRA Processing Guide to Avoid Pay Problems, http://www.chra.army.mil/procguid/Proc_Guide.htm
- g. CPOC Team Leader Monitoring Guide, <http://www.chra.army.mil/procguid/Team-ldr.htm>

PECP-NCR-A

15 September 2008

SUBJECT: Standard Operating Procedure: Processing Requests for Personnel Action (RPA) – Civilian Personnel Advisory Center (CPAC) Actions

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

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

APPROVED BY:


NANCY A. LANE
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PECP-NCR-A

15 September 2008

SUBJECT: Standard Operating Procedure: Processing Requests for Personnel Action (RPA) – Civilian Personnel Advisory Center (CPAC) Actions

APPENDIX A

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

October 25, 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Career Ladder Promotions

It is the Department of the Army's policy that all noncompetitive career ladder promotions will be made effective on the first full pay period after the employee becomes eligible for the promotion. Eligibility requires that the employee is performing satisfactorily, and that all training and qualification requirements have been met. There must also be a determination that funds are available.

This policy will allow the retroactive processing of career ladder promotions. This policy memorandum and date should be cited as the authority to process these personnel actions. This policy is effective with respect to trainees who become eligible for promotion after October 31, 2000.

Direct any questions concerning this policy to Policy and Program Development Division, ATTN: Ms. Shirley Jimmerson-Howard, DSN 221-3889 or commercial 703-325-3889 and email shirley.howard@asamra.hoffman.army.mil.

Elizabeth B. Throckmorton

SIGNED FOR:

David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

PECP-NCR-A

15 September 2008

SUBJECT: Standard Operating Procedure: Processing Requests for Personnel Action (RPA) – Civilian Personnel Advisory Center (CPAC) Actions

APPENDIX B

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.