

CHAPTER 9

REQUESTS FOR PERSONNEL ACTION

9-1. GENERAL.

In order to effect civilian personnel actions, supervisors must submit a Request for Personnel Action (RPA). This form advises the Civilian Personnel Advisory Center (CPAC) of the action you desire and serves as documentation of the processes and procedures necessary to effect the personnel action. In most activities, RPAs are prepared and controlled centrally by the civilian personnel coordinator or other designated person.

9-2. TYPES OF ACTIONS.

a. Requests for personnel actions involve the following type of actions:

(1) Personnel actions:

(a) The filling of a vacancy.

(b) The conversion, transfer, promotion, change to lower grade, reassignment, detail or leave without pay of an employee.

(c) The suspension or separation of an employee.

(2) Position actions:

(a) The establishment of a new position.

(b) Reporting changes in job descriptions.

(c) The movement of a position from one organizational location to another.

(d) The abolishment of a position.

(3) Dual actions:

(a) The establishment and filling of a position.

(b) The loss of an employee and the cancellation of the vacated position. Other types of personnel actions, such as change of address or name, may be submitted. The RPA is like a work order to complete a personnel action. If timely and properly completed, it sets forth the proper administrative procedures in motion and saves time, effort, and confusion.

b. RPAs for positions, which require a security clearance, will be completed in accordance with Chapter 45 of this guide.

9-3. SUPERVISORY RESPONSIBILITIES.

As a supervisor or manager, you are responsible for initiating requests for personnel actions for the employees in your organization. You must also initiate a RPA to effect promotion actions for employees in trainee or developmental positions and conversion of VRA appointments to career conditional; such actions are not automatically initiated by the CPAC. The RPA must be submitted in advance of the proposed effective date to ensure proper coordination with all staff offices.

9-4. NOTIFICATION OF PERSONNEL ACTION.

The end product of the RPA is the Notification of Personnel Action (NPA). The original NPA, marked Employee Copy, is downloaded and printed by the directorate/activity personnel coordinator and forwarded to the employee. If the action involves a new position or a position change, a copy of the new job description will be attached to the NPA by the activity personnel coordinator.