

IV. FLOW OF THE REQUEST FOR PERSONNEL ACTION (RPA) 17 APR 03

	ROLES AND RESPONSIBILITIES	CPF / MGT	AFPC
1.	<i>The following instructions do not apply to placements made through the DoD PPP. For those instructions, see Section VII, "Internal/External Recruitment Process," within this guide. Definition of completed RPA: Fully coded and signed to include NOA, authority code, effective date, employee name/SSAN, personal information, remarks and pay setting.</i>		
2.	APPOINTMENTS (Certificate from AFPC Centralized DEO)		
a.	AFPC CLASSIFIED BASES		
b.	Creates RPA and forwards to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance and forwards to CPF		X
d.	ALL BASES		
e.	DEO obtains up-front documentation from selected candidate. Verifies appointability in accordance with established laws/regulations, etc. DEO notifies CPF and AFPC staffer of appointability		X
f.	Establishes tentative EOD, coordinating with appropriate AFPC Staffing Team (DPCC/E/S/W/DPCTDP). AFPC staffer notifies DEO staffer of EOD to close out DPCTD Control Log	X	
g.	Notifies applicant to complete pre-employment documentation utilizing cVIP. Ensures pre-employment documentation is available at least 5 workdays prior to EOD		X
h.	Confirms EOD with applicant, ensures SSAN is on RPA	X	
i.	Utilizing cVIP, notifies selectee to complete pre-appointment paperwork.		X
j.	Completes pre-appointment requirements (initiate security investigation and/or waiver letter, SCHRC, PRP, physical exam, drug test, Mobility Agreement, etc.) IF APPLICABLE. Ensures pre-appointment documentation that must be maintained by AFPC to AFPC Staffing Team is completed NLT 5 working days prior to EOD	X	
k.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
l.	Completes RPA (see definition above)		X
m.	Computes SCD using appropriate supporting documentation, i.e., DD 214		X
n.	Inputs action via Modern DCPDS and updates human resources (HR).		X
o.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X

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3.	APPOINTMENTS (Certificate from OPM or SEO)		
a.	AFPC CLASSIFIED BASES		
b.	Creates RPA and forwards to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance and forwards to CPF		X
d.	ALL BASES		
e.	Obtains up-front documentation from selected candidates. Verifies appointability in accordance with established laws/regulations, etc. Faxes documentation with the in-processing paperwork.	X	
f.	Establishes tentative EOD, coordinating with appropriate AFPC Staffing Team (DPCC/E/S/W/DPCTDP)	X	
g.	Notifies applicant to complete pre-employment documentation utilizing cVIP.. Ensures pre-employment documentation is available at least 5 workdays prior to EOD		X
h.	Confirms EOD with applicant, ensures SSAN is on RPA	X	
i.	Utilizing cVIP, notifies selectee to complete pre-appointment paperwork.		X
j.	Completes pre-appointment requirements (initiate security investigation and/or waiver letter, SCHRC, PRP, physical exam, drug test, Mobility Agreement, etc.) IF APPLICABLE. Ensures pre-appointment documentation that must be maintained by AFPC to AFPC Staffing Team is completed NLT 5 working days prior to EOD	X	
k.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.		
l.	Completes RPA (see definition above)		X
m.	Computes SCD using appropriate supporting documentation, i.e., DD 214		X
n.	Inputs action via Modern DCPDS and updates HR		X
o.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X
4.	APPOINTMENTS (Certificates - Merit Prom, External and Career Programs)		
a.	AFPC CLASSIFIED BASES		
b.	Creates RPA and forwards to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance and forwards to CPF		X
d.	ALL BASES		
e.	Establishes tentative EOD, coordinating with appropriate AFPC Staffing Team	X	
f.	Obtains up-front documentation from selected candidate. Verifies		X

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	appointability in accordance with established laws/regulations, etc. Notifies CPF of appointability and confirms EOD. Notifies applicant to complete pre-employment paperwork utilizing cVIP.		
g.	Career Program Positions: For selections made from external sources, AFPC/DPK obtains up-front documentation from selected candidates. Verifies appointability in accordance with established laws/regulations, etc. Notifies CPF of appointability and confirms EOD. Faxes documentation to CPF to be included in the in-processing paperwork		X
h.	Confirms EOD with candidate. If RPA is at CPF, ensure SSAN is on RPA	X	
i.	Utilizing cVIP, notifies selectee to complete pre-appointment paperwork.		X
j.	Completes pre-appointment requirements (initiate security investigation and/or waiver letter, SCHRC, PRP physical exam, drug test, Mobility Agreement, etc.) IF APPLICABLE. Ensures pre-appointment documentation that must be maintained by AFPC to AFPC Staffing Team is completed NLT 5 working days prior to EOD	X	
k.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	x	
l.	Completes RPA (<i>to include remarks and signature</i>)		X
m.	Verifies/computes SCD for any creditable service (NOTE: Use SF 75 info or the last SF 50 for the SCD when an employee transfers from another agency without a break in service until OPF is received)		X
n.	Inputs action via Modern DCPDS and updates HR		X
o.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X
5.	AWARDS (<i>excludes performance</i>)		
a.	Creates and forwards a completed RPA (<i>to include remarks and signature</i>) to AFPC Staffing Team (Group Box) or sends an E-mail that includes authority code, NOA, type and amount of award and recipient	X	
b.	Inputs awards in Modern DCPDS and updates HR		X
6.	CHANGES IN: CPCN Data Element Duty Title Organization Name		
a.	AFPC CLASSIFIED BASE		
b.	Creates and forwards RPA (<i>including remarks and signature</i>) to appropriate AFPC Classification Team (Group Box) providing required	X	

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	information necessary for changes		
c.	Completes RPA <i>(to include remarks & signature)</i> and accomplishes position build/maintenance updates		X
d.	Inputs action via Modern DCPDS and updates HR		X
e.	LOCALLY CLASSIFIED BASE		
f.	Creates and forwards RPA <i>(including remarks and signature)</i> to appropriate AFPC Staffing Team (Group Box) providing required information necessary for changes	X	
g.	Completes RPA <i>(to include remarks & signature)</i>		X
h.	Inputs action via Modern DCPDS and updates HR		X
7.	CHANGES IN DUTY STATION		
a.	AFPC CLASSIFIED BASE		
b.	Creates and forwards RPA to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance updates and forwards to CPF		X
d.	Forwards RPA to AFPC Staffing Team	X	
e.	Computes pay and completes RPA <i>(to include remarks & signature)</i>		X
f.	Inputs action via Modern DCPDS and updates HR		X
g.	LOCALLY CLASSIFIED BASE		
h.	Creates RPA, accomplishes position build/maintenance and forwards to AFPC Staffing Team (Group Box)	X	
i.	Computes pay and completes RPA <i>(to include remarks & signature)</i>		X
j.	Inputs action via Modern DCPDS and updates HR		X
8.	CHANGES IN SCD		
a.	Forwards Request for Information/Change to Staffing Team (via fax server) with supporting documentation (SF 15, DD 214, VA Letter, OPM 813, SF 180, etc.)	X	
b.	Verifies accuracy of creditable service		X
c.	Computes SCD, adjusts TSP-SCD (as appropriate), initiates and completes RPA		X
d.	Inputs action via Modern DCPDS and updates HR		X
9.	CHANGE IN TENURE		
a.	Runs monthly QC report and verifies dates with OPF. SF 50 is automatically processed in Modern DCPDS		X
10.	CHANGE IN VET PREFERENCE (Changes are recorded by an SF 50 only if it affects RIF entitlements)		
a.	Forwards DD 214 or other supporting documentation to AFPC Staffing Team	X	
b.	Creates and completes RPA <i>(to include remarks & signature)</i>		X
c.	Inputs action using Modern DCPDS and updates HR		X
11.	CHANGE IN WORK SCHEDULE/HOURS		
a.	AFPC CLASSIFIED BASE		
b.	Creates and forwards RPA <i>(annotating on Page 4 the total hours and if at employee's request)</i> to appropriate AFPC Classification Team (Group	X	

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	Box) with up-to-date position build data		
c.	Accomplishes required position build/maintenance updates		X
d.	Completes RPA (<i>to include remarks & signature</i>)		X
e.	Inputs action via Modern DCPDS and updates HR		X
f.	LOCALLY CLASSIFIED BASE		
g.	Creates RPA (<i>annotating on Page 4 the total hours and if at employee's request</i>), accomplishes position build/maintenance and forwards to AFPC Staffing Team (Group Box) where the action will be consummated	X	
h.	Completes RPA (<i>to include remarks & signature</i>)		X
i.	Inputs action via Modern DCPDS and updates HR		X
12.	CANCELLATIONS		
a.	Originator of error creates RPA and forwards completed RPA (<i>to include reason for cancellation</i>) to Staffing Team (Group Box)	X	X
b.	Performs quality review		X
c.	Inputs action via Modern DCPDS and updates HR		X
13.	CORRECTIONS		
a.	Originator of error creates RPA and forwards completed RPA (<i>to include remarks</i>) to appropriate AFPC Team (Classification for AFPC Classified Bases, BEST or Staffing) Group Box	X	X
b.	Performs quality review		X
c.	Inputs action via Modern DCPDS and updates HR		X
14.	DEATH-IN-SERVICE		
a.	Creates and forwards RPA to AFPC, DPCMB-AB Group Box ASAP after notification of employee's death. Include date of death on RPA	X	
b.	Inputs action via Modern DCPDS and updates HR		X
15.	DISCIPLINARY ACTIONS		
a.	Creates and forwards completed RPA (<i>including remarks and signature</i>) on suspensions, removals and terminations to AFPC Staffing Team (Group Box)	X	
b.	Inputs action via Modern DCPDS and updates HR		X
16.	EXTENSIONS/TERMINATIONS/CLG OF Details Position Changes Temp Appointments Term Appointments Temp Promotions		
a.	AFPC CLASSIFIED BASE		
b.	Creates RPA and forwards to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance updates		X
d.	Determines appropriate action required and completes RPA		X
e.	Inputs action via Modern DCPDS and updates HR		X

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f.	LOCALLY CLASSIFIED BASE		
g.	Accomplishes position build/maintenance and forwards RPA to AFPC Staffing Team (Group Box)	X	
h.	Determines appropriate action required and completes RPA		X
i.	Inputs action via Modern DCPDS and updates HR		X
17.	FILL ACTIONS (See Appointments & Internal Actions)		
18.	INTERNAL ACTIONS Career Promotions Change to Lower Grade * Details Position Changes * Promotions (Perm & Temp) Reassignments		
	<i>*NOTE: CPF must provide Retained Grade/Pay info on RPA when employee declines a valid offer.</i>		
a.	AFPC CLASSIFIED BASE		
b.	Creates and forwards RPA to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance updates if required and forwards to CPF		X
d.	When appropriate, jointly determines if action is non-competitive or competitive	X	X
e.	Determines appropriate action to fill position and forwards RPA to AFPC Staffing Team	X	
f.	Takes appropriate action as determined by CPF to fill position. Scans supporting documents into PARIS (i.e., Supv Prob Ltr, Security Waiver Ltr, etc.), completes RPA (to include remarks, DLEI & signature)		X
g.	Inputs action via Modern DCPDS and updates HR		X
h.	LOCALLY CLASSIFIED BASE		
i.	Accomplishes position build/maintenance updates and forwards RPA to AFPC Staffing Team (Group Box)	X	
j.	Take appropriate action as determined by CPF to fill position. Scans supporting documents into PARIS (i.e., Supv Prob Ltr, Security Waiver Ltr, etc.), completes RPA (to include remarks, DLEI & signature)		X
k.	Inputs action via Modern DCPDS and updates HR		X
19.	LEAVE WITHOUT PAY, EXTENSIONS & RETURN TO DUTY		
a.	AFPC CLASSIFIED BASE		
b.	Creates and forwards RPA to appropriate AFPC Classification Team (Group Box) or Staffing Team (Group Box) with up-to-date position build data	X	
c.	Accomplishes position build/maintenance updates		X
d.	Completes RPA (to include remarks & signature)		X
e.	Inputs action via Modern DCPDS and updates HR		X

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f.	LOCALLY CLASSIFIED BASE		
g.	Accomplishes position build/maintenance updates and forwards RPA to AFPC Staffing Team (Group Box)	X	
h.	Completes RPA <i>(to include remarks & signature)</i>		X
i.	Inputs action via Modern DCPDS and updates HR		X
20.	NAME CHANGES		
a.	Creates and forwards RPA (annotating reason on Page 4 or notes section) to AFPC Staffing Team (Group Box)	X	
b.	Completes RPA <i>(including remarks & signature)</i>		X
c.	Inputs action via Modern DCPDS and updates HR		X
21.	OFFICE SYMBOL CHANGES		
a.	Do not submit RPA. Correct Modern DCPDS and next SF 50 will reflect correction	X	
22.	PAY ADJUSTMENTS		
a.	MASS AUTHENTICATION OF PAY ADJUSTMENTS		
b.	Verifies pay adjustments for employees with PRD other than "0." <i>Applies to annual general schedule and federal wage system pay adjustments</i>		X
c.	SF 50 processes automatically in Modern DCPDS		X
d.	INDIVIDUAL PAY ADJUSTMENTS		
e.	Creates RPAs for those pay adjustments that are not automatically generated by the system; completes RPA <i>(to include remarks & signature)</i>		X
f.	Inputs action via Modern DCPDS and updates HR		X
g.	SES		
h.	Creates & completes RPA for annual pay adjustments <i>(to include remarks & signature)</i>		X
i.	Creates and forwards RPAs to AFPC Staffing Team (Group Box) for AFSLMO-directed pay adjustments	X	
j.	Inputs action via Modern DCPDS and updates HR		X
23.	REALIGNMENTS (Processed when PAS code changes)		
a.	AFPC CLASSIFIED BASE		
b.	Ensures PAS and OSC tables are updated and provides information to local civilian pay technician	X	
c.	Creates and forwards RPA to appropriate AFPC Classification Team (Group Box) with up-to-date position build data	X	
d.	Accomplishes position build/maintenance updates		X
e.	Completes RPA <i>(to include remarks & signature)</i>		X
f.	Inputs action via Modern DCPDS and updates HR		X
g.	LOCALLY CLASSIFIED BASE		
h.	Accomplishes position build/maintenance, <i>includes remarks and signature</i> , and forwards to AFPC Staffing Team (Group Box)	X	
i.	Reviews position build for correctness, inputs action and updates HR		X

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24.	RESIGNATIONS & SEPARATIONS		
a.	Creates and forwards RPA to AFPC Staffing Team (In-Box). If employee is applying for DSR, follow procedures in item 26	X	
b.	Prints RPA and obtains employee's signature and forwards signed copy to AFPC via the appropriate Staffing Team fax server. Letters of resignation can be attached to the RPA; if the employee is not available for signature, include that statement in Remarks.	X	
c.	Completes RPA <i>(to include remarks & signature)</i>		X
d.	Inputs action via Modern DCPDS and updates HR		X
e.	Verifies receipt of and profiles employee's signed copy of RPA into PARIS		X
25.	RETIREMENTS - DISABILITY		
a.	Creates and forwards RPA to AFPC, DPCMB-AB Group Box when employee submits initial disability retirement paperwork. Leave retirement effective date blank	X	
b.	Obtains employee's signature on hard copy of RPA and forwards with initial disability retirement package to AFPC/DPCMB. Leave retirement effective date blank	X	
c.	Inputs action via Modern DCPDS and updates HR		X
26.	RETIREMENTS - NON DISABILITY		
a.	Creates and forwards RPA to AFPC, DPCMB-AB Group Box 90 days in advance of effective date. (Exception: RPAs for Air Reserve Technicians (ARTs) reaching High Year Tenure or Mandatory Separation Date should not be submitted until after employee is issued the notice of proposed separation.) Include retirement effective date on RPA	X	
b.	Annotates remarks area of RPA with VERA authority number and date if employee is retiring under VERA	X	
c.	Annotates remarks area of RPA with "VSIP approved for dollar amount" if employee is receiving a VSIP and indicate method of payment requested	X	
d.	Provides employee a hard copy of RPA to sign and forward with retirement application	X	
e.	Verifies VSIP amount if applicable		X
f.	Inputs action via Modern DCPDS and updates HR		X
27.	SEPARATIONS (RIF)		
a.	Creates and forwards RPA to AFPC/Staffing Team (Group Box)	X	
b.	Inputs action via Modern DCPDS and updates HR		X
28.	SEPARATIONS (VSIP)		
a.	Creates and forwards RPA to AFPC Staffing Team (Group Box). Annotates remarks area of RPA with "VSIP approved for dollar amount" if employee is receiving a VSIP and indicate method of payment requested	X	
b.	Verifies incentive, completes RPA <i>(including remarks & signature)</i>		X

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c.	Inputs action via Modern DCPDS and updates HR		X
29.	TERMINATION - APPT IN		
a.	Receives pick-up SF 50 or agency approved document		X
b.	Creates and completes RPA (<i>to include remarks & signature</i>), inputs action via Modern DCPDS and updates HR		X
c.	Mails termination SF 50, pick-up SF 50/agency approved document and OPF		X
30.	TERMINATION - EXPIRATION OF APPOINTMENT		
a.	Reviews monthly QC report. Ensures an extension RPA is not pending		X
b.	If termination is appropriate, completes RPA (<i>includes forwarding address, and appropriate remarks</i>)		X
c.	SF 50 is automatically processed in Modern DCPDS		X
31.	TERMINATION GRADE RETENTION		
a.	EXPIRATION OF GRADE RETENTION Creates and completes RPA (to include remarks and signature)		X
b.	Inputs action via Modern DCPDS and updates HR		X
c.	Updates Special Placement Consideration area		X
d.	DECLINATION OF VALID JOB OFFER Creates RPA, provides retained grade/pay information and forwards to AFPC Staffing Team (Group Box)	X	
e.	Completes RPA (<i>to include remarks & signature</i>). Reviews and sets pay accordingly		X
f.	Inputs action via Modern DCPDS and updates HR		X
g.	Updates Special Placement Consideration area		X
32.	TRANSFERS (OTHER AGENCIES)		
a.	Obtains SF 75 info from losing agency/CPF		X
b.	Completes RPA (<i>to include remarks and signature</i>)		X
c.	Requests OPF and sends pick-up SF 50 to the losing Federal Agency		X
33.	VOLUNTEERS		
a.	Creates RPA and forwards to AFPC Staffing Team (Group Box)	X	
b.	Prepares SF-50 using formflow (data is not entered in Modern DCPDS for volunteers).		X
c.	Forwards hard copy of SF-50 to DPCMP		X
34.	VRA CONVERSIONS		
a.	Creates and forwards RPA to AFPC Staffing Team (Group Box)	X	
b.	Completes RPA (<i>including remarks & signature</i>) inputs action through Modern DCPDS and updates HR		X
35.	WITHIN-GRADE INCREASES		
a.	Reviews monthly QC report and verifies non-pay hours. SF 50 is automatically processed in Modern DCPDS		X