
Request for Personnel Action (RPA) and Defense Civilian Personnel Data System (DCPDS)

FOR THE ADJUTANT GENERAL:

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Summary. This regulation updates the request for personnel action and utilization of the Defense Civilian Personnel Data System for Supervisors of Federal Air and Army National Guard Technicians.

Applicability. This regulation applies to all Joint Force Headquarters elements, the Supervisors of Wisconsin Air & Army National Guard Technicians.

Proponent. The proponent for this regulation is the Director, Human Resources/J1.

Suggested Improvements. Users are invited to send comments and suggested improvements to the Joint Force Headquarters, ATTN: WIJS-J1, 2400 Wright St. PO Box 8111, Madison, WI 53704.

Distribution. This publication is available in both electronic media and paper format. It is available on the WIJS-J1/Human Resources portal page

<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose	1	2
General	2	2
Supervisory Guidelines	3	2
Types of Access in DCPDS	4	2
Submitting a Request for Personnel Actions (RPA) in DCPDS	5	3
Gaining Access to Defense Civilian Personnel Data System (DCPDS)	6	4
Appendix A – DCPDS Guide for Supervisors & Managers		5
Appendix B - Sample Requests for Personnel Action (RPA)		6

1. Purpose.

This Human Resources Regulation (HRR) provides instructions to assist supervisors and managers in the proper completion of Requests for Personnel Actions (RPA) through the Defense Civilian Personnel Data System (DCPDS). This plan implements The Office of Personnel Management (OPM) Guide to Processing Personnel Actions, Chapter 4.

2. General.

Inputting and managing personnel actions is a collaborative effort between supervisors of technicians and the Human Resources Office (HRO). Both are responsible for quickly and accurately processing personnel actions including recruit/fill, reassignments, temporary appointments, retirements, etc. Both must work within the established information system in accordance with all applicable regulations and policies to process actions that are beneficial to both the employee and the agency.

3. Supervisory Guidelines.

a. Supervisors are responsible for submitting personnel actions for their subordinate technician employees in a timely manner to allow the HRO to process requests accurately and efficiently. Different types of personnel actions require specific routing to sections within the HRO and have varying timelines for completion. Supervisors must submit actions to allow enough time for the HRO to process before the proposed effective date. HRO is the final authority on establishing the effective date and reserves the right to adjust the proposed effective date as needed.

b. Supervisors must not promise individuals a proposed effective date without first confirming that date with the HRO.

c. Supervisors must also manage the Not To Exceed (NTE) date for temporary employees to ensure they do not continue to report to work after the expiration of their appointment.

4. Types of Access in DCPDS

a. Initiator access allows a user to prepare an RPA, but First and Second Line Supervisors must electronically sign in blocks 5 and 6 of the RPA. Administrative Assistants, Secretaries, S1s and Human Resource (HR) Remotes will be granted this level of access.

b. Requestor access allows a user to prepare a RPA and electronically sign block 5. Second Line Supervisors must electronically sign block 6 of the RPA. First Line Supervisors will be granted Requestor permissions to DCPDS.

c. Authorizer access allows a user to prepare a RPA and electronically sign blocks 5 & 6 of the RPA. Second Line Supervisors (i.e. Supervisor who supervises a Supervisor) will be granted Authorizer permissions to DCPDS.

d. General Officers and GS-15s may utilize a designated “trusted agent” for authorizing RPAs. Trusted agents may be made to a specific individual or to the incumbent of a specific position.

(1) A trusted agent will act on behalf of the supervisor. 5 U.S.C. §7103 states a “supervisor means an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment...”

(2) The trusted agent designation is a serious responsibility that should not be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action.

5. Submitting a Request for Personnel Action (RPA) in DCPDS

a. RPAs and supporting documentation must be accepted by the HRO a minimum of ten (10) working days (generally one pay period) prior to the proposed effective date. RPAs will be processed in the order in which they are received.

(1) HRO requires supporting documentation to process the majority of the requests for personnel action. Examples of documentation may include: copies of SSN cards, NGB Form 32, military orders and checklists, etc. Documentation required for specific actions are annotated in the sample Request for Personnel Actions (RPA) located within Appendix B.

(2) All RPAs must be complete and accurate when submitted to the HRO. Requests that are incomplete or contain errors will be returned to the supervisor for correction. For example: resumes for temporary technicians which do not meet the criteria to be certified for the desired position will be returned.

b. If the First Line Supervisor is not available for signature the Second Line Supervisor may electronically sign in both blocks 5 & 6 of the RPA.

c. When computing proposed effective dates and submitting RPAs to the HRO, supervisors should take into consideration the timeliness of coordinating supervisory digital signatures. It is the responsibility of the supervisor to submit RPAs in a timely manner.

d. Submit RPAs for separation, non-pay (AUS/LWOP) and position change (promotion/reassignment) actions prior to, or concurrent with, RPAs for recruit/fill of a position. This will facilitate expedited processing of the recruit/fill request.

e. The organizational hierarchy within DCPDS will be updated based on positions filled through competition. Appointments and promotions not based on competition will not qualify for an organizational hierarchy change. HRO will approve exceptions on a case by case basis.

6. Gaining Access to DCPDS:

a. Supervisors are responsible for gaining and maintaining access to DCPDS and submitting RPAs for their subordinate full-time technician employees. Supervisory responsibilities are defined within assigned position descriptions and may include Active Guard Reservists (AGR) supervisors of technicians. Each supervisory position description is coded in DCPDS.

b. To ensure compliance with DoD Instruction (DoDI) 8500.1 (Cybersecurity), National Guard employees requiring a user-id for DCPDS must possess a favorably adjudicated background investigation before an account can be established. At a minimum, a NACI should be requested or accomplished with a favorable NAC portion completed prior to requesting an account. Any individual's request not meeting the minimum clearance requirements will be denied and returned. There are no exceptions to these security policies.

c. All National Guard employees requiring access to DCPDS must complete a DD Form 2875 System Access Authorization Request (SAAR). Completing the SAAR includes signature from the immediate supervisor and the Unit Security Manager. Upon completion of the DD Form 2875 SAAR submit to the J1/Information Systems Section for review and processing. If delegating a trusted agent also include the DD Form 577 Appointment/Termination Record – Authorized Signature.

d. The DD Form 2875 SAAR and DD Form 577 Appointment/Termination Record – Authorized Signature are available on the J1/HR public website: http://dma.wi.gov/dma/hr/emp_resources/dcpds.asp or by request from the J1/HR/IS office DSN: 724-3713/3728 or COMM: (608) 242-3713/3728.

Appendix A – Defense Civilian Personnel Data System (DCPDS) Guide for Supervisors & Managers

To view guide, go to http://dma.wi.gov/dma/hr/emp_resources/dcpds.asp

Appendix B - Sample Requests for Personnel Action (RPA)

To view form, go to http://dma.wi.gov/dma/hr/emp_resources/forms.asp