

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE – AIR FORCE AFRICA**



**UNITED STATES AIR FORCES IN
EUROPE – AIR FORCES AFRICA
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Personnel

***NON-US CITIZEN PERSONNEL AND
POSITION ACTIONS--GERMANY***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-1, *Appropriated Funds Civilian Management and Administration*. It explains how to initiate and electronically process personnel and position actions and provides guidance for supervisors of non-US citizen civilian employees. It applies to United States (US) Forces activities in Germany for which the US Air Forces in Europe act as executive agent for Local National (LN) civilian employment matters and who are serviced by the Foreign Forces Payroll Office (FFPO), Kaiserslautern. It does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

Explains, updates, and implements revised provisions on the initiation of personnel and position actions; personnel and position actions requested by supervisors; personnel actions requested by employees; and the process of requesting a personnel or position action. **Attachment 2** lists all Requests for Personnel Action (RPAs) by Nature of Action (NOA) family, **Attachment 3** provides detailed instructions on how to complete and process RPAs in the Defense Civilian Personnel Data System (DCPDS) and **Attachment 4** contains provisions for serviced organizations on how to submit RPAs in case there is temporarily no access to DCPDS.

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1. Initiation of Actions. Actions will be initiated by:

1.1. Supervisor. Supervisory responsibilities encompass requesting personnel and position actions, as well as reporting changes in employee’s personal or employment data. When an action is required or planned, the supervisor consults with the servicing Civilian Personnel Section (CPS) if help is needed on technical aspects of the action, ensures that coordination and approvals are obtained prior to submitting a request, and transmits an electronic request in DCPDS asking the CPS to take action.

1.2. CPS processes individual personnel and position actions only upon receipt of an electronic request in DCPDS from the supervisor unless an action must be taken under law or by other authority, or the decision to take an action is not within the supervisor’s purview, e.g., a labor court decision orders the restoration of an employee to duty. In other instances, such as realignments or salary increases due to tariff negotiations, the CPS processes pertinent mass requests in the system.

1.3. Employees: Personnel actions addressed in this paragraph may be requested by employees. Requests may be in writing or requested electronically, and may be subject to

giving advanced notice IAW governing collective tariff provisions or directives issued by HQ USAFE. The following type of personnel action requests can be requested by an employee:

1.3.1. Change to Lower Grade.

1.3.2. Utilization of Quarters. These actions include assignment, change, and termination of US Government quarters authorized for employees subject to the Collective Tariff Agreement (CTA II), Appendix H or Z.

1.3.3. Parental Leave. This type of special leave is governed by the Federal Child Care Allowance and Parental Leave Act (*Bundeselterngehalt- u. Elternzeitgesetz*), places an employee on leave without pay and reduces the annual leave entitlements by 1/12 for each full calendar month of parental leave taken. Supervisors must verify employee's eligibility with the CPS before approving.

1.3.4. Work Hour Changes.

1.3.5. Termination of Employment. Termination actions include resignation, optional retirement, or resignation to accept employment with another US Forces agency not serviced by an Air Force CPS. These are all voluntary actions. Therefore, supervisors or management officials must not ask or advise an employee to resign nor deny the right to resign or to terminate employment. If the supervisor is aware of reasons for a resignation which differ from those given by the employee, he/she may enter an appropriate statement on the electronic RPA, Part D. Oral resignations provided by employees may be accepted on an exceptional basis only, but must be confirmed by the supervisor or operating official. If an employee resigns orally, the official receiving the oral resignation enters an appropriate statement or explanation on the RPA, Part D, stating the reasons the employee gave (or a statement that no reasons were given) and the dates, names of any witnesses, and their statements. Refer to USAFEI 36-723, *Implementation of Collective Tariff Agreement (CTA II) and Overtariff Conditions for Labor in the Federal Republic of Germany* for more guidance about notice periods and waivers of those.

2. Position Actions Requested By Supervisors: Increases or decreases in the number of authorized positions, realignment of duties and responsibilities, functional transfers, reorganizations, and temporary additional workloads usually require position actions be taken. The following terms and basic criteria apply:

2.1. Establish. A position must be established before an employee or applicant can be assigned or hired to fill it. Validation of the need, such as the Unit Manning Document (UMD) or approved changes thereto, is required before the position can be set up. A position is established and may be filled when the validated workload requirement has been documented, the duties and responsibilities are described, certified, and classified, and a classification action has been completed by the servicing CPS.

2.2. Review. If the duties and responsibilities are to be changed from those described in the current (standard) Core Personnel Description (CPD), the CPS will be asked to review or audit the position.

2.3. Abolish. A position is to be abolished when no longer needed or authorized on the UMD. Requests to cancel filled positions must be routed to the CPS as far in advance of the proposed effective date as possible to permit timely action to place the employee or initiate Reduction in Force (RIF) action.

2.4. Record Changes. Any changes in position sensitivity, payroll numbers and accounting classification codes which do not cause other position changes must be reported to the CPS by an RPA, a pertinent memorandum, or a governing list.

3. Personnel Actions Requested by Supervisors:

3.1. Basic Personnel Actions. Among others, **Attachment 3** addresses the most common personnel actions initiated by supervisors.

3.2. Termination of Temporary Placement Actions. Termination of time-limited placement actions, keyed to an event rather than a specific date, requires prompt notification to the CPS. Typical examples are the return to duty of an employee from sick absence for whom a temporary replacement was hired or the completion of a special project performed by temporary over hires.

3.3. Adverse Actions. Any action by management that reduces an employee in pay plan, grade, or basic pay, or effects an involuntary separation from employment may be subject to legal restrictions or other specific processing procedures. To assure full understanding and compliance with governing laws, publications, and procedures, the supervisor must contact the CPS when considering such an action.

3.4. Assignment of Other Duties. Supervisors may not assign employees higher or lower level duties on a temporary or permanent basis before they have obtained the mandatory Works Council cooperation through the CPS. Temporary assignments to other duties in excess of 30 calendar days are to be treated as personnel actions.

4. Request for Personnel Action (RPA):

4.1. Personnel and position actions are requested by completing electronic RPAs and routing them through DCPDS. Upon approval, the system automatically returns a Notification of Personnel Action (NPA) that is to be signed, distributed and filed by the CPO. The NPA serves as the formal employment contract required IAW CTA II. Detailed completion instructions for RPAs are in **Attachment 3**, while **Attachment 4** contains provisions for supervisors on how to proceed if access to DCPDS is temporarily not available. When changes involve several employees, **paragraph 4.3** below applies.

4.2. A combined request for personnel and position actions such as “Establish and Fill” or “Termination and Abolish” may be routed on one RPA. For all other requested actions except mass actions addressed below, a separate RPA is required.

4.3. The results of sensitivity changes, payroll changes, modifications of accounting classifications, changes in the organizational designation of the unit or activity, and other mass changes that apply to several employees and do not require additional position or personnel changes are processed in DCPDS by the CPS based on the governing legal authority. If the mass action is not automatically initiated by the CPS, a memorandum or pertinent list reflecting the particular change and the names of the affected employees can be provided by the organization.

5. Effective Date of Actions: Unless specifically authorized or required by law, tariff provisions, regulations based on law or tariff agreements, or by a court decision, an action cannot be made effective before the date the appointing authority (commander or staff members of the CPS specified in AFI 36-129, *Civilian Personnel Management and Administration*, determines that all requirements are met and approves the action.

6. Actions Required by Supervisor When Notified of Approval:

6.1. A signed printout of the systematic NPA issued by the CPS is the document the supervisor uses to annotate or update the Supervisor's Employee Brief, to notify the employee of actions taken and to be maintained in the supervisor's folder.

6.2. Employees will be given a copy of the CPD, when an approved position or personnel action resulted in a revised position description. If only minor pen and ink changes are needed, the supervisor will obtain a manually modified CPD copy from the CPS for the employee.

SUSAN M AIROLA SKULLY, Colonel, USAF
Director, Manpower, Personnel, and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-129, *Civilian Personnel Management and Administration*, 17 May 2019

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Air Force Policy Directive 36-1, *Appropriated Funds Civilian Management and Administration*.

USAFEI 36-723, *Implementation of Collective Tariff Agreement (CTA II) and Overtariff Conditions for Labor in the Federal Republic of Germany*, 29 July 1999

Prescribed Forms

None

Adopted Forms

AF 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CPD—Core Personnel Description

CPS—Civilian Personnel Section

CTA—Collective Tariff Agreement

DCPDS—Defense Civilian Personnel Data System

FFPO—Foreign Forces Payroll Office

IPA—Income Protection Allowance

LN—Local National

MPCN—Manpower Position Control Number

NOA—Nature of Action

NPA—Notification of Personnel Action

NTE—Not to Exceed

OPR—Office of Primary Responsibility

OT—Over Tariff

PSN—*Planstellennummer*

RCC/CC—Resource Cost Center Code

RDS—Records Disposition Schedule

RIF—Reduction in Force

RPA—Request for Personnel Action

UMD—Unit Manning Document

US—United States

USAFE—United States Air Forces in Europe

Attachment 2

NATURE OF ACTION (NOA) FAMILIES

A2.1. Nature of Actions: Table A2.1 lists all Nature of Action Families and the individual Nature of Actions used by supervisors and/or the CPS when processing a Request for Personnel Action (RPA) in DCPDS.

Table A2.1. Nature of Action Families.

NOA FAMILY	CODE	NATURE OF ACTION	GERMAN TRANSLATION	REMARKS
LN Appointment (Germany)	170D	Appointment	<i>Einstellung</i>	
	171A	Temporary Appointment	<i>Befristete Einstellung</i>	
	171B	Temporary Appointment NTE	<i>Befristete Einstellung bis zum</i>	
	130A	Transfer	<i>Versetzung</i>	From Army and/or AAFES to Air Force
LN Extension (Germany)	760D	Ext of Temp Appt	<i>Verlängerung des befristeten Arbeitsverhältnisses</i>	
	760B	Ext of Temp Appt NTE	<i>Verlängerung des befristeten Arbeitsverhältnisses bis zum</i>	
	769B	Ext of Temp Promotion	<i>Verlängerung der befristeten Höhergruppierung</i>	
	769E	Ext of Temp Promotion NTE	<i>Verlängerung der befristeten Höhergruppierung bis zum</i>	
	773D	Ext of Prolonged Absence without Pay	<i>Verlängerung/Ruhen des Arbeitsverhältnisses</i>	Only if an NTE date was entered
	773E	Ext of Prolonged Absence without Pay NTE	<i>Verlängerung/Ruhen des Arbeitsverhältnisses bis zum</i>	
	9ZTA	Ext of Temporary	<i>Verlängerung des</i>	

		Change in Tariff NTE	<i>befristeten Tarifwechsels bis zum</i>	
LN Conversion of Appointment (Germany)	570C	Conversion to Indefinite Appointment	<i>Unwandlung des Arbeitsverhältnisses</i>	
Local National Reassignment	721A	Reassignment	<i>Wechsel des Arbeitsplatzes</i>	Use also for End of Temp Reassignment
	721B	Transfer	<i>Versetzung</i>	Within Air Force organizations
	59RE	Temporary Reassignment	<i>Befristeter Wechsel des Arbeitsplatzes</i>	
	59XX	Temporary Reassignment NTE	<i>Befristeter Wechsel des Arbeitsplatzes bis zum</i>	
	59EP	Extension of Temporary Reassignment	<i>Verlängerung des befristeten Arbeitsplatzwechsels</i>	
	9REB	Extension of Temporary Reassignment NTE	<i>Verlängerung des befristeten Arbeitsplatzwechsels bis zum</i>	
	0978	Return to Previous Position	<i>Rückkehr in vorherige Position</i>	Use when Temp Tariff Change and Temp Promotion end
	944B	Extension of Probationary Period	<i>Verlängerung der Probezeit</i>	
	59EP	Extension of Probationary Period NTE	<i>Verlängerung der Probezeit bis zum</i>	
Local National Realignment	790A	Realignment	<i>Neuzuordnung</i>	
Salary Change (Germany)	702A	Promotion	<i>Höhergruppierung</i>	

	703F	Temporary Promotion	<i>Befristete Höhergruppierung</i>	
	703C	Temporary Promotion NTE	<i>Befristete Höhergruppierung bis zum</i>	
	0950	Special Salary	<i>Sondergehalt</i>	
	713A	Change to Lower Grade	<i>Herabgruppierung</i>	
	0974	Change in Tariff	<i>Tarifwechsel</i>	
	0980	Temporary Change in Tariff	<i>Befristeter Tarifwechsel</i>	
	980B	Temporary Change in Tariff NTE	<i>Befristeter Tarifwechsel bis zum</i>	
	5980	Change in Industrial Category	<i>Wechsel der Gewerbegruppe</i>	
	893B	Step Increase	<i>Stufensteigerung</i>	
	894B	Tariff Increase/Pay Adjustment	<i>Tariferhöhung/Lohn-oder Gehaltsanpassung</i>	
	59SA	Special Salary Adjustment	<i>Erhöhung des Sondergehaltes</i>	
LN Separation (Germany)	300B	Term of Empl – Mandatory Retirement	<i>Beendigung des Arbeitsverhältnisses- Erreichen der Altersgrenze</i>	
	302C	Resignation – Voluntary Retirement	<i>Kündigung durch den Arbeitnehmer-VAR</i>	
	312B	Term of Empl – Resignation	<i>Kündigung durch den Arbeitnehmer</i>	
	330B	Term of Empl – Abandonment of Position	<i>Beendigung des Arbeitsverhältnisses- Vertragsbruch des AN</i>	
	351B	Resignation – Sponsor Relocation	<i>Beendigung des Arbeitsverhältnisses- Umzug</i>	
	354C	Termination of	<i>Beendigung des</i>	Use for Permanent

		Employment	<i>Arbeitsverhältnisses</i>	Disability
	355A	Termination – Exp of Appt	<i>Ablauf des befristeten Arbeitsverhältnisses</i>	
	356C	Termination of Employment	<i>Beendigung des Arbeitsverhältnisses wegen Personalabbau</i>	Use for all RIF Terminations
	357B	Termination of Employment	<i>Beendigung des Arbeitsverhältnisses</i>	Use also for Transfers to the Army, Permanent Disability, Ordinary and Extraordinary Terminations
	350A	Death	<i>Tod</i>	
Other Pay (Germany)	0982	Quarters Assignment	<i>Inanspruchnahme der Unterkunft</i>	
	0983	Quarters Termination	<i>Aufgabe der Unterkunft</i>	
	0984	Exemption from Deduction for Quarters	<i>Befreiung vom Unterkunftsgeldabzug</i>	
	0985	Deduction for Quarters	<i>Unterkunftsgeldabzug</i>	
	0986	Change of Quarters	<i>Wechsel der Unterkunft</i>	
	0597	Foreman Supplement	<i>Vorarbeiterzulage</i>	
	0953	Overtariff Pay Supplement	<i>Übertarifliche Zulage</i>	
	0961	Construction Allowance	<i>Baustellenzulage</i>	
	9970	Social Security Supplement	<i>Zuschuss zur Altersversorgung</i>	
	59PP	Pay Prot Supp	<i>Einkommenschutz-Zulage</i>	IPA - Income Protection Allowance = PR; TPA - Personal Supl = FX
	59PS	Personal Supplement/OT	<i>Persönliche aussertarifliche Zulage</i>	

	59EX	Expense Allowance	<i>Aufwandsentschädigung</i>	
	59FY	Functional Allowance	<i>Funktionszulage</i>	Use for Police Supplement, Fire Fighter Supplement and Driver Supplement
	59LY	Laundry Allowance	<i>Wäschegeld</i>	
	59OC	On-Call Duty	<i>Rufbereitschaft</i>	
	59WC	Withdrawal of On-Call Duty	<i>Wegfall der Rufbereitschaft</i>	
	59CD	Commuters Allowance	<i>Fahrtkostenzulage</i>	
	59HB	Housing Allowance	<i>Unterkunftsbeihilfe</i>	
	59SX	Meister Supplement	<i>Meisterzulage</i>	
Non-Pay Non-Duty (Germany)	460F	Prolonged Absence without Pay	<i>Ruhen des Arbeitsverhältnisses</i>	
Local National Return to Duty	292B	Return to Duty	<i>Wiederaufnahme der Arbeit</i>	
Change in Hours (Local Nationals)	0975	Change in Work Hours	<i>Änderung der Arbeitszeit</i>	Changes within a part-time or fulltime schedule
Change in Work Schedule (Local Nationals)	781A	Change in Work Schedule	<i>Änderung der Arbeitszeit</i>	Changes from fulltime to part-time or part-time to fulltime
Name Change from (Local Nationals)	780A	Name Change From	<i>Namensänderung (vorheriger Name) ...</i>	
Change in Title (Local	900A	Change in Title	<i>Änderung der Stellenbezeichnung</i>	A Change in Title and a Change in

Nationals)				Position Number cannot be processed simultaneously
Change in PSN Number (Local Nationals)	912A	Change in PSN Number	<i>Änderung der Planstellenummer</i>	See above
Change in Data Element (Local Nationals)	800A	Change in Data Element	<i>Datenänderung</i>	Used for Change of Address, Change in Citizenship, Change in Cost Center Code, Change in Pay Roll Number, Maternity Leave
Change in Duty Station (Local Nationals)	792A	Change in Duty Station	<i>Änderung des Beschäftigungsortes</i>	

Attachment 3

**INSTRUCTIONS HOW TO COMPLETE THE REQUEST FOR PERSONNEL ACTION
(RPA) IN DCPDS**

A3.1. Nature of Actions: [Table A3.1](#) reflects the individual Nature of Actions by Nature of Action Families. It covers only actions to be requested by supervisors and contains detailed instructions for the requesting official how to complete a pertinent Request for Personnel Action (RPA) in DCPDS.

Table A3.1. Nature of Action by Nature of Action Families.

NOA FAMILY/ NATURE OF ACTION(S)	PURPOSE	TO BE COMPLETED BY REQUESTING OFFICIAL IN PARTS A, B AND D	ADDITIONAL INSTRUCTIONS
<p><u>LN</u> <u>APPOINTMENT</u> <u>(GERMANY)</u></p> <p>- Appointment</p> <p>- Temporary Appointment</p> <p>- Temporary Appointment NTE</p>	<p>Used to initiate a staffing or recruitment action in order to fill an existing position.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 15</p> <p>Cite in <u>Part D:</u></p> <p>- Manpower Position Control Number (MPCN)</p> <p>- Vice: John Doe</p> <p>- Work Schedule (e.g., shift work, weekly work hours)</p> <p>- Resource Cost Center Code (RCC/CC)</p> <p>- Payroll Number</p> <p>- Expiration date for temporary appointments</p> <p>- Supplemental Pay (if applicable)</p>	<p>Attach existing Core Personnel Description (CPD)</p>

<p><u>ESTABLISH</u></p>	<p>Used to initiate action to create a new position.</p> <p>Can also be used as a combined request (Establish and Fill); see also para 4.2.</p>	<p><u>Part A:</u> All blocks</p> <p>Cite in <u>Part D:</u></p> <ul style="list-style-type: none"> - Organization of position - Manpower information (e.g., MPCN) - If the action includes a fill request, see NOA FAMILY/NATURE OF ACTION LN APPOINTMENT (GERMANY) 	
<p><u>ABOLISH</u></p>	<p>Used to identify a position that is no longer needed or is being eliminated due to Reduction in Force (RIF).</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 15</p> <p>Cite in <u>Part D:</u> Reason for abolishing the position</p>	<p>Attach supporting documentation</p>
<p><u>SALARY CHANGE (GERMANY)</u></p> <ul style="list-style-type: none"> - Promotion - Temporary Promotion - Temporary Promotion NTE - Change in Tariff 	<p>Typically used for actions when an employee's salary will be changed, but neither a classification of the CPD nor a recruitment (fill) action is required.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1 and Block 15</p> <p>Cite in <u>Part D</u> (whenever applicable):</p> <ul style="list-style-type: none"> - Reason for the requested action - Vice: John Doe - Not to exceed (NTE) date (e.g., for extended sick absence) 	<p>Attach existing CPD wherever applicable</p> <p>SPECIAL NOTE: When an employee is to be returned to his or her original position after a Temporary Promotion or a Temporary Tariff Change use NOA FAMILY/NATURE OF ACTION LOCAL</p>

<ul style="list-style-type: none"> - Temporary Change in Tariff - Temporary Change in Tariff NTE - Change to Lower Grade - Early Step Increase 		<p>or parental leave replacement)</p> <ul style="list-style-type: none"> - Work Schedule (e.g., shift work, weekly work hours) - RC/CC - Payroll Number (if a change is involved) - Supplemental Pay (if applicable) 	<p><u>NATIONAL REASSIGNMENT</u> and state in Part D: Return to previous position</p>
<p><u>LOCAL NATIONAL REASSIGNMENT</u></p> <ul style="list-style-type: none"> - Reassignment - Temporary Reassignment - Temporary Reassignment NTE 	<p>Used to move an employee from one position to another without a change in grade and duty station.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1 and Block 15</p> <p>Cite in <u>Part D</u> (whenever applicable):</p> <ul style="list-style-type: none"> - Reason for the requested action - MPCN - RC/CC - Payroll Number (if a change is involved) - Supplemental Pay (if applicable) 	<p>Attach existing CPD</p>
<p><u>REVIEW</u></p>	<p>Position review is used to initiate a classification review action for a position that</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p>	<p>Attach draft Position Description</p>

	<p>may result in a reassignment, promotion, or change to lower grade.</p> <p>The RPA is used for encumbered jobs only.</p> <p>Requestors will generally need to provide a draft job description along with the RPA.</p>		
<p><u>LN EXTENSION (GERMANY)</u></p> <ul style="list-style-type: none"> - Extension of Temporary Appointment - Extension of Temporary Appointment NTE - Extension of Temporary Promotion - Extension of Temporary Promotion NTE - Extension of Temporary Change in Tariff 	<p>Used to extend particular employment stages.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p> <p>Cite in <u>Part D:</u></p> <ul style="list-style-type: none"> - Kind of extension being requested - NTE date of the extension 	

<ul style="list-style-type: none"> - Extension of Temporary Change in Tariff NTE - Extension of Prolonged Absence without Pay - Extension of Prolonged Absence without Pay NTE - Extension of Probationary Period - Extension of Probationary Period NTE 			
<p><u>LN</u> <u>CONVERSION</u> <u>OF</u> <u>APPOINTMENT</u> <u>(GERMANY)</u></p>	<p>Used to convert a temporary to a permanent (indefinite) employment.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p> <p>Cite in <u>Part D:</u></p> <p>- Reason a/o justification</p>	
<p><u>LN</u> <u>SEPARATION</u> <u>(GERMANY)</u></p> <ul style="list-style-type: none"> - Resignation - Early Retirement - Termination 	<p>Used for all types of separations of employees.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p> <p>Cite in <u>Part D:</u></p> <p>- Type of separation being requested</p>	<p>Attach for each resignation action: Resignation Letter signed by the employee</p> <p>Attach for each Early Retirement action: Notice of Pension Granted</p>

<p>- Death of Employee</p>		<p>- Reason for separation</p> <p>- Forwarding address (if applicable)</p>	<p>(<i>Rentenbescheid</i>), if available or Resignation Letter</p> <p>Attach for each Death of Employee action: Death Certificate (<i>Sterbeurkunde</i>)</p>
<p><u>OTHER PAY (GERMANY)</u></p> <p>- Quarters Assignment</p> <p>- Quarters Termination</p> <p>- Quarters Changes</p> <p>- Quarters Deduction</p> <p>- Exemption of Quarters Deduction</p> <p>- Supplemental Pay (e.g., Foreman Supplement, Functional Allowance)</p> <p>- On-Call Duty</p>	<p>Self-explanatory.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p> <p>Cite in <u>Part D:</u></p> <p>- Which action is required</p> <p>- All required information (e.g., for Quarters Assignment the type of room and whether charges are to be deducted or not)</p>	<p>Attach supporting documentation whenever needed (e.g., Certificates for Functional Allowance)</p>
<p><u>NON-PAY NON-DUTY (GERMANY)</u></p>	<p>Self-explanatory.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p>	<p>Attach for each Leave Without Pay action: Request from employee;</p>

<ul style="list-style-type: none"> - Leave Without Pay - Parental Leave - Military Duty - Military Exercise - Temporary Disability - Benefits of German Labor Administration (<i>Leistungsbezug durch die Agentur für Arbeit</i>) - Home Care Leave (<i>Pflegezeit</i>) 		<p>Cite in <u>Part D</u>:</p> <ul style="list-style-type: none"> - The specific type of non-pay non-duty action required - The NTE date (e.g., Parental Leave, Leave Without Pay), if applicable 	<p>Attach for each Parental Leave action: Request from employee plus Birth Certificate (<i>Geburtsurkunde</i>) of child;</p> <p>Attach for each Military Exercise action: Notice of Call-Up to Military Service (<i>Einberufungsbescheid</i>)</p>
<p><u>LOCAL NATIONAL RETURN TO DUTY</u></p>	<p>Used to return an employee to pay or duty status after a period of non-pay non-duty status.</p>	<p><u>Part A</u>: All blocks</p> <p><u>Part B</u>: Block 1</p> <p>Cite in <u>Part D</u>:</p> <ul style="list-style-type: none"> - Nature of return to duty 	<p>Attach for each Military Duty/Exercise action: Certificate of Military Service (<i>Wehrdienstzeitbescheinigung</i>)</p>
<p><u>CHANGE IN HOURS (LOCAL NATIONAL)</u></p>	<p>Used to change work hours when work schedule (full time or part-time) remains unchanged.</p>	<p><u>Part A</u>: All blocks</p> <p><u>Part B</u>: Block 1 and block 33 (fill in new hours worked per week – use decimals, if applicable)</p> <p>Cite in <u>Part D</u>:</p>	<p>Attach the request from the employee for a change in work hours</p>

		<p>- State previous and new work hours per week</p> <p>- For a temporary change include the NTE date and upon the end of the temporary work hours change submit another RPA to return the employee to previous hours worked per week</p>	
<p><u>CHANGE IN WORK SCHEDULE (LOCAL NATIONAL)</u></p>	<p>Used to change an employee from full time to part-time or vice versa.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1, block 32 and block 33 (the latter only if the requested change is for a part-time schedule)</p> <p>Cite in <u>Part D:</u></p> <p>- State previous and new work hours per week</p> <p>- If the position is a job share slot, additional hours require an adequate justification</p>	<p>Attach the request from the employee for a change in work schedule</p>
<p><u>NAME CHANGE FROM (LOCAL NATIONAL)</u></p>	<p>Used when an employee changes his/her name due to marriage, divorce, etc.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1 (enter old name)</p> <p>Cite in <u>Part D:</u></p> <p>- New name</p>	<p>Attach Certificate for Name Change (<i>Bescheinigung über die Namensführung</i>)</p>
<p><u>CHANGE IN DATA ELEMENT (LOCAL)</u></p>	<p>Self-explanatory.</p>	<p><u>Part A:</u> All blocks</p>	<p>Attach supporting documentation, e.g., Certificate of</p>

<p><u>NATIONAL)</u></p> <ul style="list-style-type: none"> - Change of Address - Change in Citizenship - Change in Resource Cost Center Code (RC/CC) - Change in Payroll Number - Maternity Leave 		<p><u>Part B:</u> Block 1</p> <p>Cite in <u>Part D:</u></p> <ul style="list-style-type: none"> - Kind of action being requested - Change 	<p>Naturalization (<i>Einbürgerungs- urkunde</i>)</p>
<p><u>CHANGE IN DUTY STATION (LOCAL NATIONAL)</u></p>	<p>Used to move an employee from one duty station to another without a change in position.</p>	<p><u>Part A:</u> All blocks</p> <p><u>Part B:</u> Block 1</p> <p>Cite in <u>Part D:</u></p> <ul style="list-style-type: none"> - New duty location - Reason for action - RC/CC and Payroll Number (if a change is involved) 	

Attachment 4**EMERGENCY PROCEDURES IN CASE OF COMPUTER FAILURE OR INABILITY
FOR ELECTRONIC SUBMISSION OF AN RPA**

A4.1. Only in case of emergency, such as a computer failure or a temporary inability for an electronic submission of an RPA, the required personnel and/or position action can be provided to the servicing CPS via formal letter or an electronically signed e-mail.

A4.2. Depending on the Nature of Action, the letter or e-mail must contain the same information described in [Attachment 2](#) for the different Nature of Action Codes.

A4.3. Upon receipt, CPS staff will transmit the requested personnel and/or position action into DCPDS.