

The following documents are required for each RPA and must be submitted at the time of intake.

Recruitment RPA's – in SNOW

New Position (Blanket or Coded)

Current & Proposed Org Charts
Proposed Duty Statement
Job Control Report
Budget Approval (OHR 37)
Post & Bid (if applicable)
Justification Memo (OHR 4160)

Backfill – Change in Duties

Current & Proposed Org Charts
Current & Proposed Duty Statements
Job Control Report
Post & Bid (if applicable)
Justification Memo (OHR 4160)

Reclassification & Fill

Current & Proposed Org Charts
Current & Proposed Duty Statements
Job Control Report
Budget Approval (OHR 37)
Post & Bid (if applicable)
Justification Memo (OHR 4160)

Straight Backfill -No Change in Duties

Org Chart (labeled Current & Proposed)
Current & Proposed Duty Statement
Job Control Report
Post & Bid (if applicable)

Limited Term Request

Current & Proposed Org Charts
Current & Proposed Duty Statements
Job Control Report
Budget Approval (OHR 37)
Post & Bid (if applicable)
Justification Memo (OHR 4160)

Non-Recruitment RPA's – in ABMS Only

EE Miscellaneous Change

Current & Proposed Org Charts
Current & Proposed Duty Statement
Justification Memo (OHR 4160)

LT or T&D to Permanent

Current & Proposed Org Charts
Proposed Duty Statement
Budget Approval (OHR 37)
Justification Memo (OHR 4160)

Promotion in Place (PIP)

Completed FER
Budget Approval (OHR 37)
PIP Documentation (OHR 75)
Current & Proposed Duty Statements
Current & Proposed Org Charts
Justification Memo (OHR 4160)

Staff Re-assignment or Reorganization

Current & Proposed Org Charts
Current & Proposed Duty Statements
Justification Memo (OHR 4160)

Mandatory Placement /Reinstatement

Current & Proposed Org Charts
Proposed Duty Statement
Justification Memo (OHR 4160)
Memo from Personnel Officer

EE Move from Blanket to Coded PSN

Current & Proposed Org Charts

LEAP Transition (New RPA)

Current & Proposed Org Charts
Proposed Duty Statement
LEAP Transition Memo from EEO
Initial Job Advertisement

Retired Annuitant

Current & Proposed Org Charts
Proposed Duty Statement
RA Request Form (OHR 65)
Budget Approval (OHR 37)
Application (if candidate known)
Proof of Retirement (if EE known)
Management Approval Email(s)

Out of Class Assignment Request (No RPA Required)

Internal Advertisement Draft
Current & Proposed Duty Statements
Current & Proposed Org Charts
Out of Class Checklist
Justification Memo (OHR 4160)

EE Move from Coded to Blanket for Retirement, LOA, etc. (use blanket 906)

Current & Proposed Org Charts
Current & Proposed Duty Statements
Budget Approval (OHR 37)
Justification Memo (OHR 4160)
Proposed Duty Statement with updated position number