



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300



December 17, 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cancellation of Requests for Personnel Actions (RPAs)

Reference my memorandum, dated December 7, 2001, subject as above (enclosure).

Referenced memorandum above directed the Continental United States Civilian Personnel Operations Centers (CPOCs), effective January 1, 2002, to cancel any RPA which was over 180 days old (from date of receipt in the Civilian Personnel Advisory Center) and for which the selecting official had a referral list in his or her possession for 90 days or more. This policy will now also include the Outside Continental United States CPOCs.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

David L. Snyder
Assistant G-1 for Civilian
Personnel Policy

Enclosure

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OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111



REPLY TO
ATTENTION OF

December 17, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cancellation of Requests for Personnel Action (RPAs)

One of our most important missions in the civilian personnel business is to fill jobs fast with quality candidates. We do this by providing managers with referral lists containing reasonable numbers of well-qualified candidates from which to select. Filling jobs fast contributes to the accomplishment of Army's mission and most Commanders/managers are anxious to staff their vacant positions. As a result, they act quickly to make selections. However, there are exceptions to this general rule. There are times when selecting officials greatly delay or take no action on referral lists. There are literally hundreds of actions in this category across the Army and the number must be reduced.

To address the problem of aging actions, I am directing Continental United States (CONUS) Civilian Personnel Operations Centers (CPOCs) to cancel any RPA which is over 180 days old (from date of receipt in the Civilian Personnel Advisory Center (CPAC)) and the selecting official has a referral list in his or her possession for 90 days or more. **This policy will become effective January 1, 2002, and all RPA's meeting both conditions will be cancelled on that date.**

Exceptions to the cancellation policy may be granted by a CPOC Director if candidates on a referral are still under active consideration, e.g., a selection panel or higher level review of a selection is underway. Selecting officials should advise the CPOC when a selection is in process and request an extension of the referral beyond 90 days to prevent cancellation of the RPA.

This policy does not preclude legitimate requests for supplemental referrals if the selecting official is unable to make a selection from the candidates referred. However, the selection process should be started as soon as the referral list is received and the selecting official should notify the CPOC if the candidates are not available or do not meet the criteria required by the position. At that point it may be necessary to change the recruiting strategy, skill requirements, grade level or incentives offered to attract more or different candidates for the position.

David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

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