

## Personnel Action Information Sheet

RPA Number \_\_\_\_\_

Date of RPA \_\_\_\_\_

Position Title: \_\_\_\_\_

Pay Plan: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

Target Grade (if applicable): \_\_\_\_\_ Position Number: \_\_\_\_\_

ORG Code: \_\_\_\_\_

TDA Para/Line Number \_\_\_\_\_

To be filled out by hiring official or other POC:

Hiring Official/POC for Action: \_\_\_\_\_

POC's AKO Address: \_\_\_\_\_

POC's Phone Number: \_\_\_\_\_

Vice (if applicable): \_\_\_\_\_ Date vacated: \_\_\_\_\_

Division: \_\_\_\_\_ Branch: \_\_\_\_\_ Section: \_\_\_\_\_

Are there any unusual physical requirements? \_\_\_\_\_ If so, what? (ex. Heavy lifting >45 lbs., extreme weather conditions, wearing of protective equipment, other) \_\_\_\_\_

Is shift work required? \_\_\_\_\_ If yes, what shift(s)? \_\_\_\_\_

Is special license/certification required? \_\_\_\_\_ If yes, what? \_\_\_\_\_

Does this position require a secret or top secret clearance? \_\_\_\_\_

Does this position require an OGE 450 (Financial Disclosure Statement)? \_\_\_\_\_

Is this position considered a critical/essential position? \_\_\_\_\_

If this is a position that has Direct Hire Authority, do you have a by-name request?  
\_\_\_\_\_ If so, please attach resume.

If hiring action, who does the new employee report to on their first day? \_\_\_\_\_

Location? \_\_\_\_\_ Supervisor? \_\_\_\_\_