

How to Guide: Request for Personnel Action (RPA) Justification Memos

Justification memos are a required document for several Requests for Personnel Actions (RPA). The Justification Memo is needed to substantiate the request and is retained with the RPA for audit purposes.

Justification Memos are required for the following action types:

1. [Reclassification](#)
2. [Transfer](#)
3. [New Position Request for Permanent Intermittent/Temp Help](#)
4. [Retired Annuitant](#)
5. [Exceptional Allocation](#)
6. [Out of Class Assignment](#)
7. [Acting Assignment](#)
8. [Moving Employee Into Blanket](#)

The necessary information for each RPA type varies based off the request. This guide will go through each RPA type and list out all the required information to be included in the Justification memo.

Reclassification

A reclassification involves a position being changed from one classification to another. Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Current Classification
3. Proposed Classification
4. Why is this position being re-classified?
5. What is happening to the workload of the current position? Who will absorb these duties?
6. What will the proposed position be responsible for?
7. Does this reclassification impact current supervisor's allocation? (Please see [HRB Memo 20-001 regarding Exceptional Allocations](#))
8. What are the consequences if not approved?
9. **If position is not moving** – will there be a change in Bargaining Unit?

Transfers

A transfer involves a position being moved from one unit to another. Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Current Unit
3. Proposed Unit
4. Why is this position being transferred?

5. How will the workload of the current unit be impacted? Who will absorb these duties?
6. What will the proposed position be responsible for?
7. Does this transfer impact current supervisor's allocation? (Please see [HRB Memo 20-001 regarding Exceptional Allocations](#))
8. What are the consequences if not approved?

New Position Request for Permanent Intermittent or Temporary Position (Including Seasonal Temp Help)

A new position request involves creating a new position that did not previously exist. Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Proposed position information and time base
3. Why is this position being created?
4. Who was previously doing this work? Why can't they continue doing it?
5. What will the proposed position be responsible for?
6. What are the consequences if not approved?
7. **If position is Permanent Intermittent** –
 - a. Explain why this work is permanent and ongoing and cannot be completed by a Limited Term Appointment.
 - b. Explain why this work is not full time and requires an intermittent time base.
 - c. Is it seasonal work? Confirm why the work be completed in 1500 maximum hours per calendar year.

Retired Annuitant

A Retired Annuitant is a person retired from a state agency who is appointed to perform mission critical work that is temporary in nature. Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Proposed incumbent and length of assignment (12 month maximum with initial request, may be extended)
3. Mission critical work that needs to be completed.
4. Explain why this work is limited/temporary in nature.
5. Explain why current staffing or a Permanent Position cannot complete this work.
6. Who was previously doing this work? Why can't they continue doing it?
7. What will the proposed position be responsible for?
8. What are the consequences if not approved?

Exceptional Allocation

An Exceptional Allocation is a request to utilize a classification in a way that does not meet allocation standards (e.g. insufficient subordinate staff for a supervisor). More

information can be found in [HRB Memo 20-001 regarding Exceptional Allocations](#). Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Impact of this exceptional allocation on other positions
3. How will the position be filled (limited term, incumbent only, permanent)
4. Can the duties be allocated to a lower level? If no, why not?
5. What other classifications has the program considered? Why will those not work?
6. Can another position or supervisor perform the duties? Can the work be redistributed or reconfigured to avoid the need for the exceptional allocation.
7. What are the consequences if not approved?

Out of Class/Acting Assignment

An Out of Class or Acting Assignment involves an employee working at a high level for a specified amount of time to cover other sometimes higher level duties on a temporary basis. Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Current Classification
3. Proposed Classification
4. Explain why the need exists (incumbent on leave of absence, position vacant, etc)
5. How selection was made for the assignment.
6. Why the selected candidate is most qualified.
7. Length of assignment and rotations if applicable.
8. What are the consequences if not approved?

Moving EE to Blanket

An Employee may be moved into a Blanket position to allow a program to backfill the position while the employee runs out leave for retirement, has a lump sum payout, or is out on an extended Leave of Absence. Each justification for this RPA type must include:

1. Background information on the mission of the division, branch, and/or section
2. Current Classification
3. Explain why employee needs to be moved into the blanket.
4. Explain length employee will need to be in blanket.
5. What are the consequences if not approved?

For questions, please contact your assigned [Classification & Pay \(C&P\) Analyst](#).