

OCHR FACTSHEET

2013 Interim Moratorium on Submitting and Processing Personnel Actions

Issued: July 2012

SERVICE DELIVERY

This Fact Sheet:

- Provides critical information on the 2013 HR interim moratorium
- Describes affected personnel actions during the interim moratorium
- Alerts Commands to preparation for the interim moratorium

Background

In April 2013, the Department of the Navy (DON) will execute a new enterprise-wide approach to delivering HR services. The new approach realigns HR offices (HROs) to the Major Commands. It also aligns each Command to a single HR servicing center. The new approach will generate efficiencies and increase accountability across the DON. With the new approach, the DON must realign electronic records and system permissions.

HR IT Systems Transition

HR IT system changes are required to execute the new approach to HR service delivery. These changes will occur over the nine-day period from 19-28 April 2013. DON employee records will be updated to reflect their servicing HRO and designated center. During the nine-day period, Defense Civilian Personnel Data System (DCPDS) will be restricted to remap all DON civilian personnel data and execute more than 150,000 personnel actions through a mass realignment process. This applies to all DON customers, regardless of whether their Command is affected by the changes to service delivery. All changes will occur simultaneously across the DON to provide savings, minimize impact to mission and safeguard against unauthorized access to civilian personnel records.

Emergency Actions

From 23 March–18 April 2013 (Phase 2), urgent requests for personnel action (RPAs) listed below may be submitted to the appropriate HR servicing center:

- Pay corrections
- Separations (e.g., retirements, deaths, resignations, terminations, removals, etc.)
- Transfers out of the DON
- Return to duty from non-pay status
- Placement in non-pay and/or non-duty status

Emergency RPAs not listed above shall be submitted to the Command's Director, Civilian Personnel Programs (DCPP) for approval, subject to authorizations provided by the Director, Office of Civilian Human Resources (OCHR).

From 19–29 April 2013 (Phase 3), only emergency actions authorized by the OCHR Director may be processed.

Command Preparation

To prepare for the systems transition, Commands should work with HR leaders prior to 1 February to identify career ladder promotions, timelines for award cycles, extension of time-limited appointments (terms/temps), detail assignments, temporary promotions as well as anticipated adjustments to staffing plans and cost center codes.



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2013 Moratorium Timeline

The interim moratorium will occur in three phases:

- **Phase 1 – Moratorium on organization restructuring (realignments), mass actions and new UIC and organizational builds (Due date: 1 February 2013)**

Requests for Command organization restructuring and mass actions as well as all UIC and organization code/structure (Position's Organization Address - POA) changes effective prior to 20 April 2013 must be submitted to the current servicing center by 1 February 2013

- **Phase 2 – Moratorium on all routine personnel action processing (Due date: 22 March 2013)**

All routine requests for personnel action (RPAs) effective prior to 20 April 2013 must be submitted to the current servicing center by 22 March 2013 — this includes career ladder promotions, appointment extensions or conversions, recruit-fills, name changes, etc.

- **Phase 3 – Nine-day execution – HR systems offline (19 April - 28 April 2013)**

DCPDS will be taken offline for DON users at 1200 EST on 19 April 2013 and will be brought back online on 29 April 2013

The new alignment becomes effective 29 April 2013 and service with the new HR structures begins. All RPAs submitted on or after 29 April 2013 should be routed to the new servicing centers and HR offices.

Date	Key Events
1 February 2013	<ul style="list-style-type: none"> • Moratorium begins on Command organization restructuring and mass actions • Moratorium on new UIC and organizational builds
22 March 2013	<ul style="list-style-type: none"> • Moratorium begins on routine personnel action processing • DCPDS user accounts temporarily read-only for HRO and Command users
7 April 2013	<ul style="list-style-type: none"> • Last EOD processing date before the transition
19-28 April 2013	<ul style="list-style-type: none"> • HR IT systems transition – DCPDS downtime
29 April 2013	<ul style="list-style-type: none"> • DCPDS access restored • Moratorium ends • "To be" servicing begins under new HR structures; RPAs routed to the new servicing center
5 May 2013	<ul style="list-style-type: none"> • First EOD processing date after the transition

Where to Find Additional Information

An accompanying FAQ document is available on the OCHR portal at <https://www.portal.navy.mil/donhr/hrservicedelivery/>. Additional information regarding the new approach to delivering HR services can also be found on this website, including policy and official guidance on HR service delivery, links to recordings of all service delivery DCO presentations and additional fact sheets.

Still Need Assistance?

For additional questions on service delivery, email DONhrFAQ@navy.mil.



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