Revised 10-05-2007

South Carolina - Fort Stewart District
Internal Request for Personnel Action (RPA)

HRO USE ONLY **Request Number** _____ **Date Received for Action** _____

SECTION 1 : ACTION REQUEST — To Be Completed By Requesting Official

STEP 1 *Requester submits form to Assistant Superintendent and Management Specialist for approval. If request is for SPED or SIS Aide, forward to SPED Director for approval. Assistant Superintendent/Designee forwards approved form to HRO for process numbering. HRO forwards approved and numbered form to the requester, Assistant Superintendent and Management Specialist. Upon receipt of approved and numbered form, requester may proceed with fill action. When a selection is made, complete section 2..*

Requester _____ School _____ Date _____

ACTION REQUESTED

A. ☐ Fill Existing Position Vice _____

Position, Title, Series _____

Hours per day _____ Days per school year _____

B. ☐ Establish new position or Change Number of Authorized Positions

C. ☐ Recommend Reassignment

D. ☐ Other Explain _____

Remarks _____

SPED COORDINATION
SPED Teacher and SIS Aid Positions must have SPED coordination

SPED Director Approval _____ Date _____

Assistant Superintendent/Designee Approval

Signature _____ Date _____

Approved/Disapproved
☐ Approved
☐ Disapproved

Approval Type
☐ NTE
☐ Permanent

Remarks _____

Revalidation: ☐ **Approved** **Date** _____ **Initials** _____

SECTION 2 : SELECTION — To Be Completed By Requesting Official

STEP 2 ***If selection was made from an internal vacancy announcement, you must complete section 2 and section 3 below. If selection was made from an external announcement, complete section 2 only.*** *Forward form and copy of cert to Assistant Superintendent and Management Specialist. Assistant Superintendent or Management Specialist will revalidate approval and forward to HRO. Upon HRO offer and acceptance of position, HRO will forward form to Budget office for coding and processing.*

Name of Person Selected _____ **Date of Selection** _____

Effective/Start Date _____ **Does individual meet DDESS certification** ☐ Yes ☐ No ☐ N/A

Source ☐ New Hire
☐ District Transfer ***If transfer, name of the losing school*** _____
☐ Other Specify _____

Was selection made from an external announcement? ☐ Yes ☐ No ***If yes, what is cert number?*** _____

Was selection made from an internal vacancy announcement? ☐ Yes ☐ No ***If yes, go to section 3***

If no, stop here and forward form as indicated

SECTION 3 INTERNAL SELECTION To Be Completed By Requesting Official

STEP 3 ***To be completed ONLY if selection was made from an internal vacancy announcement.*** *Upon completion, forward form as indicated in step 2 above.*

Internal Vacancy Announcement Number _____

Announcement Date _____

List all candidates who applied or indicated interest:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Indicate the reason that best describes why this candidate was selected over others:

- ☐ More experience in the position/grade than others
- ☐ Best overall candidate; (experience, attitude, motivation, knowledge)
- ☐ Other (Please explain in the space below)

_____

HRO USE ONLY

Date Position Offered _____ **Date Position Accepted** _____

Remarks

After selectee accepts offer, HRO forwards the form to Budget for coding

BUDGET USE ONLY

Organization Structure _____ Accounting Code _____