

## ABMS RPA NUMBER ENTRY AND POSITON CONTROL

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**Definition/  
Explanation** It is necessary to track and monitor all Request for Personnel Action (RPA) activity of a position on the Activity Based Management System (ABMS) for position and control and historical purposes.

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**Policy** The Classification and Pay (C&P) Analyst shall enter all position activity related to the RPA process. This procedure is applicable for both the automated RPA Workflow and hard copy RPAs submitted by client agencies.

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**Procedure  
for ABMS  
RPA number  
entry** **Note: Do not use for Blanket Positions!**  
The following table depicts the steps required for logging the RPA number on ABMS for a position.

Step	Action
1	Double-click on +DGS Position Control and open Position Hist.
2	Enter the 13-digit position number in the Position Number field and press the Tab key on your keyboard.
3	Place your cursor in the Historical Actions Date field and press the New Record toolbutton.
4	When the new yellow row opens: <ul style="list-style-type: none"><li>• Enter today's date</li><li>• Tab to the Action field</li><li>• Enter Pending RPA &amp; #</li><li>• Enter comments</li><li>• Press the Save button</li></ul>
Note	Refer to the attachment for a diagram of the above process.

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**Attachment** [Logging RPA Number on ABMS Position diagram](#)

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