



DEPARTMENT OF THE ARMY
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PECP-WER-A

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STANDING OPERATING PROCEDURE
PROCEDURES FOR PROCESSING REPRIMANDS

1. **PURPOSE:** To prescribe procedures for processing Letters of Reprimand (LOR).
2. **SCOPE:** This Standing Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).
3. **GENERAL:** This SOP includes procedures for processing LOR.
4. **RESPONSIBILITIES:**
 - a. Supervisors are responsible for implementation of this SOP.
 - b. Team Leaders are responsible for ensuring compliance with procedures and to monitor the quality of actions processed.
 - c. Human Resources (HR) Technicians are responsible for finalizing the requested transaction.
5. **PROCEDURES:**
 - a. The CPAC will forward LOR to the designated point of contact in the PC.
 - b. PC will:
 - (1) Code the LOR into the Defense Civilian Personnel Data System (DCPDS) automated system in accordance with the CHRA job aid.
 - (2) Forward the LOR to the Official Personnel File (OPF) file room for filing into the employee's official personnel folder (OPF).
 - (3) Upon expiration of the LOR, the PC will pull from the OPF and destroy (shred).

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6. REFERENCES AND RELATED DOCUMENTS:

AR 690-700, Chapter 751

CPMS DCPDS User Guide

CHRA Job Aids


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