

David M. Apatang
Governor



Dennis James C. Mendiola
Lieutenant Governor

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF THE GOVERNOR

DIRECTIVE 2025-006

TO: All Department & Agencies
FROM: David M. Apatang, Governor
DATE: September 10, 2025
SUBJECT: Routing of Requests for Personnel Action (RFPAs)

To expedite the processing and routing of RFPAs for Excepted Service employees, the following routing order shall be adhered to:

Originating Department/Agency:

The expenditure authority of each department or agency shall initiate all requests for personnel action relating to announcements, new hires, within grade increases, promotions, merit increases, restructuring, separations and all adverse actions such as demotion, suspension, or termination.

Office of Personnel Management (OPM)

OPM shall process for qualification ONLY. OPM shall ensure that the appropriate action is labeled in the RFPA. OPM shall, within no more than five (5) working days, approve the RFPA and transmit it to OMB or return it to the originating department/agency to make any necessary correction before transmitting it to the Office of Management and Budget.

Office of Management and Budget (OMB)

OMB shall ensure that the RFPA has been budgeted properly by local appropriation or federal funds. OMB shall, within no more than five (5) working days, process the RFPA before forwarding to the Department of Finance.

Department of Finance (DOF)

DOF shall ensure that the RFPA's originating department or agency has sufficient funds before approving the RFPA. DOF shall, within no more than five (5) working days, verify and approve the RFPA before forwarding it to the Office of the Governor.

Office of the Governor

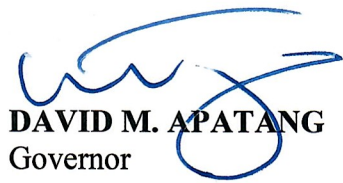
The Office of the Governor shall, within no more than five (5) working days, approve the RFPA or return it to the appropriate agency to make any necessary correction. Upon the Governor's approval, the RFPA shall be promptly returned to OPM.

Office of Personnel Management (OPM)

OPM shall, within no more than five (5) working days, input the action(s) to be taken and notify the originating agency and employee.

Thank you for your cooperation.

Regards,



DAVID M. APATANG
Governor