

515 Conversion to Temporary Appointment NTE

 Most of the windows for 5## Conversion to Appointment Actions are very similar to those described for 1## appointments. They contain essentially the same information and parallel rules apply. The user should take care to review data that autopopulates from the existing record to ensure that it is still applicable. If it no longer applies, or is incorrect for the new appointment, the user should add, change, or delete as appropriate to meet agency requirements.

STEP	ACTION
1	COMPLETE ALL TABS OF RPA <u>BEFORE</u> GOING TO EXTRA INFORMATION AREA - the information input on these pages will then populate the 'system generated' fields.
2	Click on <Save> icon to save any changes made to the RPA.
3	Click on the <EXTRA INFORMATION> button and complete the DDFs listed below. Click <OK> and <Save> after completing each window.
4	After completing Step 3 above, close the <Extra Information> window to return to the RPA.
5	Click on the <Save> icon to route the RPA or to Update HR.

DDFs :

US FED AGENCY DATA WINDOW	
 These datafields are for NPA print purposes only.	
FLEXFIELD	COMMENTS
Agency Use (Block 25)	Leave blank
Agency Use (Block 40)	Leave blank
Agency Use (Block 41)	Autopopulates from position
Agency Use (Block 42)	Autopopulates from position
Agency Use (Block 43)	Autopopulates from position
Agency Use (Block 44)	Payroll Office autopopulates from position. Loc ID autopopulates from applicant record if entered prior to the appointment process and will print on the appointment NPA. If not, the value may be entered via Extra Information > Navy-unique Appointment Information. The number will print on all subsequent NPAs.

US FED PAYROLL TYPE WINDOW	
FLEXFIELD	COMMENTS
Payroll Type	Autopopulates to "Biweekly"

DEMO PROJECT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Demo Location Code	Autopopulates from position where applicable. For NV-owned Demo Location Codes 1, 2, 3, or 4. Demo Location Code "Q" represents coverage by the DOD Acquisition Demo.
Demo Pay Plan	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo (), or AF Lab Demo (). Leave blank for all others.
Demo Broadband	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo (), or AF Lab Demo (). Leave blank for all others.

US FED CONVERSION TO APPOINTMENT WINDOW	
FLEXFIELD	COMMENTS
Appointment Type	Required entry. Enter appropriate code.
Creditable Military Service	Enter the number of years and months. If no creditable military service, enter 0000.
Date Arrived Personnel Office	Autopopulates based on effective date of appointment
Date Conversion Career Begins	Leave blank.
Date Conversion Career Due	Leave blank.
Date Last Equivalent Increase	Review for accuracy. Update as necessary.
Date WGI Due	Review for accuracy. Update as necessary.
FERS Coverage	Enter appropriate code.
Frozen Service	Enter the number of years and months. If no frozen service, enter 0000.
Handicap Code	Enter appropriate code. If no documentation has been provided, correct the entry to "01".
Part-Time Indicator	Enter appropriate code for employees assigned part time positions.
Position Working Title	Leave Blank
Previous Retirement Coverage	Enter appropriate code.
Qualification Standards Waiver	Complete if applicable.
Race or National Origin	Enter appropriate code.
Type of Employment	Required entry. Enter appropriate code.

OPTIONAL INFORMATION FOR CONVERSION WINDOW	
FLEXFIELD	COMMENTS
Retirement Annuity Amount	Enter if applicable
Date Prob/Trial Period Begins	Leave blank.
Date Prob/Trial Period Ends	Leave blank.

Acquisition Information Window
Complete all data items that may apply if the position is under the Acquisition Program.

EDUCATION INFORMATION FOR 1/5/7/9 WINDOW	
FLEXFIELD	COMMENTS
Education Level	Autopopulates from page 3 of the RPA. If the education level is 06, 10, 13, or higher, complete all other data elements.

BENEFITS APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Date Temp Eligibility FEHB	Complete for employees on temporary appointments. The eligibility date is one year from effective date of action.
Health Plan	Autopopulates "ZZ". Select another code if applicable.
Health Enrollment	Autopopulates "Z" Ineligible. Select another code if applicable.
Temps Total FEHB Cost	Complete if appropriate.
FERS Coverage Reason	Complete as appropriate for employees covered under FERS. Enter "0" if not covered by FERS.
TSP Status	Enter "I" for employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Status Date	Reflects the date that current "TSP Status" became effective.
TSP SCD	Leave blank for employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Rate	Leave blank for employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Amount	Leave blank for employees' whose retirement codes are FICA (2) or other such as NAF (5).
TSP Agency Contribution Eligibility Date	Leave blank for employees' whose retirement codes are FICA (2) or other such as NAF (5).
NAF Retirement Indicator	Autopopulates "0", Not Applicable. Select another code if applicable.
TSP Employee Contribution Eligibility Date	Leave blank for employees' whose retirement codes are FICA (2) or other such as NAF (5).

GLOBAL INFORMATION FOR 5/7/9 NOAs WINDOW	
FLEXFIELD	COMMENTS
Date Last Equivalent Increase	Review for accuracy. Update as necessary.
Drawdown Action ID	Enter appropriate code. Enter "0" if not applicable.
Key Emer Essential Employee	Autopopulates to "0". Not assigned to key position.
SCD RIF	Autopopulates based on SCD for leave as entered on the RPA. Review for accuracy.
Date WGI Due	Review for accuracy. Update as necessary.
Special Program Indicator	Enter appropriate code. Enter "00" if not applicable.
Vet Pref For RIF Value	Enter appropriate code.
Date Last Promotion	Enter date of last promotion
<i>Enter the appropriate codes for any other data elements that may apply.</i>	

MILITARY, TECHNICIAN AND SECURITY FOR 5/7/9 NOAs WINDOW	
FLEXFIELD	COMMENTS
Military Recall Status	Autopopulates to "Y", Not Applicable. Select another code if applicable.

PAY APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Premium Pay Ind	Enter if applicable, otherwise leave blank.
Weekly Hours	Autopopulates based on position information
<i>Complete any other entries that may apply.</i>	