

## 570 Conversion to Excepted Appointment



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	
<i>These datafields are for NPA print purposes only.</i>	
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"

<b>DEMO PROJECT INFORMATION WINDOW</b>	
<b>FLEXFIELD</b>	<b>COMMENTS</b>
<b>Demo Location Code</b>	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.
<b>Demo Pay Plan</b>	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo ( ), or AF Lab Demo ( ). Leave blank for all others.
<b>Demo Broadband</b>	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo ( ), or AF Lab Demo ( ). Leave blank for all others.

<b>US FED CONVERSION TO APPOINTMENT WINDOW</b>	
<b>FLEXFIELD</b>	<b>COMMENTS</b>
<b>Appointment Type</b>	Required entry. Enter appropriate code.
<b>Creditable Military Service</b>	Enter the number of years and months. If no creditable military service, enter 0000.
<b>Date Arrived Personnel Office</b>	Autopopulates based on effective date of appointment
<b>Date Conversion Career Begins</b>	Enter if applicable. Leave blank if completed career tenure.
<b>Date Conversion Career Due</b>	Autopopulates based on date entered for "Date Conversion Career Begins". Leave blank if completed career tenure.
<b>Date Last Equivalent Increase</b>	Review for accuracy. Update as necessary.
<b>Date Recommend Conversion Begins</b>	Beginning date when an employee is placed on an appointment which requires recommendation for career status as opposed to an automatic conversion.
<b>Date Recommend Conversion Due</b>	Date for recommendation for career status when automatic conversion is not applicable.
<b>Date VRA Conversion Due</b>	Code only for VRA appointments. Date is two years from effective date of action.
<b>Date WGI Due</b>	Review for accuracy. Update as necessary.
<b>FERS Coverage</b>	Enter appropriate code.
<b>Frozen Service</b>	Enter the number of years and months. If no frozen service, enter 0000.
<b>Handicap Code</b>	Enter appropriate code. If no documentation has been provided, correct the entry to "01".
<b>Part-Time Indicator</b>	Enter appropriate code for employees assigned part time positions.
<b>Position Working Title</b>	Leave Blank
<b>Previous Retirement Coverage</b>	Enter appropriate code.
<b>Qualification Standards Waiver</b>	Complete if applicable.

<b>Race or National Origin</b>	Enter appropriate code.
<b>Type of Employment</b>	Required entry. Enter appropriate code.

<b>OPTIONAL INFORMATION FOR CONVERSION WINDOW</b>	
<b>FLEXFIELD</b>	<b>COMMENTS</b>
<b>Retirement Annuity Amount</b>	Enter if applicable
<b>Date Prob/Trial Period Begins</b>	Enter if applicable. Leave blank if completed Prob/Trial period.
<b>Date Prob/Trial Period Ends</b>	Auto populates based on date entered in "Date Prob/Trial Period Begins". Leave blank if completed Prob/Trial period.
<b>Date SES Prob Expires</b>	Enter if applicable
<b>Spvr/Mgr Prob Completion</b>	Enter if supervisory position
<b>Date Spvr/Mgr Prob Ends</b>	Enter if applicable

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

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

<b>BENEFITS APPOINTMENT INFORMATION WINDOW</b>	
<b>FLEXFIELD</b>	<b>COMMENTS</b>
<b>Date FEHB Eligibility Expires</b>	Autopopulates when applicable. The expiration date is derived using the effective date of the action + 60 days.
<b>Health Plan</b>	Autopopulates "ZZ". Select another code if applicable.
<b>Health Enrollment</b>	Autopopulates "X" Pending. Select another code if applicable.
<b>Date FEHB Dependent Cert Expire</b>	Complete if appropriate
<b>FERS Eligibility Expires</b>	Complete if appropriate
<b>FERS Coverage Reason</b>	Complete as appropriate for employees covered under FERS
<b>TSP Status</b>	Enter appropriate code.
<b>TSP Status Date</b>	Reflects the date that current "TSP Status" became effective.
<b>TSP SCD</b>	Used for vesting purposes and is required only for employees covered by FERS.
<b>TSP Rate</b>	Complete if appropriate

<b>TSP Amount</b>	Complete if appropriate
<b>TSP Agency Contribution Eligibility Date</b>	This is the date that the agency begins matching a FERS employee's TSP contribution and also begins paying the automatic 1% government contribution to the employee's TSP account.
<b>FEGLI Eligibility Expiration</b>	Complete only if the employee is eligible and has not elected FEGLI coverage. If applicable, the date should be 31 days from the appointment effective date.
<b>NAF Retirement Indicator</b>	Autopopulates "0", Not Applicable. Select another code if applicable.
<b>TSP Employee Contribution Eligibility Date</b>	This reflects the date the employee becomes eligible to make their own contributions to the TSP. In most cases this will be the effective date of the action.

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

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

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