

## NOA 703 – PROMOTION NTE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions</b> → <b>Salary Change</b> → <b>Promotion</b> or open the existing 703 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>703</b> &lt;TAB&gt; then input NTE date in pop-up window</li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Block 15 Position Title</li> <li>• Block 19 Step or Rate</li> </ul>
4	Complete the <b>EMPLOYEE AND POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Block 29 Pay Rate Determinant</li> </ul>
5	Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul>
6	Click on <b>&lt;Save&gt;</b> icon to save
7	<p>Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFs. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window.</p> <p><b><u>US FED AGENCY DATA</u></b></p> <p style="padding-left: 40px;">Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p><b><u>OBLIGATED INFORMATION</u></b> <i>(Verify that the information is correct)</i></p> <p style="padding-left: 40px;">Persons Obligated Position Number – system generated- PD from the "From Side" of RPA            Persons Obligated Position Type – system generated = <b>T</b> (Temp Promotion or Temp Reass)            From Posn Oblig Expir Date – system generated = NTE date on RPA            From Posn Obligated Type – system generated = <b>T</b> (Temporary Promotion or Temp Reass)            From Posn Oblig by Empl SSN – system generated = Employee's SSN</p>

	<p><b><u>GLOBAL INFORMATION FOR 5/7/9 NOA's</u></b></p> <p>Date Last Equivalent Increase (LEI) – <i>Check and change the DLEI if applicable</i>          Drawdown Action ID = 0 (not applicable).          Date WGI Due – <i>system generated based on Last Equivalent Inc (LEI)!; if this action is not an equivalent increase, change information as appropriate.</i></p> <p><b><u>US FED SALARY CHANGE INFORMATION</u></b></p> <p>Date Last Equivalent Increase (LEI) – <i>Check and change the DLEI if applicable</i>          Date WGI Due – <i>system generated based on Last Equivalent Inc (LEI)!; if this action is not an Equivalent increase, change information as appropriate</i></p>
<p><b>8</b></p>	<p>Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.</p>
<p><b>9</b></p>	<p>Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.</p>