

NOA 713 - CHANGE TO LOWER GRADE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Change to Lower Grade or open the existing 713 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = 713 • Authority Code (use LOV or type it in)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 15 Position Title • Block 19 Step or Rate
4	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 29 Pay Rate Determinant
5	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks.
6	Click on <Save> icon to save
7	<p>Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window.</p> <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p><u>OBLIGATED INFORMATION</u></p> <p>Fields should NOT contain any values. If there is a value, clear it out and save.</p> <p><u>GLOBAL INFORMATION FOR 5/7/9 NOA's</u></p> <p>Date Last Equivalent Increase (LEI) – Check and change the DLEI if applicable Drawdown Action ID = 0 (not applicable). Date WGI Due – system generated based on Last Equivalent Inc (LEI); if this action is not an equivalent increase, change information as appropriate. Date of Last Promotion – you must input the effective date of the last promotion (not sys generated)</p>

	<p><u>OPTIONAL INFORMATION FOR 5/7/9 NOACs</u></p> <p>Date of last promotion – <i>input the effective date of the last promotion (not system generated)</i></p> <p><u>US FED SALARY CHANGE INFORMATION</u></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>
8	Close <Extra Information> window to return to the RPA
9	Click on the <Save> icon to route the RPA or to Update HR.