

NOA 740 – POSITION CHANGE (Reassignment of Employee on Retained Grade)

This Job Aid is to be used to reassign an employee currently on grade retention to another position when there are no changes to the grade retention entitlement.

| STEP | ACTION |
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| 1 | Create the RPA from the Navigation List – Click on Request for Personnel Actions → Federal Position Change or open the existing 740 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) = 740 • Authority Code (use LOV or type it in) |
| 4 | Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 15 Position Title (use LOV) • Block 19 Step or Rate = enter "00" (pay will not calculate yet) |
| 5 | Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 29 Pay Rate Determinant (use LOV or type it in – PRD should not be "0") – the pay will recalculate. |
| 6 | Complete the REMARKS AND ADDRESS Tab Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i> |
| 7 | Click on <Save> icon to save |
| 8 | Click on the EXTRA INFORMATION button and complete the following DDFS: <u>US FED AGENCY DATA</u> Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save. ➤ Click <OK> and <Save> |
| 9 | Close <Extra Information> window to return to the RPA. |
| 10 | Click on the <Save> icon to route the RPA or to Update HR. |