

NOA 740 – POSITION CHANGE (Terminate Retained Grade Entitlement)

This Job Aid removes the grade retention entitlement due to placement back into the retained grade prior to the expiration of the entitlement.

STEP	ACTION
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)
3	<p>REVIEW/UPDATE RETAINED GRADE INFORMATION:</p> <ul style="list-style-type: none"> ➤ Click on the OTHERS button and select <Person Extra Information> ➤ Press [F11] twice to initiate a query. ➤ Enter "%Retain%" in the Type box to get to the Retained Grade DDF, then press Ctrl + F11 to run query. ➤ Complete the DDF: <p style="margin-left: 40px;"><u>US Federal Retained Grade</u> Date From = <i>Do not change</i> Date To = <i>Change to effective date of action on RPA</i></p>
4	Click <Ok>, <Save> and exit DDF to return to RPA
5	Complete the POSITION DATA Tab of the RPA: Block 15 Position Title (use LOV) Block 19 Step or Rate = enter step (<i>pay will not calculate yet</i>)
6	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: Block 29 Pay Rate Determinant (use LOV or type it in) – <i>the pay will recalculate</i>
7	Complete the REMARKS AND ADDRESS Tab Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i>

8	Click on <Save> icon to save
9	<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>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)</p> <p><u>US FED TERMINATION OF RETAINED GRADE</u></p> <p>Terminate (use LOV) = Yes</p>
10	Close <Extra Information> window and return to the RPA.
11	<p>COMPLETE THE CODING OF THE SPECIAL CONSIDERATION AREA:</p> <ul style="list-style-type: none"> ➤ Click on the PERSON button ➤ Click on the SPECIAL INFORMATION button ➤ Press [F11] twice to initiate a query. ➤ Enter "%US%" in the Type box to get to the US Fed Spcl Consdtrn DDF, then press Ctrl + F11 to run query. ➤ Enter the End Date (effective date on RPA) in the Ending Date Block and Save. If you get a reject, open the DDF and click <OK> and click <Save> again.
12	Close the <PERSON> window to return to the RPA.
13	Click on the <Save> icon to route the RPA or to Update HR.