

# NOA 765 – EXT OF TERM APPOINTMENT NTE



**Verify Employee is not exceeding the maximum time limit on the same appointment.  
Upload to PPP as a one-time Clearance.**

STEP	ACTION
1	<p>Prior to processing a NOA 765 do the following:</p> <ul style="list-style-type: none"> <li>From the Navigation List - Click on <b>Request for Personnel Action</b> → <b>Cancellation/Correction</b> and either Re-route or cancel NOA 355 Termination-Exp of Appointment two or three days prior to the expiration date.</li> </ul> <p> <b>Note:</b> DO NOT Update HR on the NOA 765 until on or after the effective date. If it is updated prior to the effective date, the action will be held in a pending status and will not consummate.</p>
2	<p>Create the RPA from the Navigation List – Click on <b>Request for Personnel Action</b> → <b>Extension of NTE</b> - or open the existing 765 RPA from the Civilian Inbox.</p>
3	<p>Complete the <b>REQUESTING INFO</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Effective Date</li> <li>SSN (with dashes)</li> <li>Check NTE date via the RPA – Click on <b>Others – Assignment Extra Information – Assignment NTE Dates</b></li> <li>NOA (use LOV or type it in) = 765 then input the NTE Date in the popup window.</li> <li>Authority Code (use LOV or type it in)</li> <li>Check Overseas Info via the RPA, if applicable - Click on <b>Others - Person Extra Information - Overseas Tour Person Information</b></li> </ul>
4	<p>Complete the <b>REMARKS AND ADDRESS</b> Tab</p> <ul style="list-style-type: none"> <li>Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul>
5	<p>Click on <b>&lt;Save&gt;</b> icon to save</p>
6	<p>Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS:</p> <p><b><u>US FED AGENCY DATA</u></b></p> <ul style="list-style-type: none"> <li>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</li> </ul>
7	<p>Click on the <b>&lt;Save&gt;</b> icon to route the RPA or Update HR.</p>