

NOA 769 – EXT OF TEMPORARY PROMOTION

STEP	ACTION
1	<p>Prior to processing a NOA 769 do the following:</p>  <p>Check WGI Info - Use CSU or drill down in DCPDS - From the Navigation List - Click on People → Enter and Maintain → Assignment → Entries → Within Grade Increase → Entry Values</p>
2	<p>Create the RPA from the Navigation List – Click on Request for Personnel Action → Extension of NTE or open the existing 769 RPA from the Civilian Inbox.</p>
3	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • Check NTE date via the RPA – Click on Others – Assignment Extra Information – Assignment NTE Dates • NOA (use LOV or type it in) = 769 then input the NTE Date in the popup window. • Authority Code (use LOV or type it in) • Check Overseas Info via the RPA, if applicable - Click on Others - Person Extra Information - Overseas Tour Person Information
4	<p>Complete the REMARKS AND ADDRESS Tab</p> <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks.
5	<p>Click on <Save> icon to save</p>
6	<p>Click on the EXTRA INFORMATION button and complete the following DDFS:</p> <p><u>US FED AGENCY DATA</u></p> <ul style="list-style-type: none"> • Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.
7	<p>Click on the <Save> icon to route the RPA or Update HR.</p>

<p>8</p>	<p><u>VERIFY OBLIGATED INFORMATION</u></p> <ul style="list-style-type: none"> • From the Navigator List Click on Work Structures → Position → Description • Click in the Name data field and type in the person's PERMANENT position (the lower-graded position they are temporarily promoted FROM) • Click <OK> then Click Find • Click Others – Navy - US Federal Position Obligated - Click in the Details window <p>Verify the obligated information:</p> <ul style="list-style-type: none"> • <i>Expiration Date</i> field - should reflect the new temporary promotion NTE date • <i>Obligated Type</i> – should show "T" for Temporary Promotion or Temporary Reassignment • <i>Obligated Employee SSN</i> – should reflect your person's social security number
<p>9</p> 	<p>Note: If the information is incorrect:</p> <ul style="list-style-type: none"> • Close the US Fed Position Obligated window • Date track to the effective date of your 769 action • Re-open the US Fed Position Obligated window • Input correct data • Click <OK> • Click on the Save icon to save the changes • Reset your Date Track to today's date • Close the Extra Position Information window • Click the Validate taskflow button to re-validate your position • Close the window to return to the Main Navigator Menu