

NOA 770 – EXT OF POSITION CHANGE NTE



Note: Check NTE date via the RPA: Click on **Others** → **Assignment Extra Information** → **Assignment NTE Dates**

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Extension of NTE or open the existing 770 RPA from the Civilian Inbox.
2	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> • Effective Date • SSN • NOA (use LOV or type in) = 770 <Tab> then input the NTE Date in the pop-up window. • Authority Code
3	<p>Complete the REMARKS AND ADDRESS Tab of the RPA:</p> <ul style="list-style-type: none"> • Part F – Remarks for SF50 - <i>enter appropriate remarks</i>
4	Click on <Save> icon to save
5	<p>Click on the EXTRA INFORMATION button and complete the following DDF(s):</p> <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</p> <p>➤ Click <OK> and <Save></p>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.

After Updating HR, check to ensure the Obligated Information is correct:

STEP	ACTION
1	From the Navigator List Click Work Structures → Position → Description
2	Click in the Name field and type in the person's PERMANENT position (the lower-graded position they are temporarily promoted FROM)

3	Click <OK> then Click Find
4	Date Track to the effective date of your 770 action
5	Click on the OTHERS button and select <Navy> and go to the US Federal Position Obligated DDF
6	<p>Click in the Details window and verify and change if necessary, the Obligated Information:</p> <p><u>US FEDERAL POSITION OBLIGATED</u></p> <p>Expiration Date - should reflect the new Position Change NTE date; If not change to new NTE DT Obligated Type – should show "T" for Temp Prom or Temp Reass; If not change to "T" Obligated Employee SSN – should reflect your person's social security number; If not enter SSN.</p>
7	Click on the <Save> icon to save changes (if changes were made)
8	Close the <Extra Position Information> window
9	Click the <Validate> button to re-validate your position.
10	Reset the Date Track and close the window to return to the Main Navigator Menu