

NOA 780 – NAME CHANGE FROM

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Name Change or open the existing 780 RPA from the Civilian Inbox.
2	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> • Effective Date = Effective date of the action (no earlier than effective date of event that caused the change). • SSN = The employee record must be retrieved by SSN when processing a Name Change. • NOA (use LOV or type it in) = 780 <p> Note: The NOA will display the employee's former name.</p> <ul style="list-style-type: none"> • Authority Code (use LOV or type it in) = CGM
3	<p>Complete the REMARKS AND ADDRESS Tab</p> <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks.
4	Click on <Save> icon to save
5	<p>Click on the EXTRA INFORMATION button and complete the following DDFs:</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>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or Update HR.