

NOA 790 – REALIGNMENT

STEP	ACTION																				
1	Create the RPA from the Navigation List - Click on Request for Personnel Action → Realignment or open the existing 790 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) = 790 • Authority Code (use LOV or type it in) 																				
3	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 38 = Duty Station Code, if applicable 																				
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F - Remarks for SF-50 - enter appropriate remarks. 																				
5	Click on <Save> icon to save																				
6	Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="background-color: #000080; color: white; text-align: center;">US FED REALIGNMENT</th> </tr> </thead> <tbody> <tr> <td style="width: 35%;">Position's Organization</td> <td>CCPO ID, UIC and ORG' (Prints cleartext in block 22 of NPA)</td> </tr> <tr> <td>Target Organization Name</td> <td>Type in %UIC% <TAB>, Select the TEXT vice the numerical UIC</td> </tr> <tr> <td>Agency/Subelement Code</td> <td>New one or old if not changing</td> </tr> <tr> <td colspan="2" style="color: red; text-align: center;"><i>Input other data elements only if changing.</i></td> </tr> <tr> <th colspan="2" style="background-color: #000080; color: white; text-align: center;">REALIGNMENT EXTRA INFORMATION</th> </tr> <tr> <td>Payroll Org Code (A.K.A. Cost Center)</td> <td>Input only if changing (Prints in block 43 of NPA)</td> </tr> <tr> <td>Organization Structure ID</td> <td>Enter org code (Prints in block 42 of NPA)</td> </tr> <tr> <td>Unit ID Code</td> <td>Enter UIC (Prints in block 41 of NPA)</td> </tr> <tr> <td colspan="2" style="color: red; text-align: center;"><i>Input other data elements only if changing.</i></td> </tr> </tbody> </table>	US FED REALIGNMENT		Position's Organization	CCPO ID, UIC and ORG' (Prints cleartext in block 22 of NPA)	Target Organization Name	Type in %UIC% <TAB>, Select the TEXT vice the numerical UIC	Agency/Subelement Code	New one or old if not changing	<i>Input other data elements only if changing.</i>		REALIGNMENT EXTRA INFORMATION		Payroll Org Code (A.K.A. Cost Center)	Input only if changing (Prints in block 43 of NPA)	Organization Structure ID	Enter org code (Prints in block 42 of NPA)	Unit ID Code	Enter UIC (Prints in block 41 of NPA)	<i>Input other data elements only if changing.</i>	
US FED REALIGNMENT																					
Position's Organization	CCPO ID, UIC and ORG' (Prints cleartext in block 22 of NPA)																				
Target Organization Name	Type in %UIC% <TAB>, Select the TEXT vice the numerical UIC																				
Agency/Subelement Code	New one or old if not changing																				
<i>Input other data elements only if changing.</i>																					
REALIGNMENT EXTRA INFORMATION																					
Payroll Org Code (A.K.A. Cost Center)	Input only if changing (Prints in block 43 of NPA)																				
Organization Structure ID	Enter org code (Prints in block 42 of NPA)																				
Unit ID Code	Enter UIC (Prints in block 41 of NPA)																				
<i>Input other data elements only if changing.</i>																					

7	Close <Extra Information> to return to the RPA.
8	Click on the REQUESTING INFO Tab of the RPA.
9	Click on the <Refresh> button to refresh the new 'TO' information in block 22 of the RPA.
10	Click on the <Save> icon.
11	<p>Click on the EXTRA INFORMATION button and open the following DDF. Click <OK> and <Save> when completed.</p> <p style="text-align: center;">US FED AGENCY DATA WINDOW</p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p>
12	Close the <Extra Information> window to return to the RPA.
13	Click on the <Save> icon to route the RPA or Update HR.