

NOA 792 – CHANGE IN DUTY STATION

STEP	ACTION
1	<p>Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Change in Duty Station or open the existing 792 RPA from the Workflow Inbox.</p> <p> Note: You must use NOA 895 Locality Payment if the new geographical location causes the locality pay to change. Change the RPA family to Salary Change and then select NOA 895</p>
2	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA = 792 (system generated) • Authority Code (use LOV or type it in)
3	<p>Complete the EMPLOYEE AND POSITION DATA Tab of the RPA:</p> <ul style="list-style-type: none"> • Block 38 Duty Station Code • Block 39 Duty Station (City-County-State / Overseas Location) = System Generated
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>US FED AGENCY DATA</p> <p>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</p>
7	<p>Close <Extra Information> window to return to the RPA.</p>
8	<p>Click on the <Save> icon to route the RPA or Update HR.</p>