

NOA 803 – CHANGE IN RETIREMENT PLAN

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Change in Retirement Plan or open the existing 803 RPA from the Workflow Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA = 803 (system generated) • 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 30 = Retirement Plan
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50: M38 = Frozen Service (type in Yrs. and Mos.), if applicable M39 = Creditable Military Service (type in Yrs. and Mos.), if applicable M40 = Previous Retirement Coverage, if applicable
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. <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><u>US FED CHANGE IN RETIREMENT PLAN</u></p> <p>Creditable Military Service FERS Coverage Frozen Service Previous Retirement Coverage</p>
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.