

NOA 866 – TERMINATION OF GRADE RETENTION

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions→ Salary Change→ Termination of Grade Retention or open the existing 866 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) = 866 • Authority Code (use LOV or type it in)
3	<p>REVIEW/UPDATE RETAINED GRADE INFORMATION:</p> <ul style="list-style-type: none"> ➤ Click on the OTHERS button and select <Person Extra Information> ➤ Press [F11] twice to initiate a query. ➤ Enter "%Retain%" in the Type box to get to the Retained Grade DDF, then press Ctrl + F11 to run query. ➤ Verify the end date of the period of Retained grade. The end date and the effective date of the 866 must match - the end date of the retained grade period will be two years from the effective date of the Position Change. ➤ If Termination of Grade Retention is for other reasons (i.e., at employee's request, or employee declined a reasonable offer), complete the DDF: <p><u>US Federal Retained Grade</u></p> <p style="padding-left: 40px;">Date From = <i>Do not change</i> Date To = <i>Change to effective date of action on RPA</i></p> <ul style="list-style-type: none"> ➤ Click <OK>, <Save> and exit DDF to return to RPA
4	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 19 Step or Rate = enter step (<i>pay will not calculate yet</i>)
5	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 29 Pay Rate Determinant (use LOV or type it in) – <i>the pay will recalculate</i>
6	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i>

7	Click on <Save> icon to save
8	<p>Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window.</p> <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><u>US FED SALARY CHANGE INFORMATION</u></p> <p>Date Last Equivalent Increase (LEI) – Check and change the DLEI if applicable Date WGI Due</p>
9	Close <Extra Information> window and return to RPA.
10	<p>COMPLETE THE CODING OF THE SPECIAL CONSIDERATION AREA:</p> <ul style="list-style-type: none"> ➤ Click on the PERSON button ➤ Click on the SPECIAL INFO button ➤ Press [F11] twice to initiate a query. ➤ Enter "%US%" in the Type box to get to the US Fed Spcl Consdtrn DDF, then press Ctrl + F11 to run query. ➤ Enter the End Date (effective date on RPA) in the Ending Date block and click <Save>. If you get a reject, open the DDF and click <OK> and click <Save> again.
11	Close the <PERSON> window to return to the RPA.
12	Click on the <Save> icon to route the RPA or to Update HR.