

NOA 880 – CHANGE IN TENURE

The Manual input of NOA 880 can only be used to change tenure from zero to three. This happens when an excepted service employee completes one year of continuous excepted service under a temporary appointment.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Change in Tenure or open the existing 880 RPA from the Workflow Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date = Effective on the first calendar day following the day on which the required service period is completed . • SSN (with dashes) • NOA = 880 (system generated) • Authority Code (use LOV or type it in) = PKM
3	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 24 = 3 (Tenure)
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50: T11 = Completed one year of current, continuous service. E03 = Trial period completed. If applicable.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFs: <u>US FED AGENCY DATA</u> Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.