

NOA 881 – CHANGE IN FEGLI

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Change in FEGLI or open the existing 881 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 = 881 (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 27 = FEGLI
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50: Optional Remark ZZZ = Type in 'SF-2819 Received in Employing Office on DD-MMM-YYYY'.
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.