

NOA 883 – CHANGE IN VETERANS PREFERENCE - RIF

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Change in Veterans Preference or open the existing 883 RPA from the Workflow Inbox.
2	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> Effective Date SSN (with dashes) NOA = 883 (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 23 = Veterans Preference Block 26 = Veterans Preference for RIF Block 50 = Veterans Status <p> Note: Veterans Status:</p> <p>V - Vietnam-era veteran, served any time from 5 Aug 1964 thru 7 May 1975.</p> <p>B - Pre-Vietnam-era veteran, service ended before 5 Aug 1964. Use only for an employee whose accession to the agency's rolls was after 30 Sep 1991.</p> <p>P - Post-Vietnam-era veteran, service began after 7 May 1975. Use only for an employee whose accession to the agency's rolls was after 30 Sep 1991.</p> <p>X - Not a veteran, use only for an employee whose accession to the agency's rolls was after 30 Sep 1991.</p>
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	Click on <Save> icon to save
6	<p>Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window.</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>

	<p><u>NOA EFFECTIVE</u></p> <p>Date Earliest NOA Effective = Enter the date if the action you are processing affects more than the current action (example, the change to Vet Preference is retro to date of appointment.</p> <p><u>VETERAN'S PREFERENCE RIF INFORMATION</u></p> <p>Vet Pref for RIF Value</p>
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.