

NOA 892 – QUALITY STEP INCREASE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Quality Increase or open the existing 892 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 = System generated • Authority Code (use LOV or type it in)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Verify Steps on "From" and "To" side of RPA are correct.
4	Complete the REMARKS AND ADDRESS Tab of the RPA: Part F – Remarks for SF-50 – <i>enter remark</i> : P14 Work performance is at an acceptable level of Competence
5	Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window. <u>US FED AGENCY DATA</u> Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save. <u>US FED QSI AWARD INFORMATION</u> Award Agency Code = NV (<i>Department of Navy</i>)
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.