

NOA 895 – LOCALITY PAYMENT

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Locality Payment or open the existing 895 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 EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 38 – enter new Duty Station • Block 39 = System generated from Block 38
4	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 20B - Verify Locality amount on "To" side of RPA reflects the new locality percentage.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFS: <p>US FED AGENCY DATA</p> <p style="padding-left: 40px;">Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p>➤ Click <OK> and <Save></p>
7	Close <Extra Information> window to return to the RPA
8	Click on the <Save> icon to route the RPA or to Update HR.