

## NOA 921 – REASSIGNMENT NTE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Action → Reassignment</b> or open the existing 921 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>0921</b> &lt;TAB&gt; then input NTE Date in the pop-up window</li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Block 15 = Position Title</li> </ul>
4	Complete the <b>REMARKS AND ADDRESS</b> Tab <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window. <p><b><u>US FED AGENCY DATA</u></b></p> <p>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</p> <p><b><u>OBLIGATED INFORMATION</u></b></p> <p>Persons Obligated Position Number = Perm PD Number (From side of RPA) – system generated            Persons Obligated Position type = 'T' (Temporary Reassignment)            From Posn Oblig Expir Date = NTE date on RPA            From Posn Obligated Type = 'T' (Temporary Reassignment)            From Posn Oblig by Empl SSN = Employee's SSN (with dashes)</p>
7	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
8	Click on the <b>PERSON</b> button, then click on the <b>EXTRA INFORMATION</b> button and complete the following DDF: <p><b><u>US FEDERAL PERSON GROUP 2</u></b></p> <p>Obligated Position Number = Perm PD Number (From side of the RPA)            Obligated Position Type = 'T' (Temporary Reassignment)</p> <p>Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b></p>

9	Close <Extra Information> to return to the RPA.
10	Click on the <Save> icon to route the RPA or Update HR.   <b>Note:</b> For Puget Sound Naval Shipyard (PSNS) – badge number will not print on RPA or NPA – must be fixed with a correction (002) if business practice determines necessary.