

CHINA LAKE DEMO – NOA L889 Performance Award (Used during October Payout)

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Salary Change → Pay Adjustment or open the existing L889 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 (use LOV or type it in) = L889 • Authority Code (use LOV or type it in) = ZLM <Tab> then type "45 FR26504" in the pop-up window
3	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – <i>enter Remark:</i> YDE Based on performance for period ending 31 July _____ a bonus of \$_____ is awarded.
4	Click on <Save> icon to save
5	Click on the EXTRA INFORMATION button and complete the following DDFS. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><u>BONUS AND PAY INFO FOR DEMO PROJECTS</u></p> <p>Award Agency = NV Award Type = 9L Amount or Hours – enter award amount</p>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.