

WARFARE DEMO – NOA D891 BONUS PAY

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Award/One-Time Payment or open the existing D891 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) = D891 (Bonus Pay) • Authority Code – system generated = Z2U (P.L. 103-337)
3	Complete the POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Award Amount – Enter amount • UoM = M
4	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – <i>enter appropriate Remarks:</i> <p> YYG Bonus Points_____. YYH Bonus Point Value\$_____. </p> <p>If applicable:</p> <p> YYF A Cash Payment in excess of Maximum Payable Salary of \$_____. </p>
5	Click on <Save> icon to save
6	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>NAVY WARFARE LABS BONUS INFORMATION</u></p> <p>Dt Last Bonus Pd – enter effective date of award Bonus Amount – enter award amount Bonus Point Value – enter amount (i.e., \$1,022, input as 1022) Bonus Point – enter point(s)</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.