

Nature of Action (NOAC) Alpha List of Common Requests

<u>NOA DESCRIPTION</u>	<u>NOA</u>	<u>REMARKS</u>	<u>DS</u>	<u>NDS</u>	<u>LOCATION or FAMILY</u>
Absent – Uniformed Service	473	Leave without pay to serve in the uniformed service. For Extension of LWOP, use extension of NTE below. For Return to Duty, see RTD below.	YES	YES	NON PAY/DUTY STATUS
Appointment NTE	115	Used for NDS temporary appointments. <b>For DS temporary appointment, use NOA 171 below.</b>	NO	YES	APPOINTMENT
Change to Lower Grade	713	For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade. Normally done by HRO.	YES	YES	SALARY CHANGE
<b>Conv to Excepted Appt</b>	<b>570</b>	<b>A conversion</b> changes a DS employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. E.g. Indefinite to permanent appointment.	YES	NO	CONVERSION TO APPOINTMENT
<b>Conv to Excepted Appt NTE</b>	<b>571</b>	Changes a temporary <b>DS</b> employee from one appointment to another appointment (under either the same or a different authority) e.g. reassignment.	YES	NO	CONVERSION TO APPOINTMENT
<b>Excepted Appt</b>	<b>170</b>	Used for <b>DS</b> appointments. Normally done by HRO. Excepted appointments are made without regard to the competitive requirements of the civil service rules and regulations, and are not covered by the Senior Executive Service (SES).	YES	NO	APPOINTMENT
<b>Excepted Appt NTE</b>	<b>171</b>	Used for <b>DS</b> temporary appointment	YES	NO	APPOINTMENT
Ext of LWOP NTE	773	Used for extension of LWOP NTE	YES	YES	EXTENSION OF NTE
Ext of Appt NTE	760	Used for extension of a temporary appointment.	YES	YES	EXTENSION OF NTE
Ext of Promotion NTE	769	Used for extension of a temporary promotion	YES	YES	EXTENSION OF NTE
Group time Off Award	847	A group of employees will receive time off as a reward for a specific achievement.	YES	YES	AWARD/ONE-TIME PAYMENT
Individual Cash Award	840	Use for individual awards for employees (monetary).	YES	YES	AWARD/ONE-TIME PAYMENT
Individual Time Off Award	846	Use for individual awards for employees (time off).	YES	YES	AWARD/ONE-TIME PAYMENT
Irreg Perf Pay (also referred to as QSI)	892	Used to increase an employee's basic rate of pay through an additional within range increase for sustained high quality performance.	YES	YES	SALARY CHANGE
LWOP NTE	460	<b>LWOP</b> (leave without pay) is a temporary nonpay status and nonduty status (or absence from a prescheduled tour duty) granted at the employee's request.	YES	YES	NON PAY/NON DUTY STATUS
Name Change	780	Name change is used when an employee changes names due to marriage, etc.	YES	YES	CHANGE ACTIONS
Promotion	702	Career ladder promotions and non-competitive re-promotion. If you are requesting that an employee be non-competitively re-promoted due to accretion of duties, please contact Classifier.	YES	YES	SALARY CHANGE
Promotion NTE	703	A promotion made on a temporary basis.	YES	YES	SALARY CHANGE/PROMOTION
Reassignment	721	Use to move an employee from one position to another with no change in grade. This is for non-competitive movements from one position to another already-established position description with no change in grade. Can also be used for MDRs and PEC changes. If the action requires competition, use a <b>Recruit/Fill</b> RPA.	YES	YES	REASSIGNMENT
Recruit/Fill		Use to initiate staffing action for a vacant position. This	YES	YES	RECRUIT/FILL

		is for a position that is already classified and has a PD number assigned, and to fill any established position that requires competition.			
Resignations	317	Contact HRO if you are not sure of the correct type of separation. For resignations, print out the original RPA, have the resigning employee sign it in part D, and forward it to your HRO (in addition to completing and routing the electronic RPA). It may also be scanned and attached to RPA.	YES	YES	SEPARATION
Retirements		Please contact HRO	YES	YES	SEPARATION
RTD (Return to Duty)	292	Return to Duty (RTD) (from LWOP, ABSENT-US, or suspension)	YES	YES	RETURN TO DUTY
Termination	357	Used to terminate a temporary appointment before NTE date because services are no longer required.	YES	YES	SEPARATION

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