



RPA NOAC Job Aid

This job aid provides details regarding Nature of Action Codes (NOAC) for specific actions including the action's description and required attachments for submission in the RPA System. Help links to the RPA help have been added under the RPA Process Category.

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
001	Cancellation (Admin Error)	Justification in support of the cancellation	Generic	Rescinds an earlier action that was improper, or that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and that should not have been recorded.	
	Cancellation (Agency Head or Designee)				Example: An appointing officer determines action should never have occurred.
	Cancellation (Out of Court Decision)				Example: A decision orders an action to be rescinded, withdrawn or, expunged.
002	Correction	Justification in support of the correction	Generic	Changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it just changes the way in which it occurred or was documented.	Example: A Name Change request was submitted and applied at NFC with the incorrect spelling of the employee's last name. Note: If the error was initiated by the field office they are responsible for submitting the correction actions. If the error was generated by the SSC, the SSC will initiate the correction RPA.
170	Excepted Appointment (Competitive)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Competitive Appointment	A permanent appointment that brings an individual onto the rolls of an agency based on a competitive process.	Example: Individual being hired on a permanent basis by TSA based on selection from a competitive certificate. Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
170	Excepted Appointment (Non-Competitive)	1) Resume or OF-612 2) Most recent SF-50 (that documents appointment type, position title, & grade/band) 3) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 4) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band Note: Salary Calculator Tool - Optional	Non-Competitive Appointment	A permanent appointment that brings an individual onto the rolls of an agency based on a non-competitive process.	Example: A current Dept. of State employee who holds a permanent Program Analyst GS-343-13 position is being hired by TSA to fill a permanent Administrative Officer SV-341-I band position after it is confirmed that: (1) the employee meets the qualification requirements for the Administrative Officer I band position; (2) TSA's Professional job category includes 343 and 341 series; and (3) the employee is in good standing at his/her current agency in terms of performance and conduct.

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	<p>Excepted Appointment (Reinstatement)</p>	<p>FAMS & MAP:</p> <ol style="list-style-type: none"> 1) Resume or OF-612 2) Most recent SF-50 (that documents appointment type, position title, & grade/band) 3) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 4) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band <p>TSO, LTSO and STSO</p> <ol style="list-style-type: none"> 1) Resume or OF-612 2) Most recent SF-50 (that documents appointment type, position title, & grade/band) 3) JAT (Field or Airport) 4) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 5) Certification of Physical/Medical Ability <p>TSO D and E Band</p> <ol style="list-style-type: none"> 1) Resume or OF-612 & name of references from former Airport 2) Most recent SF-50 (that documents appointment type, position title, & grade/band) 3) JAT (Field or Airport) 4) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 5) Certification of Physical/Medical Ability 6) Suitability email from Personnel Security Division (PerSec) <p>Note: Salary Calculator Tool – Optional</p>	<p>Non-Competitive Appointment</p>	<p>The reappointment of a former TSA employee, who was initially appointed through a competitive process, and is re-employed by TSA to a position with a pay band opportunity no higher than the pay band opportunity of the previous position. Or, appointment of a former permanent employee of another Federal agency who was separated under favorable conditions and who held a position in an occupational series that would place it in the same job category as the new TSA position, or one with no higher pay band opportunity, if it were classified under the TSA core compensation system.</p>	<p>Example # 1: Permanent appointment of a former permanent TSA employee to a position with a pay band opportunity no higher than the pay band opportunity previously held by that employee.</p> <p>Example # 2: A former temporary TSA employee who obtained his temporary appointment through a competitive process and is being permanently re-appointed to a position in the same job category as the previous temporary position, or in a job category with no higher pay band opportunity.</p> <p>Example # 3: Permanent appointment of a former Federal employee who previously held a permanent (not time limited) position within any Federal agency (included in the Executive branch of the government, plus the U.S. Postal Service and the Postal Rate Commission) to a TSA position at any pay band when both of the following conditions apply:</p> <ol style="list-style-type: none"> 1) The occupational series (e.g., 0201, 1801, etc.) of the individual's former Federal position would place it in the same job category as the new TSA position, or one with no higher pay band opportunity, if it were classified under the TSA core compensation system. 2) Separation/demotion from the former position was not based on a performance or conduct action.

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	Excepted Appointment (Seasonal Hiring)	1) Resume or OF-612 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band Note: Salary Calculator Tool – Optional	Non-Competitive Appointment	A permanent appointment to a position with an annual duty/pay status of limited duration based on recurring periods of peak workload (less than 12 months and 2080 hours per year).	Example: A cadre of Lead TSOs is employed to work at CAT X airports throughout the country during designated and regularly recurring “high tourist activity” periods that results in cumulative employment of less than 12 months annually for each of the hires.
	Excepted Appointment (Direct Hire)	1) Resume or OF-612 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band Note: Salary Calculator Tool - Optional	Non-Competitive Appointment	An appointment of an individual to a TSA position that has been approved to fill using the non-competitive, direct-hire appointing authority.	Example: IT Specialist (Info Security) SV-2210-G Band & above, and Acquisition SV-1102, SV-1105 All Bands are among those positions covered by the TSA Direct-Hire Authority. Note: A hiring manager may opt to issue a job announcement to obtain a referral list of qualified applicants to make a (non-competitive) selection. Reference: HCM 337-1, <i>Direct-Hire Appointing Authority</i> .
171	Excepted Appointment NTE (Date) (Competitive)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool – Optional	Competitive Appointment	A temporary time –limited appointment for a specific period of no less than 2 years and no more than 5 years, based on selection from a competitive process.	Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
171	Excepted Appointment NTE (Date) (Non-Competitive)	1) Resume or OF-612 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 4) Most recent SF 50 (that documents appointment type, position title and grade/band. Note: Must provide a reason for the temporary nature of the position in the remarks section of the RPA. Note: Salary Calculator Tool – Optional	Non-Competitive Appointment	A temporary time –limited appointment for no more than 2 years and the selection is based on a non-competitive process.	Example: Individual being hired by TSA to meet a bona fide temporary need who will be appointed to the position for no more than 2 years. Note: For appointments one year or less, appointee is not eligible for benefits.

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	Excepted Appointment NTE (Date) (Direct Hire)	1) Resume or OF-612 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band Note: Salary Calculator Tool – Optional	Non-Competitive Appointment	A temporary time-limited appointment to a TSA position that has been approved to fill using the non-competitive, direct-hire appointing authority.	Reference: HCM 337-1, <i>Direct-Hire Appointing Authority</i> .
171	Excepted Appointment NTE (2 Years) (Career Res Intern)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool – Optional	Competitive Appointment	A 2 year appointment under TSA’s Career Residency Program (CRP), a developmental program established to fill targeted entry level positions.	Reference: HCM 900-1, <i>TSA Career Residency Program</i> . Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
171	Excepted Appointment NTE (2 Years) (Pres MGMT Fellows)	1) Resume or OF-612 2) PMF Referral Documentation 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool – Optional	Non-Competitive Appointment	A 2 year appointment under the Presidential Management Fellows (PMF) Program, managed by the Office of Personnel Management that is designed to provide the next generation of future leaders.	Reference: HCM 900-2, <i>Presidential Management Fellows Program</i> .
280	Placement in Pay Status (Seasonal Hiring)	Documentation from Airport	Return to Duty	Seasonal employee returned to pay-and-duty status subsequent to placement in /non-duty status.	Note: The placement of a seasonal employee in a pay-and-duty status is NOT a NOAC 292, which is a return to duty from one of the LWOP or other non-pay actions such as 450, 452, 460, 471, 472, and 473.
292	Return To Duty (Suspension Indefinite) Return To Duty (Personal) Return To Duty (Military Contingent) Return To Duty (Furlough) Return To Duty (Furlough NTE) Return To Duty (Mil. Non-Contingent) Return To Duty (Suspension NTE)	If RTD from Military Service, attach DD-214 or a copy of the individual's orders of release/discharge from active duty.	Return to Duty	Placement of an employee in a potential or active duty status following a period of absence for LWOP, Furlough, Suspension, or Absent-Uniformed Service.	Example: A TSA employee with a NOA 460 LWOP NTE date of 5/15/11 has returned to duty on 5/16/11. Note: Return to Duty RPA (NOAC 292) should be submitted with the Suspension NTE RPA (NOAC 450).

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	Return To Duty (Worker's Comp)				
312	Resignation (In Lieu of Involuntary Action (ILIA))	<ol style="list-style-type: none"> 1) Written documentation from employee or documentation from person who received employee's verbal statement of resignation 2) The written notification that was provided to the employee prior to the submission of the resignation 	Auto Exit Clearance	A separation from Federal service when an employee elects to resign under circumstances that constitute an "involuntary separation" not due to charges of misconduct or delinquency.	<p>Example: A TSA employee has received written notification that her position is to be abolished. As a result, the employee has elected to resign from TSA in lieu of involuntary separation.</p> <p>Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i>.</p>
317	Resignation	Written documentation from employee or documentation from person who received employee's verbal statement of resignation.	Auto Exit Clearance	A separation from Federal service initiated by an employee, to include separation after the employee receives notice of proposed or pending action based in whole or in part on the employee's misconduct or delinquency.	<p>Example: A TSA employee elected to resign after receiving written notification of removal for misconduct.</p> <p>Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i>.</p>
330	Removal	<ol style="list-style-type: none"> 3) Copy of signed removal decision memorandum 4) Evidence that the employee received the removal decision memorandum (e.g., employee's signature on removal memorandum, copy of USPS/FEDEX delivery receipt) 	Auto Exit Clearance	A separation from Federal service that is initiated by the agency, Office of Personnel Management, Merit Systems Protection Board, or comparable agency statutes or regulations.	<p>Note: Applicable to employees who have completed their 1 or 2 year trial period.</p> <p>Note: An employee's trial period status can be found on the Employee Roster.</p> <p>Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i>.</p>
352	Termination – Appointment In (Agency)	Provide name of gaining Federal agency in the remarks section of the RPA.	Auto Exit Clearance	The separation of a permanent employee when the employee moves to another Federal agency without a break in service of more than 3 days, if any.	Example: An HR Specialist working at TSA HQ is moving to the Office of Personnel Management (OPM), another Federal agency. The employee is separating from TSA on Friday and joining OPM on Sunday.
353	Separation (US)	<ol style="list-style-type: none"> 1) Copy of military orders, other official military documentation, or enlistment contract 2) TSA Form 1169, Employees Entering Extended Active Military duty Checklist (Section II part B) clearly showing that employee elected to leave Federal employment rather than be placed on Absent-US 	Auto Exit Clearance	A separation documenting that an employee entered on duty with a uniformed service and provided written notice of intent not to return to employment or to be separated in lieu of being placed on Absent-Uniformed Service status.	<p>Note: This action is inappropriate when an employee fails to return from active duty and does not provide written notice of intent not to return. In that case, he/she is subject to the disciplinary policy the agency would normally apply for a similar absence without approval (AWOL).</p> <p>Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i>.</p>
355	Termination (Expiration of Appointment)	None	Auto Exit Clearance	A separation action that ends employment on the not-to-exceed (NTE) date of a temporary appointment.	Example: A TSA employee on an appointment with a NTE date of 02/13/2012. The employee has worked up to the NTE date and there is no extension, therefore the appointment will expire on 02/13/2012.

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					<p>Note: If the employee resigned before the NTE date, a NOA 317 is required in place of this action. If the employee is terminated before the NTE date, a NOA 357 is required in place of this action.</p> <p>Note: Applicable to employees who are on temporary appointments.</p> <p>Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i>.</p>
356	Separation (Involuntary Workforce Reduction)	Notification of Involuntary Workforce Reduction	Auto Exit Clearance	An involuntary separation from the agency as a result of TSA's Involuntary Workforce Reduction (IWR) procedures. IWR is TSA's equivalent to a Reduction In Force (RIF).	<p>Reference: HCM 351-2, <i>Transportation Security Officer (TSO) Involuntary Workforce Procedures</i> and HCM 351-3, <i>Involuntary Workforce Reduction (IWR) Procedures for Non-TSES, Non-TSO Positions</i>.</p> <p>Note: An employee may be eligible for severance pay.</p>
357	Termination	<ol style="list-style-type: none"> 1) Copy of signed termination decision memorandum 2) Evidence that the employee received the removal decision memorandum (e.g., employee's signature on removal memorandum, copy of USPS/FEDEX delivery receipt) 	Auto Exit Clearance	A separation of an employee for reasons of performance, conduct, conduct and performance, or pre-appointment conditions.	Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i> .
385	Termination During Probationary/Trial Period	<ol style="list-style-type: none"> 1) Copy of signed termination decision memorandum 2) Evidence that the employee received the termination decision memorandum (e.g., employee's signature on removal memorandum, copy of USPS/FEDEX delivery receipt) 	Auto Exit Clearance	A separation of an employee who is serving their initial appointment probationary or trial period as required by law or agency policy.	<p>Note: Applicable to employees who have not completed their 1 or 2 year trial period.</p> <p>Note: An employee's trial period status can be found on the Employee Roster.</p> <p>Reference: TSA MD 1100.30-10, <i>Employee Exit Clearance and associated Handbook</i>.</p>
430	Placement in Non-pay Status (Seasonal Hiring)	Documentation from Airport	Placements	Placement of a seasonal employee in a non-pay and non-duty status based on mission/workload requirements.	Note: The placement of a seasonal employee in a nonpay status is not a NOAC 460-LWOP NTE (Date).
450	Suspension NTE (Date)	<ol style="list-style-type: none"> 1) Copy of Suspension decision memo 2) Evidence that the employee received the termination decision memorandum (e.g., employee's signature on removal memorandum, copy of USPS/FEDEX delivery receipt) 	Placements	The placement of an employee in a time-limited non-pay and non-duty status for disciplinary reasons or other reasons pending an official inquiry.	Example: A suspension typically is for "X" calendar days; i.e., for 5 days from 8/1/11 – 8/5/11. Or it may be for "X" work days over "Y" calendar days; i.e., for 3 days – 8/1, 8/2, and 8/5, with the employee having regular days off on 8/3 and 8/4. It also may be "discontinuous"; i.e., each Monday during the month of August (8/01/11, 8/8/11, 8/15/11, 8/22/11, and 8/29/11) with the employee

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					working or on paid or nonpaid leave on intervening scheduled work days. Then there must be a NOA 450 and a NOA 292 documenting each period; a total of five NOA 450 RPA 52s and five NOA 292 RPA 52s. Note: Return to Duty (292) RPA should be submitted with the Suspension NTE (450) RPA.
452	Suspension (Indefinite)	1) Copy of Suspension decision memo 2) Evidence that the employee received the termination decision memorandum (e.g., employee's signature on removal memorandum, copy of USPS/FEDEX delivery receipt)	Placements	Placement of an employee in a non-pay and non-duty status for an unspecified period of time pending the outcome of legal or investigative proceedings.	
460	Leave Without Pay (LWOP) NTE (Date) (Non-Injury Related)	1) Copy of approved LWOP request 2) Copy of TSA Form 1198B, Extended Leave Without Pay Checklist	Placements	A temporary non-pay and non-duty status approved by Management for a period of more than 30 days based on an employee's request that is for personal reasons.	Example: A TSA employee with a sick parent requested and Management approved, two month time-off without pay. Reference: TSA MD 1100.63-1, <i>Absence and Leave, and associated Handbook.</i> Reference: TSA MD 1100.63-1, <i>Absence and Leave for Non-Bargaining Unit Employees, and associated Handbook.</i>
	Leave Without Pay (LWOP) NTE (Date) (On the Job injury or illness)	1) Documentation of on-the-job injury or illness to include NTE date (e.g., CA1 / CA2). 2) TSA Form 1198A, LWOP-OWCP Checklist	Placements	A temporary non-pay and non-duty status approved by Management for a period of 80 hours or more based on an employee's request that is due to actual or anticipated entitlement to worker's compensation.	Example: A TSA employee was hurt on the job requiring surgery that will require more than 80 hours of time-off to recover. The employee or management believes the employee is to receive worker's compensation. Reference: TSA MD 1100.00-6, <i>Workers' Compensation Program and associated Handbook.</i>
471	Furlough	Notification of Furlough	Generic	The placement of an employee in a non-pay and non-duty status for an unlimited period of time due to lack of funds or work, or other non-disciplinary reasons.	Reference: TSA MD 1100.63-2, <i>Furlough (Agency Placement of Employee in Non-pay, Non-duty Status).</i>
472	Furlough NTE (Date)	Notification of Furlough	Generic	The placement of an employee in a non-pay and non-duty status for a defined period of time due to lack of funds or work, or for other non-disciplinary reasons.	Reference: TSA MD 1100.63-2, <i>Furlough (Agency Placement of Employee in Non-pay, Non-duty Status).</i>
473	Absent-Uniformed Service (Non-contingency)	1) Orders or other official military documentation of assignment to active duty 2) TSA Form 1169 Employees Entering Extended Active Military Duty Checklist	Placements	Leave of absence to perform duty with a uniformed service if the employee has reemployment rights under USERRA (TSA MD 1100.30-17).	Example: A TSO working at Dulles Airport receives military orders to report for 3 months active duty. The TSO's orders stipulate that they are to be deployed as part of Operation Enduring Freedom, a contingency operation. The TSO intends to return to work at Dulles Airport on completion of his service and does not wish to separate from TSA.
	Absent-Uniformed Service (Contingency)				

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					<p>Note: If the employee requests to be separated from TSA, the employee must complete Section II part B TSA Form 1169 Employees Entering Extended Active Military Duty Checklist and NOA 353 is used in place of NOA 473.</p> <p>Note: Every time an employee transitions from a period of service in support of a Contingency Operation to service not in support of a Contingency Operation, or vice versa, with no intervening RTD, the change in type of military service must be documented. This requires the submission of a NOAC 473 RPA for each type of service. This applies whether the employee is going on military service and presents more than one set of orders, or already on active duty and presents an additional set of orders extending his/her service.</p> <p>Reference: TSA MD 1100.30-17, <i>Uniformed Services Employment and Reemployment and associated Handbook</i>.</p>
570**	Conversion to Excepted Appointment (Non-Competitive)	<ol style="list-style-type: none"> 1) Resume or OF-612 2) SF 50 (that documents appointment type, position title, & grade/band) 3) If previous competition and going to higher pay band then: <ol style="list-style-type: none"> a) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band b) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) <p>Note: If staying at same pay band, then the certificate number and certificate date related to the prior competition are required in the remarks section of the RPA.</p> <ol style="list-style-type: none"> 4) If no previous competition was held or required: <ol style="list-style-type: none"> a) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band b) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) 	Generic	Changes a DHS employee, including TSA, from one appointment (or appointment type) to another appointment (or appointment type) through a non-competitive process.	<p>Example #1: A temporary TSA employee, who previously competed for the temporary appointment, is later converted to a permanent appointment.</p> <p>Note: The vacancy announcement for the original temporary appointment indicated "This position may become permanent without further competition."</p> <p>Example #2: A DHS-HQ permanent employee is being moved into a TSA position and the two positions are equivalent in terms of grade/ band, type of work/job category, and promotion potential/career progression.</p> <p>Example #3: Used to convert those Career Resident Interns (CRI), Presidential Management Fellows (PMF), and participants in the Student Career Experience Program (SCEP) who successfully complete all program requirements to a permanent non- competitive appointment.</p> <p>Note: Salary Calculator Tool - Optional</p>

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		5) Statement indicating the employee has met all program requirements for non-competitive conversion to a permanent appointment			
570**	Conversion to Excepted Appointment (Competitive)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Generic	Changes a DHS employee, including TSA, from one appointment (or appointment type) to another appointment (or appointment type) through a competitive process.	Example #1: A current temporary TSA employee or a permanent employee of another DHS component (e.g. HQ, ICE, CBP, FEMA, etc.) is selected from a competitive certificate. In either case the employee's resulting personnel action is a conversion to a new permanent appointment. Example #2: A current permanent TSA employee is selected from an EXTERNAL certificate and the resulting personnel action is a conversion to a new permanent appointment – not a promotion, reassignment or change to lower band. Reference: HCM 900-1, <i>TSA Career Residency Program</i> . Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
570**	Conversion to Excepted Appointment (Direct Hire) (Non-Competitive)	1) Resume or OF-612 2) SF-50 (that documents appointment type, position title, & grade/band) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above minimum of the pay band 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Generic	Changes a DHS employee, including TSA, from one permanent appointment to another permanent appointment that has been approved to fill using the non-competitive, direct-hire appointing authority.	Example: A current temporary or permanent employee of TSA or another component of DHS is determined to be qualified for an Information Technology Specialist SV-2210-J band position, which is a "Direct Hire" covered position. In either of these cases a non-competitive conversion to a new permanent appointment in TSA under the D-H authority is initiated and processed. Reference: HCM 337-1, <i>Direct-Hire Appointing Authority</i> .
	Conversion to Excepted Appointment (Career Res Intern)	If change in position and/or pay: 1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Generic	Changes a permanent TSA employee into a 2 year appointment under the Career Residency Program. (CRP).	Example: A permanent TSA employee accepts a 2-year appointment under the provisions of the CRP. Note: Current permanent TSA employees selected for a CRP position will maintain their permanent status, but will become subject to the conditions of the CRP as outlined in CRP HCM 900-1, <i>TSA Career Residency Program</i> .
571**	Conversion to Excepted Appointment NTE (Date) (Non-competitive)	If to a different position: 1) Resume or OF-612	Generic	Changes a DHS employee, including TSA, from one appointment to another time-limited appointment through a non-competitive process.	Note: Used to advance temporary employees to a higher pay band.

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		2) Most recent SF-50 (that documents appointment type, position title, & grade/band) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: If to the same position, then no attachments are needed. Note: Salary Calculator Tool - Optional			
571**	Conversion to Excepted Appointment NTE (Date) (Competitive)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Generic	Changes a DHS employee, including TSA, from one appointment to another time-limited appointment through a competitive process.	Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
571**	Conversion to Excepted Appointment NTE (Date) (Direct Hire)	Only if to a different position: 1) Resume or OF-612 2) SF-50 (that documents appointment type, position title, & grade/band) 3) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool – Optional	Generic	Changes a DHS employee, including TSA, from one appointment to another time-limited appointment that has been approved to fill using the non-competitive, direct-hire appointing authority.	Reference: HCM 337-1, <i>Direct-Hire Appointing Authority</i> .
	Conversion to Excepted Appointment NTE (Date) (Career Res Intern)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport), if to a different position Note: Salary Calculator Tool - Optional	Generic	Changes a TSA employee serving on a temporary appointment into a 2 year time-limited appointment under the Career Resident Program (CRP).	Example: A current temporary or permanent employee of DHS or a current temporary employee of TSA applied under a job opportunity announcement and was selected for a CRP position. Note: Current permanent TSA employees selected for a CRP position will maintain their permanent status, but will become subject to the conditions of the CRP as outlined in CRP HCM 900-1, <i>TSA Career Residency Program</i> .

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
	Conversion to Excepted Appointment NTE (Date) (Pres MGMT Fellows)	1) TSA Form 1153-1, New Hire Salary Decision Tool, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport), if to a different position Note: Salary Calculator Tool – Optional	Generic	Changes a DHS employee, including TSA, into a 2 year time-limited appointment under the Presidential Management Fellows (PMF) Program.	Example: A current TSA employee or an employee of DHS, permanent or temporary, accepts a 2 year appointment in PMF program. Reference: HCM 900-2, <i>Presidential Management Fellows Program</i> .
702**	Promotion (Competitive)	1) TSA Form 1153-2, Salary Increase Justification, only if basic pay is set above the minimum of the pay band 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Position Change	Changes an employee to a position at a higher pay band, with an increase in the employee’s rate of basic pay, through a competitive process.	Example: A TSA employee who is in an F-band position competes for a G-band position. The employee is promoted if selected for the G-band position. Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook. Reference: Letter TWP 3460, effective 04/05/11 for OLE/FAMS guidance. Note: OLE/FAM guidance requires Office of the Director approval of all J- and K-band promotions. Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
702**	Promotion (TSO E Band) (Non-competitive)	Certification statement on RPA that the employee fully meets the criteria for promotion to the E-band.	Position Change	For Transportation Security Officer (TSO) D to E-Band Promotions only. The non-competitive promotion of a qualified D pay band TSO for advancement to the E pay band.	Example: A TSO in a D-band position is promoted to an E-band TSO position. Reference: Memorandum 1100.2-1: <i>Transportation Security Officer (TSO) E-Band Promotions 2011 Update</i> .
702**	Promotion (Non-competitive Non-TSO E Band)	1) Resume or OF-612, only if to a different series 2) TSA Form 1153-2, Salary Increase Justification, only if basic pay is set above the minimum of the pay band 3) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool – Optional	Position Change	Changes an employee to a position at a higher pay band, with an increase in the employee’s rate of basic pay, through a non-competitive process. Or, to make permanent the temporary promotion of an employee.	Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook. Reference: Letter TWP 3460, effective 04/05/11 for OLE/FAMS guidance. Note: OLE/FAM guidance requires Office of the Director approval of all J- and K-band promotions.

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
703**	Promotion NTE (Date) (Competitive)	<ol style="list-style-type: none"> 1) TSA Form 1159, Terms and Conditions of Temporary Assignment – Temporary Promotion 2) TSA Form 1153-2, Salary Increase Justification, only if basic pay is set above the minimum of the pay band 3) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) <p>Note: Salary Calculator Tool - Optional</p>	Position Change	Changes an employee to a position at a higher pay band, with an increase in the employee's rate of basic pay, on a temporary basis for a limited period of time and with a specific not-to-exceed (NTE) date, through a competitive process.	<p>Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> and associated Handbook, and TSA MD 1100.30-1, <i>Temporary Internal Assignments (Details and Temporary Promotions)</i>.</p> <p>Reference: Letter TWP 3460, effective 04/05/11 for OLE/FAMS guidance.</p> <p>Note: OLE/FAM guidance requires Office of the Director approval of all J- and K-band promotions.</p> <p>Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.</p>
703**	Promotion NTE (Non-competitive)	<ol style="list-style-type: none"> 1) Resume or OF-612 2) TSA Form 1159, Terms and Conditions of Temporary Assignment – Temporary Promotion 3) TSA Form 1153-2, Salary Increase Justification, only if basic pay is set above the minimum of the pay band 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) <p>Note: Salary Calculator Tool – Optional</p>	Position Change	Changes an employee to a position at a higher pay band, with an increase in the employee's rate of basic pay on a temporary basis for a limited period of time and with a specific not-to-exceed (NTE) date, through a non-competitive process.	<p>Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i>, and associated Handbook, and TSA MD 1100.30-1, <i>Temporary Internal Assignments (Details and Temporary Promotions)</i>.</p> <p>Reference: Letter TWP 3460, effective 04/05/11 for OLE/FAMS guidance.</p> <p>Note: OLE/FAM guidance requires Office of the Director approval of all J- and K-band promotions.</p>
713**	Change to Lower Grade (Competitive)	<ol style="list-style-type: none"> 1) Resume or OF-612 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) <p>Note: Salary Calculator Tool - Optional</p>	Position Change	A permanent change to a position in a lower pay band for which the employee qualifies and was selected from a certificate of candidates who applied for a position through a competitive process.	<p>Example: A permanent TSA employee who has held his/her H-band position for 3 years applies for, and is selected, from a G-band competitive certificate at another airport in a different geographical location.</p> <p>Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i>, and associated Handbook.</p> <p>Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.</p>
713**	Change to Lower Grade (Non-competitive)	<ol style="list-style-type: none"> 1) Documentation of reason, if involuntary and evidence employee received it 2) TSA Form 1181B, Voluntary Transfer Request, if applicable 	Position Change	A permanent change to a position in a lower pay band for which the employee qualifies. The change may be involuntary (e.g., initiated by Management based on an	<p>Example: A permanent TSA employee in a supervisory J-band position (the highest band/level ever held) does not successfully complete his supervisory probationary period</p>

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
		3) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional Note: TSA Form 1181B is not needed if the change to a lower pay band is the result of: 1) an involuntary demotion 2) a voluntary demotion which does not involve a change in duty station		employee's failure to complete supervisory trial period or as a disciplinary action based on performance and/or conduct issues) or voluntary (e.g., requested by an employee).	and is returned to his former non-supervisory I-band position before the end of the 1-year trial period. Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook. Note: An involuntary change to lower pay band may entitle the employee to pay retention.
713**	Change to Lower Grade – Non Temp Promotion (Change Series)	1) Resume or OF-612 2) Documentation of reason, if involuntary and evidence employee received it 3) TSA Form 1181B, Voluntary Transfer Request, if applicable 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport), if action is noncompetitive Note: Salary Calculator Tool - Optional Note: TSA Form 1181B is not needed if the change to a lower pay band is the result of: 1) an involuntary demotion 2) a voluntary demotion which does not involve a change in duty station	Position Change	A change to a lower band; not based on a temporary promotion, either voluntary or involuntary, to a different occupational series.	Example: G-Band 1802 supervisor (STSO) at Baltimore Washington International (BWI) qualifies for and voluntarily accepts an F-Band 301 Program Specialist position at LaGuardia Airport (LGA). Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook.
713**	Change to Lower Grade – Temp Promotion (Change Series)	1) Resume or OF-612, if applicable 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport), if action is noncompetitive Note: Salary Calculator Tool - Optional	Position Change	A Change to a lower band from a temporary promotion. Occurs when an employee is returned to a permanent position in a lower band in a different occupational series, other than the former permanent position of record.	Example: TSA Employee whose permanent position of record is currently an H-Band 343 Program Analyst. Employee was temporarily promoted to an I-Band 501 Financial Administration position. While in the I-Band position the employee received his accounting degree, and then applied for, and was selected for an H-Band 510 Accountant position. Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook. Note: For the non-competitive change to lower band with a change to a different occupational series; a resume is required on the voluntary actions.
713**	Change to Lower Grade – Temp Promotion (Same Series)	Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport), if action is noncompetitive. Note: Salary Calculator Tool - Optional	Position Change	A change to a lower band from a temporary promotion; returning an employee to their permanent position of record in a lower band.	Example: An Employee was temporarily promoted from an I-Band 343 Program Analyst to a J-Band 343 Program Analyst. At the conclusion of the temporary promotion, the employee will return to his position of record (I-Band).

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
					Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook.
721**	Reassignment (Competitive)	1) Resume or OF-612 2) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Position Change	The permanent change of an employee from one position to another with or without a change in duty location; with no change in pay band.	Example: A Supervisory Transportation Security Officer (STSO) at the G-band competes and is selected to become a Federal Air Marshal (FAM) at the G-band. Reference: TSA MD 1100.30-4, <i>Permanent Internal Assignments</i> , and associated Handbook. Note: Competitive actions are processed through the MAP Offer Management Interface (OMI) tool.
721**	Reassignment Increase (Competitive)	1) Resume or OF-612 2) Salary Increase Justification Memo with AA and AA/OHC approval 3) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Position Change	The permanent change of an employee from one position to another with or without a change in duty location; with no change in pay band, but with an increase in the rate of basic pay, as a result of a competitive process.	Example: An H-band Program Analyst has applied for and been permanently selected for an H-band, Lead Program Analyst position. Her reassignment to the new Lead position has substantially increased in responsibilities and complexities; therefore, to compensate the employee a reassignment increase has been approved. Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook.
721**	Reassignment (Non-competitive)	1) Resume or OF-612 2) TSA Form 1181A, Voluntary Job Swap Request, if applicable 3) TSA Form 1181B, Voluntary Transfer Request, if applicable 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Position Change	The permanent change of an employee from one position to another for which the employee has been determined qualified; with no change in pay band; with or without a change in duty location. -OR- The permanent change of an employee from one duty location to another AND which results in a locality pay change BUT there is no change in the employee's position.	Example: An I-band 1801 Federal Air Marshal working in the San Francisco field office is reassigned to the New York field office as an I-Band 343 Program Analyst. Reference: TSA MD 1100.30-4, <i>Permanent Internal Assignments</i> , and associated Handbook. Note: TSA Form 1181A or B is not required if the reassignment is not the result of a job swap or voluntary transfer request.
721**	Reassignment (Same Series)	1) Resume or OF-612, if applicable 2) TSA Form 1181A, Voluntary Job Swap Request, if applicable 3) TSA Form 1181B, Voluntary Transfer Request, if applicable 4) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport)	Position Change	The permanent change of an employee from one position to another for which the employee has been determined qualified; with no change in pay band or occupational series ; with or without a change in duty location.	Example: A G-Band 301 Program Specialist working for the Office of Intelligence and Analysis (OIA), accepts a noncompetitive G-Band 301 Program Specialist position with the Federal Air Marshal Services. Reference: TSA MD 1100.30-4, <i>Permanent Internal Assignments</i> , and associated Handbook.

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
		Note: Salary Calculator Tool - Optional			Note: If the reassignment to a position in the same series will involve a different expertise or focus in another specialty area then a resume would be required to determine qualifications for the position. Note: TSA Form 1181A or B is not required if the reassignment is not the result of a job swap or voluntary transfer request.
721**	Reassignment Increase (Non-competitive)	1) Resume or OF-612, only if to a different series 2) Salary Increase Justification Memo with AA and AA/OHC approval 3) TSA Form 1181A, Voluntary Job Swap Request, if applicable 4) TSA Form 1181B, Voluntary Transfer Request, if applicable 5) Standard Job Description and Job Request Cover Sheet (HQ) or JAT (Field or Airport) Note: Salary Calculator Tool - Optional	Position Change	The permanent change of an employee from one position to another with or without a change in duty location; with no change in pay band, but with an increase in the rate of basic pay, as a result of a non-competitive process.	Example: A G-band Program Assistant has been permanently reassigned to a G-band, Lead Program Assistant position. His reassignment to the new Lead position has substantially increased in responsibilities and complexities; therefore, to compensate the employee a reassignment increase has been approved. Reference: TSA MD 1100.53-8, <i>Setting Pay After Appointment</i> , and associated Handbook. Note: TSA Form 1181A or B is not required if the reassignment is not the result of a job swap or voluntary transfer request.
760	Extension of Appointment NTE (Date)	Documentation of approval of extension	Extensions	The continuation of a time-limited appointment not to exceed the maximum time allowed by the authority and agency policy under which it was effected, and with no change in the employee's position or assigned organization.	Reference: TSA MD 1100.30-27, <i>Temporary (Time Limited) External Appointments</i> .
769	Extension of Promotion NTE (Date)	Documentation of approval of extension	Extensions	The continuation of a time-limited promotion not to exceed the maximum time allowed by the agency policy under which the time-limited promotion was effected.	Reference: TSA MD 1100.30-1, <i>Temporary Internal Assignments (Details and Temporary Promotions)</i> .
772	Extension of Furlough NTE (Date)	Notification of Extension of Furlough	Extensions	Extension of employee furlough beyond the initial furlough period.	Reference: TSA MD 1100.63-2, <i>Furlough (Agency Placement of Employee in Non-pay, Non-duty Status)</i> .
773	Extension of LWOP NTE (Date) (Non-Injury Related)	Documentation approving extension of LWOP	Extensions	The continuation of a period of leave without pay for a specified period of time and with no change in the type of leave without pay.	Example: A TSA employee is currently on LWOP NTE (NOAC 460) for personal reasons and was expected to return by the NTE date; the employee now requires additional time and requests an extension of their LWOP NTE date. Reference: TSA MD 1100.63-1, <i>Absence and Leave, and associated Handbook</i> .

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
					<p><i>Reference: TSA MD 1100.63-1, Absence and Leave for Non-Bargaining Unit Employees, and associated Handbook.</i></p> <p>Note: The appropriate Assistant Administrator is responsible for submitting requests for LWOP in excess of six months to the AA/OHC for approval.</p>
	Extension of LWOP NTE (Date) (On the Job Injury or Illness)	Documentation approving extension of LWOP	Extensions	The continuation of a period of leave without pay for a specified period of time and with no change in the type of leave without pay due to a job related injury or illness.	<p>Example: A TSA employee is currently on LWOP NTE (NOAC 460) to recover from surgery due to a job related injury and was expected to return by the NTE date; the employee now requires additional time and requests an extension of their LWOP NTE date.</p> <p><i>Reference: TSA MD 1100.63-1, Absence and Leave, and associated Handbook.</i></p> <p><i>Reference: TSA MD 1100.63-1, Absence and Leave for Non-Bargaining Unit Employees, and associated Handbook.</i></p>
780	Name Change from (prev. name)	Any document that gives reasonable assurance (proof) of the appropriateness of the action such as SSN Card, marriage certificate, driver's license, divorce decree, or court order.	Name Change	A change of an employee's official name that results from marriage or court action, such as a divorce or legal name change.	<p>Note: Reasonable proof must be provided in support of the request such as a new Social Security Card, driver's license, marriage certificate, divorce decree, or court order.</p> <p>Note: Do not use this nature of action code to correct previous personnel actions that contain errors in the employee's name. See NOAC 002 – Correction.</p>
781	Change in Work Schedule	<ol style="list-style-type: none"> 1) TSA Form 1174, TSO Split- Shift Election, if going from part-time to full-time split shift 2) If going from full-time to part-time, written documentation from employee indicating the change is voluntary must be attached 3) TSA Form 1197A, Temporary work Schedule Change Agreement (Full-Time to Part-Time), if applicable 4) TSA Form 1197B, Temporary work Schedule Change Agreement (Part-Time to Full-Time), if applicable 	Schedule Change	A change in the work schedule or time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.	<p>Example: A TSA employee is changing their work schedule from full-time (80 hours per pay period) to part-time (16 per pay period).</p> <p><i>Reference: TSA MD 1100.30-7, Part-Time Employment.</i></p> <p>Note: TSA Form 1197A or B is used to document a temporary change in the employee's work schedule for a period to last from three (3) to thirteen (13) consecutive pay periods.</p> <p>Note: A change from full-time to full-time – split-shift or the reverse is not a Change in Work Schedule.</p>

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
					Note: If Change in Work Schedule occurs more than 2 pay periods before submission of the action, then the action requires approval of retroactive effective date.
782	Change in Hours	None	Schedule Change	A change in the total number of hours per pay period that an employee already on a part-time work schedule is scheduled to work. The change must be for 2 or more consecutive pay periods.	Example: A part-time TSO is changing their number of hours scheduled to work from 16 hours to 32 hours per pay period for the summer months. Note: Can only be submitted for part-time employees who are changing their hours but remaining part-time. Note: If Change in Hours occurs more than 2 pay periods before submission of the action, then the action requires approval of retroactive effective date.
790**	Realignment	A signed and dated memorandum authorizing the Realignment	Generic	The movement of an employee and employee's position when: an organization change (such as reorganization or transfer of function) occurs; the employee stays in the same agency; there is no change in the employee's position, pay band, or pay.	
792**	Change in Duty Station	None	Position Change	A change in duty station occurs when an employee's work site or station is moved to a new geographic location (a change in city/town, county, or State) and no other change (such as the assigned position number, basic pay or locality pay) occurs.	Example: An employee who works for TSA-OHC with a duty station of Arlington, VA is going to work from home in Springfield, VA. The employee's position and pay are not going to change. Exception: If the Change in Duty Station caused the employee's locality pay to change, then a NOAC 721 Reassignment would need to be submitted; not a Change in Duty Station-because the employee's locality pay has changed.
815	Recruitment Incentive	1) TSA Form 1130, Recruitment, Relocation or Retention Incentive Service Agreement 2) OHC Approval document authorizing recruitment incentive	Generic	A monetary incentive that is paid to a newly-appointed employee when the agency determines in advance that the position is likely to be difficult to fill in the absence of an incentive.	Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
816	Relocation Incentive	1) TSA Form 1130, Recruitment, Relocation or Retention Incentive Service Agreement 2) OHC Approval document authorizing relocation incentive 3) Proof of residency at new location, such as lease agreement, mortgage agreement, or a current utility bill are acceptable proof	Generic	A monetary incentive paid to a current TSA employee or an employee hired by TSA from another agency when the agency determines in advance that the position is likely to be difficult to fill in the absence of an incentive.	Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
819	Availability Pay (LEAP) (Bi-weekly)	Certification document in support of LEAP	Generic	Availability pay is a special form of premium pay fixed at 25 percent of basic pay that applies to eligible Criminal Investigator's (1811) or Federal Air Marshal's (1801) who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency.	Reference: MD 1100.88-2, <i>LEAP Certification</i> .
	Terminate Availability Pay	Certification document in support of LEAP termination	Generic	Termination of availability pay due to employee moving to another position to which availability pay is not applicable.	Reference: MD 1100.88-2, <i>LEAP Certification</i> .
827	Retention Incentive (Bi-weekly)	1) TSA Form 1130, Recruitment, Relocation or Retention Incentive Service Agreement 2) OHC Approval document authorizing retention incentive 3) A copy of an offer letter, if applicable	Generic	A monetary incentive paid Bi-weekly to a current employee when an agency determines that the unusually high or unique qualifications of the employee makes it essential to retain the individual and that he/she is likely to leave the Federal service in the absence of a retention incentive.	Example: A TSA IT Specialist accepts employment within the private sector; TSA may offer a retention incentive to retain the employee. Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
	Retention Incentive (Bi-weekly: critical agency need)	1) TSA Form 1130, Recruitment, Relocation or Retention Incentive Service Agreement 2) OHC Approval document authorizing retention incentive 3) A copy of an offer letter, if applicable	Generic	A monetary incentive paid Bi-weekly to a current employee when an agency determines that the special need of the agency for the employee's services makes it essential to retain the individual and that he/she is likely to leave the Federal service in the absence of a retention incentive.	Example: A TSA IT Specialist accepts employment within the private sector; TSA may offer a retention incentive to retain the employee. Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
	Retention Incentive (Lump Sum)	1) TSA Form 1130, Recruitment, Relocation or Retention Incentive Service Agreement 2) OHC Approval document authorizing retention incentive 3) A copy of an offer letter, if applicable	Generic	A monetary incentive paid in lump sum to a current employee when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the individual and that he/she is likely to leave the Federal service in the absence of a retention incentive.	Example: A TSA IT Specialist accepts employment within the private sector; TSA may offer a retention incentive to retain the employee. Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
	Termination of Retention Incentive (VPN)	None	Generic	Termination of a monetary incentive due to the employee moving to another position in TSA to which the retention incentive is not applicable. No Service agreement in place.	Example: A TSA employee is promoted to a new position within TSA but the new position is not eligible for Retention Incentive. Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
	Termination of Retention Incentive (VPS)	None	Generic	Termination of a monetary incentive due to the employee moving to another position in TSA to which the retention incentive is not applicable. Service Agreement in place.	Example: A TSA employee is promoted to a new position within TSA but the new position is not eligible for Retention Incentive.

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
					Reference: MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
848	Referral Bonus	TSA Form 1190, Incentive Request – Referral Bonus	Generic	A monetary award paid to a current TSA employee who is successful in recruiting a candidate who is not currently a TSA employee.	Reference MD 1100.57-3, <i>Recruitment, Referral, Relocation, and Retention Incentives</i> .
882	Service Computation Date (SCD) Change	1) SF-50 to document Civilian Service 2) DD-214 to document Military Service	Generic	The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.	Note: This NOAC is not used to process the change of an employee’s service computation dates for Retirement, TSP, or Involuntary Workforce Reduction (IWR).
883	Change in Veteran’s Preference	1) DD-214 to document Military Service 2) SF-15 and its required supporting documentation, if requesting 10-point veteran’s preference	Generic	A change of an employee’s category entitlement to veteran’s preference.	Note: NOAC 883 is used if there is a change in the employee’s entitlement to veterans’ preference after appointment. However, if an employee’s entitlement existed as of their appointment but the entitlement either was not captured due to an absence of documentation or was recorded incorrectly, then the appointment action is to be corrected using the NOAC 002.
894	Pay Adjustment	1) Written Justification to include percentage of dollar value of increase 2) TSA Form 1153-2, Salary Increase Justification, if basic pay is set above the minimum of the pay band	Generic	An In-position Increase (IPI) in an employee’s rate of basic pay where there is no change in the employee’s position, or pay band associated with performance.	Reference: TSA MD 1100.53-8, <i>Handbook, Setting Pay After Appointment</i> . Reference: Letter TWP 3460, effective 04/05/11 for OLE/FAMS guidance. Note: Used to process In-position Increase (IPI).
930	Detail NTE (Date) (Competitive)	1) Resume or OF-612 2) Signed copy of memo of understanding 3) TSA Form 1160, Terms and conditions for Temporary Internal Assignments - Detail 4) Standard Job Description or JAT, if to classified position 5) Statement of Duties, if to unclassified position	Generic	A temporary assignment for 30 days or more of an employee to a different position or a set of unclassified duties for a specified period of time, with the employee returning to his/her regular duties at the end of the period. While on detail there is no official change to either the employee’s position of record or rate of pay. In addition the employee may or may not qualify for the different position.	Reference: TSA MD 1100.30-1, <i>Temporary Internal Assignments (Details and Temporary Promotions)</i> . Note: A <i>Notification of Personnel Action, SF-50</i> is not generated for detail assignments. Note: A detail (competitive) selection is processed for an employee who is selected from a job opportunity announcement certificate for a position that is either at a pay band level equal to their permanent position, or at a pay band level that is lower than their permanent position. The detail action prevents any adverse impact on the employee’s permanent status while on temporary assignment. A “Change to Lower Grade – Temporary” or “Reassignment – Temporary” cannot be processed.
	Detail NTE (Date) (Non-competitive)	1) Resume or OF-612 2) TSA Form 1160, Terms and conditions for Temporary Internal Assignments - Detail 3) Standard Job Description or JAT, if to classified position 4) Statement of Duties, if to unclassified position	Generic	A temporary assignment for 30 days or more of an employee to a different position or a set of unclassified duties for a specified period of time, with the employee returning to his/her regular duties at the end of the detail. While on detail there is no official change to either the employee’s position of record or rate of pay. In addition the employee may or may not qualify for the different position.	

NOAC	ACTION REQUESTED	REQUIRED ATTACHMENTS	RPA PROCESS CATEGORY	NOAC DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
931	Extension of Detail NTE (Date) (Competitive)	TSA Form 1160, Terms and conditions for Temporary Internal Assignments - Detail	Generic	The continuation of a time-limited assignment up to the maximum time allowed by the authority under which it was effective.	Reference: TSA MD 1100.30-1, <i>Temporary Internal Assignments (Details and Temporary Promotions)</i> . Note: A <i>Notification of Personnel Action, SF-50</i> is not generated for detail assignments.
	Extension of Detail NTE (Date) (Non-competitive)	TSA Form 1160, Terms and conditions for Temporary Internal Assignments - Detail	Generic	The continuation of a time-limited assignment up to the maximum time allowed by the authority under which it was effective.	
932	Termination of Detail	None	Generic	The expiration or termination of a time-limited assignment to a different position and the return of the employee to his/her official, permanent position of record.	Reference: TSA MD 1100.30-1, <i>Temporary Internal Assignments (Details and Temporary Promotions)</i> . Note: A <i>Notification of Personnel Action, SF-50</i> is not generated for detail assignments.

The Six Business day rule applies to all NOACs that are highlighted in BLUE.

** If the employee's work schedule is changing then a separate 781 or 782 NOAC must be submitted.

The Auto Exit Clearance process must be initiated for Death and Retirement actions see TSA MD 1100.30-10, *Employee Exit Clearance and associated Handbook* for instructions.

All Job Request Cover Sheets (HQ) must be approved, assigned a full time position identification (FTPID) number, and listed on the Table of Organization (TOrg) prior to submitting the RPA.

This Job Aid does not include the terms of the Collective Bargaining Unit Agreement (CBA), for further clarification reference the appropriate articles of the CBA.

RPA Awards (Roster Version)

Whenever submitting Awards **you must use the RPA Awards (Roster Version)** unless the recipient is not listed on your airport or organization roster. The RPA Awards Online (Single Form Version) should only be used when a reward recipient is not found on your roster, for example a member of the National Mobile Screening Force working away from their home airport. NOA codes are not used when generating Award requests in the RPA system, please refer to the appropriate Award Category and Award Type in the table below for assistance. Reference the TSA Management Directive No. 1100.45-1, *Awards and Recognition*.

NOA	AWARD TYPE REQUESTED	RPA AWARD CATEGORY	AWARD CERTIFICATION	AWARD DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
846	Individual Time-Off Award	Time-Off Award	Non-Duplicate Award Certification	An excused absence from duty granted to an individual employee for use without charge to leave or loss of pay. Time-off awards recognize employee work accomplishments and may be used in combination with cash and/or honorary awards.	Note: Full-time employees may not be granted time-off awards totaling more than 80 hours during any one leave year. Part-time employees may not be granted no more than the amount of hours in a biweekly scheduled tour of duty during any one leave year.
847	Group Time-Off Award			An excused absence from duty granted to a group of employees for use without charge to leave or loss of pay. Group time-off awards recognizes a group's work accomplishments and may be used in combination with cash and/or honorary awards.	Note: The minimum number of hours that an employee may receive is 4 hours. The maximum number of hours that a full-time employee may receive for a single time-off award is 40 hours. A single time-off award for a part-time employee may not exceed one-half of the employee's official bi-weekly tour of duty.
849	Individual SPOT Award	Monetary Award less than or equal to \$2000	Non-Duplicate Award Certification	Individual monetary awards of a net amount after required tax withholding of \$50 to \$250 that provides immediate recognition for worthy non-recurring contributions.	Note: An employee may not receive more than a net amount of \$500 in SPOT awards in a 52 week period. The 52 week period starts on the effective date of the first award.
849	Individual Special Act or Service			A one-time, lump sum cash award up to \$2000 granted in recognition of a significant one-time contribution related to official employment by an individual.	Examples of achievements include but are not limited to: Scientific and technology advances; Exemplary of courageous actions in an emergency situation related to official employment; Improving service to the public in a specific or measurable way; Achievements that contributed significantly to more efficient or economical operations involving tangible savings.
886	Individual Performance Award			Lump-sum, cash awards up to \$2000 designed to recognize employees for their accomplishment of duties. Performance awards may only be granted on an individual basis on the employee's rating of record at the end of the performance cycle.	Note: In-position increases and performance awards are not the same. It is possible for an employee to receive both an in-position increase and a performance award based on their performance. Employees at the maximum of the pay band are not eligible to receive in-position increases. However, management may recognize these employees with lump-sum cash award.
849	Attendance Award			A cash award designed to recognize employees for their sustained availability in the work place, and may be granted on an	Note: Employees must meet all of the following criteria: Achieves (meets) performance standards; Follows established TSA policy and approved local procedures for requesting and using leave; Does not

NOA	AWARD TYPE REQUESTED	RPA AWARD CATEGORY	AWARD CERTIFICATION	AWARD DESCRIPTION	EXAMPLES, NOTES, and REFERENCES
				individual basis at the end of a performance cycle.	have more than three instances/occurrences during the performance year where the supervisor granted after the fact approval of an unscheduled leave request associated with tardiness; Does not have any documented instances of AWOL during the performance year. Note: Performance awards and attendance awards are not the same. It is possible for an employee to receive both a performance award and an attendance award for the same performance cycle.
889	Group SPOT Award			Monetary awards of a net amount after required tax withholding of \$50 to \$250 that provides immediate recognition for worthy non-recurring contributions of a group.	Note: An employee may not receive more than a net amount of \$500 in SPOT awards in a 52 week period. The 52 week period starts on the effective date of the first award.
841	Group Special Act or Service			A one-time, lump sum cash award up to \$2000 granted in recognition of a significant one-time contribution related to official employment by a group.	Examples of achievements include but are not limited to: Scientific and technology advances; Exemplary of courageous actions in an emergency situation related to official employment; Improving service to the public in a specific or measurable way; Achievements that contributed significantly to more efficient or economical operations involving tangible savings.
849	Individual Special Act or Service	Monetary Award greater than \$2000	1) Non-Duplicate Award Certification 2) Over \$2000 Approval Certification (see TSA MD 1100.45-1, <i>Awards and Recognition</i>)	A one-time, lump sum cash award over \$2000 granted in recognition of a significant one-time contribution related to official employment by an individual.	Examples of achievements include but are not limited to: Scientific and technology advances; Exemplary of courageous actions in an emergency situation related to official employment; Improving service to the public in a specific or measurable way; Achievements that contributed significantly to more efficient or economical operations involving tangible savings.
886	Individual Performance Award			Lump-sum, cash awards over \$2000 designed to recognize employees for their accomplishment of duties. Performance awards may only be granted on an individual basis on the employee's rating of record at the end of the performance cycle.	Note: In-position increases and performance awards are not the same. It is possible for an employee to receive both an in-position increase and a performance award based on their performance. Employees at the maximum of the pay band are not eligible to receive in-position increases. However, management may recognize these employees with lump-sum cash award.
841	Group Special Act or Service			A one-time, lump sum cash award over \$2000 granted in recognition of a significant one-time contribution related to official employment by an individual.	Examples of achievements include but are not limited to: Scientific and technology advances; Exemplary of courageous actions in an emergency situation related to official employment; Improving service to the public in a specific or measurable way; Achievements that contributed significantly to more efficient or economical operations involving tangible savings.