ON|DEMAND
PERSONAL NAVIGATOR

Correcting a Non-OPM Action

1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing
5.	Select the variable by which you would like to search. Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**JONES**".
7.	Click the **Search** button. Search
8.	Select the appropriate employee's record. 0285 0 JONES,NATHAN JONES
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Insert another row into the employee's record. Click the **Add a new row at row 1** button. +
10.	Enter the **Actual Effective Date** of the action. NOTE: The effective date of the Personnel Request Action (PAR) must be identical to the tax effective date. Click the **Choose a date** button.
11.	Click the desired date. 3
12.	Click in the ***Action** field.
13.	Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**DTA**".
14.	Click in the ***Reason Code** field.
15.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**CDE**".
16.	Click in the **NOA Code** field.

17.	Enter the applicable **NOA Code** "900." Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**900**".
18.	Click in the **NOA Ext** field. ☐
19.	Enter the correct **NOA ext**, "0". Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
20.	Navigate to the page that needs correcting and enter the correct data into the correct field. The following is a list of fields which may be changed: **- Data Control page:** Hire Date, and Not to Exceed Date. Note: Changing the Appointment NTE date field value on the Data Control Page will update the NTE date on the Employment 1 Page. Additionally, the NTE value on the Data Control page will no longer carry forward to other rows. **- Personal Data page:** Creditable Military Service, Date of Birth, Citizenship Status, First Name, Middle, Last Name, Disability Code, Ethnic Group, and Gender. **- Job page:** CSRS Frozen Service, Annuitant Indicator, Previous Retirement Coverage, Location, FEGLI Code, FLSA Status, Functional Class, FERS Coverage, JobCode, Occupational Code, and Occupational Series. **- Position page:** Type Of Appt. **- Compensation page:** Pay Rate Determinant, Base Pay (Comp rate), Step, and Salary Admin Plan. **- Employment 1 page:** Position Filled By, Career Conversion Date, Service_Date, Special Program Code, Service Comp Date - TSP, Suspension Exp. Date, LWOP/Furlough Exp Date, and Date Last Equivalent Increase (LEI), and Law Enforcement Officer (LEO). **- Employment 2 page:** Comp Level Code, Probation Date, Supv/Manager Probation Date, and Tenure.
21.	The prior row is corrected. **End of Procedure.**