

NAF PERSONNEL ACTION WORKSHEET NO. 4

CODE AND TYPE OF PERSONNEL ACTIONS		ENTER NOA, EMPLOYEE NAME AND SSN FOR EACH ACTION REVIEWED							
INTERNAL ACTIONS									
N059-Change of Employment Category	N066-Change to Lower Payband								
N060-Promotion	N067-End of Temporary Promotion								
N061-Change to Lower Grade	N068-End of Temporary Reassignment								
N062-Reassignment	N069-Position Change to Retained Grade								
N063-Temporary Promotion NTE	N102-Termination of Grade Retention								
N064-Position Change	N105-Termination of Pay Retention								
N065-Temporary Reassignment NTE									
COMPLIANCE ITEMS									
Qualifications Met									
Hiring Priorities Followed (RPL, MSP, THP, VET, etc.)									
Pay Determination									
Physical Requirements (When SF 78 needed)									
Security Requirements (LAC, NAC, SCHR, IRC, etc.)									
Effective Date									
Service Computation Date									
Supporting Documentation									
Probationary Period									
Health Insurance Election or Waiver									
Life Insurance Election or Waiver									
Retirement Coverage or Waiver									
Other									
DISCREPANCIES									
Investigative Requirements on AF Forms 2548/2545									
Current PD/PG filed in OPF									
Employment Inquiries Annotated									
NOA and Terminology									
Current Application Filed in OPF									
Remarks on AF Forms 2548/2545									
Material Properly Filed in OPF									
Physical/Health Requirements on AF Form 2548									
Qualifications on AF Form 2548									
Guaranteed Hours on AF Forms 2548/2545									
Required or Extraneous Forms Filed in OPF									
Contents of Notices (If applicable)									
Appropriate Signatures on AF Forms 2548/2545									
Other									
REMARKS									

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).