

Sample Absent for Uniformed Services (NOA 473)

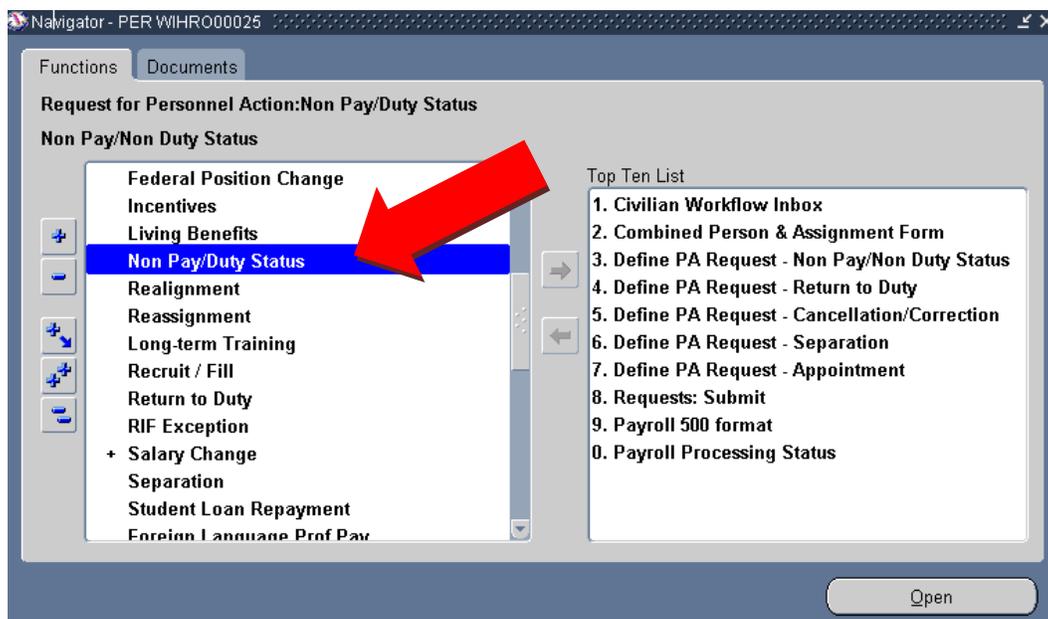
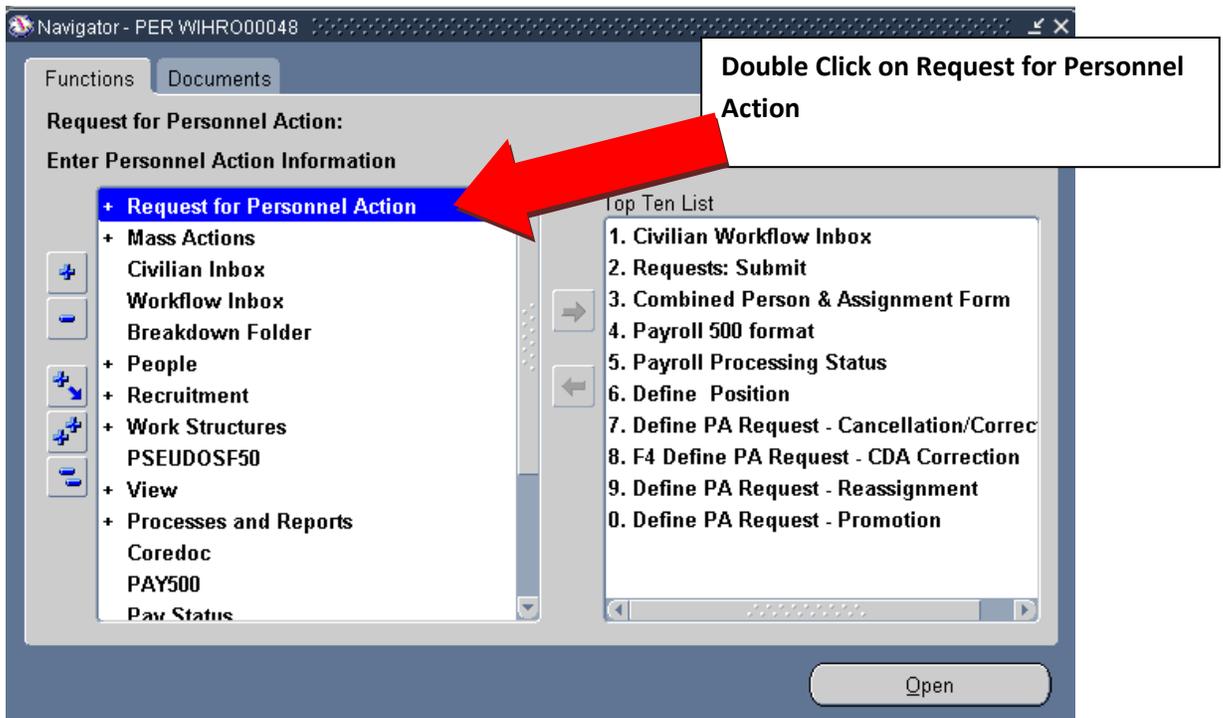
Do not use for:

- Extensions of LWOP.
- Return to duty actions.

Include on the RPA (always complete Part A):

- Include the employee name in Part B of the RPA.
- In Block 5-A you must select the appropriate NOAC from the List of Values (LOV). If the NOAC requires a NTE date make sure that it is entered.

*****The effective date for this action should be the same date that military duty begins*****



Request for Personnel Action (Non Pay/Non Duty Status, Routing Group:NG_ROUTING_GP)

Change Family Refresh Status

Requesting Info Position Data Em

PART A - Requesting Office

1 Actions Requested

Non Pay/Non Duty Status

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

Kappus, Ricky N

Telephone Number

4 Prop. Eff. Date ASAP

Title

ASSISTANT HUMAN RESOI

Request Date

21-MAR-2011

Title

DIRECTOR OF MANPOWER

Concurrence Date

21-MAR-2011

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number

FIRST ACTION

5-A Code 5-B Nature of Action

473 Absent - Uniformed Service

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

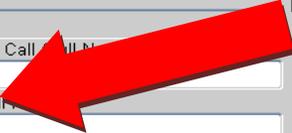
6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

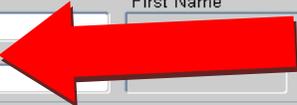
6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Fill Part A –Requesting Office.



Fill Part B – For Preparation of SF 50



Type in your Nature of Action. Use the LOV button if NOA is unknown.

File Edit View Folder Tools Window

Request for Personnel Action (Non Pay/Non Duty Status, Routing Group:NG_ROUTING_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

Non Pay/Non Duty Status

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

Kappus, Ricky N

Telephone Number

4 Prop. Eff. Date ASAP

Title

ASSISTANT HUMAN RESOI

Request Date

21-MAR-2011

Title

DIRECTOR OF MANPOWER

Concurrence Date

21-MAR-2011

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action

473 Absent - Uniformed Service

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

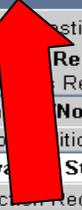
6-A Code 6-B Nature of Action

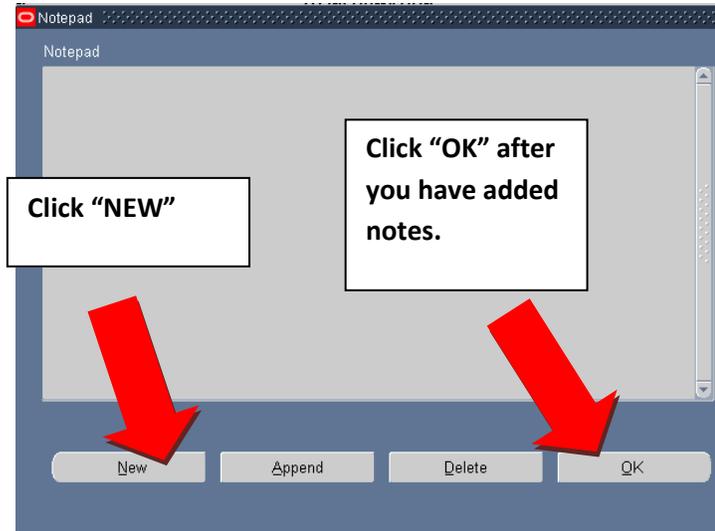
6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.





Add the following information into the Notepad:

- 1) Orders for military duty submitted.
- 2) Checklist for extended military duty has been filled out & submitted with this request
- 3) TSP 41 has been submitted if employee has a TSP Loan.
(*Can be emailed to Services section if attachment does not work)
- 4) FEHB election (see checklist for options)
- 5) Annual leave: paid out or keep

Supervisor Contact Information:

Email Address:

Phone Number:

Request for Personnel Action (Non Pay/Non Duty Status, Routing Group:NG_ROUTING_GP)

Request Info | Position Data | Employee and Position Data | Remarks and Address

PART A - Requesting Office

1 Actions Requested: **Non Pay/Non Duty**

2 Request Number: []

3 For Additional Information Call (Full Name): **Otwaska, Stacy L**

4 Prop. Eff. Date: **ASAP**

5 Action Requested By (Full Name): **DYKSTRA, JUNE A.**

6 Action Authorized By (Full Name): **Kappus, Ricky N**

Telephone Number: []

Title: **ASSISTANT HUMAN RESOI**

Request Date: **21-MAR-2011**

Title: **DIRECTOR OF MANPOWER**

Concurrence Date: **21-MAR-2011**

PART B - For Preparation of SF 50

1 Last Name: [] First Name: [] Middle Name: []

2 Social Security Number: [] 3 Date of Birth: [] 4 Effective Date: []

FIRST ACTION

5-A Code: **473** 5-B Nature of Action: **Absent - Uniformed Service**

5-C Code: [] 5-D Legal Authority: []

5-E Code: [] 5-F Legal Authority: []

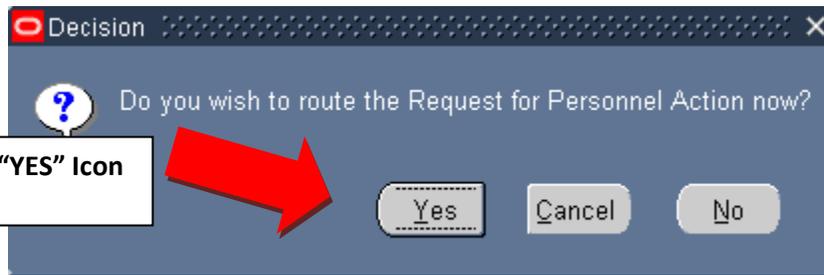
SECOND ACTION

6-A Code: [] 6-B Nature of Action: []

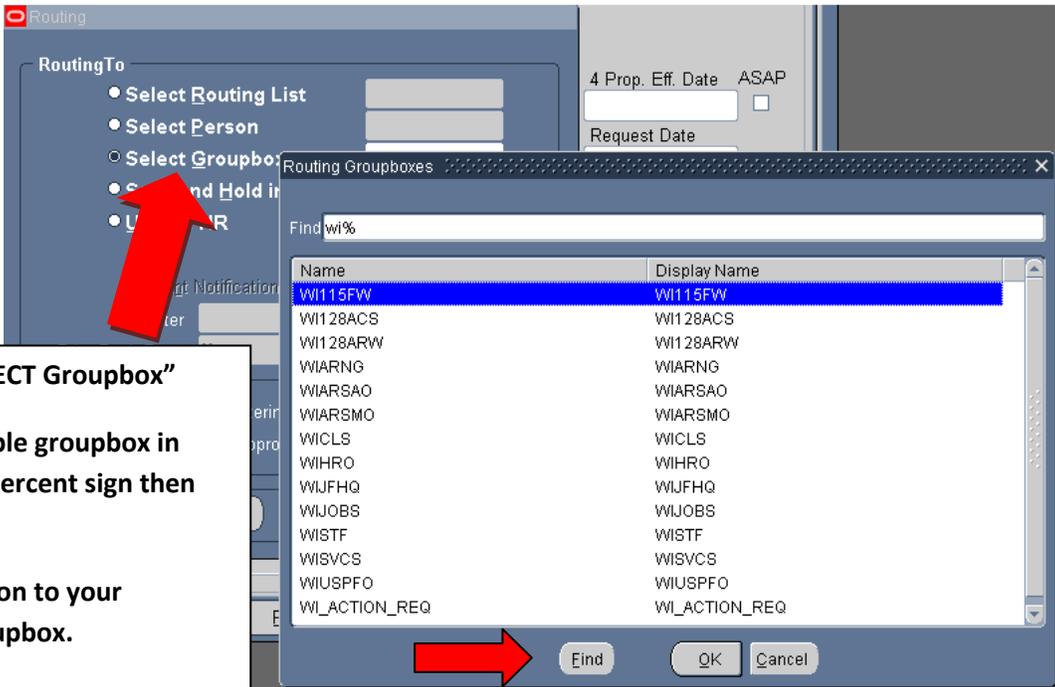
6-C Code: [] 6-D Legal Authority: []

6-E Code: [] 6-F Legal Authority: []

History | Extra Information | Person | Position (B) | Others... (D)



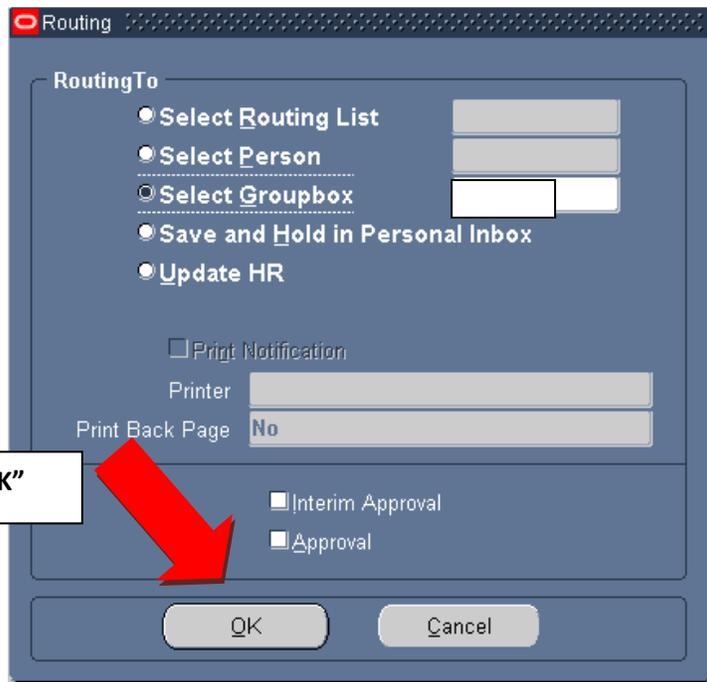
Click on the "YES" Icon



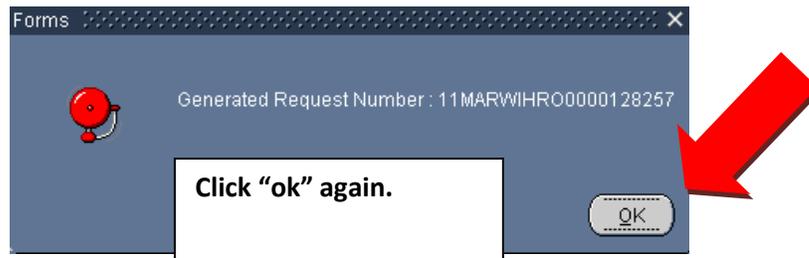
Click on "SELECT Groupbox"

Type applicable groupbox in front of the percent sign then click find.

Send the action to your assigned groupbox.



Click "OK"



Add/edit your "Routing/Comments" in your inbox/groupbox.

Notifications Summary

WI-SAD Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	• • • •
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-201	• • • •
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

A red arrow points to the 'Routing / Comments' column header in the table.

Click the "Gold Disc" Save Icon

You must also submit a military orders and the checklist (TSP 41 if applicable). No action will be completed on this ERPA without the necessary documents.

****Note** If you have any questions on this Electronic Request call DSN: 724-3712/3705/3709 or COM: 608-242-3712/3705/3709.**