

Sample Extension of NTE (NOA 760 or NOA 769)

Used for any of the following types of extensions of temporary actions:

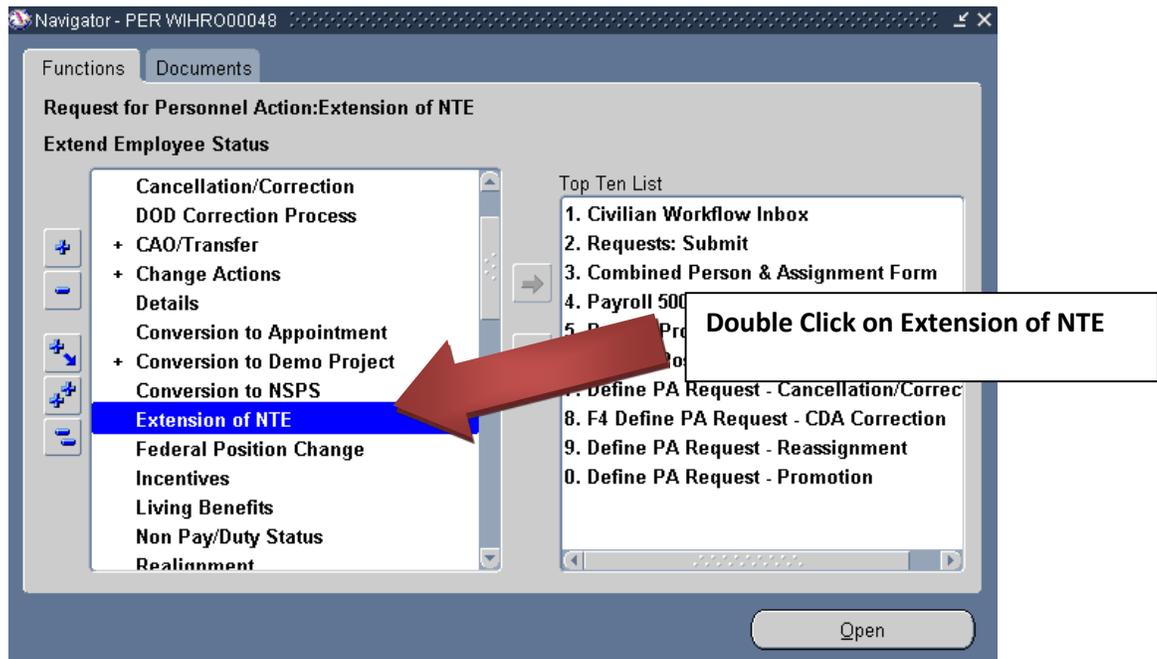
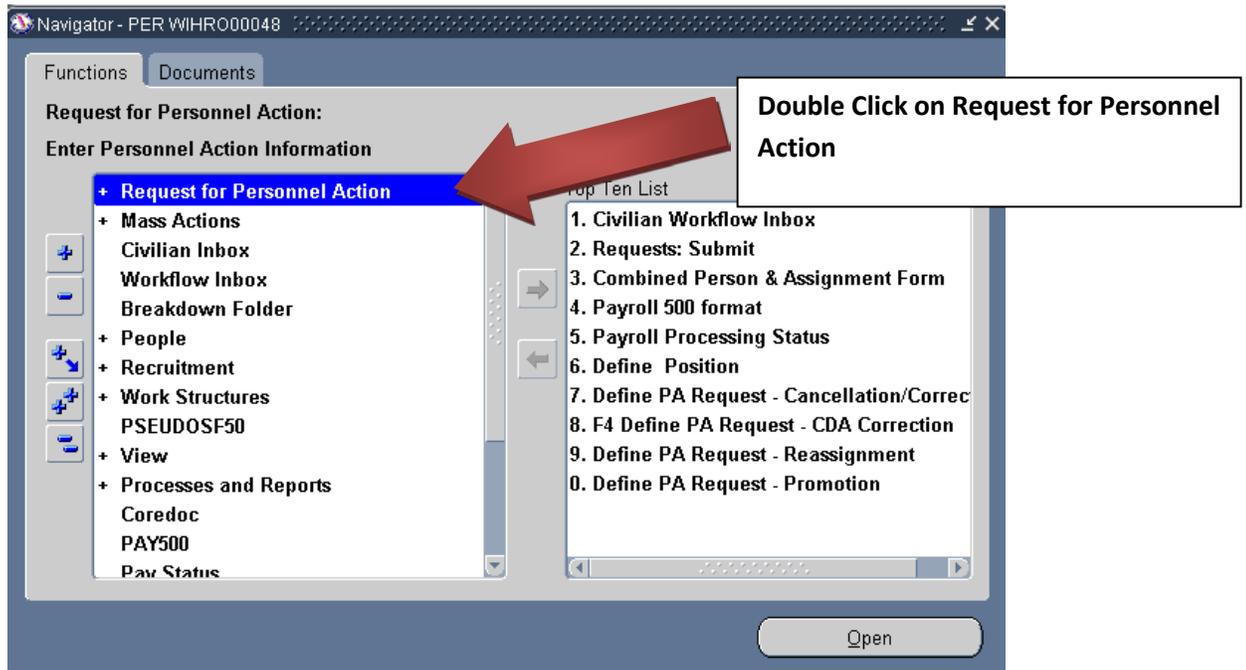
- Extension of a temporary appointment (NOA 760)
- Extension of a term appointment (NOA 765)
- Extension of a temporary promotion (NOA 769)
- Extension of LWOP (NOA 773)

Do not use for:

- Initiating a furlough or LWOP action.
- Extending a detail.

Include on the RPA (always complete Part A):

- Employee name in Part B of the RPA.
- In Block 5-A you must select the appropriate NOAC from the List of Values (LOV) and then enter the NTE date of the extension.



Request for Personnel Action (Extension of NTE, 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 2 Request

Extension of NTE

3 For Additional Information Call (Full Name)

Huschka, Natalie K

5 Action Requested By (Full Name) Title Request Date

DYKSTRA, JUNE A. SUPERVISORY HUMAN RE! 10-FEB-2011

6 Action Authorized By (Full Name) Title Concurrency Date

PART B - For Preparation of SF 50

1 Last Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION **SECOND ACTION**

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority

History Extra Information

Fill Part A –Requesting Office.

Fill Part B – For Preparation of SF 50

Choose the LOV button in block 5-A Code. Scroll down to Code 760, Ext of Appointment NTE OR 769 Ext if Promotion NTE

First Nature of Actions

Find %

Code	Nature of Action
0923	Extension of Reassignment NTE _____
612	Ext of Reassignment NTE _____
750	Continuance NTE _____
760	Ext of Appointment NTE _____
762	Ext of SES Limited Appointment NTE _____
765	Ext of Term Appointment NTE _____
769	Ext of Promotion NTE _____
770	Ext of Position Change NTE _____
772	Ext of Furlough NTE _____
773	Ext of LWOP NTE _____
917	Extension of Change-to-Lower Grade NTE _____
969	Extension of Promotion in Rate NTE _____
A057	Ext of Temporary Reassignment-NTE _____
A087	Ext of Appointment-Limited Tenure NTE _____

Find OK Cancel

PA Request First NOA Insertion Values

NTE Date

OK Cancel Clear

Enter the Not-to-Exceed Date (Format: DD-
MMM-YYYY). This date will be verified by J1-
Staffing. Temporary Promotions and/or
Appointments cannot exceed 8-pay periods
without competition.

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
 8 Pay Plan 9 Occ. Code 10 Grade or Level
 11 Step or Rate 12 Total Salary
 12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

TO INFORMATION

15 Position Title Number Seq No
Human Resource Assistant
 16 Pay Plan 17 Occ. Code 18 Grade or Level
 19 Step or Rate 20 Total Salary Award UoM
 20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
 20D Other Pay 21 Pay Basis
 22 Name and Location of Position's Organization

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

Navigate to the Position Data Tab. Because this is an extension to an employee on board, both the From Information and To Information should be populated, simply verify for accuracy.

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

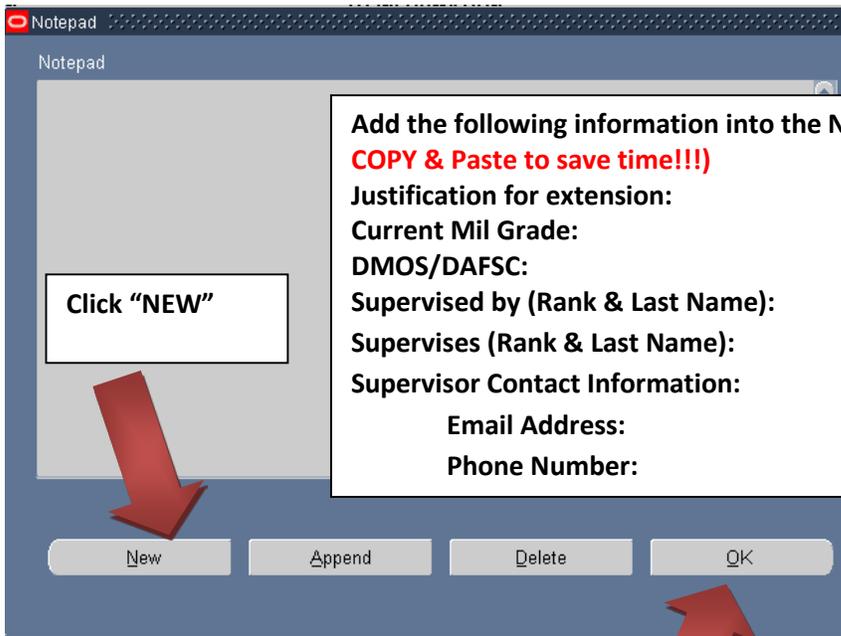
7 Position Title Number Seq No
 8 Pay Plan 9 Occ. Code 10 Grade or Level
 11 Step or Rate 12 Total Salary
 12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

TO INFORMATION

15 Position Title Number Seq No
HUMAN RESOURCES ASSISTANT **7040801** **306047**
 16 Pay Plan 17 Occ. Code 18 Grade or Level
GS **0203** **07**
 19 Step or Rate 20 Total Salary Award UoM
 20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
 20D Other Pay 21 Pay Basis
Per Annum
 22 Name and Location of Position's Organization
THE ADJUTANT GENERAL - WI
JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI

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

Click on the yellow Notepad icon.



Click "OK" after you have added notes.

Click on the "SAVE" Icon

File Edit View Folder Tools Window Help

Request Panel Action (Appointment, Routing Group:NG_ROUTING_GP)

SSN Nature of Action

Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No

10 Grade or Level

11 Step or Rate 12 Total Salary

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

12D Other Pay 13 Pay Basis

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title Number Seq No

HUMAN RESOURCES ASSISTANT 7040801 306047

16 Pay Plan 17 Occ. Code 18 Grade or Level

GS 0203 07

19 Step or Rate 20 Total Salary Award UoM

20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay

20D Other Pay 21 Pay Basis

Per Annum

22 Name and Location of Position's Organization

THE ADJUTANT GENERAL - WI

JOINT FORCE HQ - WI

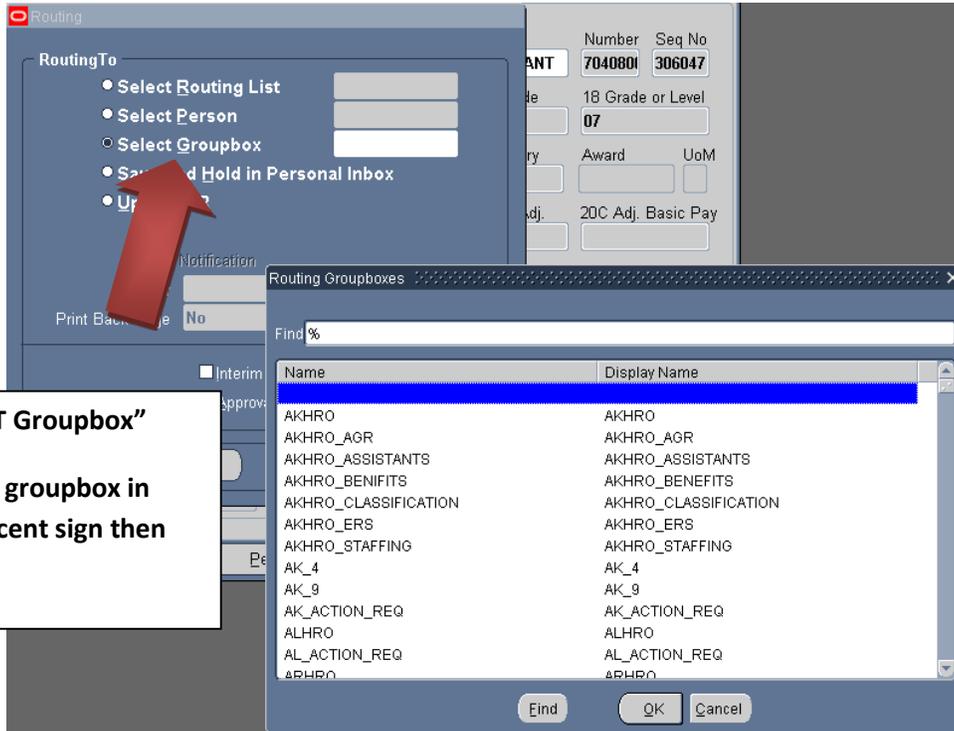
HRO TECH PERS MGT BR

MADISON, WI

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



Click on the "YES" Icon



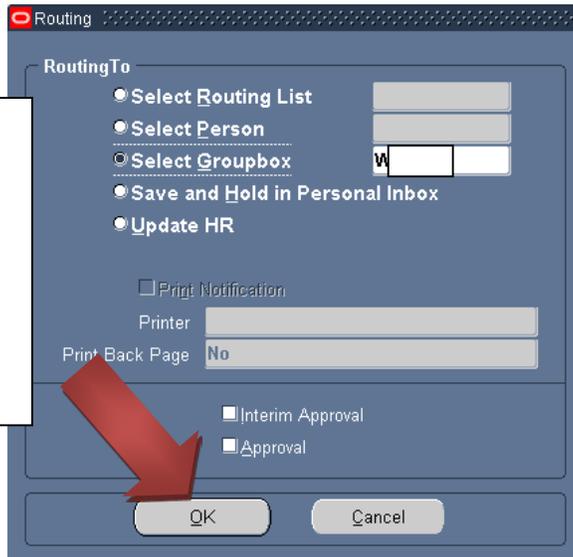
Click on "SELECT Groupbox"

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

Click "OK"

A message will pop up informing you that a request has been generated. Just click "ok" again.

A blank Fill request will now pop up. X out of it.



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



The screenshot shows a window titled "Notifications Summary" with a sub-header "WI-SAD" and a checked option "Query Only Open Notifications". The window contains a table with the following data:

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-2011	,
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

****Note** If you have any questions on this guide or the process call DSN: 724-3722/3710/3706 or COM: 608-242-3722/3710/3706.**