

Sample Time Off Award (NOA 840 & 846)

Use for individual awards for employees (monetary(840) or time off (846)).

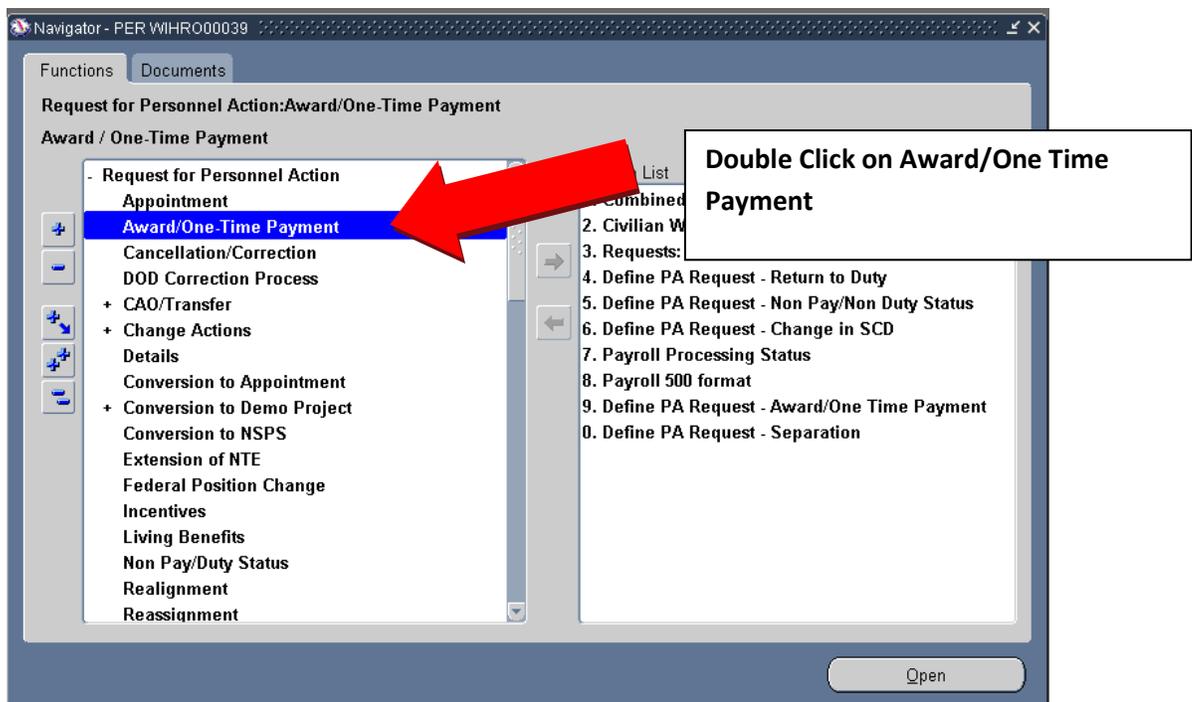
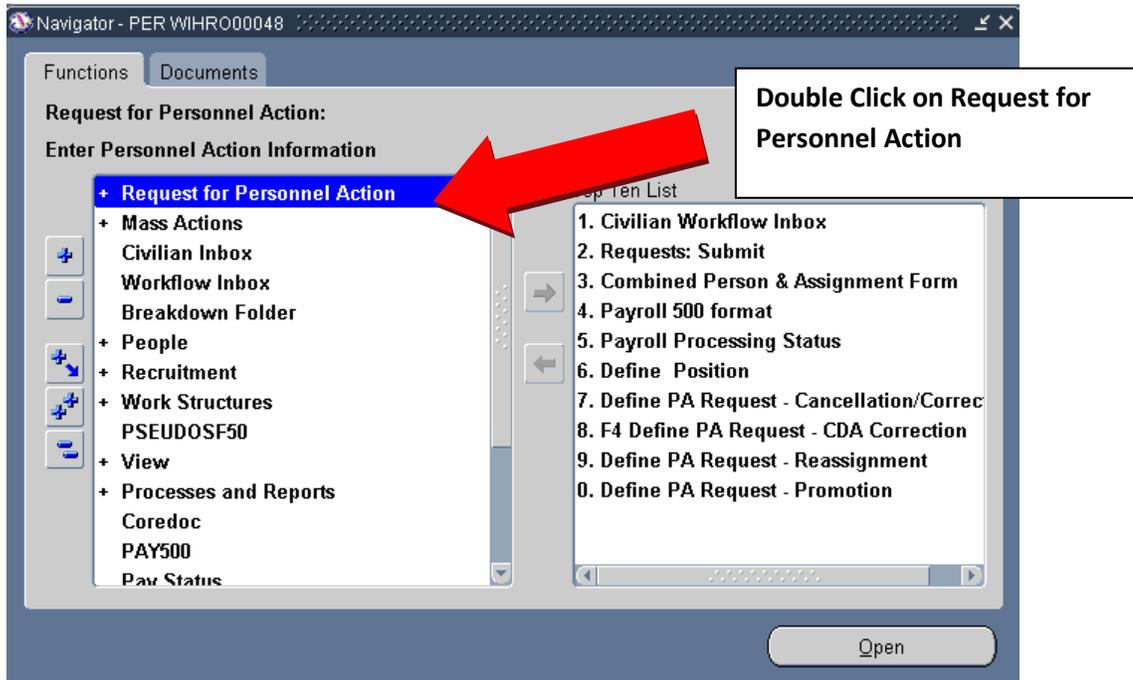
Do not use for:

- Quality Step Increase (QSI)
- Mass awards: contact your HRO for assistance and instructions for submitting mass awards.

Include on the RPA (always complete Part A):

- Employee name in part B.
- Award Amount in block 20 (tab 2 - Position)

Use the notepad if you have additional comments about the action



Request for Personnel Action (Award/One-Time Payment, 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 Eff. Date

Award/One-Time Payment

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

DYKSTRA, JUNE A. 608-242-3703

5 Action Requested By (Full Name) Title Request Date

DYKSTRA, JUNE A. SUPERVISORY HUMAN RE 22-JUN-2011

6 Action Authorized By (Full Name) Title Concurrency Date

Kappus, Ricky N. HUMAN RESOL 22-JUN-2011

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

846 Individual Time Off Award

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

5-E Code 5-F Legal Authority

History Extra Others... (D)

Fill Part A –Requesting Office.

Fill Part B – For Preparation of SF 50

Select the proper NOA Code: Either 846 for a time off award or 840 for a cash award

Request for Personnel Action (Award/One-Time Payment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action

Individual Time Off Award

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION TO INFORMATION

7 Position Title Number Seq No 15 Position Title Number Seq No

8 Pay Plan 9 Occ. Code 10 Grade or Level 16 Pay Plan 17 Occ. Code 18 Grade or Level

11 Step or Rate 12 Total Salary 19 Step or Rate 20 Total Salary Award UoM

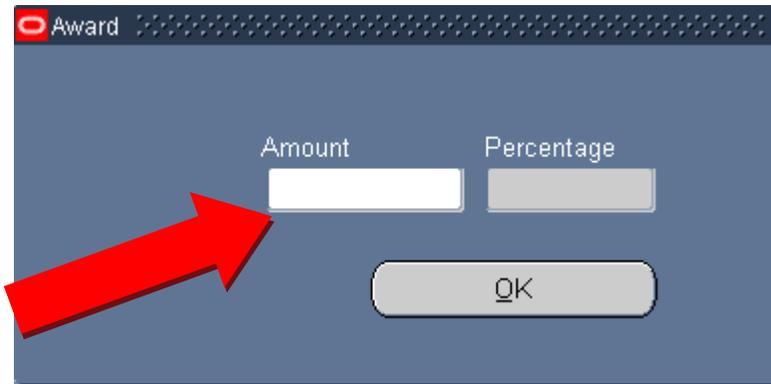
12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay 20A Basic Pay 20B Localit 20C Adj. Basic Pay

12D Other Information 13 Name and Location of Position's Organization

14 Name

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

Navigate to the Position Data Tab. Click in the "Award" window.



A new window should pop up.

In the "Amount" enter the number of hours or cash amount you are awarding the employee IAW HRR 451-2. Click on the OK button.

Request for Personnel Action (Award/One-Time Payment, Routing Group:NG_ROUTING_GP)

Employee: **KOTULA, SAMANTHA E** SSN: [] Nature of Action: **Individual Time Off Awz**

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION				TO INFORMATION			
7 Position Title	Number	Seq No	15 Position Title	Number	Seq No		
HUMAN RESOURCES SPECIALIST	D10570	466545	HUMAN RESOURCES SPECIALIST (D10570	466545		
8 Pay Plan	9 Occ. Code	10 Grade or Level	16 Pay Plan	17 Occ. Code	18 Grade or Level		
GS	0201	09					
11 Step or Rate	12 Total Salary			19 Step or Rate	20 Total Salary	Award	UoM
03	50,611.00					20	[] ...
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay	20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay		
44,333.00	6,278	50,611.00					
12D Other Pay	13 Pay Basis			20D Other Pay	21		
	Per Annum						
14 Name and Location	The number should now appear in the box.			ation of Position's Organization			
THE ADJUTANT GENERAL - WI				THE ADJUTANT GENERAL - WI			
JOINT FORCE HQ - WI				JOINT FORCE HQ - WI			
HRO TECH PERS MGT BR				HRO TECH PERS MGT BR			
MADISON, WI				MADISON, WI			

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

Request for Personnel Action (Award/One-Time Payment, Routing Group:NG_ROUTING_GP)

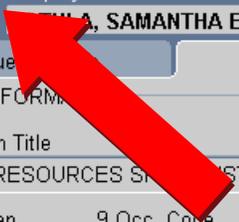
Employee: SAMANTHA E, SSN: [REDACTED], Nature of Action: [REDACTED]

Request: [REDACTED] P: [REDACTED] Remarks and Address: [REDACTED]

FROM INFORMATION				TO INFORMATION			
7 Position Title	Number	Seq No		15 Position Title	Number	Seq No	
HUMAN RESOURCES SPECIALIST	D10570	466545		HUMAN RESOURCES SPECIALIST (D10570	466545	
8 Pay Plan	9 Occ. Code	10 Grade or Level		16 Pay Plan	17 Occ. Code	18 Grade or Level	
GS	0201	09					
11 Step or Rate	12 Total Salary			19 Step or Rate	20 Total Salary	Award	UoM
03	50,611.00					20	[REDACTED]
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay		20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay	
44,333.00	6,278	50,611.00					
12D Other Pay	13 Pay Basis			20D Other Pay	21 Pay Basis		
	Per Annum						
14 Name and Location of Position's Organization				22 Name and Location of Position's Organization			
THE ADJUTANT GENERAL - WI				THE ADJUTANT GENERAL - WI			
JOINT FORCE HQ - WI				JOINT FORCE HQ - WI			
HRO TECH PERS MGT BR				HRO TECH PERS MGT BR			
MADISON, WI				MADISON, WI			

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

Click on the yellow Notepad icon.



Notepad

Notepad

Click "NEW"

New | Append | Delete | OK

Add the following information into the notepad:

1) NGB 32 was submitted to WIJS-J1-SVC for processing by attaching to DCPDS request. (*Can be emailed to Services section)

Supervisor Contact Information:

Email Address:

Phone Number:

Click "OK" after you have added notes.



File Edit View Folder Tools Window Help

Request for Personnel Action (Award) NG_GP

Click on the "SAVE" Icon

Requesting Information Position Data Employee and Position Data Remarks and Address

PART A - Requesting Information

1 Actions Requested: Award/One-Time Payment

2 Request Number: []

3 For Additional Information Call (Full Name): DYKSTRA, JUNE A.

Telephone Number: 608-242-3703

4 Prop. Eff. Date: [] ASAP

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

Title: SUPERVISORY HUMAN RE

Request Date: 22-JUN-2011

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

Title: ASSISTANT HUMAN RESOL

Concurrence Date: 22-JUN-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: 846 5-B Nature of Action: Individual Time Off Award

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: []

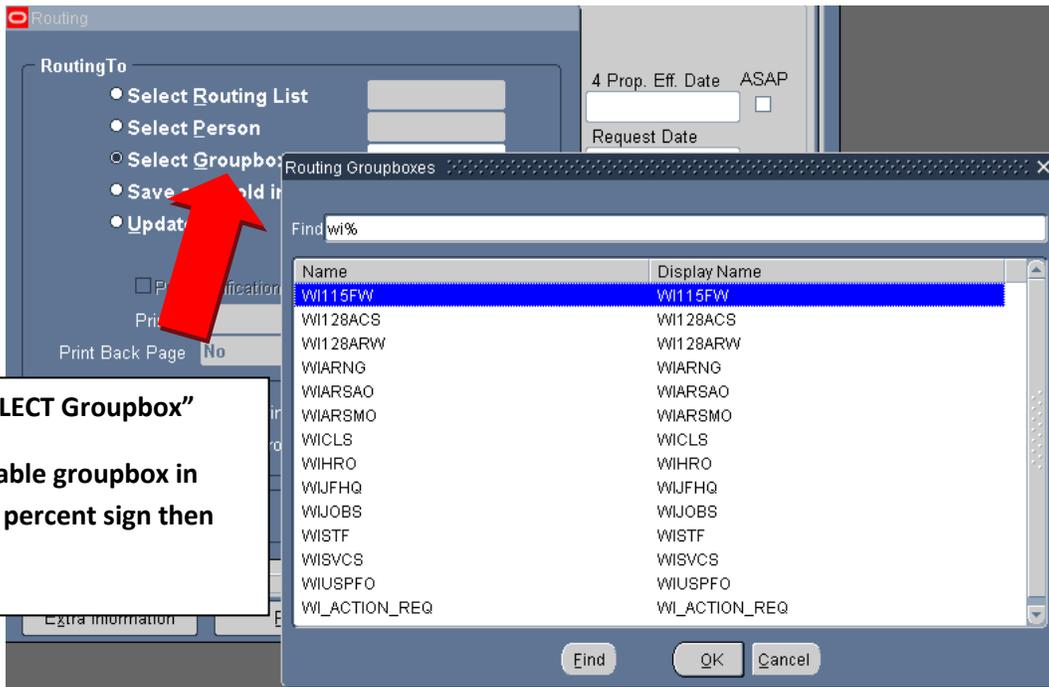
History Extra Information Person Position (B) Others... (D)

Decision

Do you wish to route the Request for Personnel Action now?

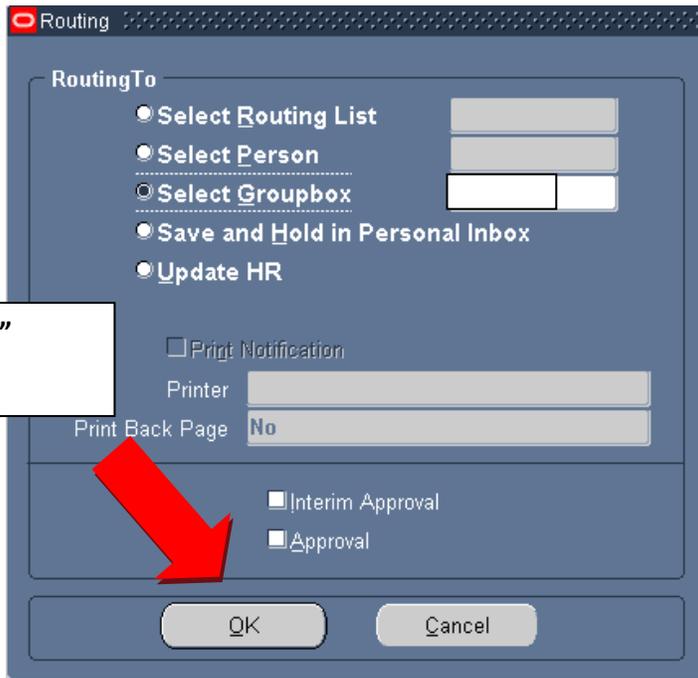
Click on the "YES" Icon

Yes Cancel No



Click on "SELECT Groupbox"

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



Click "OK"



Just click "ok" again.

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



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	WIARSAC	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

You must also submit a completed NGB Form 32 with proper justification to the Services section. No action will be completed on this ERPA without the NGB Form 32.

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