

Sample LWOP-Personal (NOA 460)

Used for:

- Suspensions (placement in nonpay and nonduty status for disciplinary reasons, either temporarily or indefinite) (NOAs 450 and 452)
- Leave without pay (LWOP) (NOA 460)

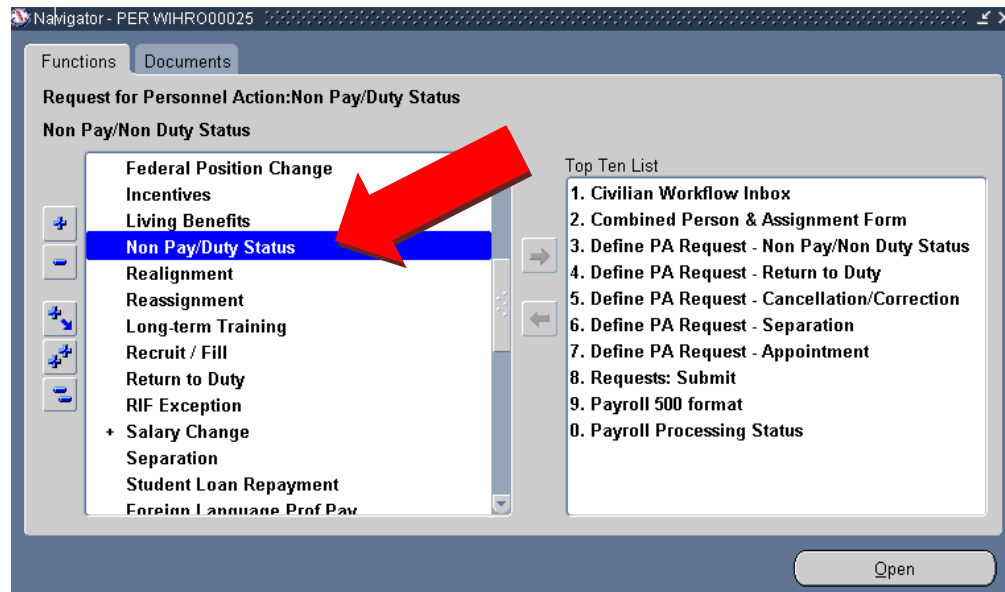
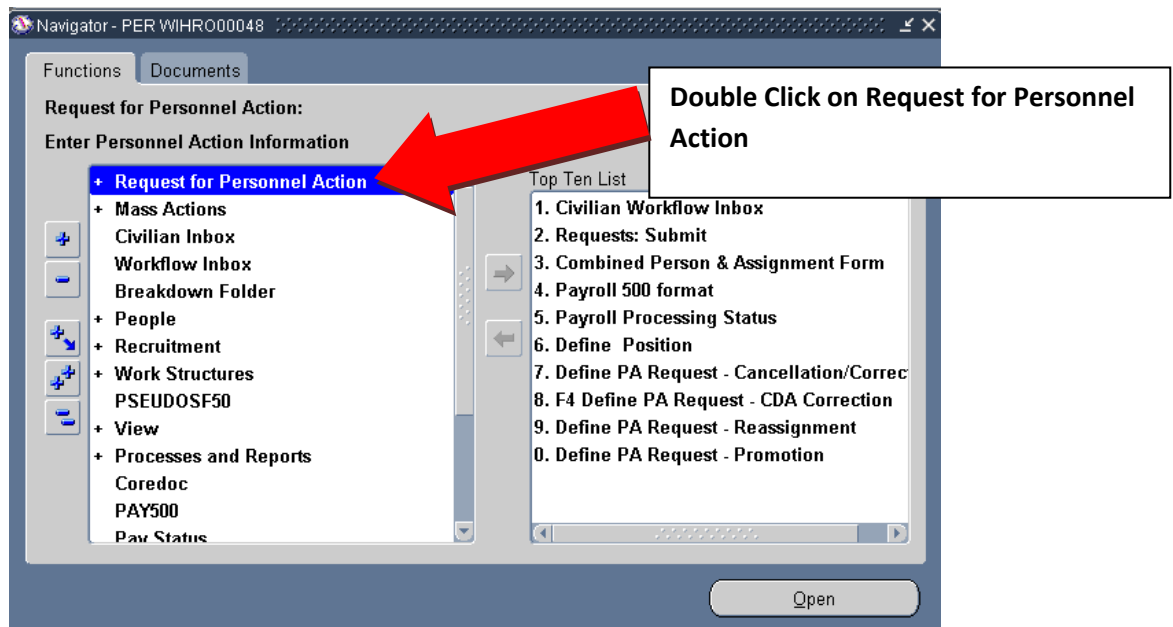
Do not use for:

- Extensions of LWOP.

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.

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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 Full Name of Additional Information Call (Full Name)
Ottawa, Stacy L

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

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

2 Request Number

Telephone Number
DSN 724-3712

4 Prop. Eff. Date
06-APR-2011

Title
ASSISTANT HUMAN RESO

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
460

5-B Nature of Action
LWOP NTE

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

6-E Code

6-F Legal Authority

History Position (B) Others... (D)

Fill Part A –Requesting Office.

Fill Part B – For Preparation of SF 50

Fill in the NTE Date

PA Request First NOA

NTE Date

OK Cancel Clear Help

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

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

Change Family Refresh Status

Requesting Info Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

Non Pay/Non Duty Status

3 Full Name of Additional Information Call (Full Name)
Ottawa, Stacy L

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

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

2 Request Number

Telephone Number
DSN 724-3712

4 Prop. Eff. Date
06-APR-2011

Title
ASSISTANT HUMAN RESO

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
460

5-B Nature of Action
LWOP NTE 30-SEP-2011

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

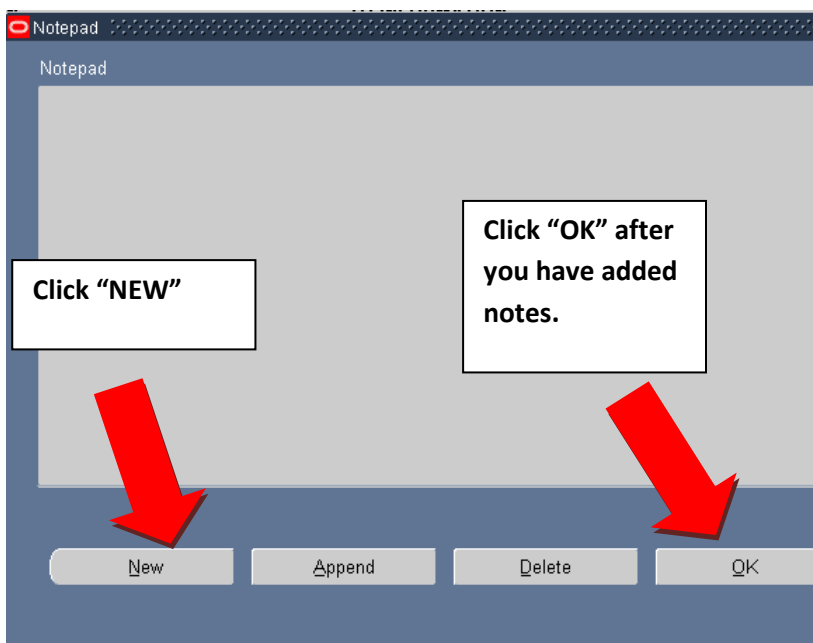
6-D Legal Authority

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) Reason for personal LWOP.
 - 2) FEHB Election
- **Employee will be responsible their portion of the premium.****

Supervisor Contact Information:

Email Address:

Phone Number:

Ensure your employee contacts HR for benefit information.

Eligibility requirements for personal LWOP can be found in HRR 630.

File Edit View Folder Tools Window Help

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

Click on the "SAVE" Icon

Request Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested

Non Pay/Non Duty Status

2 Request Number

3 For Additional Information Call (Full Name)

Telephone Number

4 Prop. Eff. Date ASAP

Otwaska, Stacy L

DSN 724-3712

06-APR-2011

5 Action Requested By (Full Name)

Title

Request Date

DYKSTRA, JUNE A.

ASSISTANT HUMAN RESOI

21-MAR-2011

6 Action Authorized By (Full Name)

Title

Concurrence Date

Kappus, Ricky N

DIRECTOR OF MANPOWER

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

460

LWOP NTE 30-SEP-2011

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

SECOND ACTION

6-A Code

6-B Nature of Action

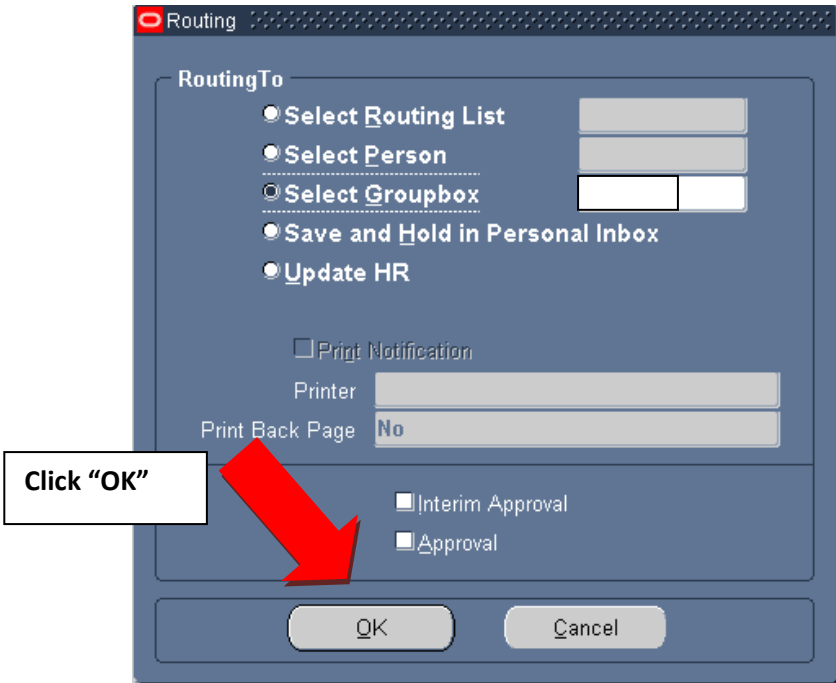
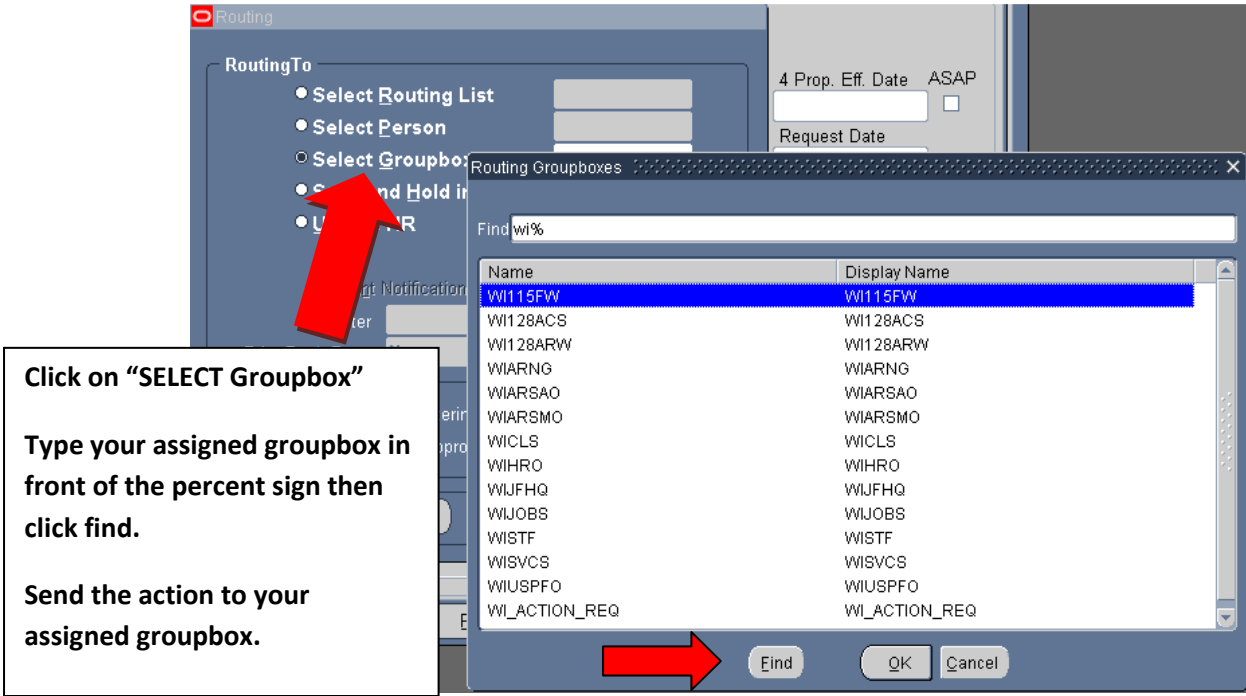
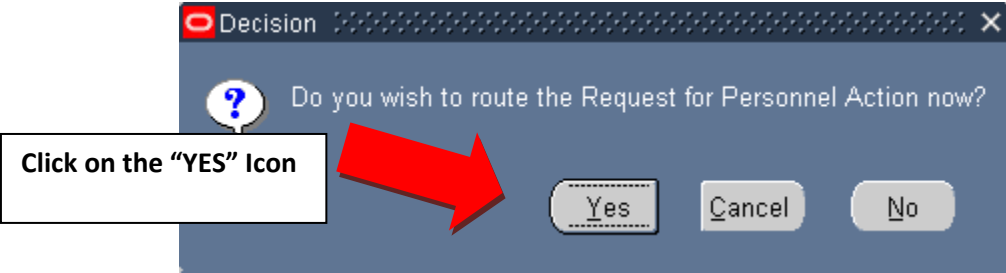
6-C Code

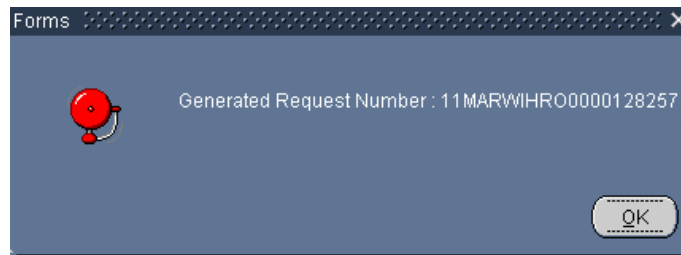
6-D Legal Authority

6-E Code

6-F Legal Authority

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





Click "ok" again.

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-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

Ensure your employee contacts HR for Benefits information.

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