

## NOA 450 – SUSPENSION NTE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions → Non pay/Non duty Change Status</b> or open the existing 450 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>450</b> &lt;TAB&gt; then input NTE date in pop-up window</li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i></li> </ul>
4	Click on <b>&lt;Save&gt;</b> icon to save
5	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFs. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window. <p><b><u>US FED AGENCY DATA</u></b></p> <p style="padding-left: 40px;">Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p><b><u>US FED NON-PAY OR NON-DUTY</u></b></p> <p style="padding-left: 40px;">Type of Employment – system generates = F (Emp on LWOP/Furl/Susp in Non-Pay Stat fo 31/More Cons Days Adverse NOAC – system generates = <b>450</b> (Suspension NTE) Cause of Disciplinary Action – input using LOV Date of Adverse Action – system generates = effective date of action from RPA Days Suspended – system generates Date Suspension Over 30 Days – system generates (OR Date Suspension Under 30 Days–sys generates)</p>
6	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA
7	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR