

NOA 473 – LWOP US (MILITARY FURLOUGH)

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Non pay/Non duty Change Status or open the existing 473 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = 473 • Authority Code (use LOV or type it in)
3	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks.
4	Click on <Save> icon to save
5	Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save</p> <p><u>US FED NON-PAY OR NON-DUTY</u></p> <p>Type of Employment = F (Emp on LWOP/Furl/Susp in Non-Pay Stat for 31/ More Cons Days)</p>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.