

## NOA 473 – LWOP US

### (Operation Enduring Freedom & Operation Noble Eagle)

**Documenting Leave Without Pay**

**Leave without Pay.** LWOP must be documented on an SF 50, Notification of Personnel Action, with nature of action 473/LWOP-US and legal authorities Q3K/5 CFR 353 and ZJW/Operation Enduring Freedom & Operation Noble Eagle.

**Note:** ZJW is a new legal authority that has been established to enable OPM and agencies to identify reservists who are involved in the effort under Operation Enduring Freedom. These same authorities must also be used on the 292/RTD action when the reservist returns to civilian employment.

**Separations.** If the reservist requests separation rather than LWOP, the separation must be documented with nature of action 353/Separation-US and legal authorities Q3K/5 CFR 353 and ZJW/Operation Enduring Freedom & Operation Noble Eagle. Follow the instructions in Chapter 9 or 11 (as appropriate) of The Guide to Processing Personnel Actions, to document the reservist's restoration upon completion of his or her military service.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for <b>Personnel Actions</b> → <b>Non pay/Non duty Change Status</b> or open the existing 473 RPA from the Civilian Inbox.
2	<p>Complete the <b>REQUESTING INFO</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>473</b></li> <li>• Authority Code 1 (use LOV or type it in) = <b>Q3K</b></li> <li>• Authority Code 2 (use LOV or type it in) = <b>ZJW</b></li> </ul>
3	<p>Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA:</p> <p><b>REMARKS:</b></p> <p>For those reservists with health benefits coverage while absent for reasons related to military duty, enter in block 45 of the SF 50 remark B66:</p> <p><b>B66</b> Health benefits coverage will continue for 18 months unless you elect to terminate coverage. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.</p> <p><b>ZZZ</b> You may be eligible to continue your health benefits for up to 18 months at no cost to you.</p> <p>For those reservists with Federal Employees' Group Life Insurance (FEGLI) coverage, enter in block 45 of the SF-50 remark B72:</p> <p><b>B72</b> FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.</p>

<p><b>4</b></p>	<p>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> <p><b><u>US FED AGENCY DATA</u></b></p> <p>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>Type of Employment = <b>F</b> (Emp on LWOP/Furl/Susp in Non-Pay Stat for 31/ More Cons Days)</p>
<p><b>5</b></p>	<p>Close <b>&lt;Extra Information&gt;</b> window to return to the RPA</p>
<p><b>6</b></p>	<p>Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.</p>