

AutoNOA: Web Award Submissions

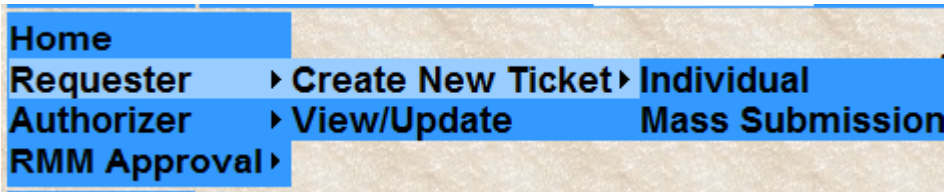
Last updated 19-October-2011

OBJECTIVE

- Submit a request for the creation and processing of Awards Personnel Actions. Natures of Action (NOAs) include: **840**-Performance, **849**-On-the-Spot, **849**-Special Act, **846**-Individual Time Off, **847**-Group Time Off, **842**-Individual Patent/Suggestion/Invention, **843**-Group Patent/Suggestion/Invention, and **892**-Quality Step Increase (QSI)

AWARD REQUEST

- You are the "Requester."
- Submit award request(s) for an individual or in mass.
- The award request will give you a unique ticket number for tracking purposes.



- Click the "Requester->Create New Ticket->**Individual**" on the navigation menu to search by individual name of a current employee.

-OR-

- Click the "Requester->Create New Ticket->**Mass Submission**" on the navigation menu to search current employees by organization.

SEARCH EMPLOYEES BY ORGANIZATION

- Select the relevant CPOID, Command Code, UIC, and Org Code from the dropdowns.
- Click "Get List" to identify all employees from your selection criteria.

SELECT EMPLOYEES

- Select employees by checking the corresponding box in the far right hand column.

SERIES	GRADE	PD Number	Select
0201	12	CH00082	<input checked="" type="checkbox"/>
0201	12	CH00085	<input checked="" type="checkbox"/>
0201	11	CH00063	<input checked="" type="checkbox"/>
0201	11	CH00064	<input checked="" type="checkbox"/>
0203	07	CH00111	<input checked="" type="checkbox"/>
0201	11	CH00066	<input type="checkbox"/>

- When you are finished making your employee selection(s), click "**Select Employees**" at the bottom of the screen to generate a **ticket number**.

Note: You can also select Check All or Uncheck All.

TICKET NUMBER

Click "Continue"

NAME YOUR TICKET (Optional)

- Enter a name or unique identifier to the ticket number for ease in tracking your tickets.
- Click "**Add/Change**" to save the new ticket name.

SUBMITTING A QSI?

No?Continue to Page 4 of this guide.

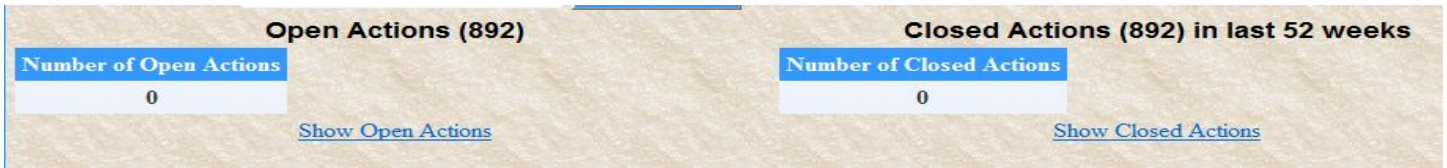
Yes?.....Continue below.

- Click **IS THIS A QSI – CLICK HERE** button if requesting a QSI



OPEN/CLOSED ACTIONS REPORT

- View the Open/Closed actions report to avoid submitting a duplicate award.

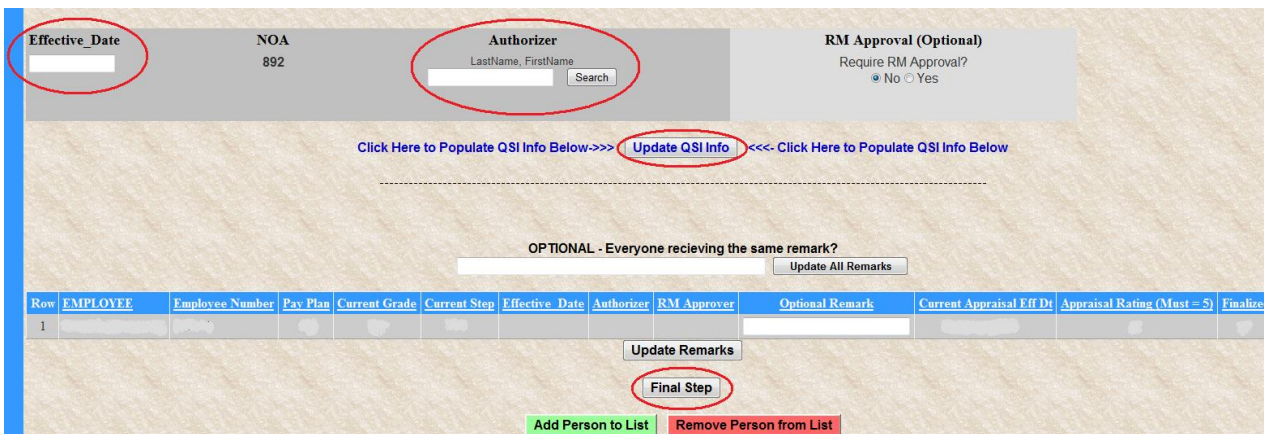


AWARD INFORMATION

- **Effective Date:** Use the calendar to select the current date or a future date.
- **Authorizer:** Search by the authorizer’s last name, first name. Only 3-letters of the last name need to be entered to search.
- **RM Approval (Optional):** If “Yes”, search the name the same way as done for the authorizer.

IMPORTANT! Click the **Update QSI Info** button to populate information.

- Click **Final Step** when finished



FOR ALL OTHER AWARDS:

OPEN/CLOSED ACTIONS REPORT

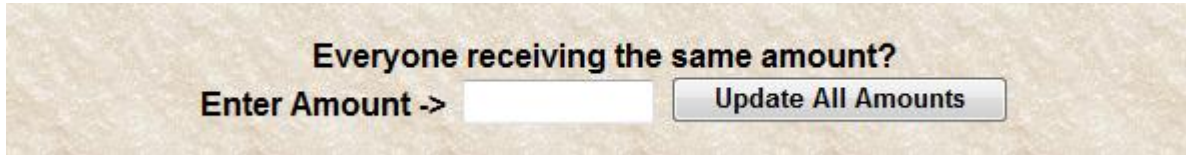
- View the Open/Closed actions report to avoid submitting a duplicate award.

AWARD INFORMATION

- **Effective Date:** Use the calendar to select the current date or a future date.
- **NOA:** 840=Performance (Ratings Based), 842=Patent/Invention/Suggestion, 843=Group Patent/Invention/Suggestion, 846=Time-Off, 847=Group Time-Off, 849=OTS/Special Act
- **Award Type:** Award type will default to the correct type depending on the NOA selected.
- **Payment Type:** Make a selection.
- **Authorizer:** Search by the authorizer’s last name, first name. Only 3-letters of the last name need to be entered to search.
- **RM Approval (Optional):** If “Yes” is opted for, search for the RM’s name the same way the authorizer was searched.

IMPORTANT! Click the **Update Award Info** button to populate information for selected people.
AWARD AMOUNTS

Dollar amount: If everyone is receiving the same (whole) dollar amount, enter the amount here and click “Update All Amounts.” This will populate everyone’s dollar.



Individual Dollar amounts: Manually enter the award amounts in the individual dollar amount blocks if employees are receiving variable amounts.

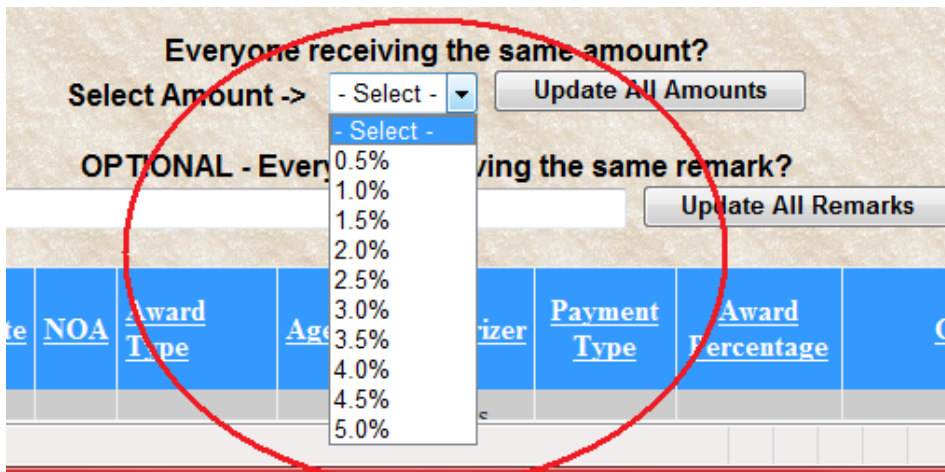
<u>Payment Type</u>	<u>Dollar Amount (EX: 500)</u>	<u>Optional Remark</u>	<u>Finalized</u>
Dollar Amount	<input type="text"/>	<input type="text"/>	N

***NOTE: Dollar amounts MUST be whole dollar amounts.**

Time amount: Enter in whole hours. Employees can receive up to 40hrs of leave per award and up to 80hrs of leave per year.

Percentage: This option is available for an 840 performance award. Enter the percentage from the drop down list.

***NOTE: The percentage calculation, to determine the total award dollar amount, is not done on the webpage. The calculation is done when the RPA is created and processed. Check the SF-50 to view the total award amount.**



FINAL STEPS

- Click **Final Step** when all award information and amounts are entered.

OPTIONS:

Add Person to List: click **Add Person to List** to search and add other employees to the list.

Remove: click **Remove Person from List** to remove an employee from the current list.

244319	GS			AR		Dollar Amount	<input type="text"/>	<input type="text"/>
511182	GS			AR		Dollar Amount	<input type="text"/>	<input type="text"/>
556433	GS			AR		Dollar Amount	<input type="text"/>	<input type="text"/>
245750	GS			AR		Dollar Amount	<input type="text"/>	<input type="text"/>

Update Award Amounts and Remarks

Final Step

Add Person to List **Remove Person from List**

LAST REVIEW & SUBMIT

- Click **Check ALL**
- Click **Submit Request** when ready

-OR-

- Click **Not Ready** to return to the ticket at a later time.

Award Submissions

Ticket Number: AWRD011177

EMPLOYEE	Employee Number	Effective Date	Award Amount	Award Percent	Submit For Processing
TestName	123456	30 Sep 2011		0.25	<input type="checkbox"/>

Submit Request **Not Ready**

Check All
Uncheck All

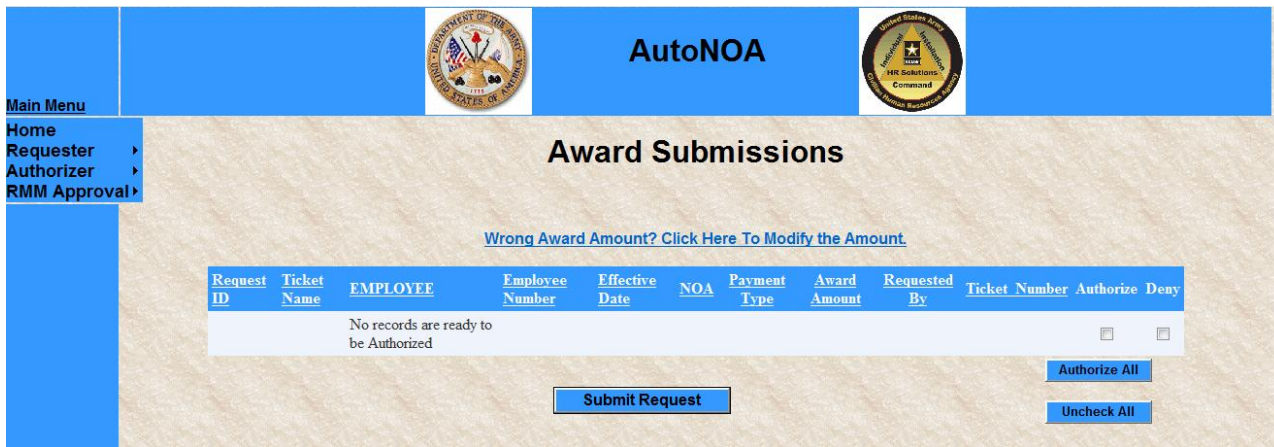
AUTHORIZER NOTIFICATION

The Authorizer and/or the Resource Manager will immediately receive an email notification to review the ticket and approve or deny the award request. The email does include the AutoNOA web link: <https://nccpoc.ria.army.mil/autonoa>.

NOTE: The Authorizer can still come to the AutoNOA webpage and authorize the award ticket even if they do not receive the email. There is no need to wait for the email.

AUTHORIZER

- Authorizers can Authorize or Deny each employee on the award request ticket.
 - If the Authorizer denies, the Award, the Requester will receive an email notification.
- Click **Submit Request** when records when records have been reviewed.



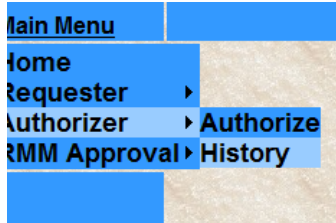
AMOUNT MODIFICATION

- Authorizers also have the ability to modify the award amounts.
- Click **Wrong Award Amount? Click Here to Modify the Amount.**
- Enter the new value.
- Click **Update Amounts**



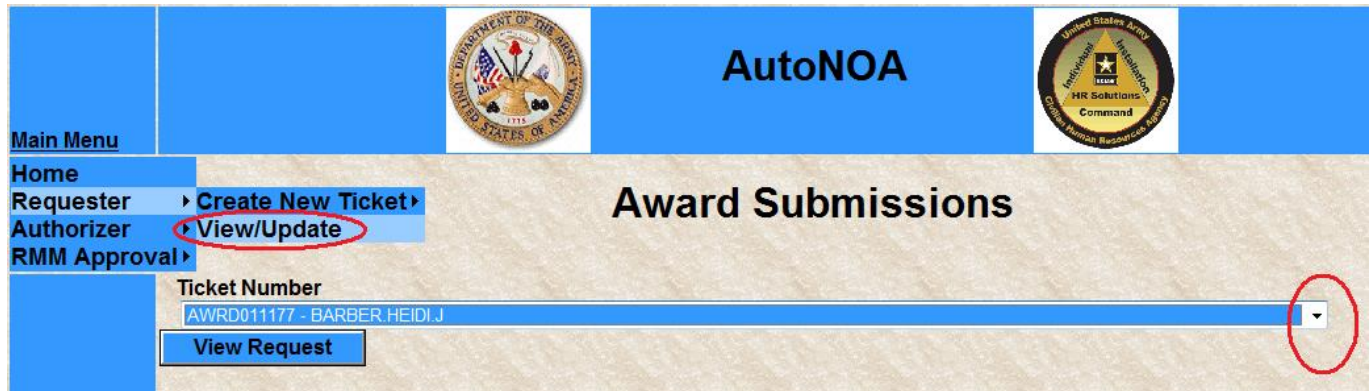
TICKET HISTORY

- Once award request tickets are approve or denied, they can be viewed under the authorizer’s history for an indefinite amount of time.



VIEW/UPDATE

- The Award Ticket Request is a working document until submitted.
- Requestors can click on **View/Update** to return to a started ticket request.
- The drop down list under **View/Update** will keep a record of all award tickets requested.



- Requestors have the option to **Modify the Ticket** or **Delete** the ticket until it is submitted.



Add Another User

Add a co-worker(s) to view and work the ticket you have created.

Search by first name followed by last name.

% can be used as a wildcard.....Mar%Smit%



AUTONOA

- AutoNOA will create the request for personnel action(s) (RPA) and process the RPA from your ticket request once the request has been completed by the requestor and approved by the authorizer.
- If the requestor chooses to have the RM’s approval, AutoNOA will create and process the RPA when the request has been completed by the requestor, approved by the authorizer, and approved by RM.
- AutoNOA processes the RPA very quickly after all approvals are in place; please ensure the award information is correct and you are truly ready for the award to be processed.

CPOL PORTAL

- Check the SF-50 history in CPOL Portal to ensure your awards processed successfully.

CANCELLATIONS

***If you need to cancel an award submitted in error, please contact your local CPAC.**