

CIVILIAN HUMAN RESOURCES AGENCY



EX-EMPLOYEE AWARDS-US USER GUIDE

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1. Introduction

1.1. Purpose

The purpose of this guide is to assist a manager/admin with submitting a monetary award for an ex-employee.

1.2. General Information

Ex-Employee Definition: An employee who has completely left Army/the Army instance of DCDPS.

Applicable Award Types:

- Special Act
- On-the-Spot
- Invention
- Patent
- Suggestion

Note: The AutoNOA Awards - US website is not set up to process NOA840 performance awards on Ex-employees because the automated process is unable to check for a current appraisal in DCPDS. Please coordinate with your servicing personnel office if a NOA840 Performance Award must be submitted and submit a manual RPA to them.

Effective Date: The effective date of the award is automatically set to the employee's separation date.

Other Ex-Employee Scenarios:

1. If the employee is now with another organization in Army, the gaining organization generates the RPA. Funding for this RPA should be handled via GFEBS/Direct Charge WBS. (Otherwise known as MIPRD \$). Funding action must be completed prior to the generation of the RPA by the gaining activity.
2. If coordination with the gaining organization is not an option, then a manual RPA would need to be coordinated with someone at your servicing personnel office/processing center.

1.3. Help/Questions

Submit a Service Now ticket with questions or to report a problem.

ServiceNow: <https://hr.chra.army.mil/home>.

Click on **IT Services**; **Submit Request**; **Applications and Access**; and then **Create an Application Incident**.

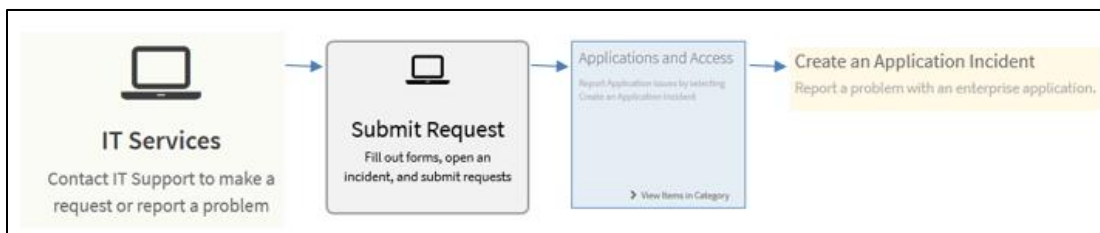


Figure 1 – ServiceNow Ticket

1.4. Access

The following DCPDS account type(s) must be obtained first to work within this site:

- To Submit: -MGA/MGR & access to org codes of those receiving the award(s)
- To Authorize: -MGA/MGR with authorizer access & access to org code(s) of the employee(s)
- To Approve as a Resource/Funds Manager: -RMM/-RMB & access to the org code(s) of the employee(s)

2. Application Use and Instructions

2.1. Overview

The Awards - US application URL is: https://autonoa.army.mil/All_Awards/Default.aspx. From **AutoNOA** hover over **RPAS** to open the menu options; then select **AWARDS - US**.

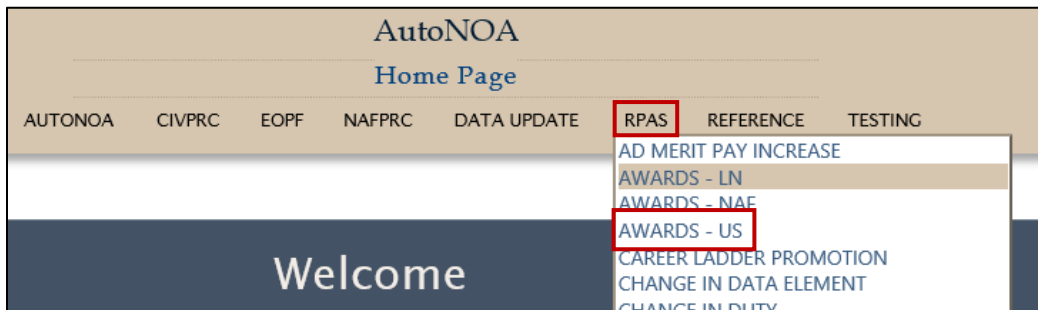


Figure 2 – Navigation

2.2. Submit Request

On the Awards - US home screen, hover over **Submit Request** and then click on **Ex-Employee**.

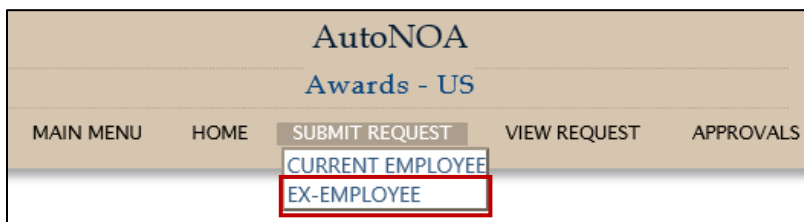


Figure 3 – Ex-Employee Menu Option

2.2.1. Search For Employee

Enter the full SSN (no dashes); then click the **Search** button.

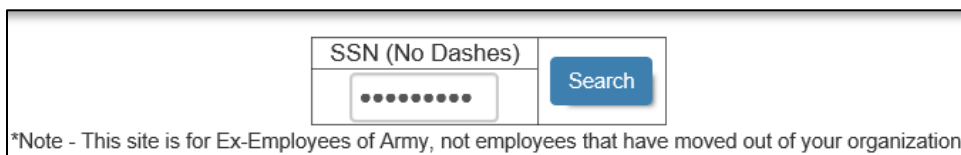


Figure 4 – Search Employee

Review the employee records, click on the box under Select, and then click the Initiate Award button.

Org Component	EMPLOYEE	Separation Date	Title	Series	Grade	Select
BGCHW6D3AA1C	EX-EMPLOYEE	31 Jul 2020	SUPV AUTOMATION INTEGRATION SPEC	0301	13	<input type="checkbox"/>

[Initiate Award](#)

Figure 5 – Select Employee

2.2.2. Award Details

Enter or select the Award Details. The **Ticket Number** is auto-generated by the Awards – US application. Enter the **Ticket Name** (*optional*). Select the **Award Type**, **NOA**, **Payment Type**, **Authorizer**, and **Resource Manager**. Click **Save Award Information** when done.

Ticket Number	1729163
Ticket Name	<input type="text"/>
Save	

Award Type	Special Act ▼
NOA	849 - Special Act Award ▼
Payment Type	Dollars
Effective Date (Date of Separation)	07/31/2020
Authorizer	Select an Authorizer ▼
Resource Manager	Select a Resource Mana ▼

[Save Award Information](#)

Figure 6 – Award Details

3. Authorizer

An Authorizer must review and approve the Award Request. The **Authorizer** may click the link in the email notification or select the **Authorizer** option under the Approvals header on the Awards - US home screen.

An Authorizer has the option to **Approve**, **Deny**, or **Return** the award request. An approved award moves to the Resource Manager or AutoNOA queue for processing. A denied award is no longer usable. A returned award may be edited by the submitter. There is an option to email the manager/submitter when returning or denying an award.

4. Resource / Funds Manager

A Resource / Funds Manager must review and approve the Award Request. To review / approve select the **Resource Manager** option under the Approvals header on the Awards - US home screen.

Select to **Approve**, **Deny**, or **Return** the award request. An approved award moves to the AutoNOA queue for processing in DCPDS. A denied award is no longer usable. A returned award may be edited by the submitter.

References

Acronyms and Abbreviations

Term	Definition
CPAC	Civilian Personnel Advisory Center
DCPDS	Defense Civilian Personnel Data System
PD	Position Description
RM	Resource Manager
RPA	Request for Personnel Action
UIC	Unit Identification Code
WBS	Work Breakdown Structure