

CIVILIAN HUMAN RESOURCES AGENCY



AWARDS - US USER GUIDE

Submitted By:
CHRA G6 AIC Business Requirements Division

ATTN:
6010 6th St., Building 1465,
Ft. Belvoir, VA 22060

Version 1.2

Distribution authorized to Department of Defense (DoD) components and U.S. DoD specified contractors only, for administrative or operational use. Refer other requests for this document to the Civilian Human Resources Agency (CHRA), G6 ATTN: 6010 6th St., Building 1465, Ft. Belvoir, VA 22060.

DISCLAIMER

The use of trade names in this document does not constitute an official endorsement or approval of the use of such commercial hardware or software. Do not cite this document for the purpose of advertisement.

CHANGES

Refer requests for all changes that affect this document to: Civilian Human Resources Agency (CHRA), G6 ATTN: 6010 6th St., Building 1465, Ft. Belvoir, VA 22060.

DISPOSITION INSTRUCTIONS

Destroy this document when no longer needed. Do not return it to the organization. Safeguard and destroy this document with consideration given to its classification or distribution statement requirements.

DOCUMENT HISTORY

Date	Author	Description	Comment
Nov 2020		Ver. 1.0	Initial Document
Mar 2021	A. Hudson	Ver. 1.0	Updated guide for new document template
May 2021	A. Hudson	Ver. 1.1	Added Special Note to paragraph 2.2.4
May 2021	A. Hudson	Ver. 1.2	Added Effective Date specifications para 2.2.4

SYSTEM VERSION HISTORY

System Version	Date	Editor/Developer	Comment
1.0.0.0	Aug 2020		

Contents

1. Introduction..... 1

 1.1. Purpose..... 1

 1.2. Workflow 1

 1.3. Awards Processing 1

 1.4. Cancellations/Corrections 1

 1.5. Help/Questions..... 1

 1.6. Access 2

2. Application Use and Instructions..... 2

 2.1. Overview 2

 2.2. Submit Request..... 2

 2.2.1. Individual Submission 2

 2.2.2. Mass Submission 3

 2.2.3. Select Employee(s) 3

 2.2.4. Award Details 3

3. Authorizer..... 5

4. Resource / Funds Manager..... 6

5. Track Request..... 6

6. Submission Report..... 6

References..... 7

 Acronyms and Abbreviations 7

Table of Figures

Figure Number	Page Number	Name
Figure 1	Page 1	Award Types
Figure 2	Page 1	ServiceNow Ticket
Figure 3	Page 2	Navigation
Figure 4	Page 2	Submit Request Menu Option
Figure 5	Page 2	Individual Submission
Figure 6	Page 3	Mass Submission
Figure 7	Page 3	Employee List
Figure 8	Page 4	Award Details
Figure 9	Page 4	Award Amounts / Remarks
Figure 10	Page 5	Send to Authorizer
Figure 11	Page 5	Authorizer Heading
Figure 12	Page 6	View Request
Figure 13	Page 6	Change Authorizer / Resource Manager

1. Introduction

1.1. Purpose

The purpose of this guide is to assist a manager/admin with submitting a monetary or time off award for appropriated (APPR) funded employees. A single or a group/mass submission may be done. Quality checks and eligibility are determined on the website.

AWARD TYPES:	PAYMENT TYPE	NATURE OF ACTION
Performance	Money/Dollars	NOA 840
Time-Off (Individual or Group)	Time/Hours	NOA 846/847
On-the-Spot (Individual or Group)	Money/Dollars	NOA 849/841
Special Act	Money/Dollars	NOA 849/841
Suggestion/Invention/Patent (Individual or Group)	Money/Dollars	NOA 842/843
Travel Savings Incentive	Money/Dollars	NOA 845
Productivity Gainsharing	Money/Dollars	NOA 849/841
Quality Step Increase (QSI)	Step Increase	NOA 892

Figure 1 – Award Types

1.2. Workflow

Manager/Admin > Authorizer > Resource Manager/Budget Approver (Optional) > AutoNOA.

1.3. Awards Processing

Awards are processed by AutoNOA in DCPDS on or shortly after the effective date. The SF-50 may be viewed in DCPDS or eOPF. Award RPAs generated with errors are routed directly to the processing center for resolution & final processing.

1.4. Cancellations/Corrections

Cancellations or corrections to an already processed award (RPA Number is displayed) must be resolved through the employee’s servicing HR Office.

1.5. 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**.

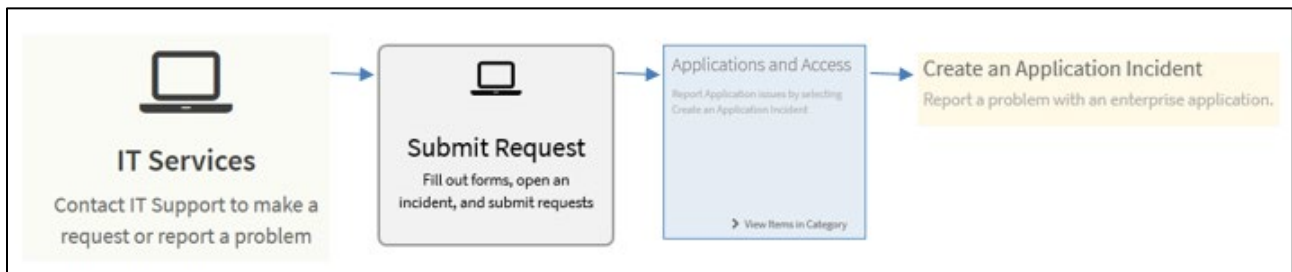


Figure 2 – ServiceNow Ticket

1.6. Access

The following DCPDS account type(s) must be obtained prior to utilizing 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**.

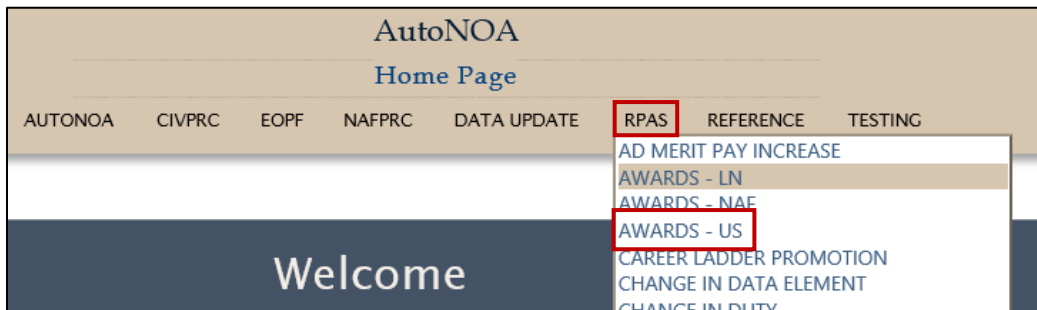


Figure 3 – Navigation

2.2. Submit Request

On the Awards - US home screen, hover over **Submit Request** and then click on **Current Employee** to submit an Individual or Group/Mass request.

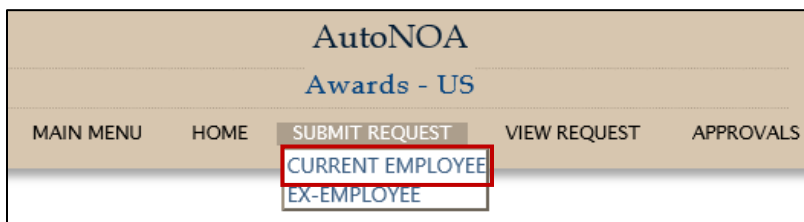


Figure 4 – Submit Request Menu Option

2.2.1. Individual Submission

Select the **Individual** option. Enter the employee's **Last Name** and **First Name**. Click **Get List**.

Figure 5 – Individual Submission

2.2.2. Mass Submission

If more than one employee is receiving an award, choose the **Mass** option, and then select **CPOID**, **Command**, **UIC**, and **Org Code**. (All dropdown menus are based on your DCPDS account permissions.)

Mass Submission: Different award amounts may be given, but the same type of award must be selected.

Figure 6 – Mass Submission

2.2.3. Select Employee(s)

Select the employee(s) listed one by one or click “**All**” located at the top of the selection column. Then click the **Continue with Selection** button located at the bottom of the page.

Please select the employees to update by clicking the checkbox then click continue.				
All <input type="checkbox"/>	Org Component	Employee	Grade	Position Title
<input checked="" type="checkbox"/>	BGCHW6D3AA1E	SMALL, LITTLE	11	IT SPECIALIST (APPSW/CUSTSPT)
<input checked="" type="checkbox"/>	BGCHW6D3AA1E	TALL, LONG	13	IT PROJECT MANAGER (APPSW)
<input checked="" type="checkbox"/>	BGCHW6D3AA1E	FAST, SPEEDY	07	IT SPECIALIST (APPSW/CUSTSPT)

Figure 7 – Employee List

2.2.4. Award Details

Enter or select the Award Details.

The **Ticket Number** is auto-generated by the Awards – US application.

Enter the **Ticket Name** (optional).

Utilize the dropdown menus to select:

- **Award Type** and associated **NOA**.

SPECIAL NOTE:

- A **Quality Step Increase (QSI) / NOA 892** may not be granted to an employee who has received a **QSI / NOA 892** within the preceding 52 consecutive calendar weeks as per 5 CFR 531.505 – Restriction on granting quality step increases.
- Granting QSIs to individuals serving on **Temporary Promotions**
 - Reference Memo dtd 3 June 2005, No. 15-05.
 - QSIs for employees on temp promotions cannot be processed through AutoNOA; manual RPAs should be submitted
 - Managers should use discretion when granting QSIs to employees serving on temporary promotions as the intent of a QSI is to recognize outstanding performance over a period of time that spans at least one year with the expectation that the employee will continue performing at a high level in his or her permanent position of record, not the position he or she may be temporarily promoted into. Additionally, a QSI awarded during a temp promotion may not be of lasting benefit

since it may or may not follow the employee when he or she returns to the lower graded position.

- An employee may be recognized with a **Performance Award / NOA 840** and a **Time Off Award / NOA 846 (Individual) or NOA 847 (Group)** or a **QSI / NOA 892** may be given with a **Time Off Award / NOA 846 (Individual) or NOA 847 (Group)**, but an employee may NOT be recognized with a **Performance Award / NOA 840** and a **QSI / NOA 892** during the same rating cycle since these are monetary awards. As per Army Regulation (AR) 672-20, Chapter 2, subchapter 2-1d: The same act or achievement, however, cannot form the basis for more than one type of monetary or DA honorary award.
- A **Defense Health Agency (DHA)** employee may be recognized with a **Performance Award / NOA 840** and a **QSI / NOA 892** during the same rating cycle as per Department of Defense Instruction (DODI) 1400.25 Vol. 451 – DoD Civilian Personnel Management System: Awards – 4 Nov 2013.

- **Payment Type**

- **Authorizer** - Names in the list have DCPDS & authorizer access to the organization(s) of the employee(s) selected.

- **Resource Manager** (*optional*) - Names in the list have DCPDS access to the organization(s) of the employee(s) selected.

- Enter the **Effective Date**

- For Quality Step Increases (QSIs):
 - Must be effective on a Pay Period Sunday.
 - Cannot be in a past pay period; you can submit the QSI into AutoNOA any day in the pay period, but the effective date must be that pay period’s Sunday or a future pay period Sunday.
 - QSI’s following DPMAP Appraisals will still be effective on a pay period Sunday following the effective date of the rating. (Example: Appraisal effective on 1-Jun, QSI effective on 6-Jun)
- All other Award tickets / NOAs:
 - Can be effective any day of the week.
 - Cannot be submitted with an Effective Date more than six weeks/42 days in the future.

Click **Save Award Information** when done.

The screenshot shows a web form titled "Award Details". At the top, it displays "Ticket Number: 1028436". Below this is a "Ticket Name" input field with a "Save" button to its right. The main part of the form is a table with two columns. The first column contains labels for "Award Type", "NOA", "Payment Type", "Effective Date", "Authorizer", and "Resource Manager". The second column contains dropdown menus with the following text: "Select Type of Award", "Select Type of Award", "Please Select an Award", "Effective Date", "Select an Authorizer", and "Select a Resource Mana". At the bottom of the form is a blue button labeled "Save Award Information".

Figure 8 – Award Details

Enter the **Amount(s)** and **Optional Remarks**.

You may select **Save Award Amounts & Remarks** to save for later edits or select **Ready for Submission** to begin the steps to submit the award to the Authorizer.

Employee	Effective Date	Award Type	Payment Type	Award Amount	Optional RPA Part D Remark	Optional SF50 Remark	
1 Example, Employee	06 Dec 2020	Individual Time Off Award	Hours	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Remove

Figure 9 – Award Amounts / Remarks

Review the employee list for accuracy. Once completed, certify the award(s) by checking the box that a DA Form 1256, justifying the award as required by AR 672-20, has been generated, and a copy of the approved DA Form is maintained.

Then click **Send to Authorizer**. The Authorizer will receive an auto-generated email notification alerting them of the request.

Edit Ticket Information #1711883

Ticket	Employee	Effective Date	Award Type	Award Amount	Optional RPA Part D Remark	Optional SF50 Remark	Send To Authorizer
1 1711883	Example, Employee	06 Dec 2020	Individual Time Off Award	14 Hours			<input type="checkbox"/>

Per CHRA HQ: I certify that a DA Form 1256 justifying the award as required by AR 672-20 has been generated, and that a copy of the approved DA Form 1256 is maintained by the approving official IAW paragraph 2-1.m., AR672-20, and the Army Records Information Management System (ARIMS). For DoD customers not covered by the aforementioned AR and ARIMS, I certify that all justification and approval documentation for awards are maintained IAW appropriate agency policy.

Figure 10 – Send to Authorizer

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.

AutoNOA

Awards - US

MAIN MENU
HOME
SUBMIT REQUEST
VIEW REQUEST
APPROVALS

AUTHORIZER

RESOURCE MANAGER

Figure 11 – Authorizer Heading

An Authorizer has the option to **Approve**, **Deny**, or **Return** the award request. An approved award moves to the Resource Manager (if selected) 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, if selected, may review and approve the Award Request. The Manager select the **Resource Manager** option under the Approvals header on the Awards - US home screen.

A Resource / Funds Manager has the option to **Approve**, **Deny**, or **Return** the award request. An approved award moves to the 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.

5. Track Request

To track the progress of an Award request, hover over the **View Request** menu; then select **My Tickets**.

*Awards are not processed in projected mode.
*They will be processed on or after the effective date.
To view your Ticket Number's full details, click on the ticket number.

Ticket #	Ticket Name	Award Type	Waiting to be submit	Waiting for Authorization	Waiting on RM Approval	Queued For Processing	RPA Created	
41681		Individual Time Off Award	0	1	0	0	0	
41680			1	0	0	0	0	Modify Ticket Delete Ticket
31568		Individual Time Off Award	0	0	3	0	0	
31567		Individual Time Off Award	0	0	2	0	0	
31564		On-The-Spot Award	0	0	1	0	0	
31563		Special Act Award	0	0	2	0	0	

Figure 12 – View Requests

Modify and/or Delete tickets on this page; started ticket that have not been sent to the authorizer may be modified. Awards can be deleted any time prior to the request being processed as an RPA in DCPDS.

Edit the Authorizer or Resource Manager, if needed, by clicking on the Ticket number; then select **Change** on the Authorizer and/or Resource Manager lines.

Ticket Number:	1009038	
Current Authorizer:		Change
Current Resource Manager:		Change

Figure 13 – Change Authorizer / Resource Manager

6. Submission Report

Select **Submission Report** under the View Request heading. The report displays Completed and Uncompleted awards submitted by you or your organization. Uncompleted awards are fully submitted, but are in the queue waiting for the effective date to be processed. Export the report to an Excel sheet if desired.

References

Acronyms and Abbreviations

Term	Definition
CFR	Code of Federal Regulation
CPAC	Civilian Personnel Advisory Center
DCPDS	Defense Civilian Personnel Data System
DODI	Department of Defense Instruction
NOA	Nature of Action
PD	Position Description
QSI	Quality Step Increase
RM	Resource Manager
RPA	Request for Personnel Action
UIC	Unit Identification Code