

Fort Knox CPAC...



HR Tip of the Week

When to submit Extension of NTE:

In order to avoid a situation where your temporary employee drops off the rolls and has to be sent home, use the following procedures for processing an Extension of NTE action:

When processing an Extension of NTE (NOA 7XX) action in DCPDS the effective date of the action should be computed as the NTE date plus 1 day. In DCPDS, when an appointment with an associated NTE date is produced, DCPDS will generate a Termination-Exp of Appt (NOA 355) RPA through the systems suspense process fourteen days prior to the NTE date. That is why the processing center asks that extension to appointments be submitted fourteen days prior to the expiration of the appointment. This gives the CPAC time to review and forward to the processing center in a timely fashion. It also gives the processing center time to update the action in DCPDS. This RPA is viewable in NPA/RPA history. The NOA 355 action will be kept pending until one to two days prior to the actual effective date when it will update, unless action is taken to extend or terminate.

If the action arrives later than the prescribed time then a detailed explanation needs to be forwarded to the CPAC Director and the CHRA Southwest Region Deputy Director. The action at this point is considered an illegal appointment and will take additional days to be completed.

Look for our next HR Tip regarding VEOA/VRA Eligibility