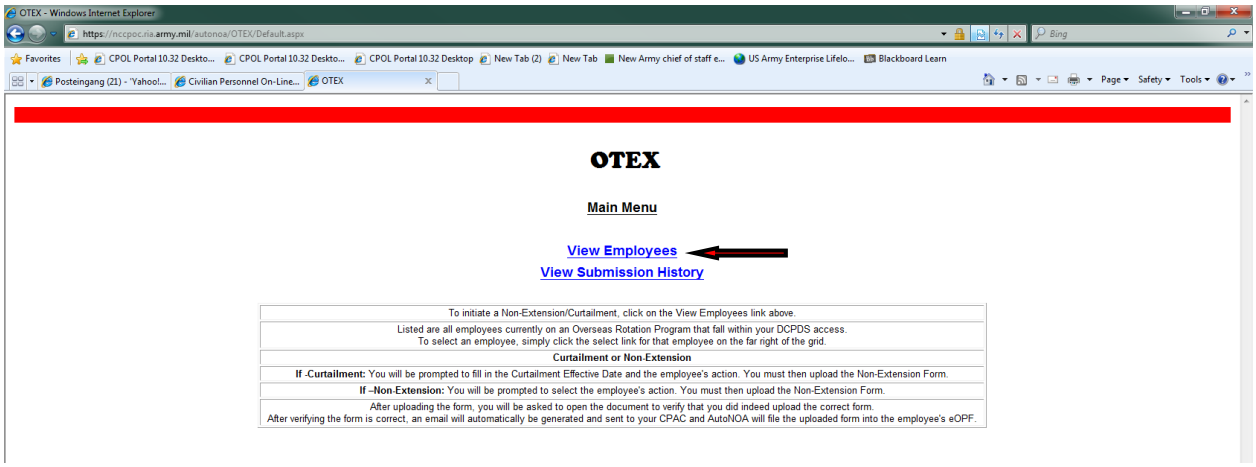
CHRA-E AutoNOA User Guide for Managers – OTEX Extension

New: 24 October 2012

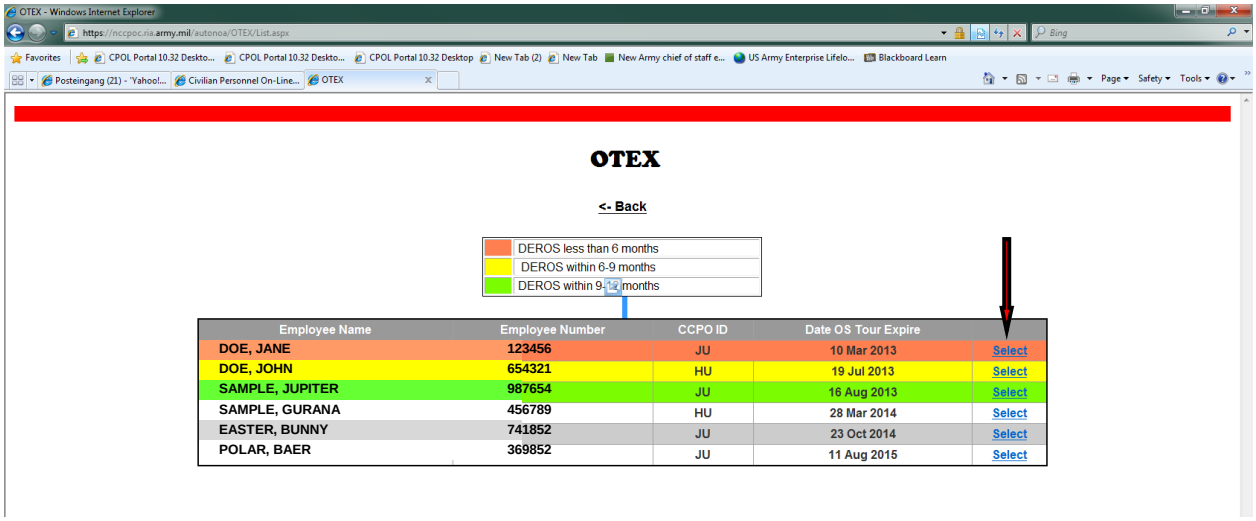
The OTEX Extension application currently provides the automated processing of non-extension or curtailment of employee overseas tour ONLY. The automation of extension of overseas tour is under development.

- Open the AutoNOA site at https://nccpoc.ria.army.mil/autonoa/

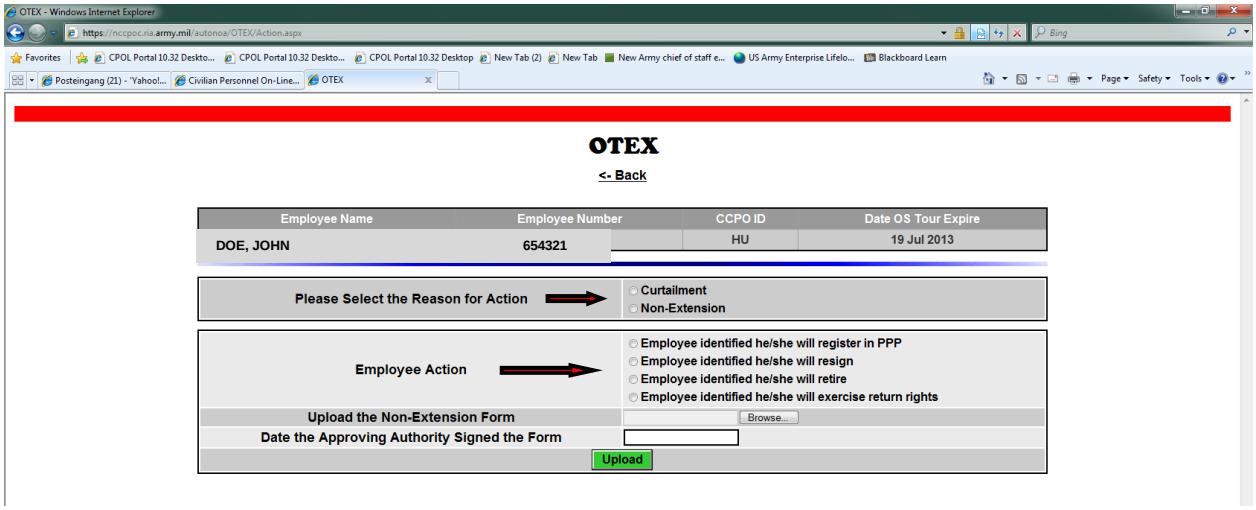
- Select "OTEX Extension" from the Managers menu
- Select "View Employees" to submit approved non-extension or curtailment



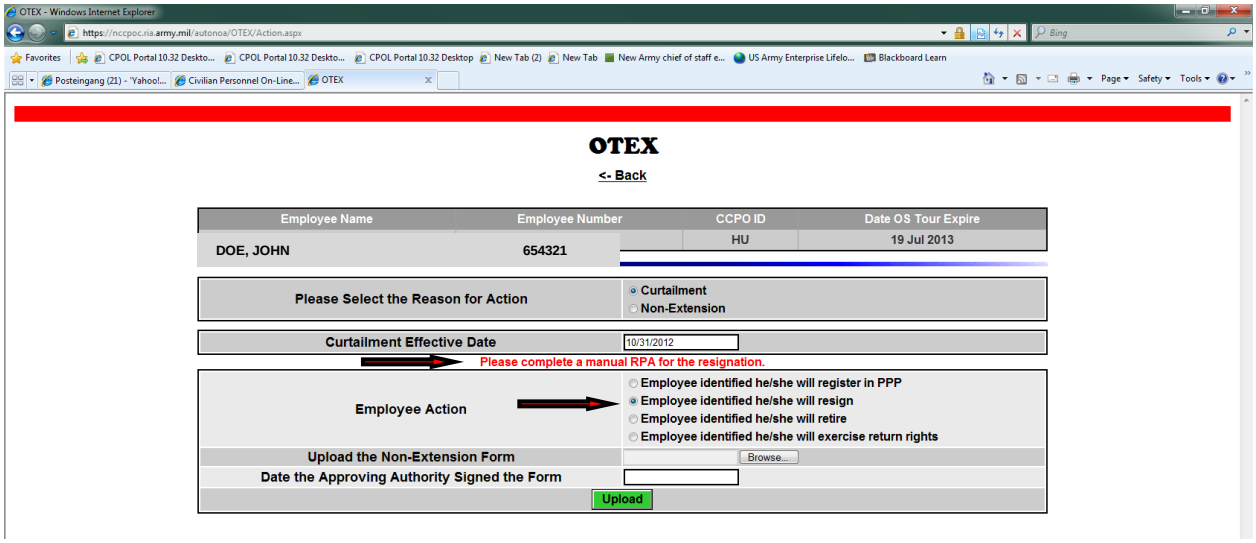
- Click on the "Select" link of the employee whose tour is not extended or curtailed



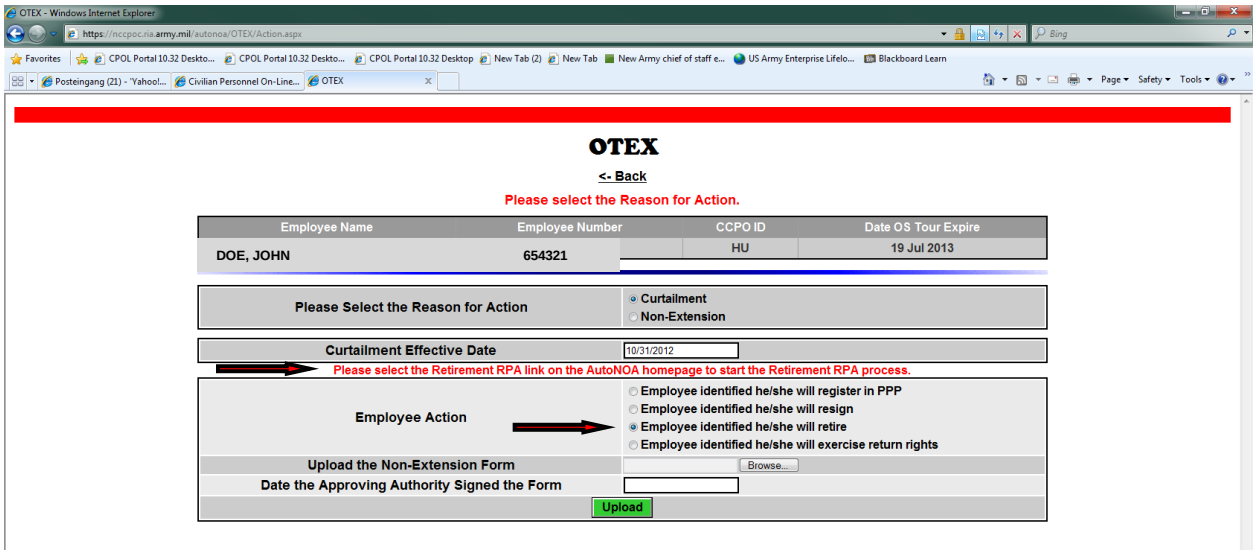
- Checkmark the "Curtailment" or "Non-Extension" box
- Checkmark the appropriate "Employee Action" box
- *Note:* If employee elected to register in PPP or to exercise return rights a system generated notification will be emailed to the employee and the servicing CPAC



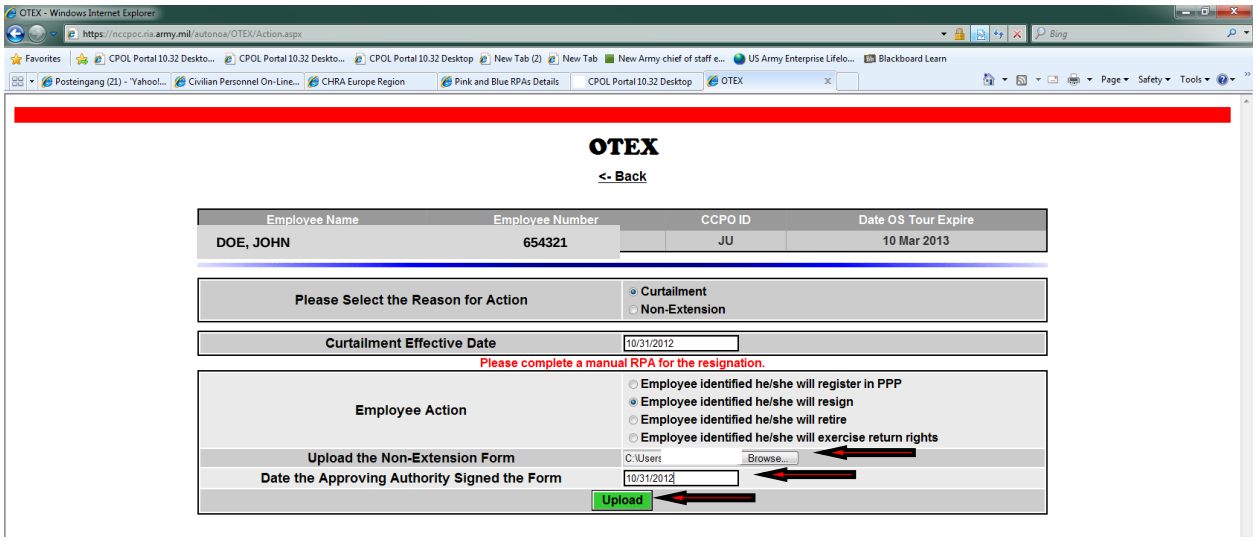
- If employee elected to resign you need to submit a RPA for Resignation in DCPDS



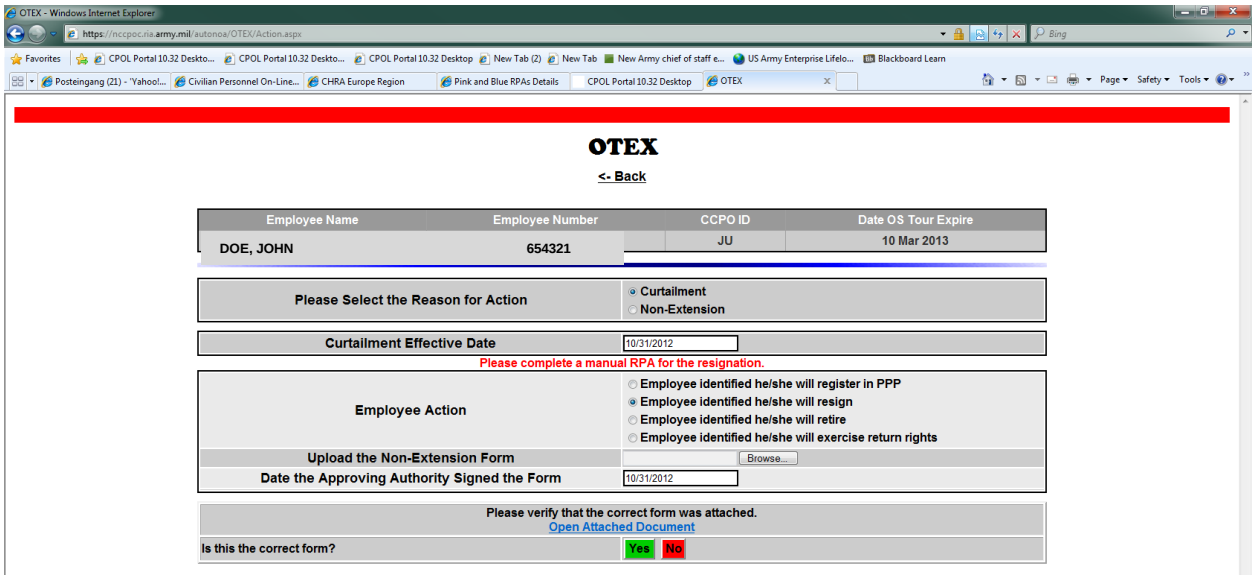
- If employee elected to retire you need to start the Retirement RPA process in AutoNOA, select “Retirement RPAs” from the Managers menu



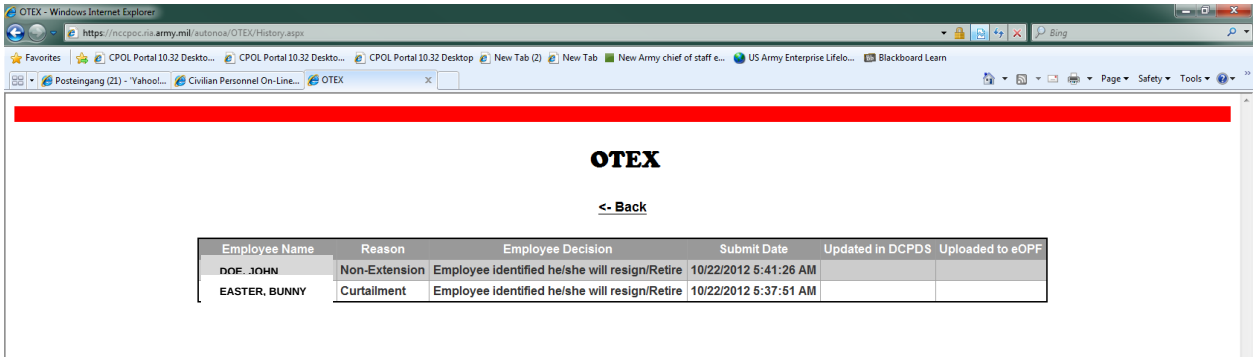
- Click on the “Browse” button to upload the approved non-extension form
- Find and select the non-extension form for uploading. *Note:* The form must be in “.pdf” or “.xfdl” format
- Enter the “Approval Date”
- Then click on the “Upload” button



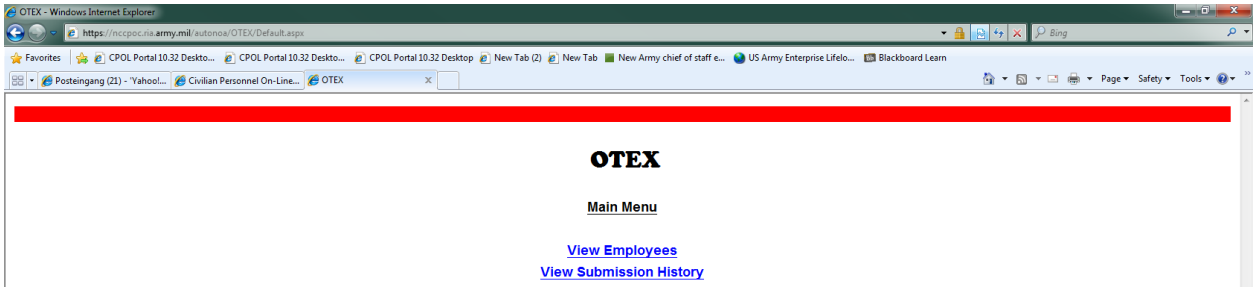
- After form was uploaded the manager needs to verify that the correct form was attached
- Click on the "Open Attached Document" link, wait until it opens and verify for correctness
- Then click on "Yes"



- The below screen will appear providing submission history information.
- Upon processing AutoNOA will update DCPDS with provided information
- The non-extension form will be uploaded to eOPF



- To monitor the processing status of submitted non-extension or curtailment select "View Submission History" on the OTEX menu



If you encounter problems, please report the issue via a CPOL Service Desk aka CA Service Desk.

Select Request Area: Europe > ISD > click on the + sign preceding FAB > AutoNOA

You can enter the CPOL / CA Service Desk by selecting the following link:

https://servicedeskw.cpol.army.mil/cpolsd

Step-by-step instructions for creating a CPOL / CA Service Desk ticket are located on the CHRA Europe Region homepage, under Automation Tools in the CPOL Service Desk aka CA Service Desk section at https://cpolrhp.cpol.army.mil/eur/automation/index.htm.

Direct link to the "Creating a Ticket" guide:

https://cpolrhp.cpol.army.mil/eur/automation/CPOLSD_Creating_a_CPOLSD_ticket.pdf