

Extension of NTE - 760

Used for any of the following types of extensions of temporary actions:

- Extension of a temporary appointment (NOA 760)
- Extension of a term appointment (NOA 765)
- Extension of a temporary promotion (NOA 769)
- Extension of LWOP (NOA 773)

Do not use for:

- Initiating a furlough or LWOP action, see *Non pay / Non Duty Status* below.
 - Extending a detail; see *Details* above.

The screenshot shows a web-based form for 'Request for Personnel Action (Extension of NTE)'. The 'PART A - Requesting Office' section includes fields for '1 Actions Requested' (Extension of NTE), '2 Request Number', '3 For Additional Information Call (Full Name)' (Symington, John W), '4 Prop. Eff. Date' (23-MAR-2016), '5 Action Requested By (Full Name)' (HUTCHINGS, SHANE C), and '6 Action Authorized By (Full Name)'. A pop-up window titled 'PA Req First NOA Ins Values' is overlaid on the form, showing 'NTE Date' as '30 Sep 16'. The 'PART B - For Preparation of SF 50' section includes fields for '1 Last Name', '2 Social Security Number', '3 Date of Birth', and '4 Effective Date' (23-MAR-2016). The 'FIRST ACTION' section includes fields for '5-A Code' (760), '5-B Nature of Action' (Ext of Appointment NTE), '5-C Code', '5-D Legal Authority', '5-E Code', and '5-F Legal Authority'.

Include on the RPA (always complete Part A): Employee name in Part B of the RPA. In Block 5-A you must select the appropriate NOAC from the List of Values (LOV) and then enter the Not To E date of the extension.

The screenshot shows the 'FROM INFORMATION' and 'TO INFORMATION' sections of the 'Request for Personnel Action' form. The 'FROM INFORMATION' section includes fields for '7 Position Title' (MATERIALS HANDLER), '8 Pay Plan' (WG), '9 Occ. Code' (6907), '10 Grade or Level' (06), '11 Step or Rate' (05), '12 Total Salary' (21.70), '12A Basic Pay' (21.70), '12B Locality Adj.' (0), '12C Adj. Basic Pay' (21.70), '12D Other Pay', '13 Pay Basis' (Per Hour), and '14 Name and Location of Position's Organization' (THE ADJUTANT GENERAL - NH, JOINT FORCE HQ - NH, USPFO - NH, USPFO SS DIV STRG AND DISTR BR, CONCORD, NH). The 'TO INFORMATION' section includes fields for '15 Position Title', '16 Pay Plan', '17 Occ. Code', '18 Grade or Level', '19 Step or Rate', '20 Total Salary', '20A Basic Pay', '20B Locality Adj.', '20C Adj. Basic Pay', '20D Other Pay', '21 Pay Basis', and '22 Name and Location of Position's Organization'.

This page will autopopulate with the employee's position information.

Requesting Info		Position Data		Employee and Position Data		Remarks and Address			
EMPLOYEE DATA									
23 Veterans Preference	24 Tenure	26 Veterans Preference for RIF							
1 None	0 None - No Tenure Group	No							
27 FEGLI	28 Annuitant Indicator	29 Pay Rate Determinant							
A0 Excluded from life insurance cov	9 Not Applicable	0 Regular Rate							
30 Retirement Plan	31 Service Comp. Date (Leave)								
2 FICA	23-MAY-2015								
32 Work Schedule	33 Part-Time Hours Per Biweekly Pay Period								
F Full-Time									
POSITION DATA									
34 Position Occupied	35 FLSA Category	36 Appropriation Code							
2 Excepted Service	E Exempt	1 31C100 51411G 2.							
37 Bargaining Unit Status	38 Duty Station Code	39 Duty Station (City-County-State / Overseas Location)							
NG5071 ACT_Granite State Chapter	330356015	NEWINGTON / ROCKINGHAM / NEW HAMPSHIRE							
45 Educational Level	46 Year Deg. Att.	47 Academic Discipline	48 Functional Class						
04 High school graduate or certifi			00 Not Applicable						
49 Citizenship	50 Veterans Status	51 Supervisory Status							
1 U.S. Citizen, includes U.S. Natic	X Not A Veteran	8 Non-Supervisory							
History		Extra Information		Person		Position (E)		Others... (D)	

Leave this page blank

Requesting Info		Position Data		Employee and Position Data		Remarks and Address			
Request for Personnel Action (Extension of NTE, Routing Group:NG_ROUTING_GP)									
Employee		SSN		Nature of Action		Ext of Appointment NTE			
PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?) <input type="radio"/> Yes <input type="radio"/> No									
PART E - Employee Resignation/Retirement Reasons for Resignation/Retirement									
Forwarding Address		City		State					
		Zip Code		Country		[]			
PART F - Remarks for SF 50									
Code	Description			Required					
				<input type="checkbox"/>					
				<input type="checkbox"/>					
				<input type="checkbox"/>					
				<input type="checkbox"/>					
History		Extra Information		Person		Position (E)		Others... (D)	

Leave this page blank