

## NOA 300 – RETIREMENT-MANDATORY

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions → Separation</b> or open the existing 300 RPA from the Civilian Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA (use LOV or type it in) = <b>300</b></li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul>
4	Click on <b>&lt;Save&gt;</b> icon to save
5	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFs. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window. <p><b><u>US FED AGENCY DATA</u></b></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><b><u>SEPARATIONS OTHER THAN RETIREMENT</u></b></p> <p>Drawdown Action ID = 0 (<i>Not applicable</i>)</p> <p><b><u>SEPARATION AND RETIREMENT</u></b></p> <p>Reason for Separation = <b>01</b> (<i>Retirement-Mandatory</i>)  Sep Pkg Status Indicator = <b>1</b> (<i>Retirement (Non-Disability)</i>)  Dt Ret Application Received  Dt Ret Pkg Sent to Payroll</p>
6	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
7	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.