

NOA 312 – RESIGNATION-ILIA



NOTE: If Intermittent, complete the following and update prior to Updating HR on the 312 action:

SCD Civilian – *Recompute*
SCD RIF – *Recompute*

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Separation or open the existing 312 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = 312 • Authority Code (use LOV or type it in)
3	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks.
4	Click on <Save> icon to save
5	<p>Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window.</p> <p><u>US FED AGENCY DATA</u></p> <p style="padding-left: 20px;">Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><u>SEPARATIONS OTHER THAN RETIREMENT</u></p> <p style="padding-left: 20px;">Drawdown Action ID = 0 (<i>Not applicable</i>) Severance Pay Amount – <i>if applicable</i> = (enter as dollars and cents – i.e., \$25,000 input as 25000.00) Severance Pay Weeks – <i>if applicable</i> = (if lump sum severance pay, input 0, otherwise input # of wks) Severance pay Weekly Amount –<i>if applicable</i> = (if lump sum severance pay, input with 0000000, Otherwise, input weekly amount as dollars and Cents, i.e., \$550.84 input as 550.84)</p> <p><u>SEPARATION AND RETIREMENT</u></p> <p style="padding-left: 20px;">Reason for Separation (use LOV) Sep Pkg Status Indicator = 0 (<i>Not applicable</i>)</p>
6	Close <Extra Information> window to return to RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.