

# NOA 317 – RESIGNATION



**NOTE:** If Intermittent, complete the following and update prior to Updating HR on the 317 action:

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

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions</b> → <b>Separation</b> or open the existing 317 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>317</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>)                      Severance Pay Amount – if applicable = (enter as dollars and cents – i.e., \$25,000 input as 25000.00)                      Severance Pay Weeks – if applicable = (if lump sum severance pay, input 0, otherwise input # of wks)                      Severance pay Weekly Amount –if applicable = (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><b><u>SEPARATION AND RETIREMENT</u></b></p> <p>Reason for Separation (use LOV)                      Sep Pkg Status Indicator = 0 (<i>Not applicable</i>)                      Type of Pay Change – Use only when an employee is separating from an Appropriate Fund position to a Non-Appropriate Fund position (NAF) and there is a 3 day or less break in service. This will prevent payment of lump sum annual leave = <b>R</b>.</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.