

NOA 317 – RESIGNATION W/825 INCENTIVE



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 Request for Personnel Actions → Separation or open the existing 317 RPA from the Civilian Inbox.
2	<p>Complete the REQUESTING INFO Tab of the RPA:</p> <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • 1st NOA (use LOV or type it in) = 317 2nd NOA = 825 (<i>Separation Incentive</i>) • Authority Code (use LOV or type it in) Authority Code = VWN
3	<p>Complete the POSITION DATA Tab of the RPA:</p> <ul style="list-style-type: none"> • Award Amount – <i>enter amount (i.e., \$25,000 input as 25000)</i> • UoM = M (<i>Money</i>)
4	<p>Complete the REMARKS AND ADDRESS Tab of the RPA:</p> <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks. <p>If Separation Incentive is to be paid biweekly, enter the remark:</p> <p style="padding-left: 40px;">“Entitled to \$ <u>(Total amount)</u> separation incentive pay to be paid at the rate of \$ <u>(amount)</u> per week.”</p> <p>If Separation Incentive is to be paid in two equal installments, enter the remark:</p> <p style="padding-left: 40px;">“Entitled to \$ <u>(Total amount)</u> separation incentive pay to be paid in two equal installments at the rate of \$ <u>(amount)</u> on <u>(date)</u> and <u>(date)</u>.”</p> <p> Note: There is currently no data field in DCPDS to enter this information for payroll flow. The SF-50 must be faxed to payroll if payment is to be made biweekly or in two installments.</p>
5	Click on <Save> icon to save

<p>6</p>	<p>Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window.</p> <p style="text-align: center;">US FED AGENCY DATA WINDOW</p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p style="text-align: center;">US FED AWARD AND BONUS INFORMATION</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Award Agency Code</td> <td>Autopopulates to "NV" Department of Navy</td> </tr> <tr> <td>Award Type</td> <td>Enter "93" Separation Incentive</td> </tr> <tr> <td>Group Award ID</td> <td>Enter "0"</td> </tr> <tr> <td>Award Payment</td> <td>Enter "No"</td> </tr> <tr> <td>Date Award Earned</td> <td>Autopopulates to effective date of action from RPA.</td> </tr> <tr> <td>Award Appropriation Code</td> <td>Autopopulates to "Navy"</td> </tr> </table> <p style="text-align: center;">SEPARATIONS OTHER THAN RETIREMENT</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Drawdown Action ID</td> <td>Enter "2" (Separation Incentive Component Funds)</td> </tr> </table> <p style="text-align: center;">SEPARATION AND RETIREMENT</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Reason for Separation</td> <td>Enter the appropriate code.</td> </tr> <tr> <td>Sep Pkg Status Indicator</td> <td>Enter "3" (Separation/Refund Requested)</td> </tr> </table>	Award Agency Code	Autopopulates to "NV" Department of Navy	Award Type	Enter "93" Separation Incentive	Group Award ID	Enter "0"	Award Payment	Enter "No"	Date Award Earned	Autopopulates to effective date of action from RPA.	Award Appropriation Code	Autopopulates to "Navy"	Drawdown Action ID	Enter "2" (Separation Incentive Component Funds)	Reason for Separation	Enter the appropriate code.	Sep Pkg Status Indicator	Enter "3" (Separation/Refund Requested)
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<p>7</p>	<p>Close <Extra Information> window to return to the RPA.</p>																		
<p>8</p>	<p>Click on the <Save> icon to route the RPA or to Update HR.</p>																		