

NOA 350 – DEATH

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Actions → Separation or open the existing 350 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) = 350 • Authority Code = <i>No entry required</i>
3	Complete the REMARKS AND ADDRESS Tab of the RPA: <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i>
4	Click on <Save> icon to save
5	Click on the EXTRA INFORMATION button and complete the following DDFs. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>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>Drawdown Action ID = 0 (<i>Not applicable</i>)</p> <p><u>SEPARATION AND RETIREMENT</u></p> <p>Reason for Separation – <i>system generated</i> = AZ (<i>Death</i>) Sep Pkg Status Indicator = 0 (<i>Not applicable</i>)</p>
6	Close <Extra Information> window to return to the RPA.
7	Click on the <Save> icon to route the RPA or to Update HR.