

NOA 351 – TERMINATION-SPONSOR RELOCATING



NOTE: If Intermittent, complete the following and update prior to Updating HR on the 351 action:

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

| STEP | ACTION |
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| 1 | Create the RPA from the Navigation List – Click on Request for Personnel Actions → Separation or open the existing 351 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) = 351 • 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 – <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 (use LOV or type it in) = GA (<i>Termination-Relocation of Sponsor</i>) Sep Pkg Status Indicator = 0 (<i>Not applicable</i>) Type of Pay Change – <i>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 = R</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. |