

NOA 355 – TERMINATION-EXP OF APPT



NOTE: If Intermittent, complete the following and update prior to Updating HR on the 355 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 355 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) = 355 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 style="padding-left: 40px;">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: 40px;">Drawdown Action ID = 0 (<i>Not applicable</i>)</p> <p><u>SEPARATION AND RETIREMENT</u></p> <p style="padding-left: 40px;">Reason for Separation – <i>system generated</i> = AD (<i>Term-Expiration of Appointment</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.