

# NOA 357 – TERMINATION



**NOTE:** If Intermittent, complete the following and update prior to Updating HR on the 357 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 357 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>357</b></li> <li>• Authority Code = <i>No entry required</i></li> </ul>
4	Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i></li> </ul>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	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 = <b>0</b> (<i>Not applicable</i>)</p> <p><b><u>SEPARATION AND RETIREMENT</u></b></p> <p>Reason for Separation (<i>use LOV</i>)                      Sep Pkg Status Indicator = <b>0</b> (<i>Not applicable</i>)</p>
7	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
8	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.