

## NOA 385 – TERMINATION DURING PROB/TRIAL PERIOD



**NOTE:** If Intermittent, complete the following and update prior to Updating HR on the 385 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 385 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>385</b></li> <li>• Authority Code = <i>No entry required</i></li> </ul>
3	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> <p><u>Note:</u> No agency findings regarding employee’s termination may be placed on the SF-50 Remarks.</p>
4	Click on <b>&lt;Save&gt;</b> icon to save
5	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 = <b>ZZ</b> (<i>Not Applicable</i>) – <i>must be used with NOA 385</i>                      Sep Pkg Status Indicator = <b>0</b> (<i>Not applicable</i>)</p>
6	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
7	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.