

# Sample Separation US (NOA 353)

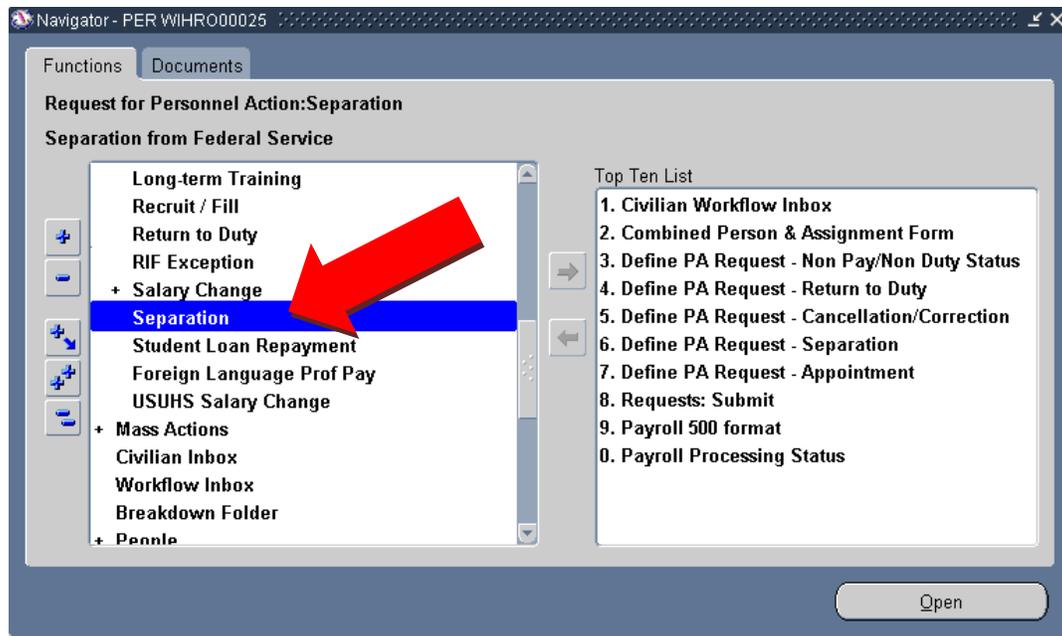
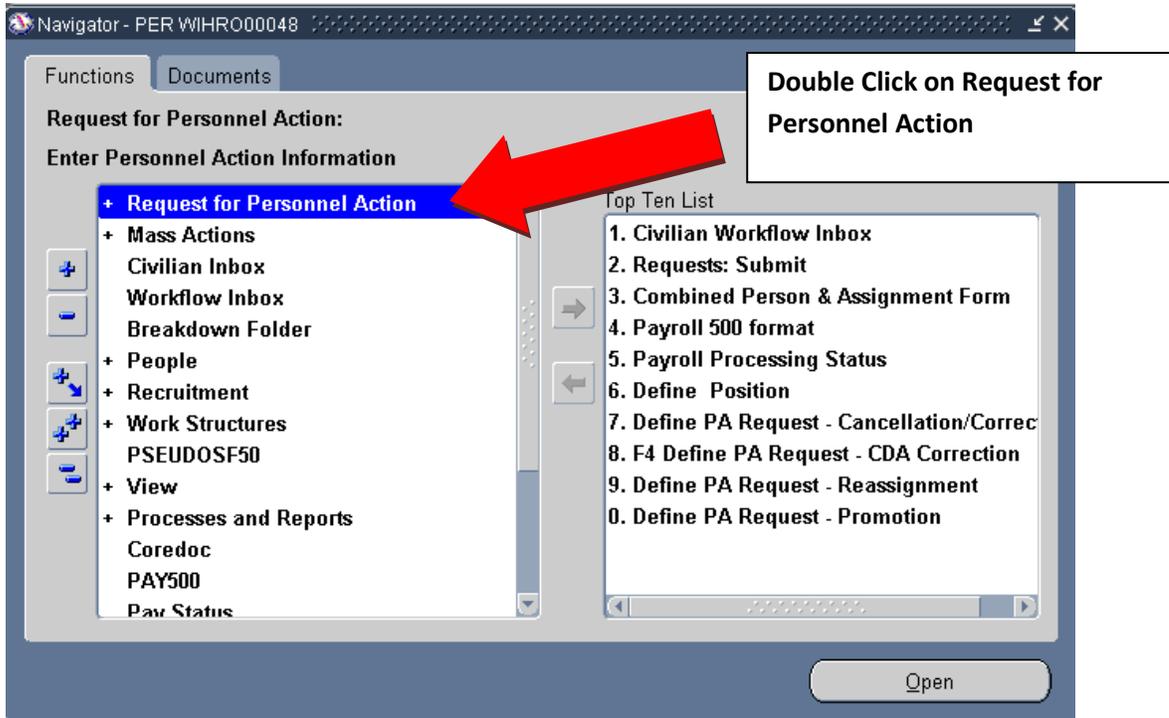
Used for all types of separations (listed below). Contact your HRO if you are not sure of the correct type of separation.

- Separation - US

Include on the RPA (always complete Part A):

- Employee name in Part B.
- In Block 5-A you must select the appropriate NOAC from the List of Values (LOV).

Please use the Notepad to document the reason for separation as well as the forwarding address of the separating employee.



Request for Personnel Action (Separation, Routing Group:NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Em

**PART A - Requesting Office**

1 Actions Requested

**Separation**

2 Request Number

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

Telephone Number

DSN: 724-3712

4 Prop. Eff. Date ASAP

06-APR-2011

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

Title

ASSISTANT HUMAN RESOI

Request Date

21-MAR-2011

6 Action Authorized By (Full Name)

Kappus, Ricky N

Title

DIRECTOR OF MANPOWER

Concurrence Date

21-MAR-2011

**PART B - For Preparation of SF 50**

1 Last Name First Name

2 Social Security Number 4 Effective Date

**FIRST ACTION**

5-A Code 5-B Nature of Action

353 Separation-US

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

**SECOND ACTION**

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Inform Others... (D)

**Fill Part A –Requesting Office.**

**Fill Part B – For Preparation of SF 50**

**Type in your Nature of Action. Use the LOV button if NOA is unknown.**

Request for Personnel Action (Separation, Routing Group:NG\_ROUTING\_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART A - Requesting Office**

1 Actions Requested

**Separation**

2 Request Number

3 For Additional Information Call (Full Name)

Otwaska, Stacy L

Telephone Number

DSN: 724-3712

4 Prop. Eff. Date ASAP

06-APR-2011

5 Action Requested By (Full Name)

DYKSTRA, JUNE A.

Title

ASSISTANT HUMAN RESOI

Request Date

21-MAR-2011

6 Action Authorized By (Full Name)

Kappus, Ricky N

Title

DIRECTOR OF MANPOWER

Concurrence Date

21-MAR-2011

**PART B - For Preparation of SF 50**

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

**FIRST ACTION**

5-A Code 5-B Nature of Action

353 Separation-US

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

**SECOND ACTION**

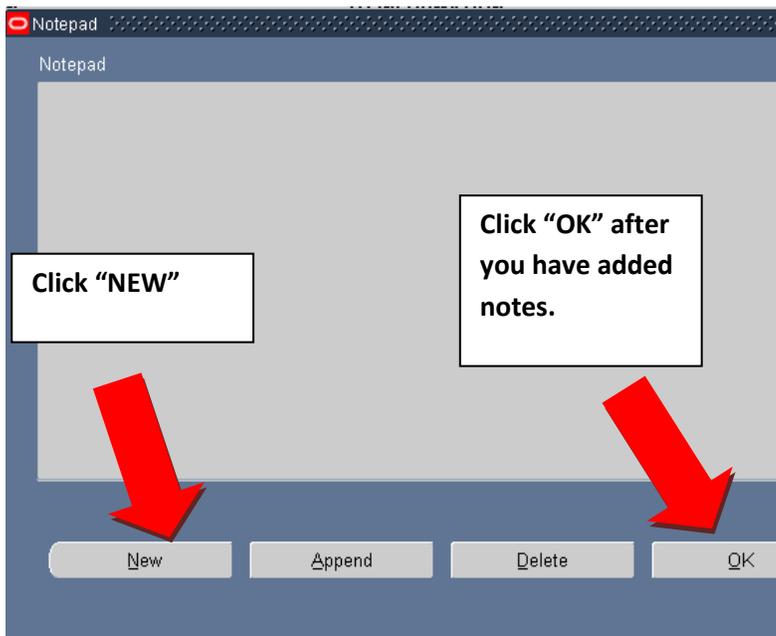
6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information Person Position (B) Others... (D)

**Click on the yellow Notepad icon.**



Add the following information into the Notepad:

- 1) Effective date of separation for military duty.
- 2) Copy of military orders attached to request (Can be emailed to service section of HR if attachment feature doesn't work)
- 3) FEHB election
- 4) Current/forwarding address of employee.

Supervisor Contact Information:

Email Address:

Phone Number:

\*\*\*Employee should contact Human Resources for benefits information.\*\*\*

Request for Personnel Action (Separation, Routing Group:NG\_ROUTING\_GP)

Click on the "SAVE" Icon

**PART A - Requesting Information**

1 Actions Requested

**Separation**

3 For Additional Information Call (Full Name)  
Otwaska, Stacy L

5 Action Requested By (Full Name)  
DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)  
Kappus, Ricky N

2 Request Number

Telephone Number  
DSN: 724-3712

4 Prop. Eff. Date  
06-APR-2011

Title  
ASSISTANT HUMAN RESO

Request Date  
21-MAR-2011

Title  
DIRECTOR OF MANPOWER

Concurrence Date  
21-MAR-2011

**PART B - For Preparation of SF 50**

1 Last Name

First Name

Middle Name

2 Social Security Number

3 Date of Birth

4 Effective Date

**FIRST ACTION**

5-A Code  
353

5-B Nature of Action  
Separation-US

5-C Code

5-D Legal Authority

5-E Code

5-F Legal Authority

**SECOND ACTION**

6-A Code

6-B Nature of Action

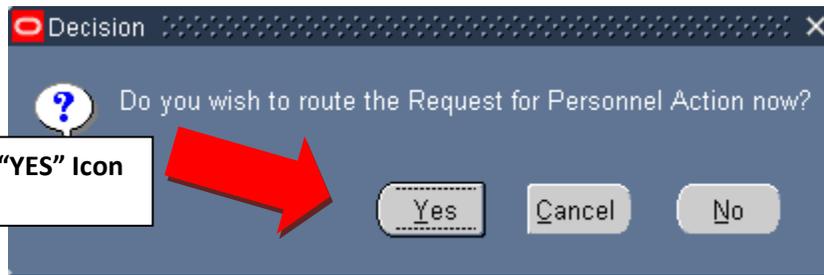
6-C Code

6-D Legal Authority

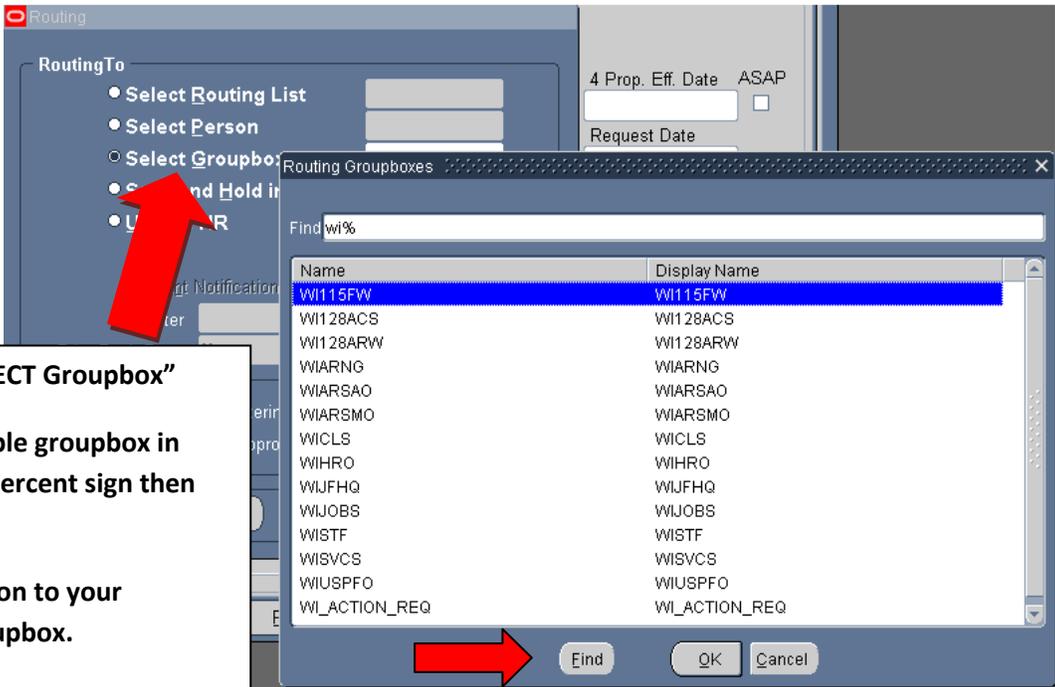
6-E Code

6-F Legal Authority

History    Extra Information    Person    Position (B)    Others... (D)



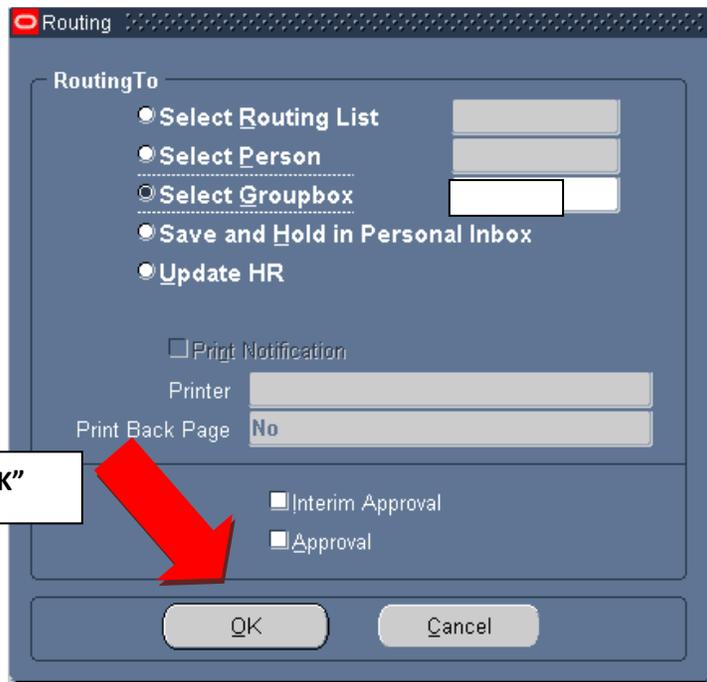
Click on the "YES" Icon



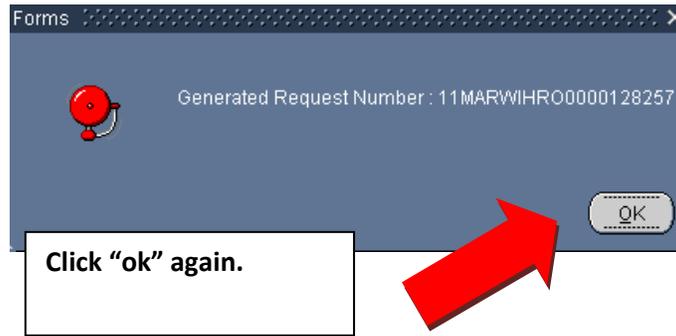
Click on "SELECT Groupbox"

Type applicable groupbox in front of the percent sign then click find.

Send the action to your assigned groupbox.



Click "OK"



**Add/edit your "Routing/Comments" in your inbox/groupbox.**

Notifications Summary

WI-SAD

Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	• • • • •
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	• • • • •
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

**Click the "Gold Disc" Save Icon**

**Attach or email the necessary documents. No action will be taken on this request unless the necessary documents are receive by HR.**

**Please ensure your employee contacts HR for benefits information.**

**\*\*Note\*\* If you have any questions on this Electronic Request call DSN: 724-3712/3705/3709 or COM: 608-242-3712/3705/3709.**