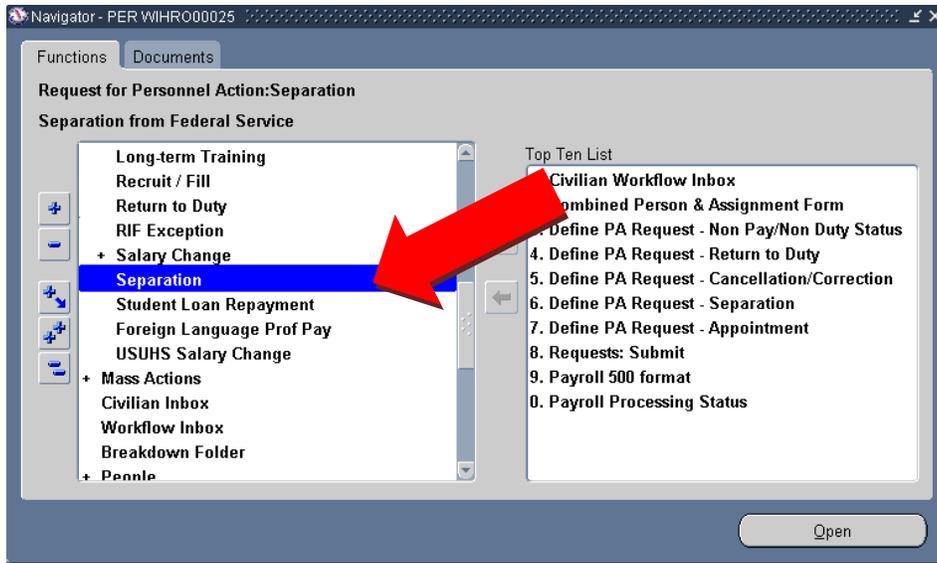
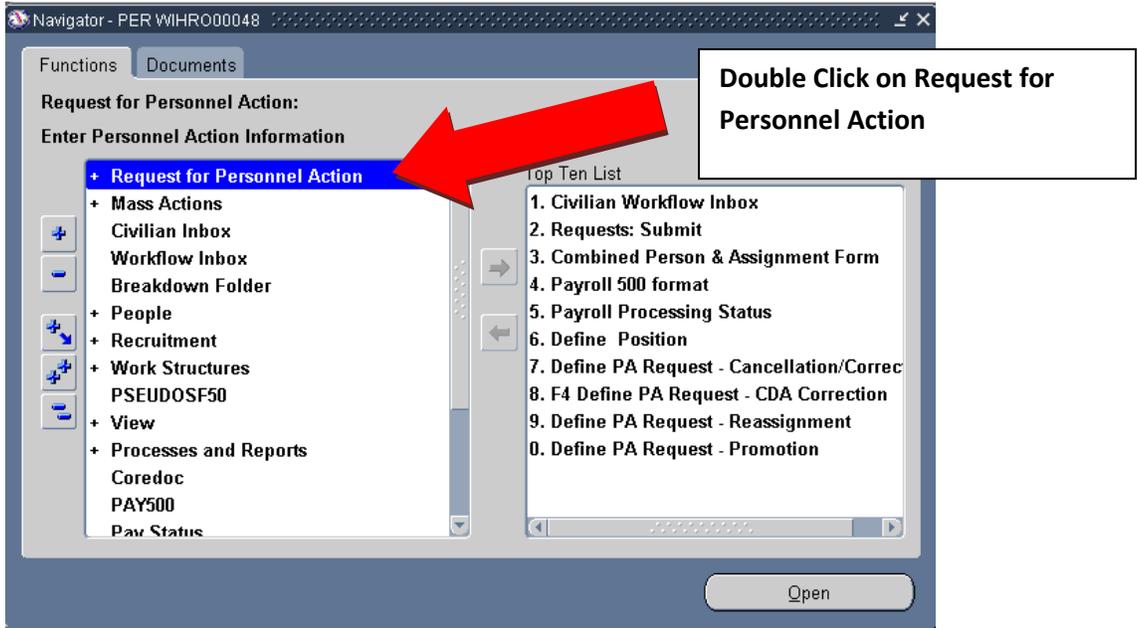


Sample Termination (NOA 357)

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

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 Date of Birth

4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action

357 Termination

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 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

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, R

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

357 Termination

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 termination.
- 2) Reason for termination.
- 3) Current/forwarding address of employee.
- 4)Supervisor Contact Information:

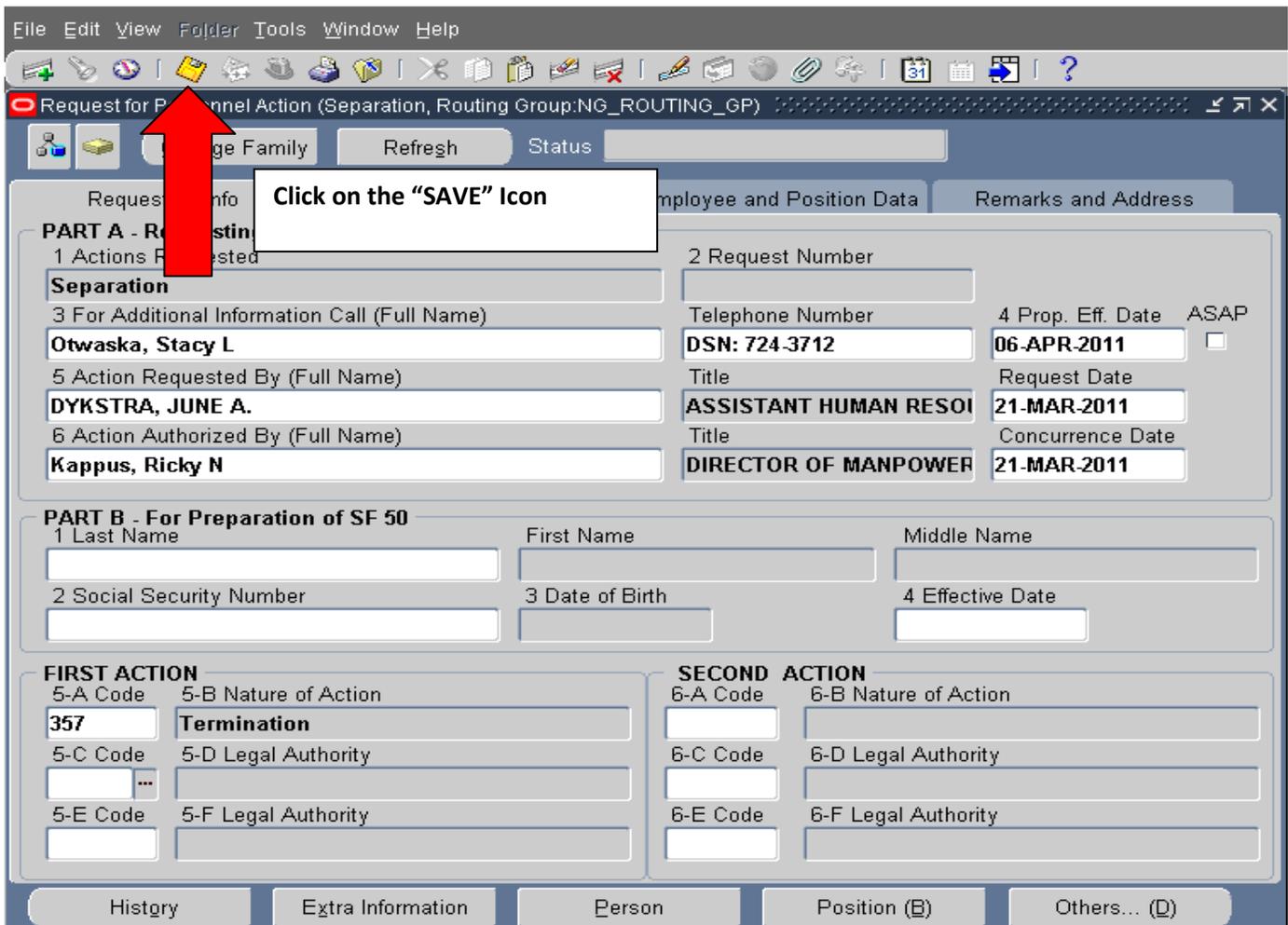
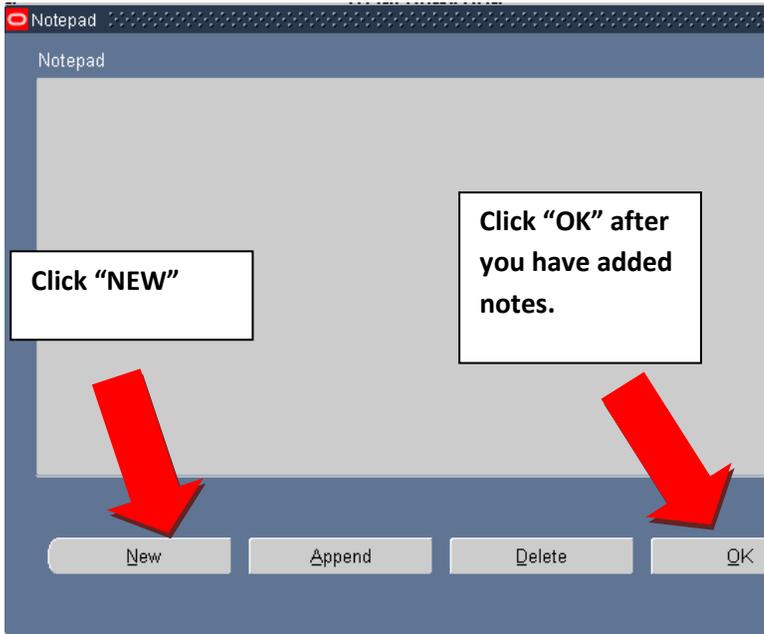
Email Address:

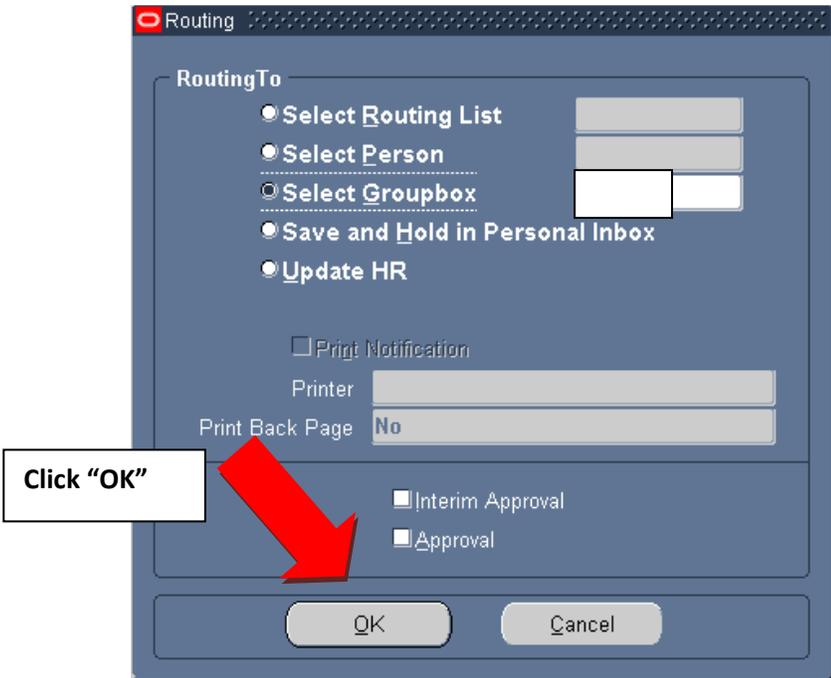
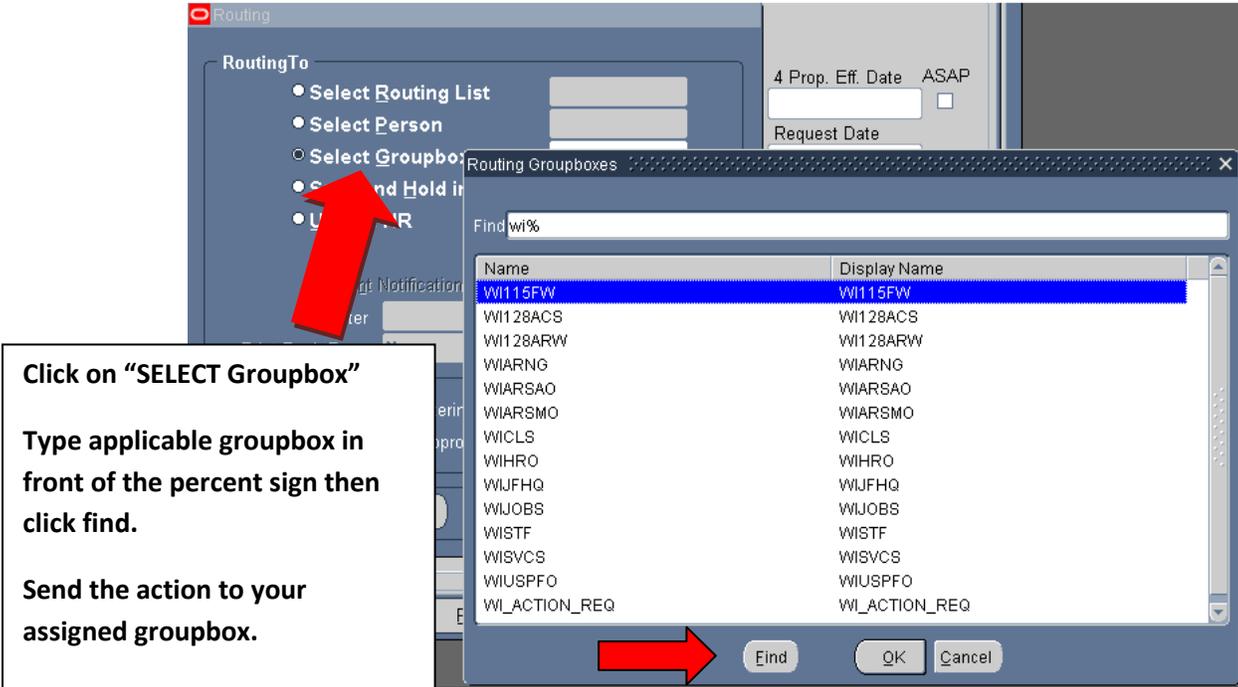
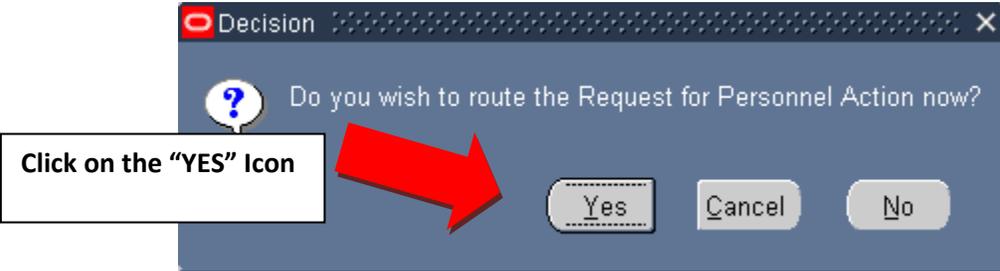
Phone Number:

If this action is due to involuntary loss of military membership a 30 day letter must be sent by HR. Attach a copy of a discharge order or other official documentation for HR to initiate the 30 day letter.

If this is an Adverse Action the Labor Relations Specialist and/or Employee Relations Specialist need to be contacted.

***This action is also used for a Discontinued Service Retirement caused for involuntary reasons. i.e. loss of military membership.







Click "ok" again.

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

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

If this termination is due to adverse action, contact the Labor Relations Specialist and/or Employee Relations Specialist

NOA 357 is also used for a Discontinued Service Retirement caused by involuntary reasons (i.e. involuntary loss of military membership) Employee should contact HR for retirement counseling.

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