

Sample Voluntary Retirement (NOA 302)

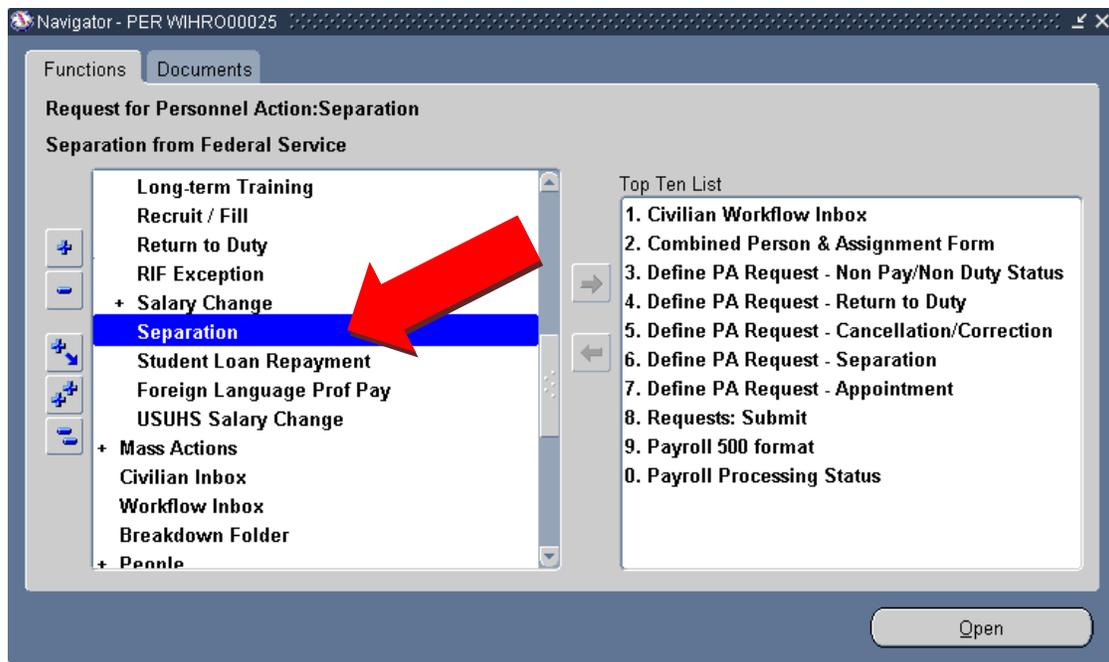
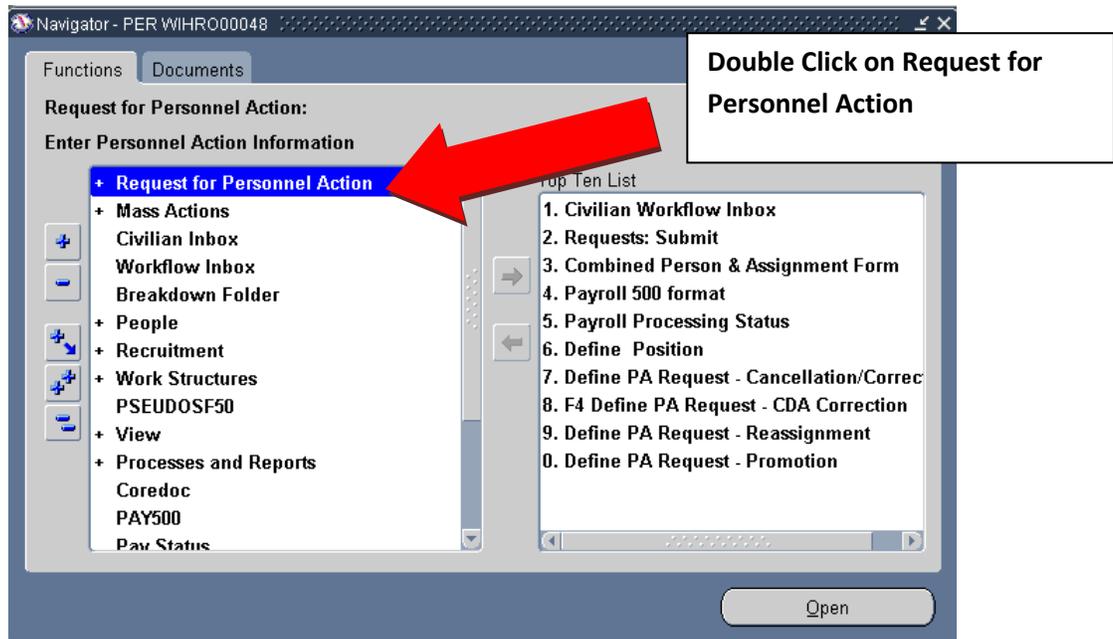
Used for all types of separations (listed below). Contact your HRO if you are not sure of the correct type of separation.

- Retirement (Voluntary)

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 Address

PART A - Requesting Office

1 Actions Requested
Separation

2 Request Number

3 For Additional Information Call
Otwaska, Stacy L

4 Prop. Eff. Date **ASAP**

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

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

Telephone Number
DSN: 724-3712

Request Date
06-APR-2011

Title
ASSISTANT HUMAN RESO

Concurrence 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

2 Social Security Number 4 Effective Date

FIRST ACTION

5-A Code **302** 5-B Nature of Action **Retirement-Voluntary**

5-C Code 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)

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

4 Prop. Eff. Date **ASAP**

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

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

Telephone Number
DSN: 724-3712

Request Date
06-APR-2011

Title
ASSISTANT HUMAN RESO

Concurrence 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 **302** 5-B Nature of Action **Retirement-Voluntary**

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

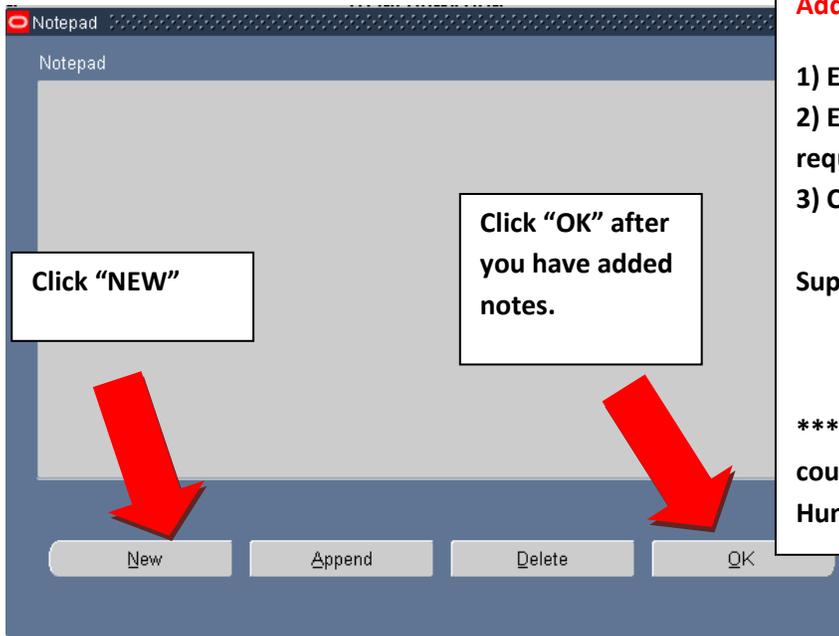
6-A Code 6-B Nature of Action

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 retirement.
- 2) Employee has met age and service requirements for voluntary retirement.
- 3) Current/forwarding address of employee.

Supervisor Contact Information:
 Email Address:
 Phone Number:

*****Ensure employee has set up a retirement counseling session with Human Resources.*****

Request for Personnel Action (Separation, Routing Group:NG_ROUTING_GP)

Click on the "SAVE" Icon

PART A - Request Information

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: **06-APR-2011** ASAP

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

Title: **ASSISTANT HUMAN RESO**

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: **302** 5-B Nature of Action: **Retirement-Voluntary**

5-C Code: [] 5-D Legal Authority: []

5-E Code: [] 5-F Legal Authority: []

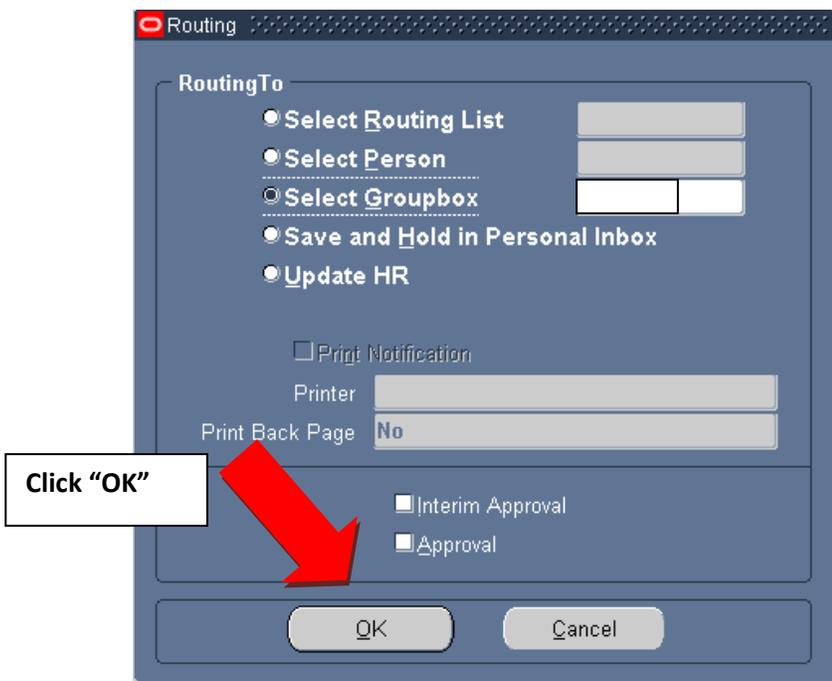
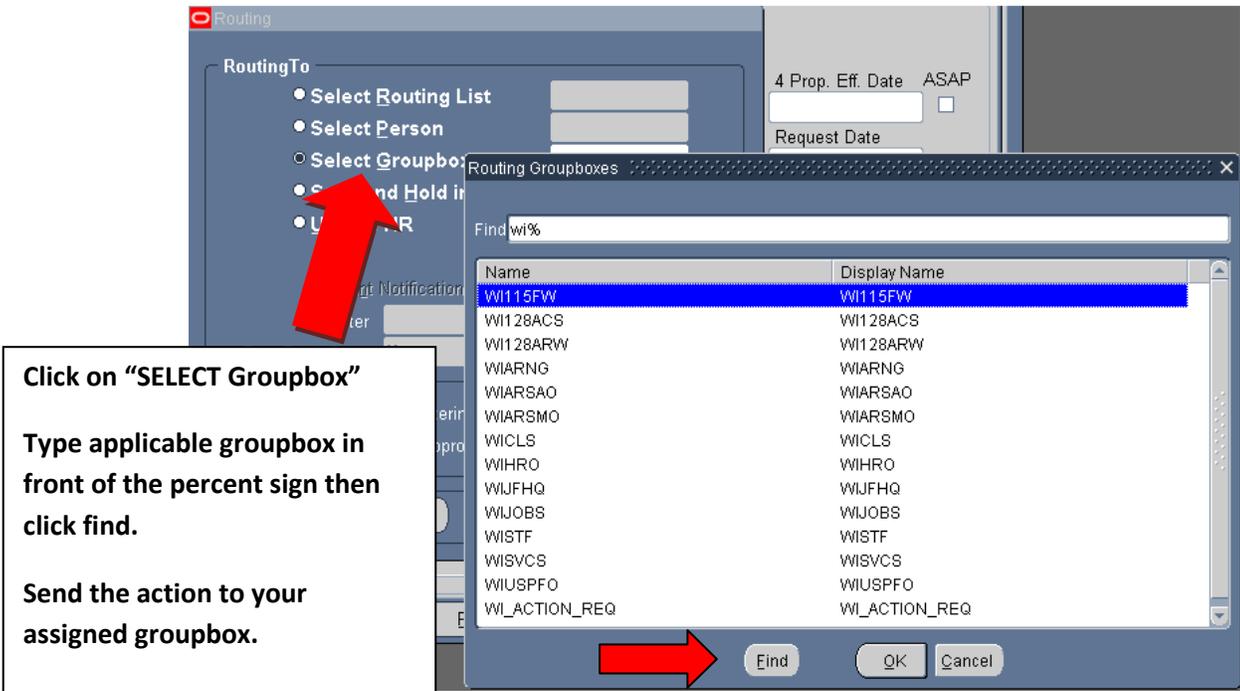
SECOND ACTION

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 "ok" again.

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

Please ensure your employee has already had or has set up a retirement counseling session with HR.

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