

# Sample Resignation (NOA 317)

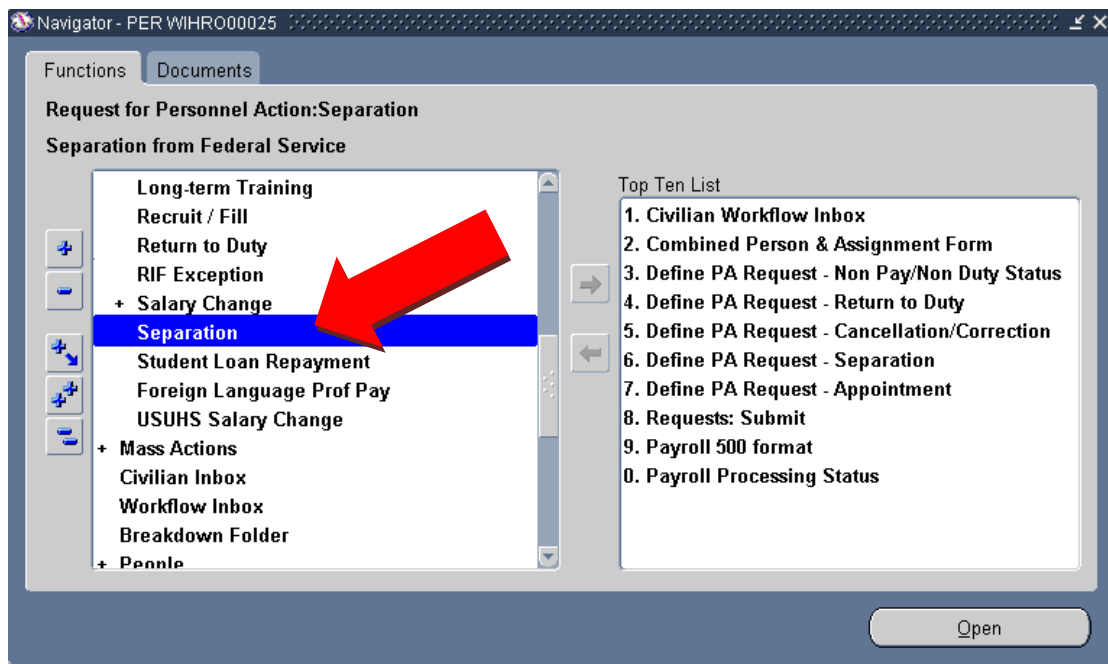
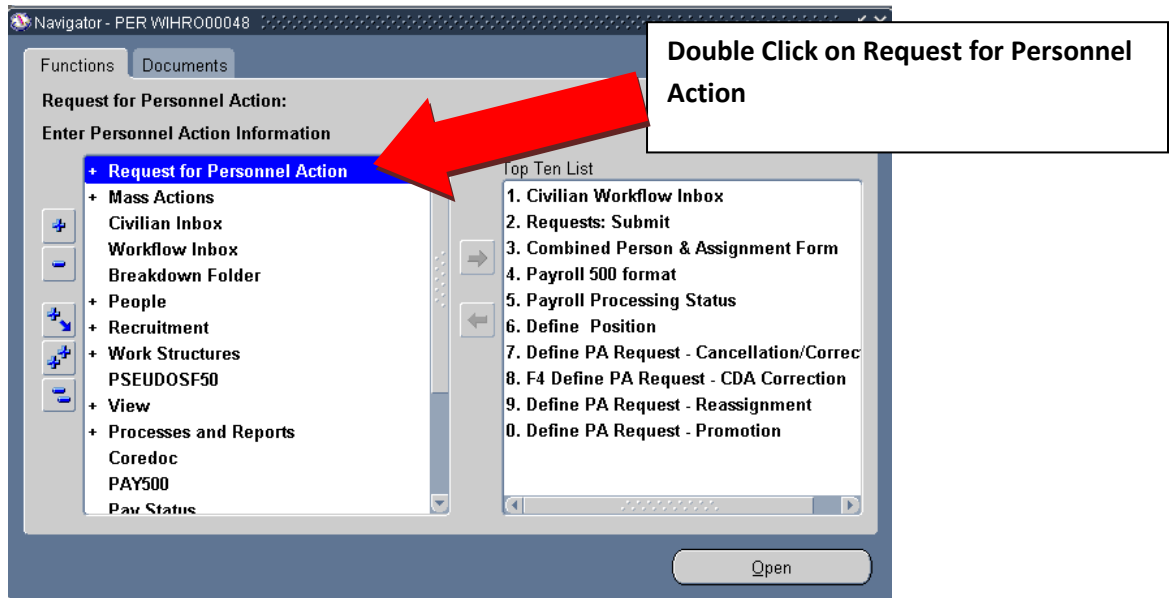
Used for all types of separations (listed below). Contact your HRO if you are not sure of the correct type of separation.

- Resignation (NOA 317)

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).

For resignations you will need to provide the reason for the separation. 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 (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**

Title  
**ASSISTANT HUMAN RESOI**

Request Date  
**21-MAR-2011**

Concurrence Date

**Fill Part A –Requesting Office.**

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

1 Last Name First Name

2 Social Security Number 3 Date of Birth 4 Effective Date

**FIRST ACTION**

5-A Code **317** 5-B Nature of Action **Resignation**

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

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

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

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

Change Family Refresh Status

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**

Title  
**ASSISTANT HUMAN RESOI**

Request Date  
**21-MAR-2011**

Concurrence Date  
**21-MAR-2011**

**Click on the yellow Notepad icon.**

**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 **317** 5-B Nature of Action **Resignation**

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)

Add the following information into the Notepad:

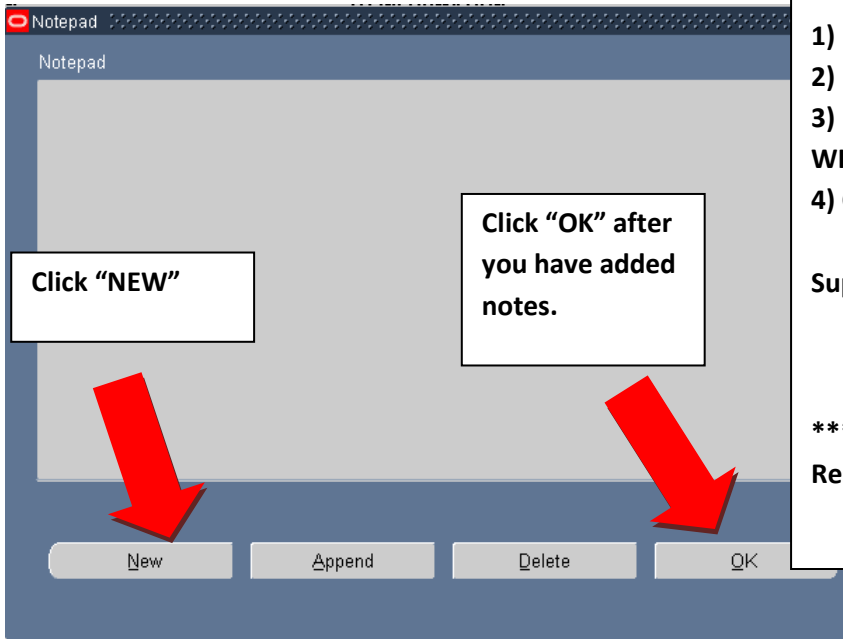
- 1) Effective date of resignation.
- 2) Reason for resignation.
- 3) \*\*\*Letter of resignation from employee WITH signature.
- 4) Current/forwarding address of employee.

Supervisor Contact Information:

Email Address:

Phone Number:

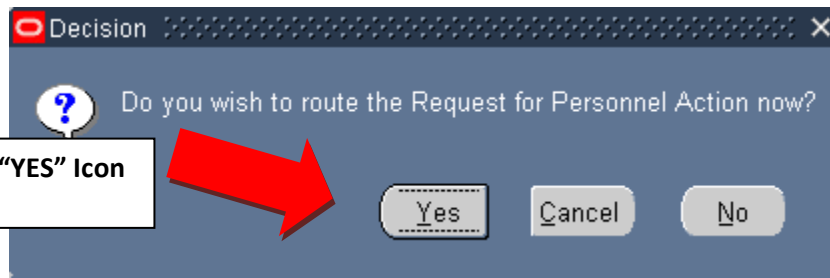
\*\*\*Employee should contact Human Resources for benefits information.\*\*\*



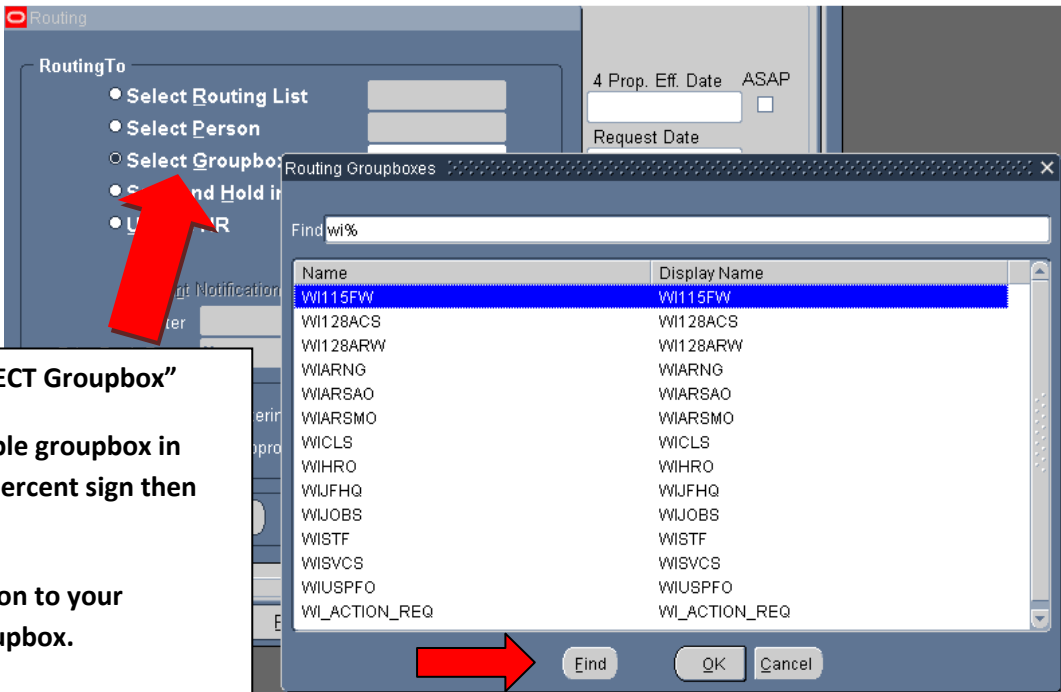
A screenshot of a web-based personnel action request form. The title bar reads "Request for Personnel Action (Separation, Routing Group:NG\_ROUTING\_GP)". The form is divided into several sections:

- Request Info:** Includes fields for "1 Actions Requested" (set to "Separation"), "3 For Additional Information Call (Full Name)" (Otwaska, Stacy L), "5 Action Requested By (Full Name)" (DYKSTRA, JUNE A.), and "6 Action Authorized By (Full Name)" (Kappus, Ricky N).
- Employee and Position Data:** Includes fields for "2 Request Number", "Telephone Number" (DSN: 724-3712), "4 Prop. Eff. Date" (06-APR-2011), "Request Date" (21-MAR-2011), and "Concurrence Date" (21-MAR-2011). The title is "ASSISTANT HUMAN RESO" and the position is "DIRECTOR OF MANPOWER".
- PART B - For Preparation of SF 50:** Includes fields for "1 Last Name", "First Name", "Middle Name", "2 Social Security Number", "3 Date of Birth", and "4 Effective Date".
- FIRST ACTION:** Includes fields for "5-A Code" (317), "5-B Nature of Action" (Resignation), "5-C Code", "5-D Legal Authority", "5-E Code", and "5-F Legal Authority".
- SECOND ACTION:** Includes fields for "6-A Code", "6-B Nature of Action", "6-C Code", "6-D Legal Authority", "6-E Code", and "6-F Legal Authority".

At the bottom of the form, there are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)". A red arrow points to a "SAVE" icon in the top toolbar, with a callout box that says "Click on the 'SAVE' Icon".



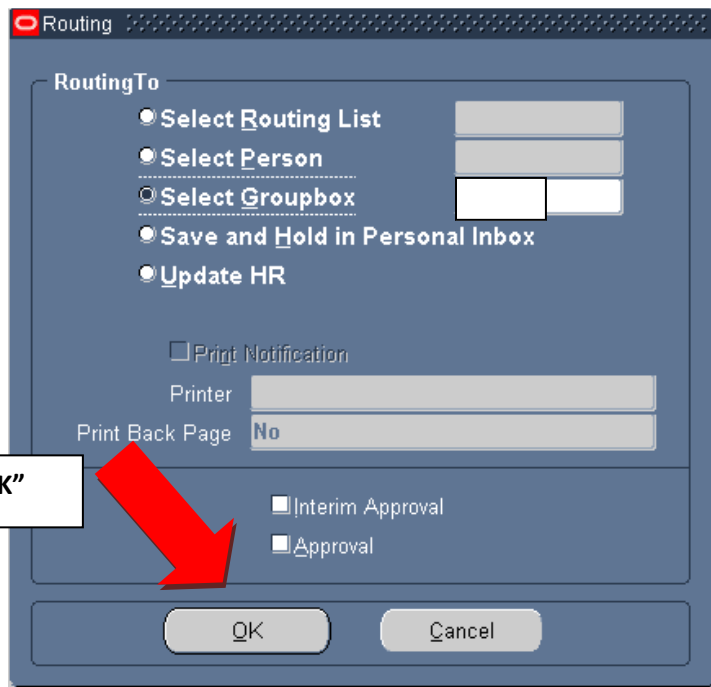
Click on the "YES" Icon



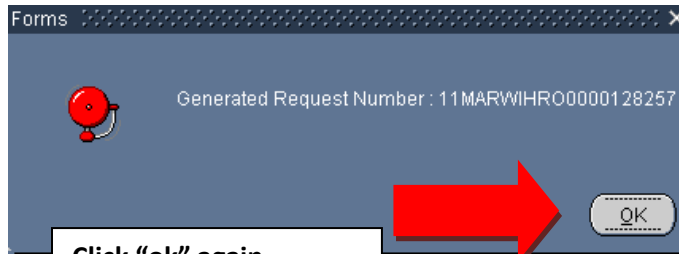
Click on "SELECT Groupbox"

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

Send the action to your assigned groupbox.



Click "OK"



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 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.**