

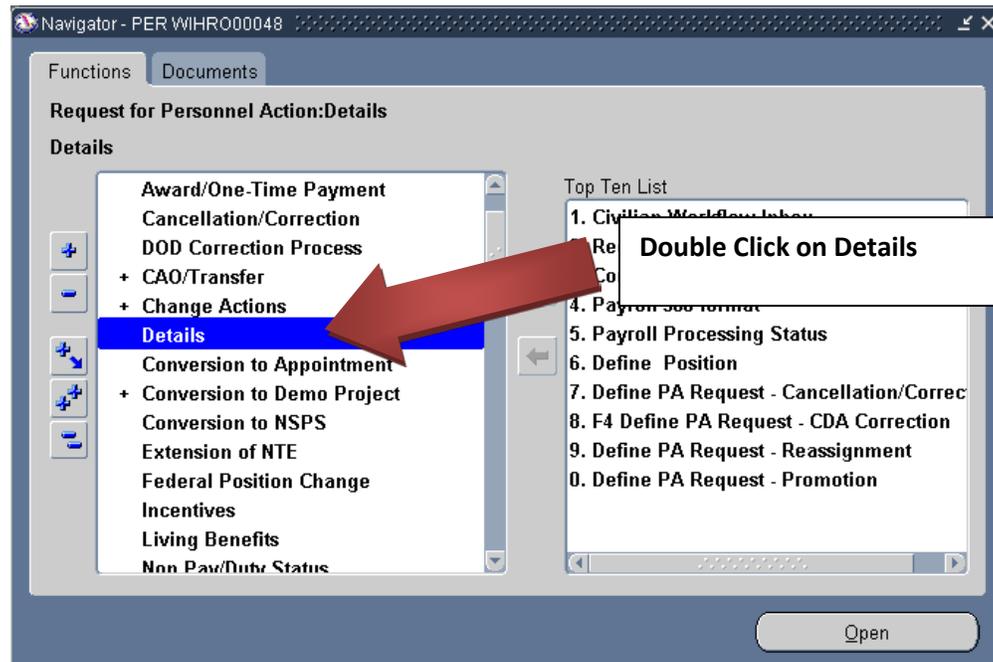
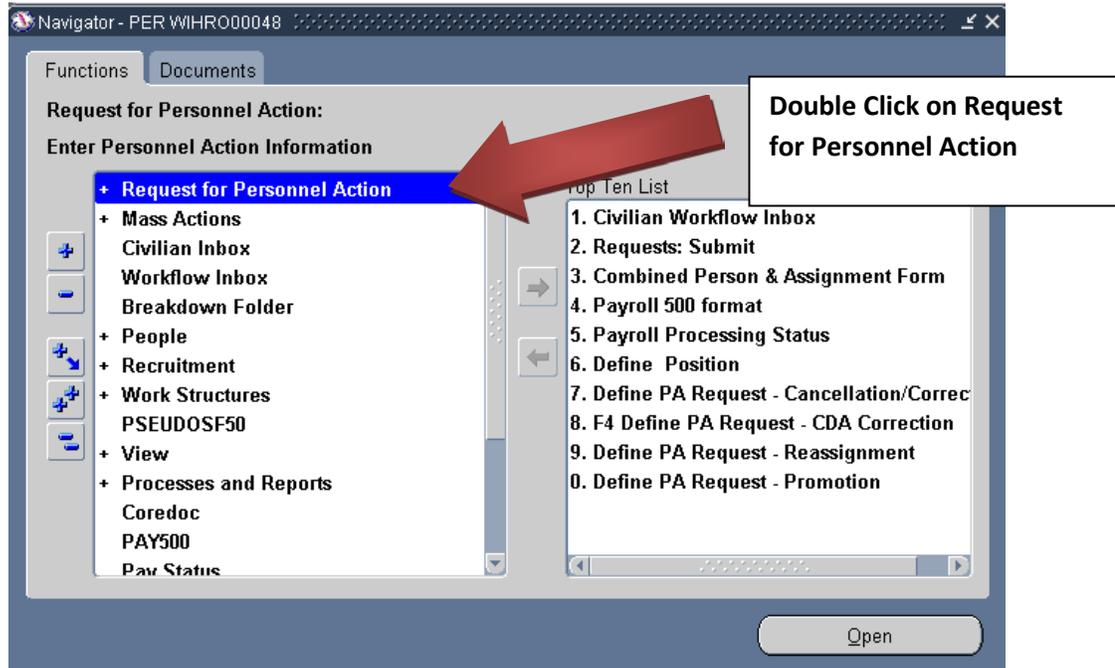
Sample Detail (NOA 930)

Use to initiate a detail for an employee, extend a detail, or terminate a detail. A detail is the assignment of an employee to a different position (or to a set of duties) for a short period of time without any change in grade or pay.

- A Notification of Personnel Action (SF50) will not produce for a detail. If documentation is needed, the Request for Personnel Action (RPA) is printed out and filed in the employee's OPF. Detail actions will not flow to payroll.

Include on the RPA (always complete Part A):

- Enter the employee name in Part B of the RPA.
- Use the Notepad to indicate the nature of the detail and the type of position to which the employee is being detailed.



Request for Personnel Action (Detail, 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 Reque

Detail

3 For Additional Information Call (Full Name)
Huschka, Natalie K

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

6 Action Authorized By (Full Name)

01-APR-2011 Request Date

SUPERVISORY HUMAN RE: 11-FEB-2011

Title Title Concurrency Date

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

5-C Code 5-D Legal Authority

5-E Code Authority

SECOND ACTION

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

History Information

Fill Part A –Requesting Office.

Fill Part B – For Preparation of SF 50

**Choose the LOV button in block 5-A Code.
 Scroll down to Code 930, Detail NTE**

First Nature of Actions

Find 9%

Code	Nature of Action
930	Detail NTE _____
931	Ext of Detail NTE _____
932	Termination of Detail
946	Detail NTE _____
947	Extension of Detail NTE _____
948	Termination of Detail

Find OK Cancel

PA Request First NOA Insertion Values

NTE Date

OK Cancel Clear

**Enter the Not-to-Exceed Date (Format: DD-
 MMM-YYYY). This date will be verified by J1-
 Staffing.**

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

Employee SSN Nature of Action
Excepted Appointment

Posting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
 8 Pay Plan 9 Occ. Code 10 Grade or Level
 11 Step or Rate 12 Total Salary
 12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title Number Seq No
HUMAN RESOURCES ASSISTANT 7040801 306047

16 Pay Plan 17 Occ. Code 18 Grade or Level
GS 0203 07

19 Step or Rate 20 Total Salary Award UoM
 20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
 20D Other Pay 21 Pay Basis
Per Annum

22 Name and Location of Position's Organization
THE ADJUTANT GENERAL - WI
JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI

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

Click on the yellow Notepad icon.

Notepad

Notepad

Click "NEW"

New Append Delete OK

Add the following information into the Notepad (you can COPY & Paste to save time!!!)

Justification for Detail:
 Where will Detail be located:
 Supervisor Contact Information:
 Email Address:
 Phone Number:

Click "OK" after you have added notes.

File Edit View Folder Tools Window Help

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

Employee SSN Nature of Action
Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
10 Grade or Level

11 Step or Rate 12 Total Salary
12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay
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14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title Number Seq No
HUMAN RESOURCES ASSISTANT 7040801 306047

16 Pay Plan 17 Occ. Code 18 Grade or Level
GS 0203 07

19 Step or Rate 20 Total Salary Award UoM
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
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22 Name and Location of Position's Organization
**THE ADJUTANT GENERAL - WI
JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI**

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

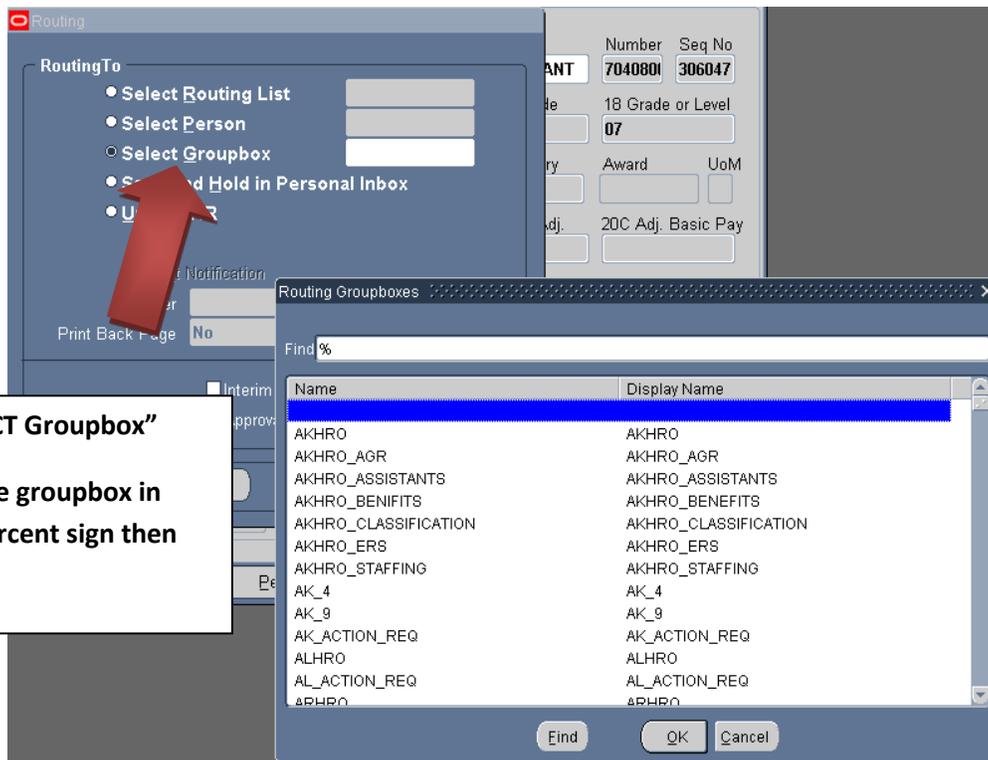
Click on the "SAVE" Icon

Decision

Do you wish to route the Request for Personnel Action now?

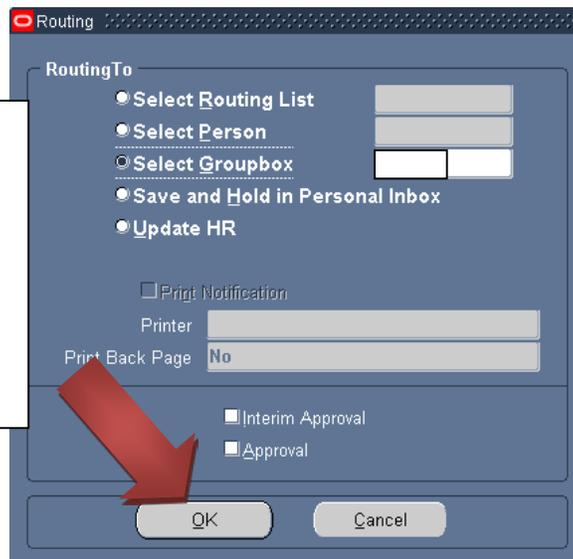
Yes Cancel No

Click on the "YES" Icon



Click on "SELECT Groupbox"

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



Click "OK"

A message will pop up informing you that a request has been generated. Just click "ok" again.

A blank Fill request will now pop up. X out of it.

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

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	16-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

****Note** If you have any questions on this guide or the process please call DSN: 724-3722/3706/3710 COM: 608-242-3722/37063710.**