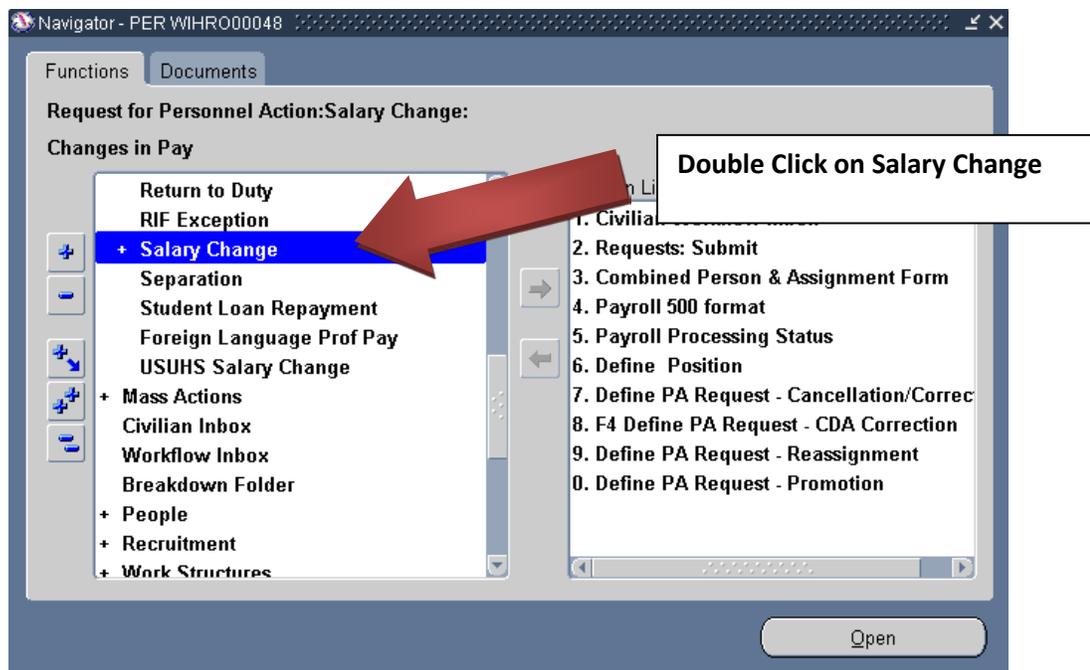
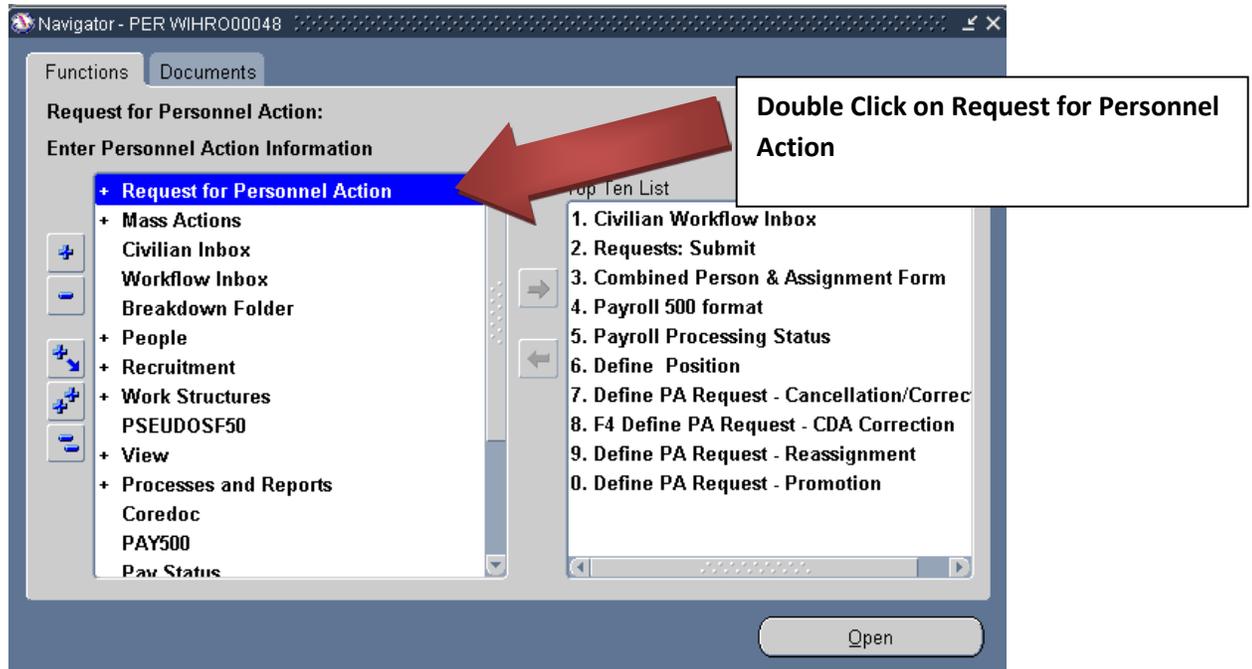
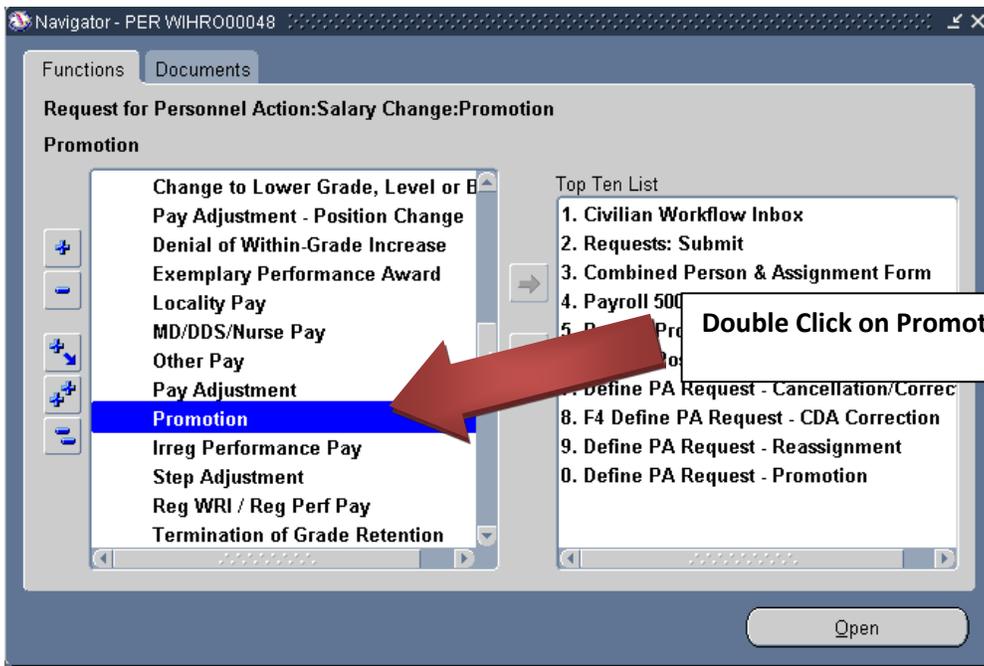


Sample Promotion (NOA 702)

Prior to submitting Promotion Request:

1. Ensure the position description has been certified and is attached to the request for action. ***This must be accomplished each time a promotion request is submitted.*** For assistance with this process contact 608-242-3719 or 608-242-3704.
2. Applicant must fill out an OF 306 – Declaration for Federal Employment





Request for Personnel Action (Promotion, 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)

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrency Date

PART B - For Preparation of SF 50

1 Last Name

2 Social Security Number 3 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 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

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 702, Promotion

First Nature of Actions

Find %

Code	Nature of Action
702	Promotion
703	Promotion NTE _____
915	Promotion in Rate NTE _____
918	Termination of Change-to-Lower Grade NTE _____

Find OK Cancel

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 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 Basic Pay

TO INFORMATION

15 Position Title Number Seq No
Human Resource Assistant
 16 Pay Plan 17 Occ. Code 18 Grade or Level
 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
 22 Name and Location of Position's Organization

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

Navigate to the Position Data Tab. Input the Title of the Position as it appears on either your HRMD or your MyWorkplace account and press "TAB"

To Positions

Find Human Resources Assistant%

Position Title	Occupied	Pay Plan	Occ Series	Grade	Organization Name	Pos Num	Pos Seq Num	Agency	
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	30601	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	NO	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	06	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	1200	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	314934	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	8053	28390	NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07	371925	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								319997	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								270533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								276902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								277849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								278131	NGAR

A new window should pop up.

Scroll right until you see the Pos Seq Num column

Scroll through the Sequence Numbers until you find the correct one for the position you are trying to advertise. There may be a lot depending on the position so be careful to select the correct one as it appears on your HRMD or MyWorkplace account

Note 1: If you are not sure which sequence number you want, select one in your area and the HR Staff will work with you to determine which one you're looking for after you've submitted the request.

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

Employee SSN Nature of Action
Excepted Appointment

Employee and Position Data

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"

Add the following information into the Notepad (you can COPY & Paste to save time!!!)
Justification for promotion:
Current Mil Grade:
DMOS/DAFSC:
Supervised by (Rank & Last Name):
Supervisor Contact Information:
Email Address:
Phone Number:

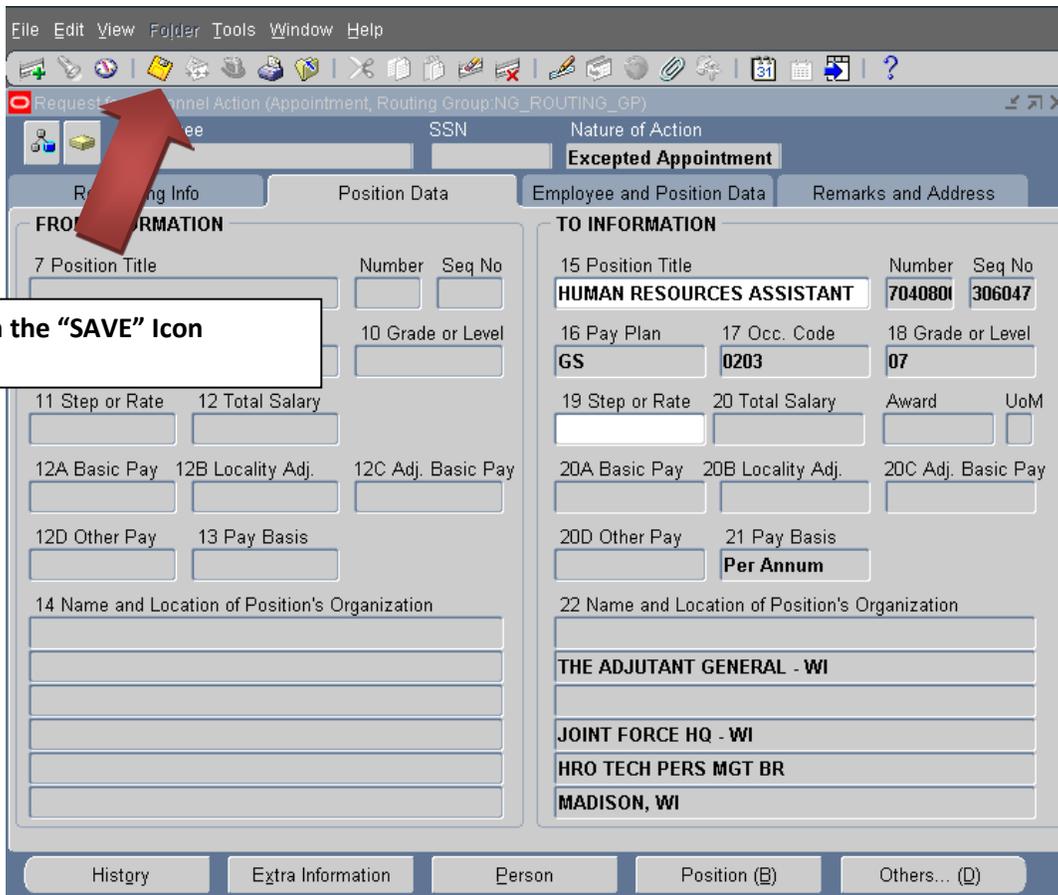
New Append Delete OK

Click "OK" after you have added notes.

Attach Document(s) to Promotion Request:

Instructions on attaching documents can be found in the Sample for Attaching a Document.

1. Attach the certified position description.
2. Attach the applicants signed & completed OF 306 – Declaration of Federal Employment.



The screenshot shows a software window titled "Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)". The window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. A red arrow points to a "SAVE" icon in the toolbar. Below the toolbar, there are tabs for "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address". The "Employee and Position Data" tab is active, showing two columns: "FROM INFORMATION" and "TO INFORMATION".

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
12D Other Pay	13 Pay Basis	
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			

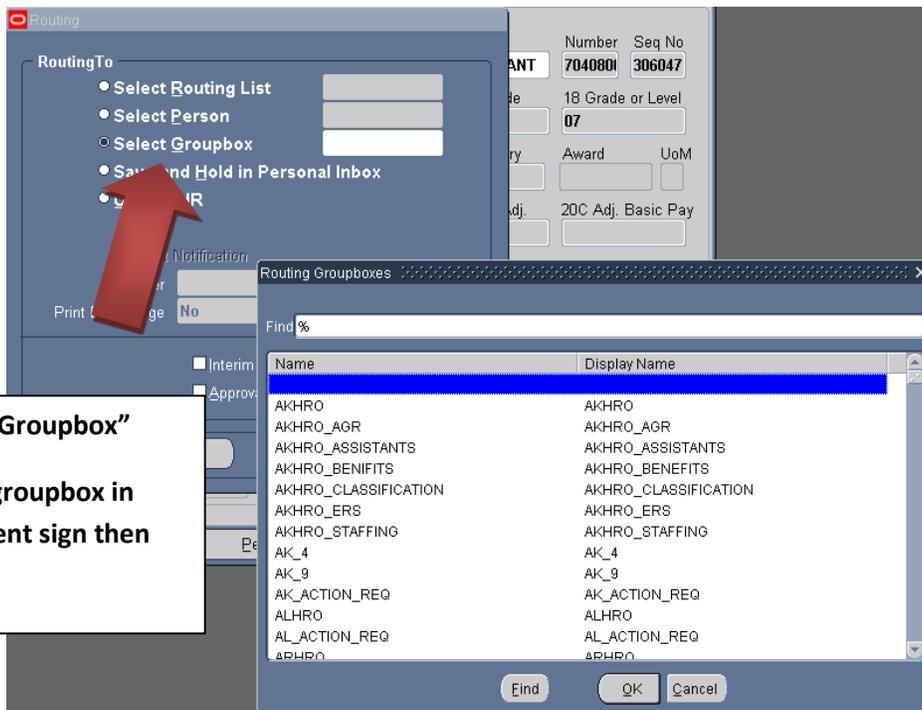
At the bottom of the window, there are buttons for "History", "Extra Information", "Person", "Position (B)", and "Others... (D)".

Click on the "SAVE" Icon

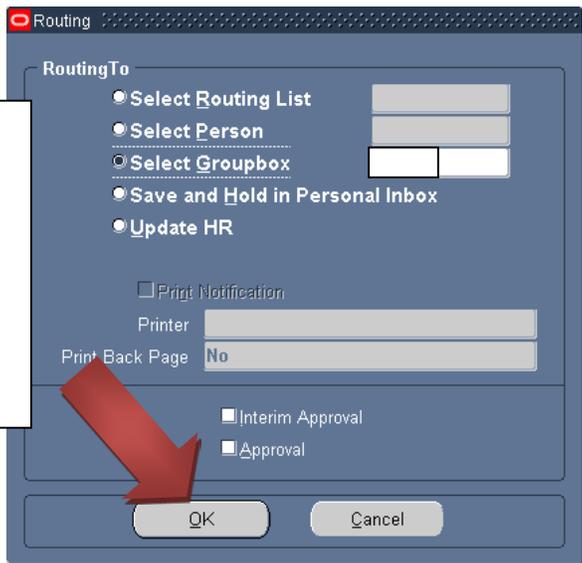


The screenshot shows a dialog box titled "Decision" with a question mark icon. The text inside the dialog box asks: "Do you wish to route the Request for Personnel Action now?". Below the text are three buttons: "Yes", "Cancel", and "No". A red arrow points to the "Yes" button.

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.

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

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