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
Double Click on Promotion
Fill Part A – Requesting Office.

Choose the LOV button in block 5-A Code.
Scroll down to Code 702, Promotion

Fill Part B – For Preparation of SF 50

<table>
<thead>
<tr>
<th>Code</th>
<th>Nature of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>702</td>
<td>Promotion</td>
</tr>
<tr>
<td>703</td>
<td>Promotion, NTE</td>
</tr>
<tr>
<td>915</td>
<td>Promotion in Rate, NTE</td>
</tr>
<tr>
<td>918</td>
<td>Termination of Change to Lower Grade, NTE</td>
</tr>
</tbody>
</table>
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.”

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.
Click on the yellow Notepad icon.

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:

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.

Click on the “SAVE” Icon

Click on the “YES” Icon
Add/edit your “Routing/Comments” in your inbox/groupbox. i.e.

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.

**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.

Click the “Gold Disc” Save Icon