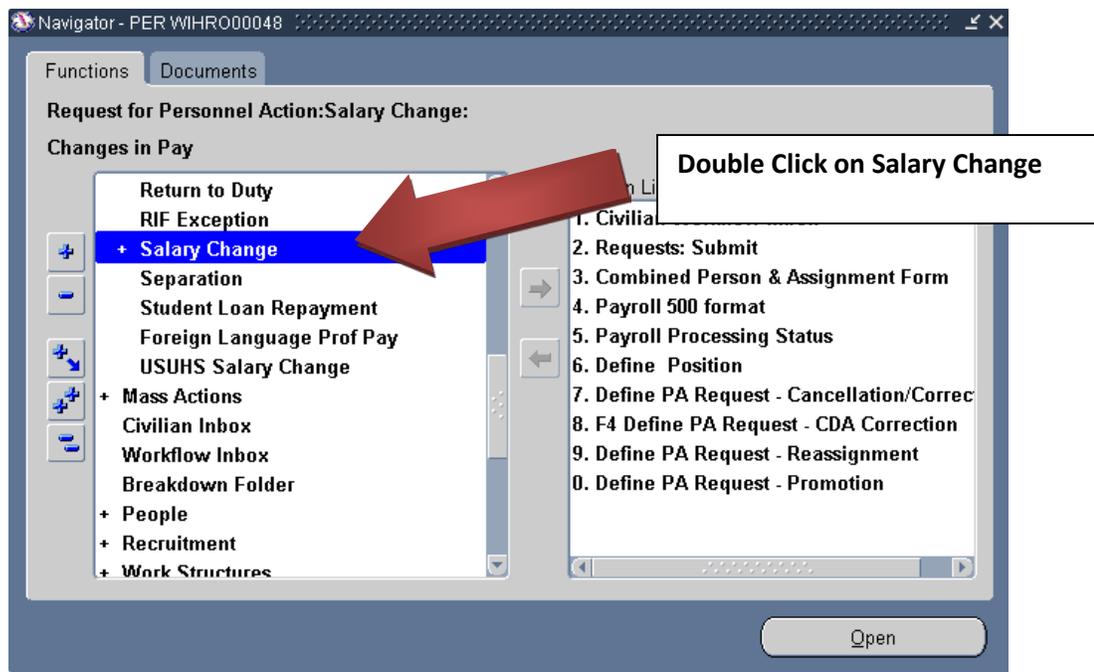
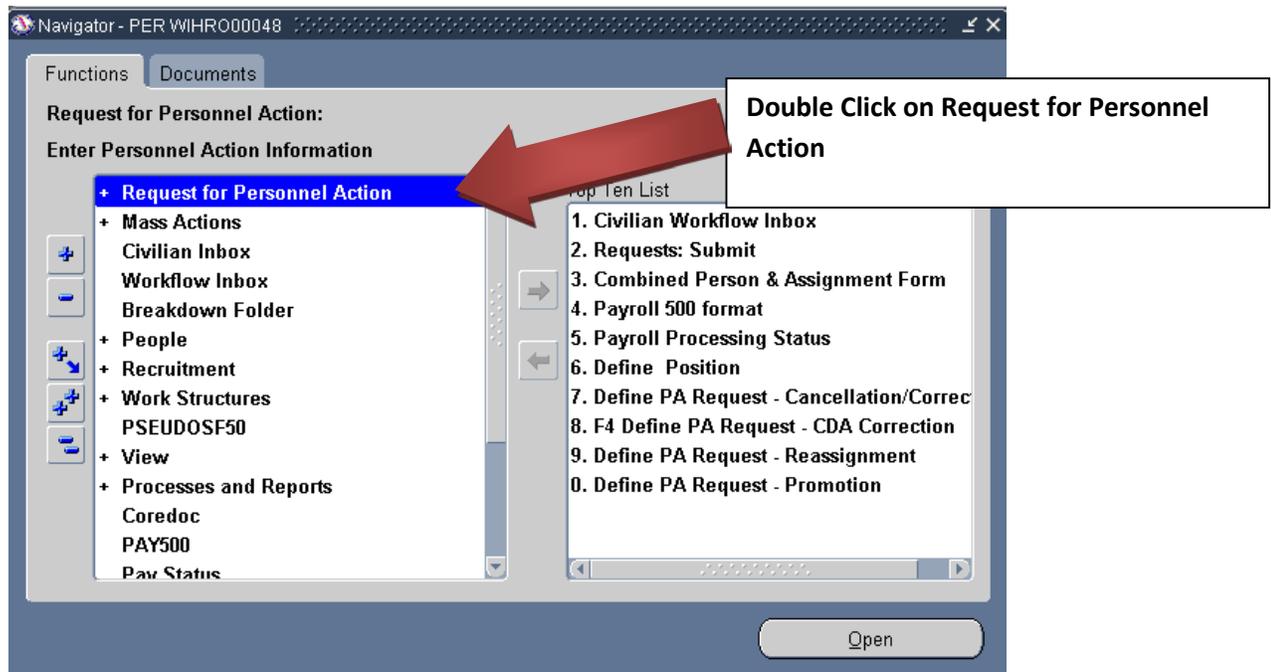
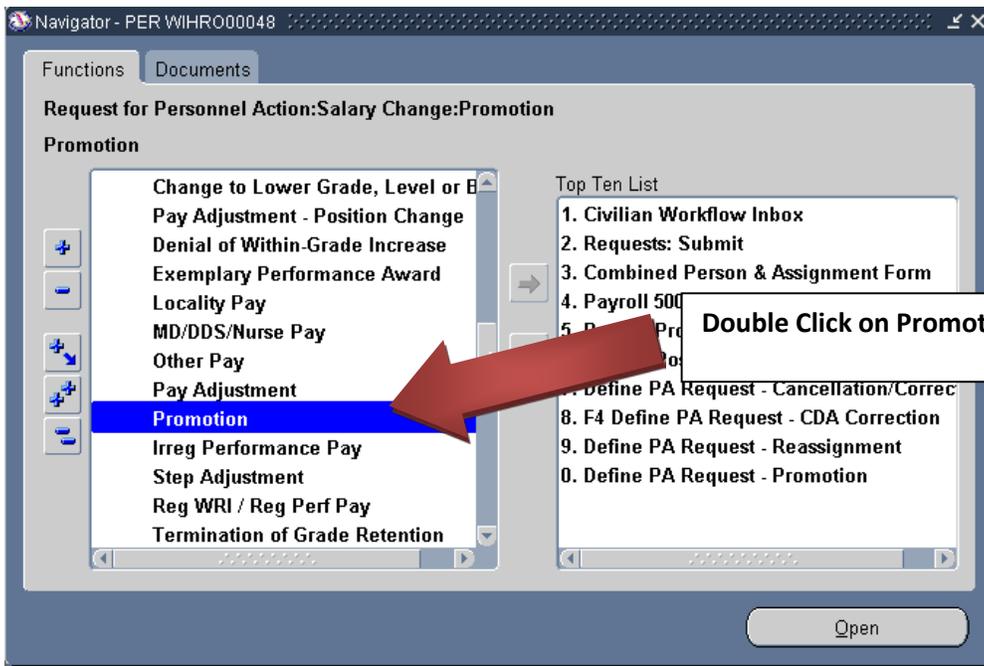


# Sample Temporary Promotion (NOA 703)

## Prior to submitting Temporary 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 temporary 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  Concurrence 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 703, Promotion NTE

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

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. Temporary Promotions cannot  
exceed 8-pay periods without competition.

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)							7051000	270533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							70541000	276902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							70541000	277849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							70541000	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**

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

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

**Justification for temporary promotion:**  
**Current Mil Grade:**  
**DMOS/DAFSC:**  
**Supervised by (Rank & Last Name):**  
**Supervises (Rank & Last Name):**  
**Vice:**  
**Supervisor Contact Information:**  
**Email Address:**  
**Phone Number:**

Click "NEW"

New Append Delete OK

Click "OK" after you have added notes.

## Attach Document(s) to Temporary 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.

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

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: [ ]  
12D Other Pay: [ ] 13 Pay Basis: [ ]

14 Name and Location of Position's Organization:  
[ ]  
[ ]  
[ ]  
[ ]

**TO INFORMATION**

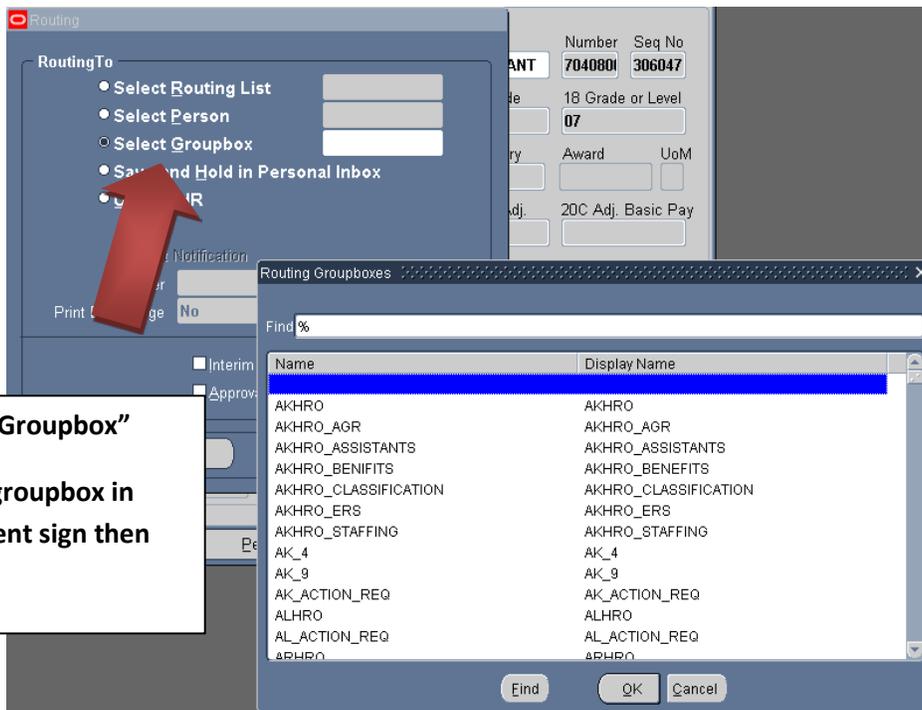
15 Position Title: **HUMAN RESOURCES ASSISTANT** Number: **7040801** Seq No: **306047**  
16 Pay Plan: **GS** 17 Occ. Code: **0203** 18 Grade or Level: **07**  
19 Step or Rate: [ ] 20 Total Salary: [ ] Award: [ ] UoM: [ ]  
20A Basic Pay: [ ] 20B Locality Adj.: [ ] 20C Adj. Basic Pay: [ ]  
20D Other 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)

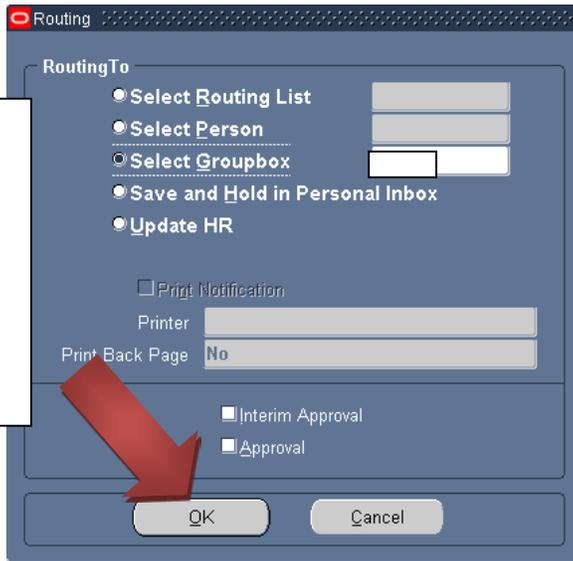
Decision

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

**Yes** | Cancel | No



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.