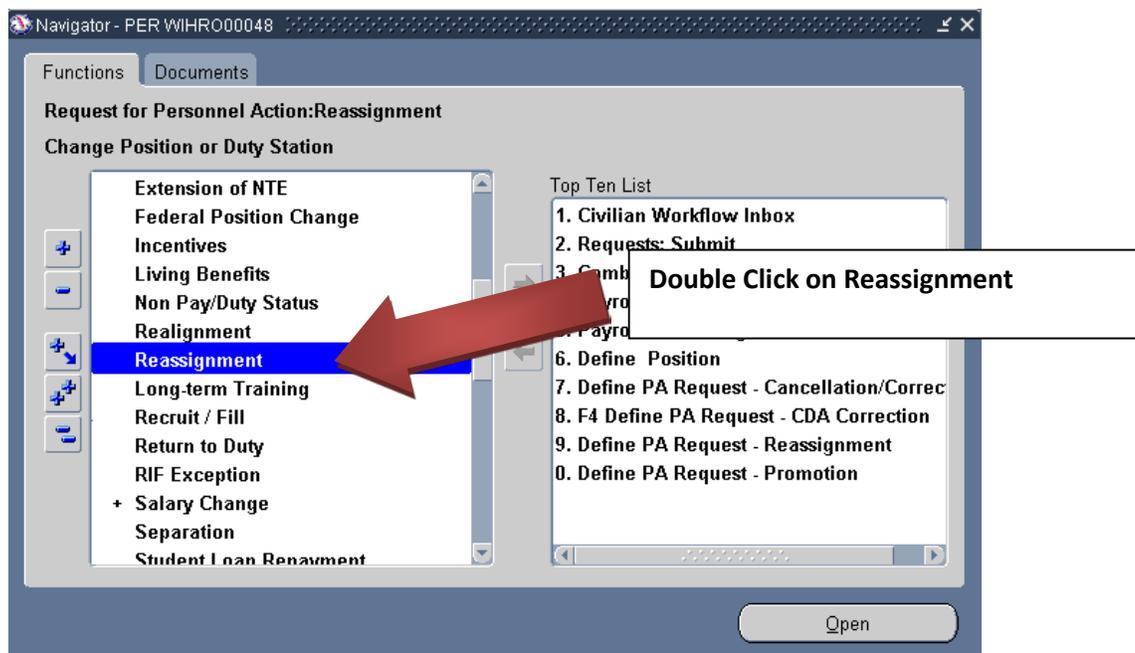
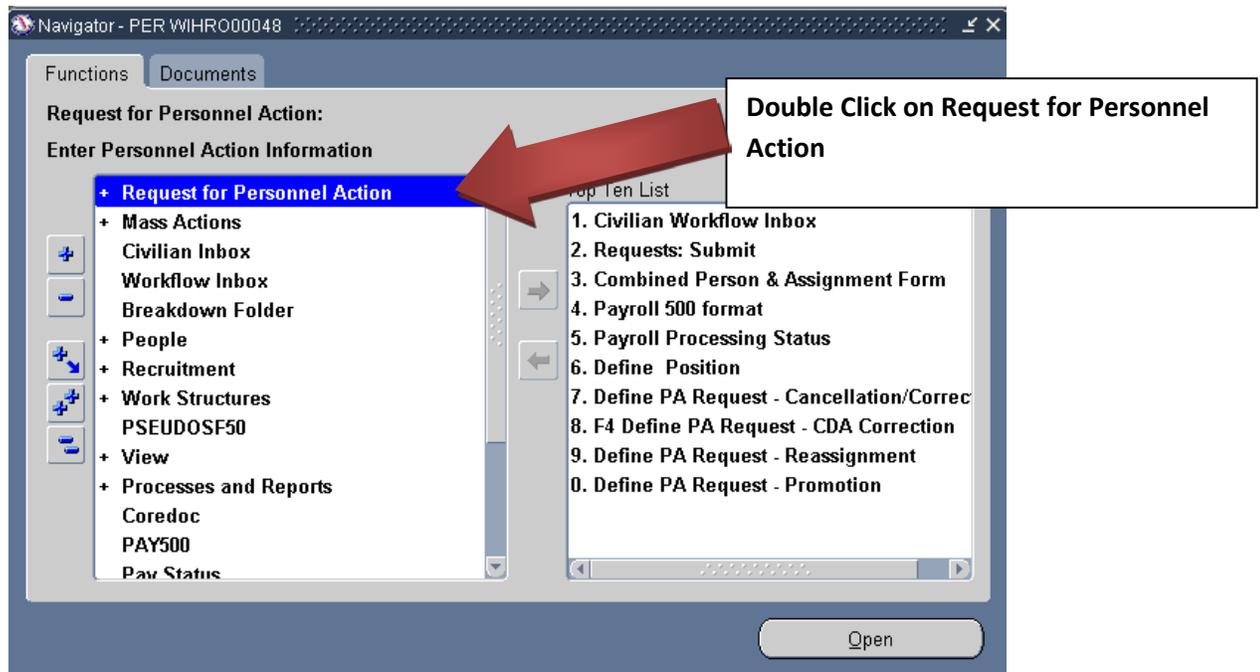


Sample Reassignment (NOA 721)

Prior to submitting Reassignment Request:

1. Ensure the position description has been certified and is attached to the request for action. ***This must be accomplished each time a reassignment 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
3. Applicant must complete a resume.



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

Change Family Refresh Status

Requesting Info Position Data Employee and Pos

PART A - Requesting Office

1 Actions Requested **Reassignment** 2 Request Number **242-3728**

3 For Additional Information Call (Full Name) **Huschka, Natalie K** 4 Prop. Eff. Date **01-APR-2011** ASAP

5 Action Requested By (Full Name) **DYKSTRA, JUNE A.** Title **SUPERVISORY HUMAN RE!** Request Date **11-FEB-2011**

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 **SECOND ACTION**

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Expansion

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 721, Reassignment

First Nature of Actions

Find %

Code	Nature of Action
5979	Completion of Long-Term Training
5987	Change in BPA/AMS
59RP	Return to Previous Position
59TT	Temporary Change in Tariff
611	Reassignment NTE _____
613	Term of Reassignment NTE _____
721	Reassignment
992	Placement to Shore
993	Assign to Long Term Training NTE _____
994	Completion of Long Term Training
A048	Transfer
A055	Change to Lower Pay Level
A056	Temporary Reassignment NTE _____
A058	Term of Temporary Reassignment

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
 12D Other Pay 12E Pay Basis

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 306047	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000 365400	NGAR
HUMAN RESOURCES ASSISTANT	NO	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000 365401	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000 490000	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	06	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000 500000	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000 500001	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	80532000	NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07261000 000000	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70415000 000000	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000 000000	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000 000001	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000 000002	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000 000003	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	MC	0001	47	JOINT FORCE HQ - WI	NGARW8BTAA 01	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

Click "NEW"

New Append Delete OK

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

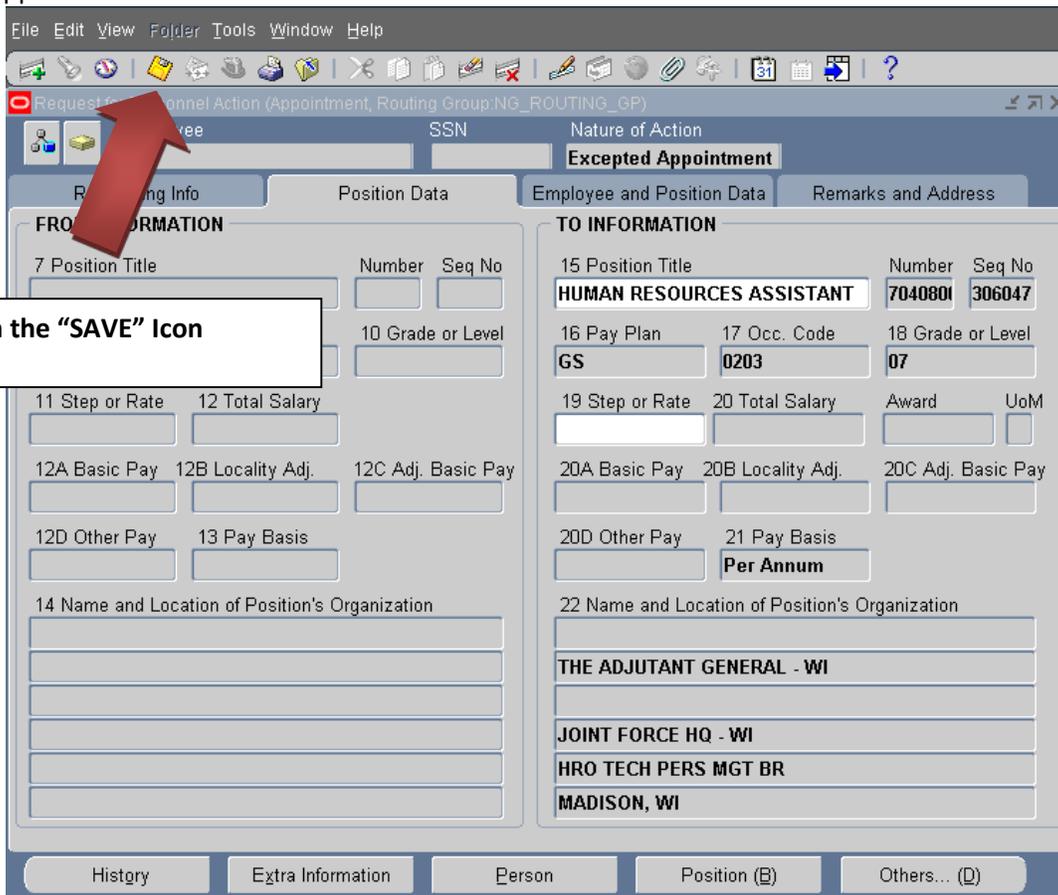
Justification for reassignment:
Current Mil Grade:
DMOS/DAFSC:
Supervised by (Rank & Last Name):
Supervises (Rank & Last Name):
Vice:
Supervisor Contact Information:
Email Address:
Phone Number:

Click "OK" after you have added notes.

Attach Document(s) to Reassignment 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.
3. Attach the applicants resume.



The screenshot shows a software interface for a personnel action request. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)'. The 'Nature of Action' is set to 'Excepted Appointment'. The form is divided into several sections: 'FROM INFORMATION' and 'TO INFORMATION'. A red arrow points to a 'SAVE' icon in the top left corner of the form area. A callout box with the text 'Click on the "SAVE" Icon' is positioned over the arrow.

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
	Per Annum

14 Name and Location of Position's Organization

15 Position Title	Number	Seq No
HUMAN RESOURCES ASSISTANT	7040801	306047

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

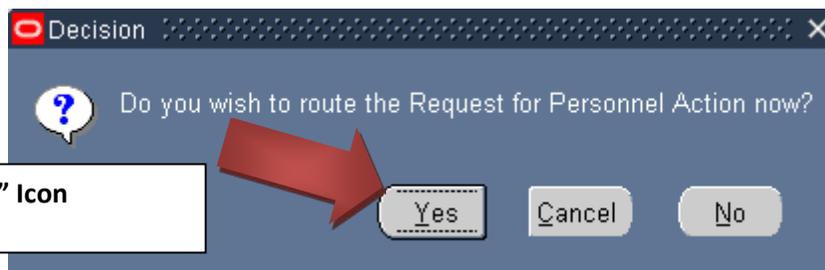
19 Step or Rate	20 Total Salary	Award	UoM

20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay

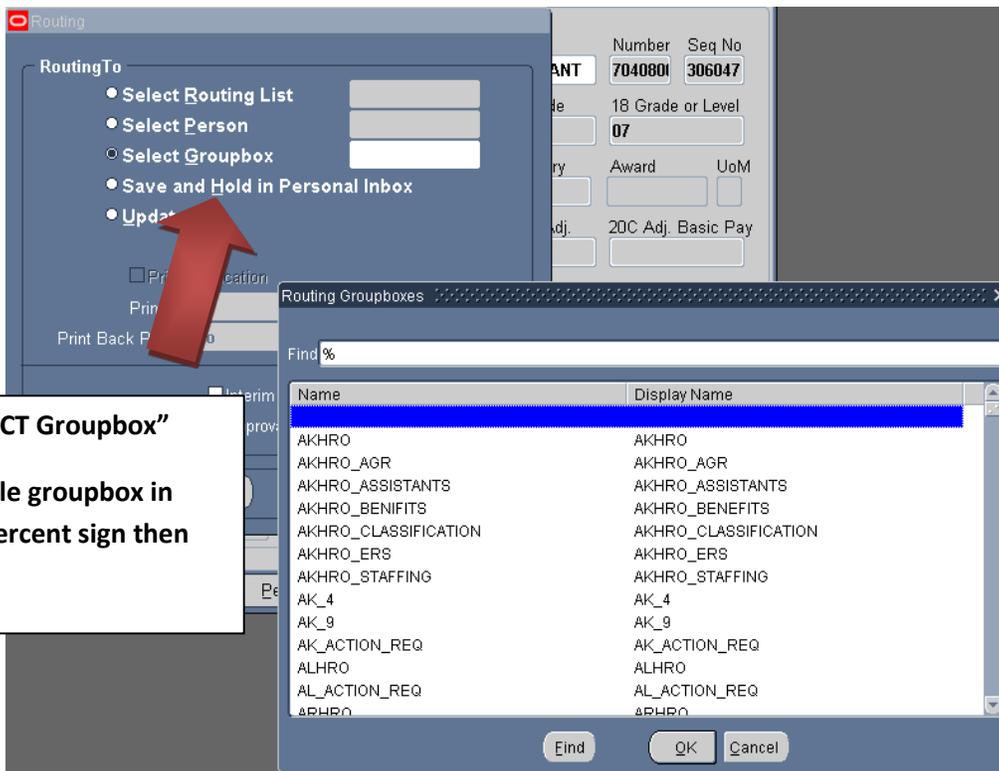
20D Other Pay	21 Pay Basis
	Per Annum

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

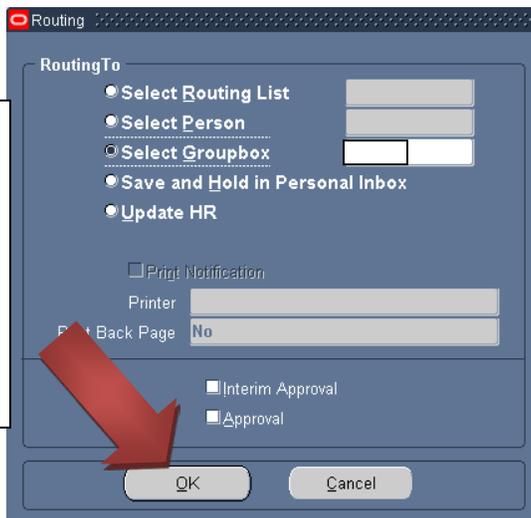
History Extra Information Person Position (B) Others... (D)



The screenshot shows a decision dialog box titled 'Decision'. It contains a question mark icon and the text 'Do you wish to route the Request for Personnel Action now?'. Below the question are three buttons: 'Yes', 'Cancel', and 'No'. A red arrow points to the 'Yes' button. A callout box with the text 'Click on the "YES" Icon' is positioned over the arrow.



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.