Sample Change to Lower Grade (NOA 713)

Double Click on Request for Personnel Action

Double Click on Salary Change

Navigator - PER WIHRO00048

Functions | Documents

Request for Personnel Action:Salary Change:Change to Lower Grade, Level or Band

Change to Lower Grade

Long-term Training
Recruit / Fill
Return to Duty
RIF Exception
- Salary Change
   Change to Lower Grade, Level B
   Pay Adjustment - Position Change
   Denial of Within-Grade Increase
   Exemplary Performance Award
   Locality Pay
   MD/DDS/Nurse Pay
   Other Pay
   Pay Adjustment

Top Ten List
1. Civilian Wo
2. ____s: S
3. ____ed P
4. Payroll 500
5. Payroll Processing Stat
6. Define Position
7. Define PA Request - Cancellation/Correc
8. F4 Define PA Request - CDA Correction
9. Define PA Request - Reassignment
0. Define PA Request - Promotion

Double Click on Change to Lower Grade, Level or Band

Open

Request for Personnel Action (Change to Lower Grade, 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
Change to Lower Grade

2 Request Number

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

Telephon

Fill Part A –Requesting Office.

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

Title
SUPERVISORY HUMAN RES

Request Date
11-FEB-2011

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

Fill Part B – For Preparation of SF 50

FIRST ACTION
5-A Code | 5-B Nature of Action

5-C Code | egal Authority

5-E Code | Authority

SECOND ACTION
6-A Code | 6-B Nature of Action

6-C Code | 6-D Legal Authority

6-E Code | 6-E Legal Authority

History | Informa

Choose the LOV button in block 5-A Code. Scroll down to Code 713, Chg to Lower Grade, Level or Band

---

First Nature of Actions

Find %

Code	Nature of Action
713	Chg to Lower Grade, Level or Band
913	Change to Lower Grade in Rate
916	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   Seq No

8 Pay Plan   9 Occ. Code   de or Level

11 Step or Rate   12 Total Salary

12A Basic Pay   12B Locality Adj.   Adj. 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 C...
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	3654	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	4	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	06	JOINT FORCE HQ - WI	NGARW8BTAA_01	70408000	5	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA_01	70408000		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	5	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA_01	70415000	97	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA_01	70541000	533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA_01	70541000	6902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA_01	70541000	7849	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. Here 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

Requesting 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   **7040800**   **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!!! Delete the info you don't need)
Justification for Change to Lower Grade:
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.

Click on the "SAVE" Icon

Click on the "YES" Icon

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.

RoutingTo
- Select Routing List
- Select Person
- Select Groupbox
- Send and Hold in Personal Inbox
- HR

Routing Groupboxes

Find %

Name	Display Name
AKHRO	AKHRO
AKHRO_AGR	AKHRO_AGR
AKHRO_ASSISTANTS	AKHRO_ASSISTANTS
AKHRO_BENIFITS	AKHRO_BENEFITS
AKHRO_CLASSIFICATION	AKHRO_CLASSIFICATION
AKHRO_ERS	AKHRO_ERS
AKHRO_STAFFING	AKHRO_STAFFING
AK_4	AK_4
AK_9	AK_9
AK_ACTION_REQ	AK_ACTION_REQ
ALHRO	ALHRO
AL_ACTION_REQ	AL_ACTION_REQ
ARHRO	ARHRO

Find   OK   Cancel

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.

Routing

RoutingTo

- ⦿ Select Routing List
- ⦿ Select Person
- ⦿ Select Groupbox
- ⦿ Save and Hold in Personal Inbox
- ⦿ Update HR

☐ Print Notification

Printer
Print Back Page: No

☐ Interim Approval
☐ Approval

[OK]   [Cancel]

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	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-201	▮ . .. .
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.