

Sample Conversion (NOA 570 or 571)

Navigator - PER WIHRO00048

Functions Documents

Request for Personnel Action:
Enter Personnel Action Information

- + Request for Personnel Action
- + Mass Actions
- Civilian Inbox
- Workflow Inbox
- Breakdown Folder
- + People
- + Recruitment
- + Work Structures
- PSEUDOSF50
- + View
- + Processes and Reports
- Coredoc
- PAY500
- Pay Status

Top Ten List

1. Civilian Workflow Inbox
2. Requests: Submit
3. Combined Person & Assignment Form
4. Payroll 500 format
5. Payroll Processing Status
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

Open

Double Click on Request for Personnel Action

Navigator - PER WIHRO00048

Functions Documents

Request for Personnel Action:Conversion to Appointment
Change Appointment Status

- Request for Personnel Action
- Appointment
- Award/One-Time Payment
- Cancellation/Correction
- DOD Correction Process
- + CAO/Transfer
- + Change Actions
- Details
- Conversion to Appointment
- + Conversion to Demo Project
- Conversion to NSPS
- Extension of NTE
- Federal Position Change
- Incentives

Top Ten List

1. Civilian Workflow Inbox
2. Requests: Submit
3. Combined Person & Assignment Form
4. Payroll 500 fo
5. Payroll Proce
6. Define PA Re
8. F4 Define PA Request - CDA Correction
9. Define PA Request - Reassignment
0. Define PA Request - Promotion

Open

Double Click on Conversion to Appointment

Request for Personnel Action (Appointment, 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 P. Num

Appointment

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

Huschka, Natalie K 1-608-242-3728 01-APR-2011

5 Action Requested By (Full Name) Title Request Date

DYKSTRA, JUNE A. SUPERVISORY HUMAN RE: 10-FEB-2011

6 Action Authorized By (Full Name) Title Concurrency Date

PART B - For Preparation of SF 50

1 Last Name Middle 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 Authority

5-E Code 5-F Authority

History Extra Information

Fill Part A –Requesting Office.

Fill Part B

Choose the LOV button in block 5-A Code. Scroll down to Code 570 Conversion to Excepted Appointment or 571 Conversion to Excepted Appointment NTE

First Nature of Actions

Find %

Code	Nature of Action
500	Conv to Career Appointment
501	Conv to Career Cond Appointment
507	Conv to Emergency Appointment
508	Conv to Term Appointment NTE _____
515	Conv to Appointment NTE _____
520	Conv to O/S Ltd Appointment
522	Conv to O/S Ltd Appointment NTE _____
524	Conv to Appointment Status Quo
540	Conv to Reinstatement Career
541	Conv to Reinstatement Career Cond
542	Conv to SES Career Appointment
543	Conv to Reinstatement SES Career
546	Conv to SES Noncareer Appointment
548	Conv to SES Ltd Term Appointment NTE _____

Find OK Cancel

PA Request First NOA Insertion Values

NTE Date

OK Cancel Clear

If applicable: Enter the Not-to-Exceed Date (Format: DD-MMM-YYYY). This date will be verified by J1-Staffing. Temporary Technicians 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
 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

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	365	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		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		NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70415000		9997
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000		70533
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000		76902
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000		277849
HUMAN RESOURCES ASSISTANT (MILITARY)	YES	MC	0001	47	JOINT FORCE HQ - WI	NGARW8BTAA 01	70541000		278131

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

Note 2: If there is no position currently built within your section for you to reference leave this field blank, provide a description of what you're looking for in the notepad (a later step)

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

Employee SSN Nature of Action
Excepted Appointment

Request Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
 8 Pay Plan Occ. Code 10 Grade or Level
 11 Step or Rate Total Salary
 12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

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 conversion (i.e. completion of IDP, hired from cert, agr who individual was backfilling for is now separated, etc.)
 Supervised by (Rank & Last Name):
 Supervises (Rank & Last Name):
 Supervisor Contact Information:
 Email Address:
 Phone Number:

Click "OK" after you have added notes.

File Edit View Folder Tools Window Help

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

SSN Nature of Action
Excepted Appointment

Request Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position No. 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

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

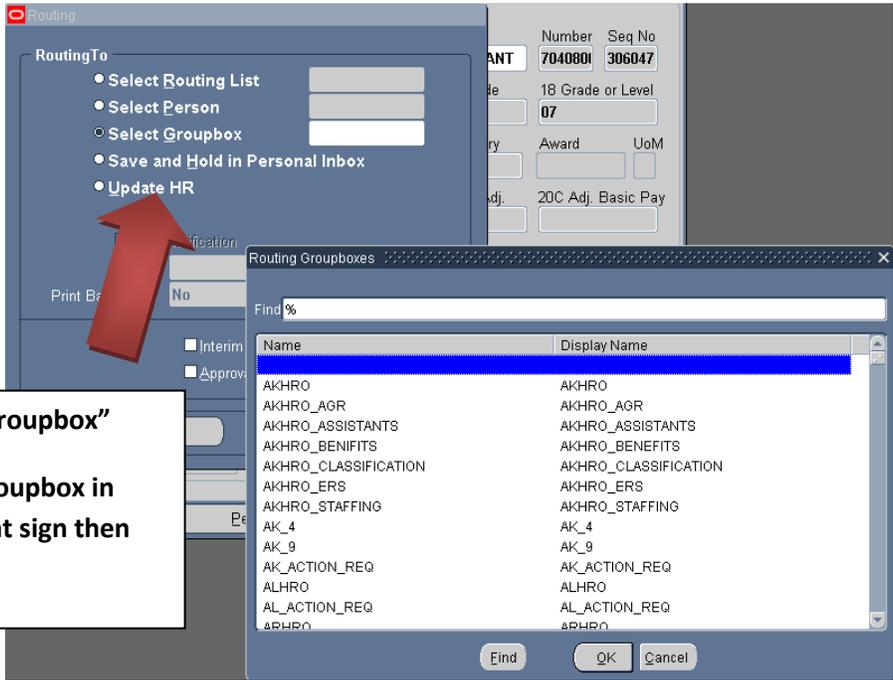
Click on the "SAVE" Icon

Decision

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

Yes Cancel No

Click on the "YES" Icon



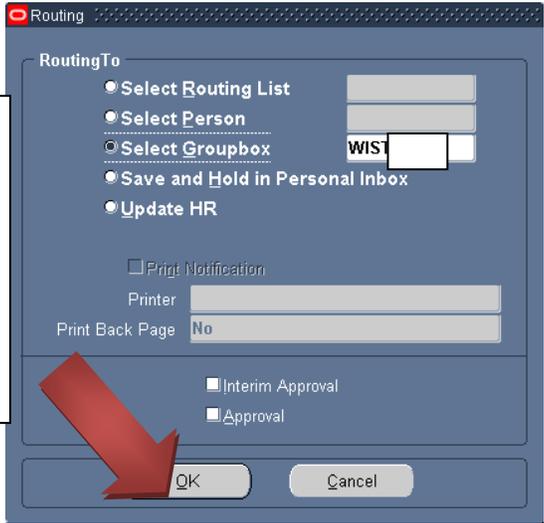
Click on "SELECT Groupbox"

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	WIARSAC	09-FEB-2011		Open			

Click the "Gold Disc" Save Icon

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