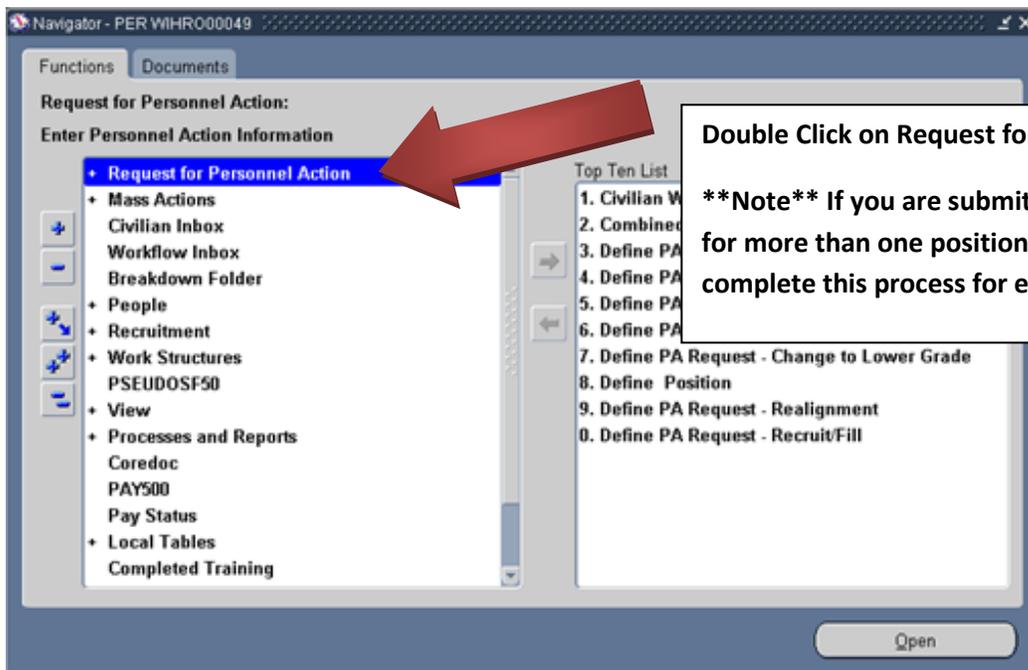


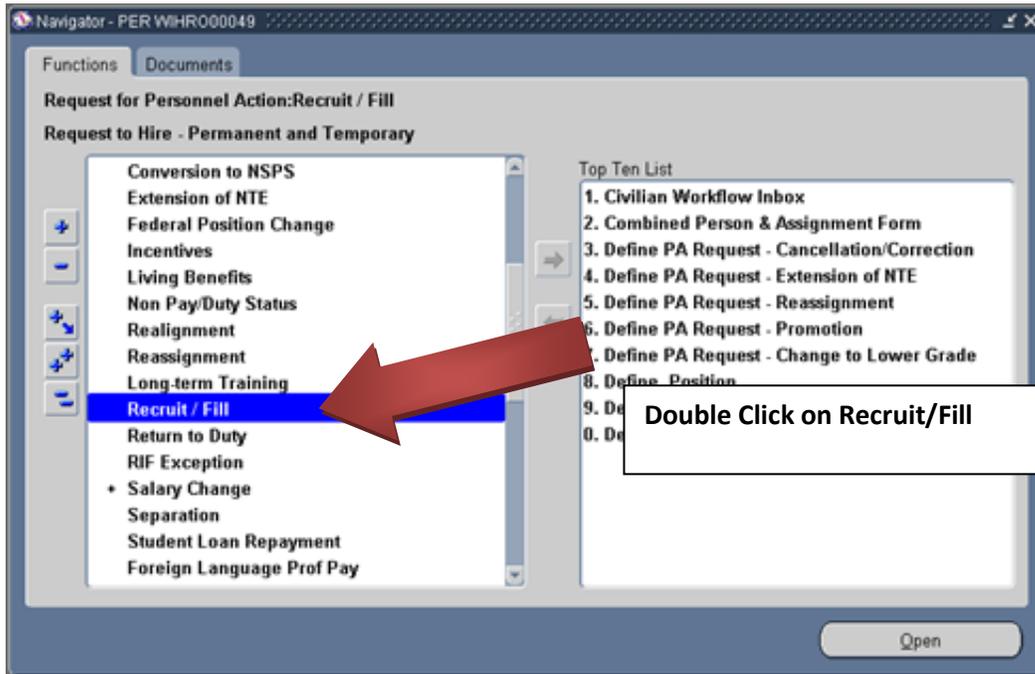
Sample Recruit/Fill

Submit concurrently with the Recruit/Fill:

1. Ensure the position description has been certified and is attached to the request for action. For assistance with this process contact 608-242-3719 or 608-242-3704.
2. If vacancy is from a **Resignation/Retirement/Separation/Termination** submit the corresponding request with the Recruit/Fill (Refer to [Sample Resignation/Voluntary Retirement/Separation/Termination](#)). If not, the Recruit/Fill will be returned to the supervisor.
3. If vacancy is from a **Leave Without Pay** submit the corresponding request (Refer to [Sample Absent Uniformed Services or LWOP-Personal](#)). If not, the Recruit/Fill will be returned to the supervisor.
4. If vacancy is from a **Management Directed Reassignment**, submit the corresponding request (Refer to [Sample Reassignment](#)). If not, the Recruit/Fill will be returned to the supervisor.

***NOTE:** NGB has specific qualification standards that the position requires and these will be stated on the announcement. The supervisor has the option to include their own set of questions or specific skill requirements for the posting based on the day to day to responsibilities. If you wish to do this, please attach a word document with your skill requirements & questions.





Request for Personnel Action (Recruit/Fill, 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: **Recruit/Fill**

2 Request Number: **608-242-3719**

3 For Additional Information Call (Full Name): **Ulrich, Steven P**

4 Prop. Eff. Date: **01-OCT-2010** ASAP

5 Action Requested By (Full Name): **DYKSTRA, JUNE A.** Title: **SUPERVISORY HUMAN RE:** Request Date: **06-AUG-2010**

6 Action Authorized By (Full Name): **Koon, Kenneth A** Title: **DIRECTOR OF MANPOWER** Concurrence Date: **06-AUG-2010**

PART B - For Preparation of SF 50

1 Last Name: First Name: Middle 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 Person Position (B) Others... (Q)

Request for Personnel Action (Recruit/Fill, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title 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

12D Other Pay

14 Name

TO INFORMATION

15 Position Title Number Seq No

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

21 Pay Basis

Name and Location of Position's Organization

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

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	365463	NGAR
HUMAN RESOURCES ASSISTANT	NO	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	1113	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	1767	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	1934	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	NGAFM91CFMR701	805	28390	NGAF
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	NGARW8FLA...	005	371925	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	NGARW8BTAA 01	70408000	319997	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	NGARW8BTAA 01	70408000	270533	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	NGARW8BTAA 01	70408000	276902	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	NGARW8BTAA 01	70541000	277849	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115.FRS.SQ	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

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**

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 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 [] [] [] [] [] []

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!!!)

VICE :
Justification:
Please select applicable tenure: (Permanent, Indefinite, Temporary or Temporary Promotion)
Technician MPCN:
Unit:
Will this position be advertised as a target Grade?
(Example: Position is GS-11, will accept GS-9 Trainees.) If yes, please specify
Maximum military grade available:
Minimum military grade available:
Supervisor:
Supervisor email and phone number:
Dual Advertisement:
****Definitions of the above items can be found at the end of this sample****

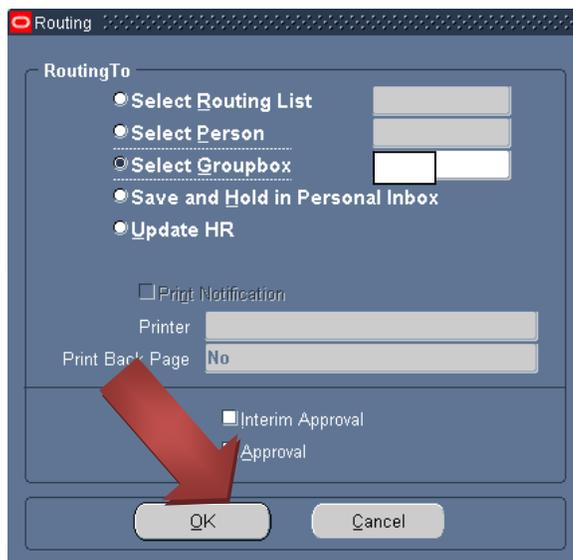
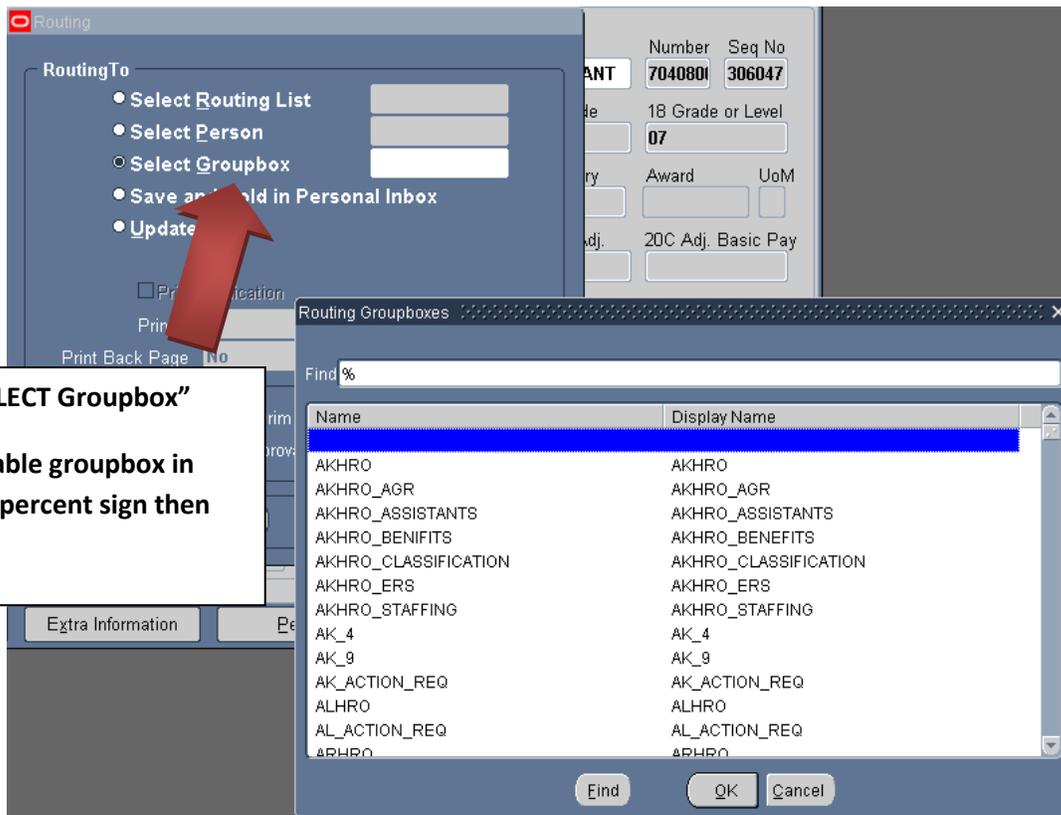
Attach Document(s) to Recruit/Fill:

Instructions on attaching documents can be found in the Sample for Attaching a Document.

Attach the certified position description.

If this position is going to be advertised as Tech and AGR, an **Annex A-1 (Army Request)** or **WING FORM 193-R (Air Request)** must be attached to the Technician Recruit/Fill.

The screenshot shows a software window titled "Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)". The window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. A red arrow points to a "SAVE" icon in the toolbar. A callout box with the text "Click on the 'SAVE' Icon" is positioned over the toolbar. The main form is divided into "FROM INFORMATION" and "TO INFORMATION" sections. The "TO INFORMATION" section contains fields for Position Title (HUMAN RESOURCES ASSISTANT), Pay Plan (GS), Occ. Code (0203), Grade or Level (07), and Pay Basis (Per Annum). A "Decision" dialog box is open at the bottom, asking "Do you wish to route the Request for Personnel Action now?" with "Yes", "Cancel", and "No" buttons. A red arrow points to the "Yes" button.



****Note**** If you have any questions on this guide or the Electronic Fill Request Process. Please feel free to call or email J1 Classifications at DSN: 724-3719/3704 or COM: 608-242-3719/3704.

Definitions to Notepad Template

VICE : Indicate who's leaving the position.

Justification: Indicate the reason the position is vacant, for example:

- Previously unused position
- Resignation/Retirement/Separation
- Absent Uniformed Services
- LWOP-Personal
- Reassignment
- Promotion

Tenure Definitions:

- Permanent – An employee with benefits, in a position declared authorized.
- Indefinite – An employee with benefits, in a position that is not permanent. The position is declared to go longer than twelve months but could be terminated at any time with a thirty day notice from J1.
- Temporary – An employee without benefits in a short term tour with a specific not to exceed date (NTE).
- Temporary promotion – An employee who is promoted into a position due to the incumbent being absent longer than 120 days.

Technician MPCN: This is the position number from the HRMD.

Unit: Where is the technician position assigned?

Target Grade Note: Trainees are not used for supervisory, small shop chief, internal review, or positions above GS-11/WG-12.

COMPATIBLE AFSC/MOS: The HRO will determine compatible AFSCs/MOS'. Do you have a vacant military assignment in this compatible AFSC/MOS for the new technician to occupy? And are you willing to allow the new technician to cross train/reclassify into a compatible AFSC/MOS? If you prefer the individual to already be skilled in the AFSC/MOS indicate the desired skill level (i.e. 3S031 or 42A3).

Military position MPCN: What is the military position number on the TDA/UMD that this new technician will occupy. If you do not have a vacant military position for this technician indicate the following; "All applicants must be currently assigned to a Wisconsin National Guard unit in this compatible AFSC/MOS."

Maximum military grade available: What is the maximum grade available on your military TDA/UMD in this compatible AFSC/MOS? If the technician needs to stay in their current assignment what is the maximum rank allowed keeping in mind grade inversion is not allowed.

Minimum military grade available: What is the minimum grade available on your military TDA/UMD in this compatible AFSC/MOS? If a specific AFSC/MOS skill level is required to avoid training requirements that should correspond with the minimum rank. For example if you are allowing a technician to cross train into the AFSC/MOS they will have to be trained, therefore a minimum rank of E-1 or O-1 would be applicable

Dual Advertisement: If this position is going to be posted for AGR members indicate "Yes", if the posting will only be for technicians then indicate "No".