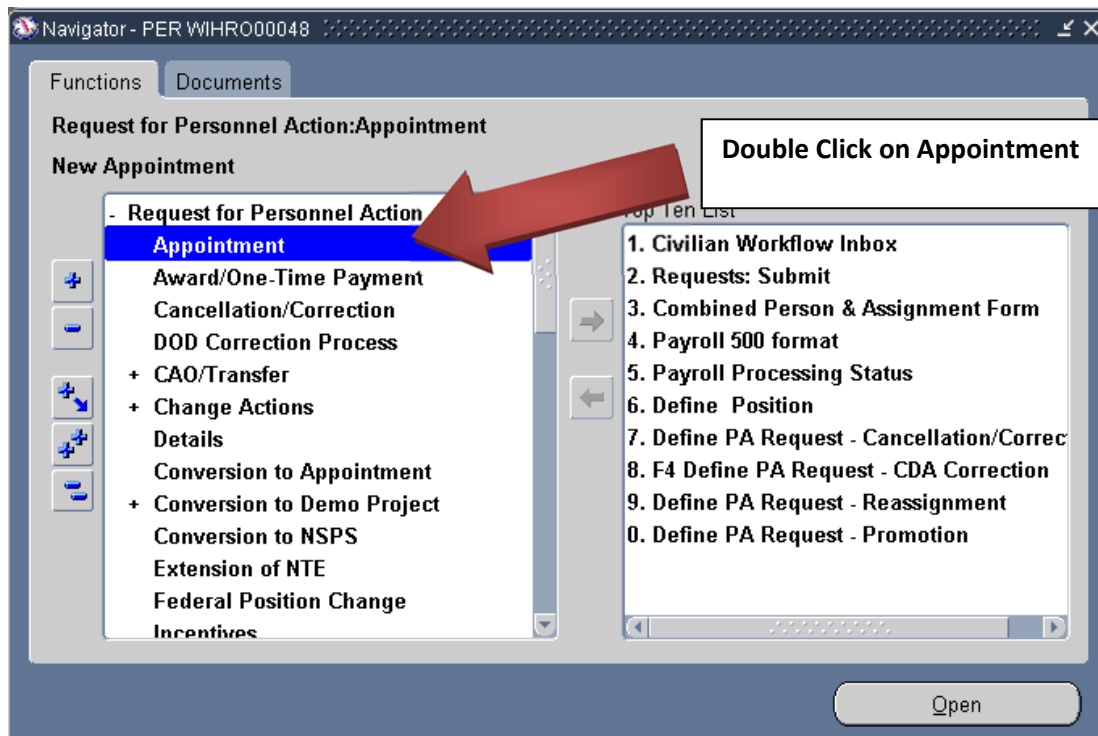
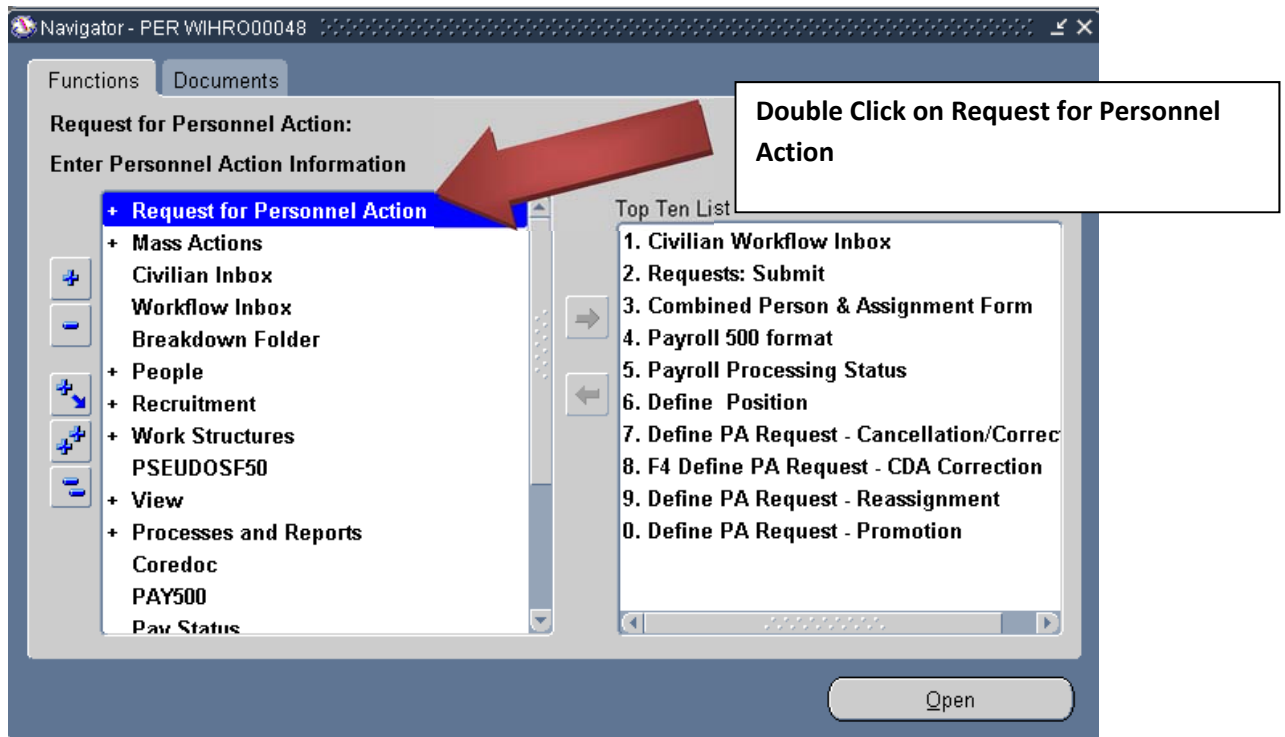


# Sample Temporary Appointment (NOA 171)

## Prior to submitting Temporary Appointment 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 appointment 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 (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 Request Number

**Appointment**

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

Huschka, Natalie K

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 Concurrence Date

**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 (D)

Fill Part A –Requesting Office.

Choose the LOV button in block 5-A Code.  
Scroll down to Code 171, Excepted  
Appointment NTE

First Nature of Actions

Find %

Code	Nature of Action
146	SES Noncareer Appointment
147	Transfer SES Noncareer
148	SES Ltd Term Appt NTE _____
149	SES Ltd Emergency Appt NTE _____
156	CZ Appt-Status Quo
170	Excepted Appointment
171	Excepted Appointment NTE _____
190	Provisional Appointment NTE _____
198	Interim Appointment in Nonduty Status
199	Interim Appointment
A010	Appointment
A011	Appointment (Concurrent)
A012	Appointment Limited Tenure NTE _____
A015	Appointment Public Law 101-508

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 Technicians cannot  
exceed 6 months 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 Job

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

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
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	365
HUMAN RESOURCES ASSISTANT	NO	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	
HUMAN RESOURCES ASSISTANT	YES	GS	0203	06	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	34
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	80532000	0
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07261000	925
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	0533
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. 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**

Reporting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position 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

Click on the yellow Notepad icon.

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

**Justification for temporary appointment:**  
**Selectee (Full name):**  
**SSN:**  
**Date of Birth:**  
**Selectee Contact Information:**  
     **Home Address:**  
     **Email Address:**  
     **Phone Number:**  
**Proposed start date:**  
**Current Mil Grade:**  
**Unit where Technician will work:**  
**Supervised by (Rank & Last Name):**  
**Technician position MPCN:**  
**Supervisor Contact Information:**  
     **Email Address:**  
     **Phone Number:**

Notepad

Notepad

Click "NEW"

New Append Delete OK

Click "OK" after you have added notes.

File Edit View Folder Tools Window Help

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

Employee SSN Nature of Action  
**Excepted Appointment**

Personnel Information Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
 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 13 Pay Basis

14 Name and Location of Position's Organization

**TO INFORMATION**

15 Position Title Number Seq No  
**HUMAN RESOURCES ASSISTANT 7040801 306047**

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 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)

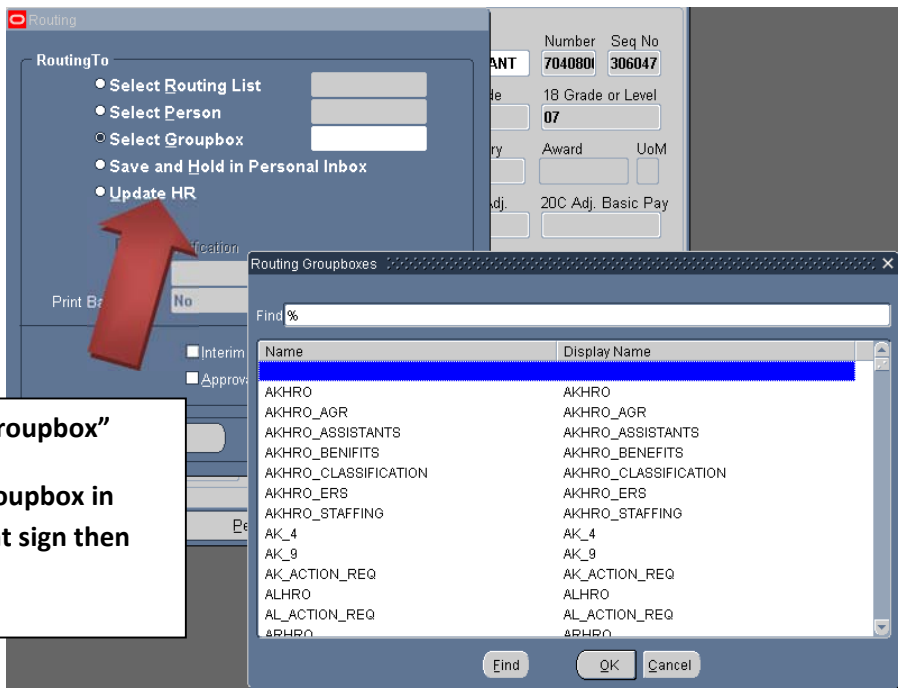
Click on the "SAVE" Icon

Decision

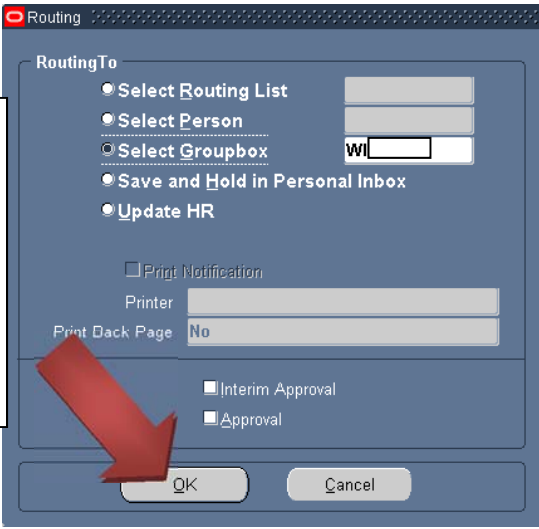
Do you wish to route the Request for Personnel Action now?

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.

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-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 call DSN: 724-3722/3710/3706 COM: 608-242-3722/3710/3706.