

## Sample Promotion (NOA 702)

Used for the following types of actions when an employee's salary will be changed but neither classification of a position description nor recruitment is required:

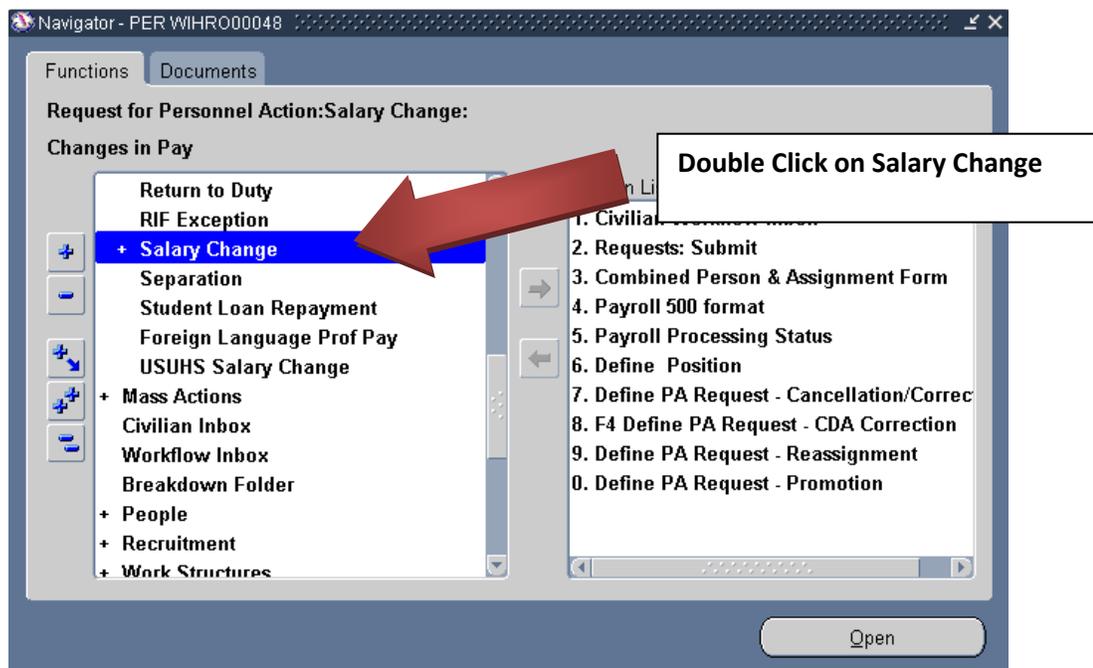
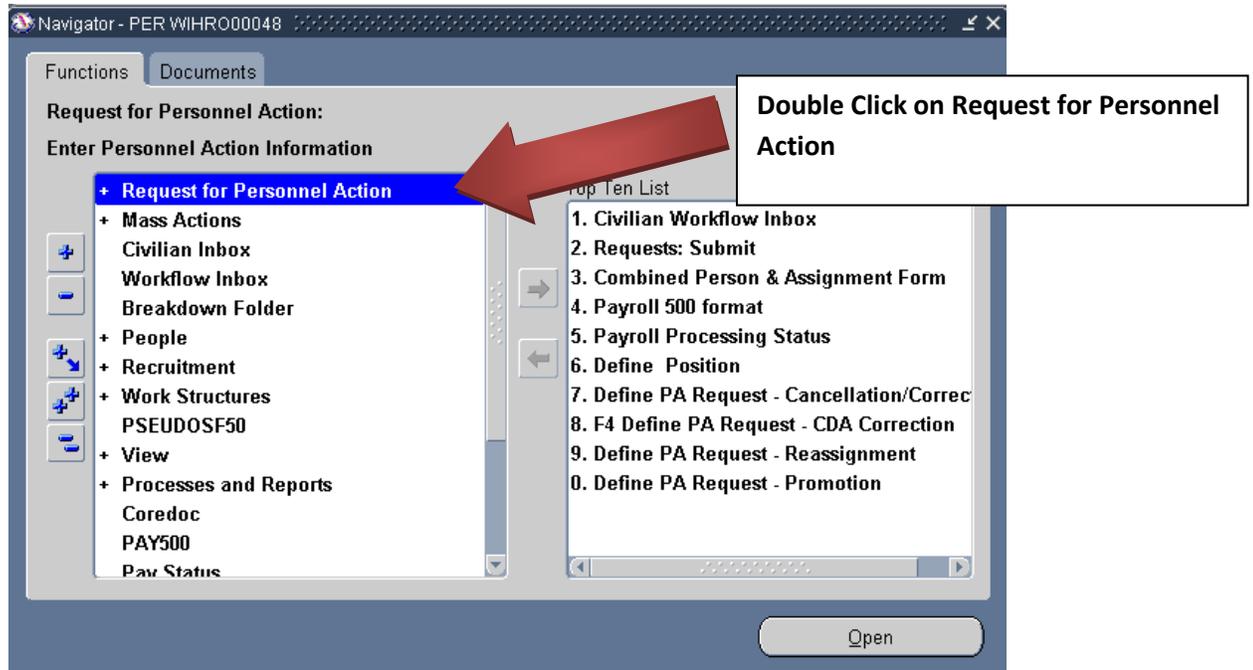
- Promotion (NOA 702), e.g., career ladder promotions and non-competitive re-promotion

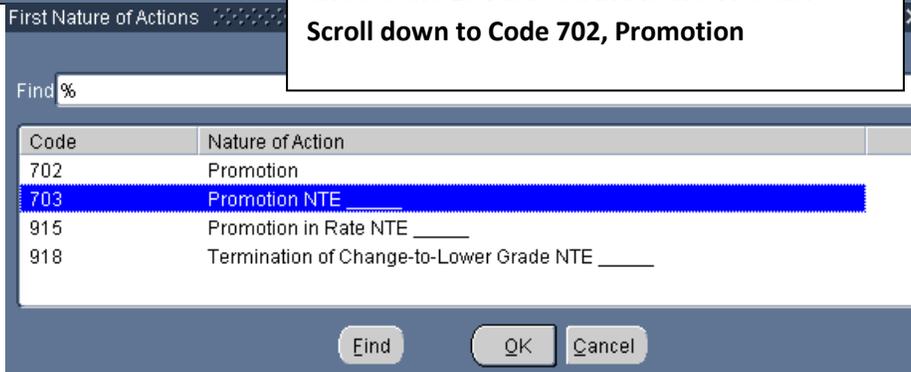
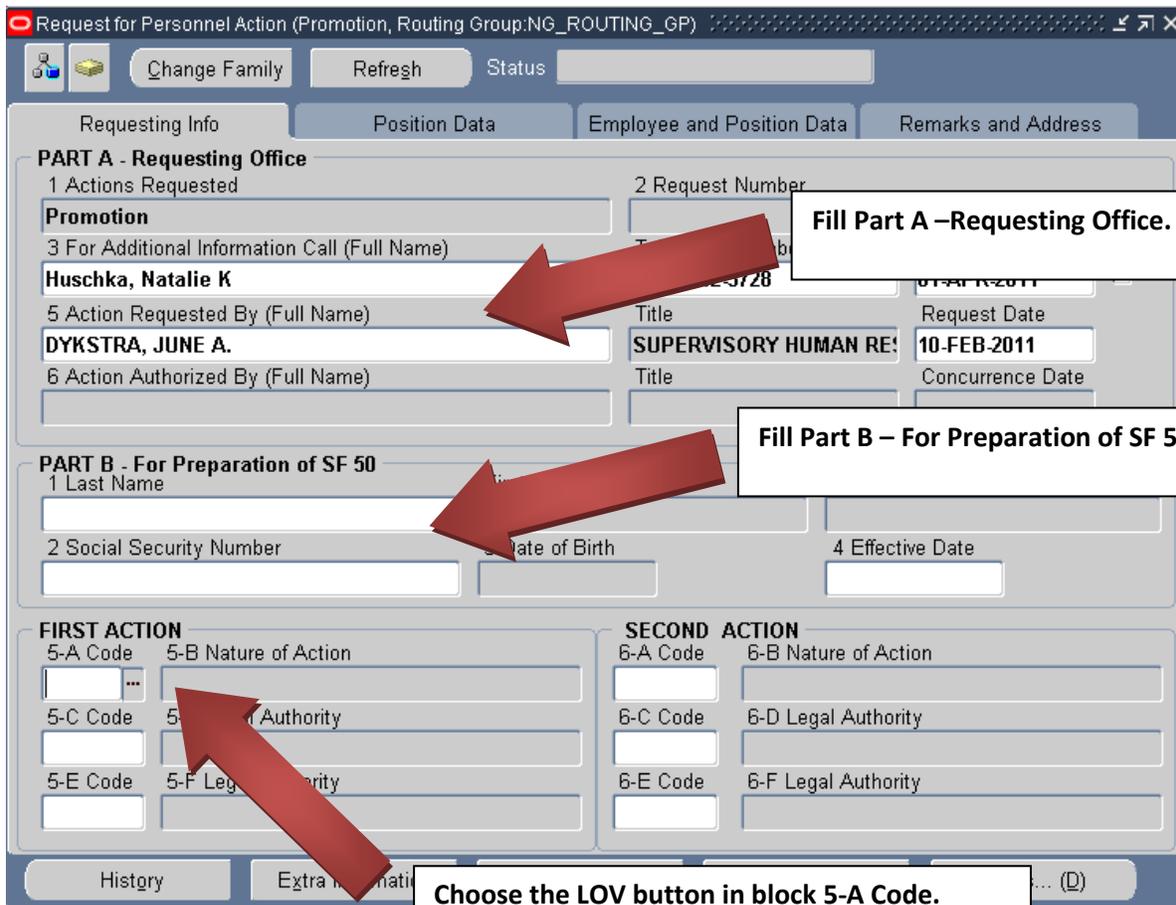
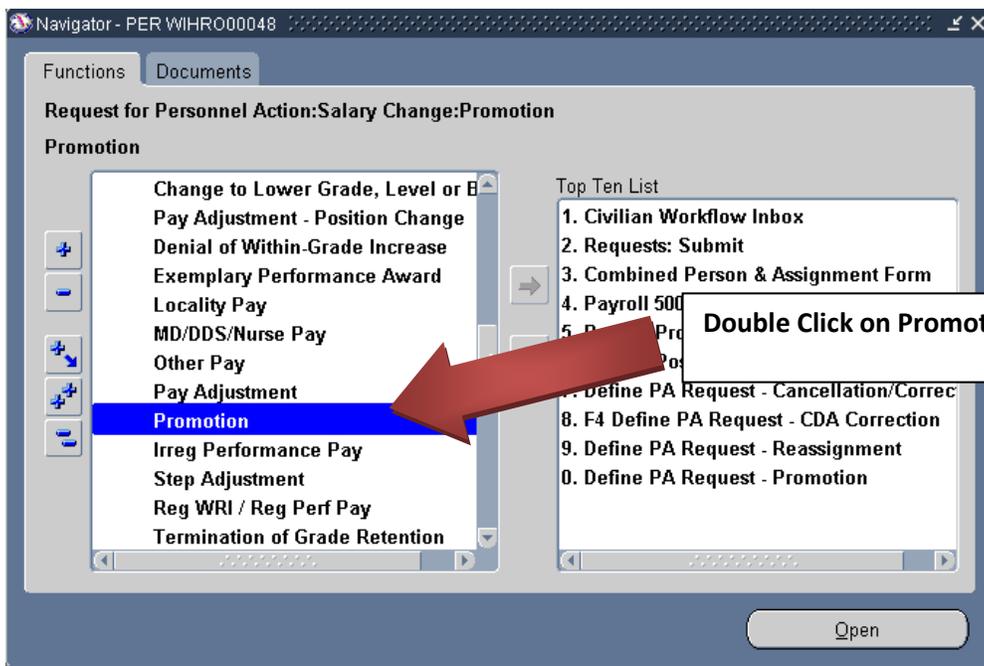
Do not use for:

- If you are requesting that an employee be non-competitively re-promoted due to accretion of duties.
- If you are requesting an action that requires competition, use the **Recruit/Fill** RPA.

Include on the RPA (always complete Part A):

- Employee name in Part B.
- In Block 5-A you must select the appropriate NOAC from the List of Values (LOV). If the NOAC requires a NTE date make sure that it is entered.





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 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 30601	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	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 1200	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000 514934	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	8053 28390	NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07 371925	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							319997	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							270533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							276902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							277849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)							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**

Employee and Position Data

**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 promotion:  
 Current Mil Grade:  
 DMOS/DAFSC:  
 Supervised by (Rank & Last Name):  
 Supervises (Rank & Last Name):  
 Work Schedule:  
 Vice:  
 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**

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

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

14 Name and Location of Position's Organization

**TO INFORMATION**

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**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)

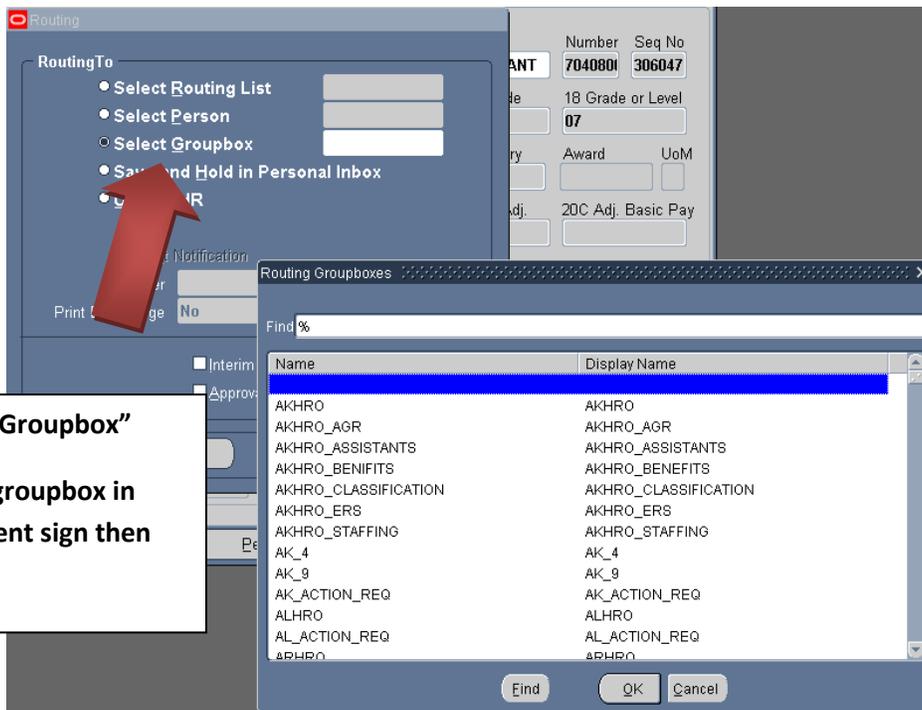
Click on the "SAVE" Icon

Decision

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

Yes Cancel No

Click on the "YES" Icon



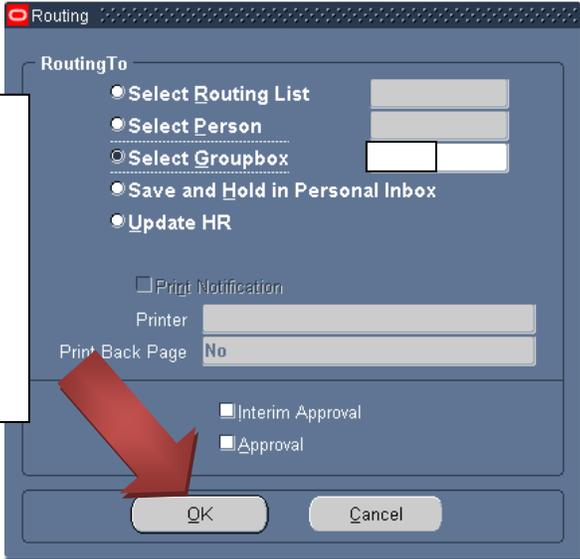
**Click on "SELECT Groupbox"**

**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	16-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.**