

# Absent US-Mil Request – Appointment

Required Documents – [Military Orders](#), [Absent US Checklist](#)

On the Navigator, select “Request for Personnel Action” and then select “Non Pay/Duty Status

**Request for Personnel Action (Non Pay/Non Duty Status, 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  
Non Pay/Non Duty Status

2 Request Number

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP  
Wheaton, JR, Robert B DSN 852-3278 03-JAN-2016

5 Action Requested By (Full Name) Title Request Date  
Symington, John W HUMAN RESOURCES SPE 14-DEC-2015

6 Action Authorized By (Full Name) Title Concurrence Date  
Symington, John W HUMAN RESOURCES SPE 14-DEC-2015

**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  
000-00-0000

**FIRST ACTION**

5-A Code 5-B Nature of Action  
473 Absent - Uniformed Service

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)

Complete all of PART A. Blocks 5 and 6 can only be completed by the person who has the request.

For Part B, Start by entering the effective date in block 4 and the SSAN in block 2. Information for blocks 1 and 3 will auto-populate. Next Enter 473 in block 5-A .

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
MATERIALS HANDLER D09030 386477

8 Pay Plan 9 Occ. Code 10 Grade or Level  
WG 6907 06

11 Step or Rate 12 Total Salary  
05 21.70

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
21.70 0 21.70

12D Other Pay 13 Pay Basis  
Per Hour

14 Name and Location of Position's Organization  
THE ADJUTANT GENERAL - NH  
JOINT FORCE HQ - NH  
USPFO - NH  
USPFO SS DIV STRG AND DISTR BR  
CONCORD, NH

**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)

For this request, position information will auto-populate.

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

**EMPLOYEE DATA**

23 Veterans Preference 24 Tenure 26 Veterans Preference for RIF

27 FEGLI 28 Annuitant Indicator 29 Pay Rate Determinant

30 Retirement Plan 31 Service Comp. Date (Leave)

32 Work Schedule 33 Part-Time Hours Per Biweekly Pay Period

**POSITION DATA**

34 Position Occupied 35 FLSA Category 36 Appropriation Code  
  1.  2.

37 Bargaining Unit Status 38 Duty Station Code 39 Duty Station (City-County-State / Overseas Location)

45 Educational Level 46 Year Deg. Att. 47 Academic Discipline 48 Functional Class

49 Citizenship 50 Veterans Status 51 Supervisory Status

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

Leave this page blank

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

**PART D - Remarks by Requesting Office**  
 (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No  
 Enter any remarks that you would like to make here...

**PART E - Employee Resignation/Retirement**  
 Reasons for Resignation/Retirement

Forwarding Address City State

Zip Code Country  
  [ ]

**PART F - Remarks for SF 50**

Code	Description	Required
<input type="text"/>	Leave this blank.	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>

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

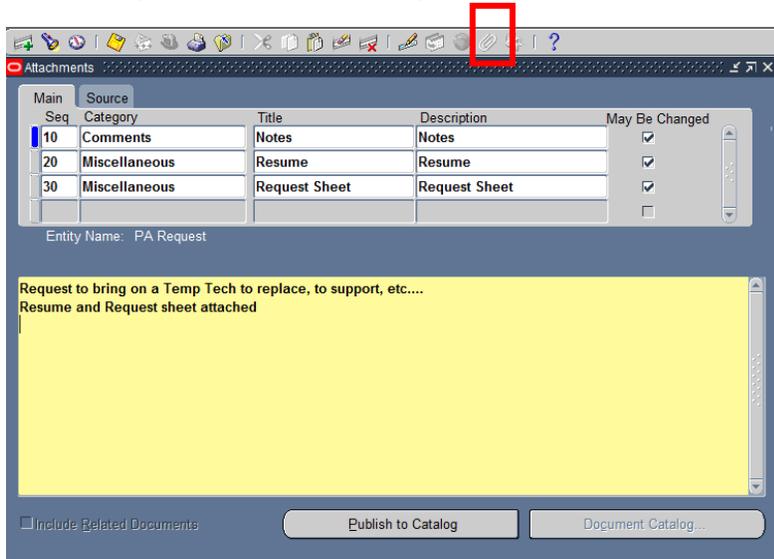
Enter any notes you would like in Part D, however this information should be covered in the Request that you will attach later.

You'll also leave Part F, blank

Next click on the disk on the top row of symbols and select "No" when asked about Routing the request.

# Attaching document(s) to the Request

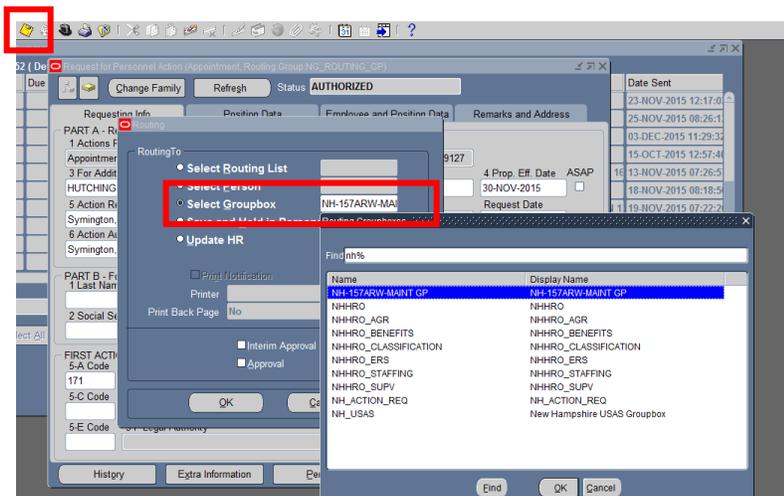
Use for attaching appropriate documents for the request being submitted (ie., orders, resume, etc)



Click on the paperclip on the top row of icons

Click in the Category Box on the first row (10) and enter the word **Comments**, next type “Notes” and “Notes” again. Next, enter the comments you wish to make – those to the left are just a sample. Next Tab over to the Data Type column and Enter “Short Text”.

To attach any required documents, click in the Category box in the next row down. Type **Misc**, put in the title and description. Tab over to the Data Type column and enter “**File**” which will prompt you to insert a document on a separate page (sometimes it opens behind other pages, look for CMF Upload Page if it doesn’t appear). Browse for the file, Click “**Submit**” and then Close Window. From there, select “**Yes**” for the pop-up “Has the file been uploaded successfully?”



To save your action for other individuals to approve, follow the same process however save the action to your Directorates Groupbox. To **Save** the action for HRO to process, first click on the **Disk** on the top row of icons, answer **Yes** to Routing the Personnel Action. Click in the “**Select Groupbox**” button, type **NH**, and select the “**NH-REQ FOR PERS ACT**” and click “**OK**”.

The action has now been requested for HRO processing.

