

Fill Position Request – Advertise Position

Use to initiate staffing action for a vacant position. This is for a position that is already classified and has a PD number assigned, and to fill any established position that requires competition.

Use the Notepad (see *Attaching a Note to your RPA*) to indicate what position is being filled, and whether any position data needs to be changed. Also make sure you include any conditions of employment or similar items that will have an impact on the recruitment process (need for security clearance, drug testing, travel requirements, etc.).

Required Documents – Request Sheet

On the Navigator, select “Request for Personnel Action” and then select “**Recruit / Fill**”

Complete all of PART A. Blocks 5 and 6 can only be completed by the person who has the request. You can put a proposed effective date if you are backfilling someone who is leaving.

Do not enter an effective date in block 4 of Part B who is leaving.

Enter position information only if known. If you're not sure or if it's a new position, leave it blank. The other blocks will auto-fill once you put the Position Title in and select the appropriate Sequence number.

The screenshot shows a web-based form titled "Request for Personnel Action (Recruit/Fill, Routing Group: NG_ROUTING_GP)". The "Employee and Position Data" tab is active. The form is divided into two main sections: "EMPLOYEE DATA" and "POSITION DATA".

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: Full-Time
- 33 Part-Time Hours Per Biweekly Pay Period:

POSITION DATA:

- 34 Position Occupied: 2 Excepted Service
- 35 FLSA Category: E Exempt
- 36 Appropriation Code: 1 234100 51411M 2
- 37 Bargaining Unit Status: NG5071 ACT_Granite State Chapter
- 38 Duty Station Code: 330398015
- 39 Duty Station (City-County-State / Overseas Location): PEASE AFB / ROCKINGHAM / NEW HAMPSHIRE
- 45 Educational Level:
- 46 Year Deg. Att.:
- 47 Academic Discipline:
- 48 Functional Class: 00 Not Applicable
- 49 Citizenship:
- 50 Veterans Status:
- 51 Supervisory Status: 8 Non-Supervisory

Navigation buttons at the bottom: History, Extra Information, Person, Position (B), Others... (D).

There will be nothing to fill in on this page. If a position is entered on the Position Data tab, Position Data will populate, otherwise it will be blank.

The screenshot shows the same web-based form, but now the "Remarks and Address" tab is active. The form contains several sections for providing additional information:

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

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="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Navigation buttons at the bottom: History, Extra Information, Person, Position (B), Others... (D).

You'll leave this page blank

Next click on the disk on the top row of symbols and select "No" when asked about Routing the request and attached the required documents. (see attaching documents above)