

# SF 52 –AGR FILL POSITION

➤ **Part A:**

- Block 1 – FILL POSITION – Backfill or New Position
- Block 3 – *POC Name and Phone Number*
- Block 4 – *Proposed Effective date (Lateral/EPS/Post Job min 30 Days)*
- Block 5 – Action Requested by - *1<sup>st</sup> line supervisor – name,title,phone,email*
- Block 6 – Action Authorized by - *same as block 5 – include electronic signature*

➤ **Part B:**

- Block 15 – Unit, Street Address, Position Title, UIC, Para/Lin

➤ **Part D:**

- Required Remarks by Requesting Office –
  - Position in lieu of – (Indicate by name who is being replaced) or **state new position**
  - Min/Max Military Grade – Enlisted/Warrant Officer/Officer – based on AGR requirements and availability – review your UMR
  - Areas of consideration – Merit or Merit/Open
  - MOS/AFSC – Requirement
  - PARA/LIN or Position Number UIC
  - Is this position closed to Females?
  - Any additional Information Necessary
  - Also include with your request UMR or UMD page
- **Part F:**
- Any additional comments from supervisor or requestor

Questions: Contact 1SG Fredette – 225-1327; [kandy.l.fredette.mil@mail.mil](mailto:kandy.l.fredette.mil@mail.mil)

Or MSgt Poplar – 225-1331; [Kristine.m.poplar.mil@mail.mil](mailto:Kristine.m.poplar.mil@mail.mil)