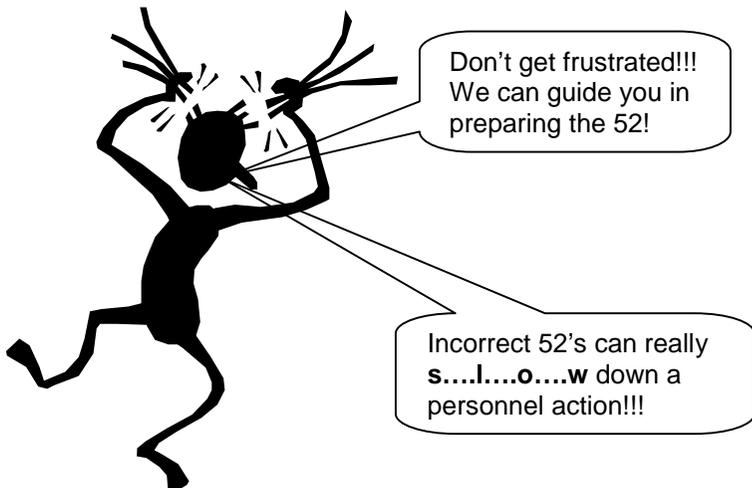


# "DO THE 52!"

## **AN SF 52-B (REQUEST FOR PERSONNEL ACTION) PREPARATION GUIDE FOR SUPERVISORS**



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## Overview

# **PERSONNEL AND POSITION ACTION** **DEFINITIONS**

### **Recruit/Fill Position**

When management has a vacant, established and fully funded position, it is then ready to be filled with an employee. Management submits a written request, SF-52, to the Human Resources Office (HRO). Once the HRO receives this request, the “recruitment” process begins. Once completed, a selection is made and the position is “filled.”

### **Removal**

A disciplinary separation action from Federal employment initiated by the agency for misconduct or disqualification, or poor performance when the employee is found to be at fault. Temporary employees may be removed from work due to lack of work or lack of funds. *Misconduct* happens when standards of conduct are broken. Misconduct can lead to disciplinary actions such as oral admonishment, written reprimand, suspension, or removal. Examples may include excessive tardiness, refusal to obey an order, fighting, theft, reporting to work while intoxicated, etc. *Disqualification* means an employee does not meet the conditions of employment, such as failure to pass the physical examination, failure to qualify during the probationary or trial period, or failure to make correct statements on the Federal application/resume.

### **Leave Without Pay (LWOP)**

An approved type of temporary leave in which the employee requests from the supervisor to be placed in a non-pay status. Employees may request LWOP for 80 hours or less by submitting an SF-71, Application for Leave, to the Selecting Official. Requests for LWOP for more than 80 hours must be in writing and made a matter of record in the Official Personnel Folder (OPF) by promptly submitting a SF 52, Request for Personnel Action, to the HRO. Supervisors are responsible for submitting the proper forms to the HRO in accordance with locally established procedures. Supervisors cannot place their employees in a LWOP status if annual or sick leave is available. If an employee has exhausted all of his/her annual or sick leave, the supervisor will still annotate the employee's Time & Attendance Sheet as annual/sick leave, but it will automatically revert to LWOP. Breaks in LWOP for a single period of active duty are not authorized.

**Promotion**

The change of an employee to a new position with a higher rate of basic pay.

**Termination**

A non-disciplinary separation action initiated by the agency which results in the employee no longer being employed with the agency due to reasons such as:

1. **disability** due to employee's mental or physical disability
2. **expiration** of a temporary appointment that was for a certain period of time
3. **military** - action when an employee enters on active duty or fails to return from a LWOP-MIL leave status
4. **abandonment** where an employee does not report for work within a reasonable period of time (generally 10 calendar days)

**Return to Duty**

A personnel action, which brings an employee back to a pay status and duty after a continuous period of furlough, suspension, LWOP, or placement into a non-pay status action.

**Change to Lower Grade**

A personnel action, requested by the employee, which states he/she is willing to be permanently placed in another position at a lower pay grade in which fully qualified to accomplish. For example, a GS-318-05 Secretary requesting a change to a GS-04 in which fully qualified.

**Retirement**

A personnel action, requested by the employee, ending their Federal employment due to meeting requirements for retirement established by the Federal Government. There are two retirement systems employees may be covered under the Civil Service Retirement System (CSRS) for those hired before 1 January 1984 and the Federal Employees Retirement System (FERS).

**Detail**

A temporary assignment of an employee to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. Details may be granted in increments of 120 days.

## **Reassignment**

The change of an employee from one position to another without promotion or change to lower grade. The reassignment could include any of the following:

1. movement to a position in a new occupational series, or to another position in the same series
2. assignment to a position that has been redescribed as a result of a position review
3. assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard
4. change where a different salary is the result of different local prevailing wage rates

## **Death**

The passing away of a Federal employee.

## **Name Change**

A personnel action generated at the employee's request due to his/her name changing for such reasons as marriage, divorce, etc.

## **Resignation**

A personnel action, initiated by the employee to the supervisor, ending their employment with the Federal Government. A minimum of two weeks notice is desired, except in those few instances where a severe hardship would be imposed. Should it become necessary for an employee to resign while off the job, a resignation should be submitted to the supervisor by letter, if possible.

## **Reduction in Force**

RIF is a separation of an employee from his competitive level. Federal layoffs do occur occasionally as a result of a decrease in funds appropriated by Congress, reorganization, or a decrease in the amount of work. Large reductions are generally avoided by planning in advance and letting normal attrition take care of surplus employees. However, if early planning does not take care of surplus employees, the Agency has established RIF procedures that must be followed so that layoffs to employees will be treated fairly. RIF's will be handled by the HRO in coordination with ACT.

### **Position Establishment (also may be a cancel and establish)**

Positions may be established or changed in accordance with the basic delegation of authority to an agency to carry out specific functions of the Federal Government, which will assure assigned missions are legally, and properly accomplished. Positions may be established and remain vacant if funds are not available to employ persons who would fill them or if for other reasons it is not considered appropriate or necessary to fill them. Before filling the position, a supervisor should assure him/herself that funds are available for its pay and that the position is properly authorized and classified. It should also be determined that the position is not scheduled to be changed or abolished through reorganization or other management action.

### **Position Review / Desk Audit**

A personnel management specialist from the HRO reviews a position to assure the position description is adequate (duties and responsibilities properly defined) and the classification is proper. Various individuals can request position reviews: a Personnel Management Specialist, a Management Official, or the employee through his/her supervisor or as part of an informal appeal resolution.

### **Cancellation**

Positions which become obsolete because of changes in functions and assignments, organizations, methods and procedures, workload, or funding. Positions, which have remained unfilled for an extended period of time, should be abolished in the interest of good management since they can be reestablished if they are subsequently needed.

### **Fair Labor Standards Act (FLSA)**

FLSA establishes minimum wage, pay provisions, record keeping, and child labor standards affecting millions of full-time and part-time workers in the private sector, and in Federal, State, and local governments. The majority of National Guard positions are covered by the Technician Act as opposed to the Fair Labor Standards Act.

### **Suspension**

Placement of an employee into a temporary non-pay status and non-duty status (or absence from duty) for disciplinary reason or other reasons pending an inquiry.

## Guide to Preparing the SF 52B\*, Request for Personnel Action

### **PART A - Requesting Office:**

#### **1. ACTIONS REQUESTED – See Overview for Types and Definitions**

Fill in the kind of position and/or personnel action desired; e.g., establish, review, cancel, fill, promote, etc.

#### **2. REQUEST NUMBER**

The individual's organization SF 52 tracking/suspense system.

#### **3. FOR ADDITIONAL INFORMATION CALL**

Enter the name and telephone number of the immediate supervisor (or requesting official).

#### **4. PROPOSED EFFECTIVE DATE**

Date on which action is desired. For resignations, enter date employee selects.

**NOTE:** No personnel action can be made effective prior to the date an appointing officer approves the action. The proposed effective date may be delayed due to such factors as recruitment time, HRO or Higher HQ coordination time, etc.

#### **5. ACTION REQUESTED BY**

Enter name, title, date and signature of requestor. Often it is same as Block 3.

**NOTE:** LEAVE BLANK on employee-requested actions.

#### **6. ACTION AUTHORIZED BY**

Enter name, title, date, and signature of person authorized to approve the personnel or position action requested.

***\*See Figure I for a sample blank SF 52B***

## **PART B - For Preparation of SF 50:**

### **1. - 3. NAME/SSN/DATE OF BIRTH**

If it is a personnel action, enter this data as shown on the official documents in the supervisor's employee record, i.e., SF50. Complete on all actions affecting employee.

For name change, employee should show present name under this item; show former name under Part D (Remarks).

**NOTE:** An employee may either use an SF 52 or letter to submit name change.

### **4. - 6. LEAVE BLANK (FOR HRO USE)**

### **7. & 15. POSITION TITLE & NUMBER**

Obtain from the Official Position Description (Titles may also be found on the Full-Time Support Personnel Manning Document - SPMD or Full-Time Unit Manning Document - UMD).

**NOTE:** Complete left portion (FROM) of SF 52 when requested action moves the employee from the position (e.g., separation, reassignment, promotion, etc.) to another position. Complete right portion (TO) on all other actions.

### **8. & 16. PAY PLAN**

Obtain from the Official Position Description.

### **9. & 17. OCC. CODE**

This is the classification series and can be obtained from the Official Position Description.

### **10. & 18. GRADE OR LEVEL**

Obtain from the Official Position Description.

### **11. - 13. & 19. - 21. LEAVE BLANK (FOR HRO USE).**

#### **14. & 22. NAME & LOCATION OF POSITION'S ORGANIZATION**

Enter MACOM installation or comparable level and lower levels as needed to identify the organization. (Abbreviations and symbols may be used if readily understood by all concerned).

**NOTE:** Complete left portion (FROM) of the SF 52 when requested action moves the employee from the position (e.g., separation, reassignment, promotion, etc.) to another position. Complete right portion (TO) on all other actions.

#### **23. - 31. LEAVE BLANK (FOR HRO USE).**

#### **32. WORK SCHEDULE**

Use the appropriate work schedule code for this position and/or employee (e.g., "F" - Fulltime (40 hrs/wk); "P" - Part-time (less than 40 hrs/wk-scheduled); "I" - Intermittent (less than 40 hrs/wk-not scheduled, etc.).

#### **33. - 35. LEAVE BLANK (FOR HRO USE).**

#### **36. APPROPRIATION CODE**

Enter Functional Account Code (FAC) and Program Element Code (PEC) or Paragraph and Line Number (Para/Line). These data elements are on the Full-Time Support Personnel Manning Document (SPMD), Full-Time Unit Manning Document (UMD) or Table of Distribution and Allowances (TDA) for the work center where position / employee is assigned.

#### **37. & 38. LEAVE BLANK (FOR HRO USE).**

#### **39. DUTY STATION**

Enter Installation or Activity/city.

#### **40. - 45. LEAVE BLANK (FOR HRO USE).**

### **PART C - Reviews & Approval:**

**LEAVE BLANK (FOR HRO USE).**

## **PART D - Remarks by Requesting Office: ON REVERSE**

Position Sensitivity must be annotated on all SF 52s. Enter sensitivity of the position (Nonsensitive, Noncritical Sensitive, or Critical Sensitive) as shown on the Position Description Cover Page (OF-8). If requesting a change in position sensitivity, indicate "Changes sensitivity from \_\_\_\_\_ to \_\_\_\_\_." **NOTE:** If establishing a new position, indicate the sensitivity required. Position sensitivity is determined by management and HRO.

If action requested is a detail or a temporary promotion, extension of detail or temporary promotion, establishment of a temporary position, or appointment of a temporary employee to a permanent or temporary position, or when **a position is cancelled and a new position is established** (cancel and establish) the reason for the action (justification) **must** be stated in this block.

## **PART E - Employee Resignation/Retirement: ON REVERSE**

### **1. EMPLOYEE'S REASON FOR RESIGNING/RETIRING**

Be specific and avoid generalizations. Remember that the reason provided will, in most cases, appear word for word on the official SF 50 Personnel Action. **NOTE:** Employee uses this section to request Leave Without Pay (LWOP).

### **2. EFFECTIVE DATE**

Effective date of a resignation, retirement, or LWOP, will be at the end of the day - midnight - unless specified otherwise.

### **3. & 4. SIGNATURE & DATE**

Self explanatory.

### **5. FORWARDING ADDRESS**

Enter the address that the last personnel action and other documentation will be forwarded to.

## **PART 5 - Remarks for SF 50: ON REVERSE**

LEAVE BLANK (*FOR HRO USE*) – Except in the case of a **temporary not to exceed (NTE) appointment** where the employee must sign a statement of understanding (time limited).



## Figure I (cont'd) – SF-52B, Page 2 (Back)

SF 52 (Revised)

### **PART D – Remarks by Requesting Office**

Note to Supervisors: Do you know of additional conflicting records for the employee's resignation/retirement?  
If "YES", please state those facts on a separate sheet and attach to SF 52:

Yes

No

### **PART E – Employee Resignation/Retirement**

#### **PRIVATE ACT STATEMENT**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3201, and 8088 of title 5, U.S. Code, Sections 361 and 3201 authorize GPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and they accordingly with section 8088 request agencies to furnish the specific reason for termination of Federal service to the Secretary or later to a State Agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary. However, failure to provide it may result in your not receiving (1) your copies of those documents you should have, (2) pay or other compensation due you and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement. (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day – midnight – unless you specify otherwise.)

C. Effective Date	E. Your Signature	A. Case Signal	B. Forwarding Address (Residence, Postal City, State, Zip Code)
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### **PART F – Remarks for SF 52**

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