

How to Guide for filling out an SF52 request for Technician Personnel

PART A

Block 1: Select proper action you are requesting for the member (example if this is a selection from and advertisement it will be Selection) (If selecting Temp Appt fill in NTE Date)

Block 2: is filled out by HRO

Block 3: Put in the person who will be CC'd on all email traffic

Block 4: Put date you wish the member to start (this is not a guaranteed start date)

Block 5: Actual supervisor of member or selecting supervisor of announcement

Block 6: Activity Head

PART B (fill this out for any action request other than an announcement)

Block 1: Name of member

Block 2: SSN of member

Block 3: DOB of member

Block 4: Filled out by HRO

Blocks 5a-6f filled out by HRO

Block 7-10: Fill out this information only if member is currently technician and is going to a different position, Position Title, PD#, Pay Plan, OCC Code, and Grade MUST be filled out

Block 15-18: MUST BE FILLED OUT for all requests to include Position Title, PD#, Pay Plan, OCC Code, and Grade

Blocks 23-51 filled out by HRO

PART C filled out by HRO

PART D

Required Remarks: Only pertinent information needs to go here, normally for announcements
All other information MUST be filled out when requesting an announcement, Supervisor is same as Block 5

PART E for Resignation and Retirements ONLY

Block 1: Filled out by member requesting resignation/retirement

Block 2: Effective Date of resignation/retirement

Block 3: Signature of member

Block 3: Date SF52 was signed

Block 4: Address for future correspondence of member

PART F

Remarks that will be put on the member's SF50 for their entire federal career. Only use as needed

***Attach pertinent documents with SF52 i.e.: Form 300, resignation/retirement checklists, etc