GUIDE TO PREPARING REQUESTS FOR PERSONNEL ACTIONS (RPAs) – STANDARD FORM (SF) 52s

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INTRODUCTION

OVERVIEW
The information within this guide is applicable to all Title 5 and Title 32 Federal Technician personnel of the West Virginia Army and Air National Guard. The guide is comprised of SF52 examples and is arranged by actions that govern technician personnel. This guide is NOT applicable to the Active Guard and Reserve (AGR) program and State Military Authority Program.

PURPOSE
This guide is to assist and give guidance to those supervisors, management officials, and employees in the processing of requests for personnel actions for federal technicians. Personnel Actions are submitted to each directorate to be processed using the electronic Request for Personnel Action (RPA) - Standard Form (SF) 52 (eSF52) in the Defense Civilian Personnel Data System (DCPDS). The basic information needed by the requesting official to complete most types of actions can be found in this guide. In situations that involve personnel actions that are less common, contact the Human Resources Office (HRO) for proper procedures.

BACKGROUND
1. Request for Personnel Action (RPA) – Standard Form (SF) 52: Is a federal form authorized by the Office of Personnel Management (OPM). This document is required for most personnel actions that are processed on federal technicians through an automated personnel system such as DCPDS. It is usually initiated by the officer or supervisor who wants to submit a personnel action. The requestor completes a portion and forwards it to others whose approval is required by the agency. The requestor completes a portion and forwards it to others whose approval is required by the agency. The form is then sent to the personnel office (HRO) for review and clearance by Classification, Staffing, Employee Benefits, and/or other personnel specialists, and for approval by the individual(s) to whom authority to approve personnel actions has been delegated (HR Officer/Deputy HRO). After the form has been completed and the requested action has been approved, it is then processed through an automated personnel system (DCPDS).

2. Notification of Personnel Action (NPA) – Standard Form (SF) 50: Generates as a result of the RPA – SF52 that is processed in DCPDS and is loaded to personnel data systems such as electronic Official Personnel File (eOPF) and MyBiz+. This form constitutes as an official documentation of the approved SF52 that was processed.

RESPONSIBILITIES
The Human Resources Office will review and approve all RPAs for the purpose of manpower management. The various functions within the HRO will take appropriate personnel-management action on all eSF52's approved by the Human Resources Officer.

Managers and Supervisors will:

- a. Thoroughly evaluate decisions regarding job placement, promotions, reassignments and other personnel actions.
- b. Consult the HRO staff as needed in determining position requirements and technical aspects of requesting or taking actions.
- c. Assure that all administrative requirements are met before requesting action.
- d. Assure that all items on the SF52 are correct (i.e. name spelling, date of birth, social security number, position title and number, etc.) using applicable supporting documents such as employee's last SF50, the Position Description, unit alpha rosters, and/or the ARNG Full-Time Support Management Control System (FTSMCS) or ANG Unit Manning Document (UMD).
- e. Assure that all required blocks are completed and provide additional remarks needed by HRO.
- f. Initiate personnel actions except those which are generated by the HRO (i.e., completion of trial periods, automatic conversions, within-grade increases) and those actions initiated by individual technicians.
- Managers/Supervisors are responsible for initiating the following personnel actions:
  - Awards
- Change to Lower Grade (Non-competitive)
- Conversion (Non-Competitive)
- Details
- Extension of NTE (Appt NTE or Promotion NTE)
- LWOP - Leave Without Pay
- Promotion (Non-Competitive)
- Reassignment (Management Directed)
- Recruit/Fill (Request to Advertise or Temp Hire)
- Separations (Other than Retirement or Agency Transfer)
- Temporary Promotion (Non-Competitive)
- RTD - Return to Duty

- **Individual technicians are responsible for initiating or requesting through their supervisor the following personnel actions:**
  - Resignation
  - Name change
  - Retirement
  - Separation due to loss of military membership
  - Separation or transfer to another agency

**Directorates will:** **Directorates are those who have been given user accounts to either Initiate, Review, or Authorize eSF52s in DCPDS.**

**a. Initiators** – Authorized to create/initiate eSF52s.
  - Review the paper SF52 to ensure the requesting official has provided all required information and supporting documents (if applicable) prior to initiating the electronic SF52.
  - Consult with HRO staff as needed concerning any information provided from the requesting official.
  - Follow DCPDS guidance given by the Human Resources Information Systems Specialists.
  - Follow up and communicate with requesting officials concerning the status of their requests.

**b. Reviewers** – Authorized to review/interim approve eSF52s.
  - Review electronic SF52s to ensure data is correct and request is authorized.
  - Return requests to the initiator for adjustments or corrections if applicable.
  - Ensure actions that have been initiated are reviewed, and do not have any questionable information, are “Interim Approved” prior to forwarding on to the next group.

**c. Authorizers** – Wing CC/CoS – Authorizing official for either Air or Army eSF52s.
  - Ensure actions which have been initiated and/or reviewed by authorized Reviewers are “Interim Approved” prior to forwarding on to HRO.

**SUBMITTING SF52’s**

The Human Resources Office requires a minimum of 10 working days prior to the proposed effective date to process most personnel actions, except for Advertisements – request to advertise a position as soon as a vacancy is known, this could take up to 30 days. In order to meet this requirement, submit an SF52 to your directorate within 30 days of the proposed effective date to allow time for the personnel action to route. All electronic SF52’s should reach the HRO within at least ten working days in advance of the proposed effective date to ensure final processing by the desired effective date. The unit or employing activity should retain a suspense copy of the SF-52 until the action is complete.
REQUIRED INFORMATION

Information needed to complete the SF52 can be obtained from the individual technician's Supervisors Folder of Technician Employment, from the employee’s information MyBiz+ > MyTeam, or from the automated Supervisor Brief which can be requested through HRO’s Employee Benefits. The Classification Specialist, full-time manning document, or full-time voucher may also provide information for positions that are not currently occupied.

Required blocks to be completed on specific personnel actions can be found in the example section of the guide.

The following blocks on SF52's will **NOT** be completed by managers/supervisors or individual technicians:

- **Part A**: Block 2 - Request Number (System generated when electronic SF52 is initiated and saved.)
- **Part B**: Block 4 - Effective Date (HRO determines the effective date based on OPM guidelines)
- **Part B**: Blocks 5-C through 6-F - Authority Codes and Legal Authority (HRO will determine if additional codes are needed.)
- **Part F**: Remarks for SF50 (HRO specific remark codes)

EFFECTIVE DATES

Per OPM guidelines, effective dates for most personnel actions will occur at the beginning (the first Sunday) of the technician pay period.

**NOTE**: Some actions, if not received before the effective date, can negatively impact the employee’s record and pay. For example, if an employee is on an Appointment NTE and is expected to be extended beyond their NTE date, the SF52 for Extension of NTE **must** be received before the employee’s NTE date or their record will drop out of the system. This requires HRO to coordinate with NGB and DFAS to correct the error and to prevent a temporary stoppage of pay and ensure the employee is paid without delay.

TYPES OF PERSONNEL ACTIONS

Below are the types of authorized Personnel Action Families and Nature of Action Codes (NOAC) used within those families, along with a description of each.

- **AWARD/ONE-TIME PAYMENT**
  
  Performance incentive that is either monetary or non-monetary in value. Please contact HRO Employee Benefits for assistance and current SOP. (See Appendix A)
  
  - 840 - Individual Cash Award (Rating Based (RB)) (previously Sustained Superior Performance (SSP)) or
  
  849 - Individual Cash Award (Not Rating Based (NRB))
  
  Cash payment based on a rating of record or contribution.
  
  - 842 - Individual Suggestion/Invention Award
  
  Cash payment based on a suggestion/invention (Air only)
  
  - 846 - Individual Time-Off Award
  
  An excused absence granted to a technician without charge to leave or loss of pay. May be granted in recognition of a special act/service.

- **CHANGE ACTIONS**
  
  - NAME CHANGE
  
  A personnel action generated at the employee’s request due to his/her name changing for such reasons as marriage, divorce, etc. Please contact HRO Employee Benefits for assistance. (See Appendix B)

- **CONVERSION TO APPOINTMENT**
  
  Please contact HRO Staffing for assistance. (See Appendix C)
  
  - 570 – Conversion to Excepted Appointment
Changes an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. For example, an employee who was hired through merit placement into an Indefinite May Become Permanent position as a backfill to a technician who accepted an AGR position can be converted to permanent at management's discretion should the incumbent choose not to restore upon the expiration of their USERRA rights. Please contact HRO Staffing for assistance.

- **571 – Conversion to Excepted Appointment NTE**
  Changes an employee from one Excepted Appointment NTE to another Excepted Appointment NTE, either in a different or like position or from one location to another.

**DETAILS**

- **930 – DETAIL NTE**
  The temporary assignment of a technician to a different position for a specified period (NTE 120 days), with the technician returning to his/her regular duties at the end of the detail without change to the employee's pay. A position is not considered filled by a detail, as the technician continues to be the incumbent of the position from which they are detailed. Details for over 30 days are documented with a SF-52. See 'Extension of NTE' for extending Detail NTE. Please contact HRO Staffing for assistance. (See Appendix D)

**EXTENSION OF NTE**

Used to extend a previous NTE action beyond its previous NTE date. *Submissions for extension must be routed to the HRO well in advance to avoid lapse of the current NTE date. If an employee expires prior to extension they cannot be seen for pay and reemployment must be coordinated with the HRO and NGB.* (See Appendix E)

- **760 – Extension of Excepted Appointment NTE**
  Up to 1 year increments, not exceeding a combined total of 4 years. Please contact HRO Staffing for assistance.

  **NOTE:** The length of a Temp Hire (and its Extensions) can determine whether or not the employee is eligible for Federal Health Benefits (FEHB), which can also affect their enrollment in Tricare Reserve Select (TRS). Please contact HRO Employee Benefits for assistance.

- **769 – Extension of Promotion NTE (Not Advertised)**
  Cannot exceed a combined total of 120 days in a 12 month period. Please contact HRO Staffing for assistance.

- **769 – Extension of Promotion NTE (Advertised)**
  When a Temporary Promotion is advertised, the Temporary Promotion can be extended in increments of one year up to the total authorized length of time listed on the Job Vacancy Announcement. The length of the Temporary Promotion cannot exceed four years.

- **773 – Extension of LWOP NTE**
  Requests for Non-Pay/Non-Duty for more than 80 hours must be in writing and made a matter of record in the Official Personnel Folder (OPF) by promptly submitting an SF52 to the HRO. Please contact HRO Employee Benefits for assistance.

- **931 – Extension of Detail NTE**
  Please contact HRO Staffing for assistance.

**NON-PAY/NON-DUTY STATUS**

An approved type of temporary leave in which the employee requests from the supervisor to be placed in a non-pay status, or the supervisor requests that their employee be placed in a non-pay status. Requests for Non-Pay/Non-Duty for more than 80 hours must be in writing and made a matter of record in the electronic Official Personnel Folder (eOPF) by promptly submitting an SF52 to the HRO. Please contact HRO Employee Benefits for assistance. (See Appendix F)

**NOTE:** Return to Duty must be submitted with the request for LWOP.

- **450 – Suspension NTE or**
- **452 – Suspension-Indefinite**
  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. Please contact HRO Labor Relations Specialist assistance.
460 - Leave Without Pay (LWOP) NTE
A temporary non-pay status and non-duty status (or absence from a prescheduled tour duty) granted at the employee’s request either for personal or medical reasons. See ‘Extension of NTE’ for extending LWOP NTE.

473 – ABSENT-Uniformed Services (AUS)
Employee is absent (whether in pay or non-pay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment & Reemployment Rights Act (USERRA). Employee must be in an ABSENT-US status regardless of employment type (TEMP, INDEF, PERM) for orders of 30 days or longer. If an order is extended or modified to exceed 30 days, the employee must be placed in an ABSENT-US status upon extension of the order. Multiple orders placing an employee in military status over 30 days without a break must also be covered by an ABSENT-US action. Copies of all orders must be furnished to HRO no later than 10 working days prior to the start date of the orders.

NOTE: All requests for AUS MUST be accompanied by a Return to Duty (RTD) SF 52. This ensures appropriate internal tracking, coordination, and processing of the return for pay purposes. Contact HRO Employee Benefits for assistance.

(See Appendix F)

REASSIGNMENT
721– Reassignment
Change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (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 re-described due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been re-described as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment. Please contact HRO Staffing and Classification for assistance. (See Appendix G)

NOTE: For Management Directed Reassignments, the Application of the employee being reassigned must first be reviewed by Staffing. After the employee has acknowledged and accepted, an SF52 can then be submitted with the signed notification attached.

RECRUIT/FILL
When management has a vacant, established funded or unfunded position, it is then ready to be filled with an employee. Management submits an SF52, to the Human Resources Office (HRO). Once the HRO receives this request, the "recruitment" process begins. Please contact HRO Staffing for assistance. (See Appendix H)

Advertisements
Advertisements require 30-60 days from the time HRO receives the request for processing. If advertising simultaneously with an AGR advertisement, an additional request MUST be submitted to the AGR Branch per their guidelines, as well as a Manpower Change Request (MCR) (ANG advertisements only).

Temp Hire
Up to 1 year increments, not exceeding a combined total of 4 years (a 5th year is authorized but a request must be sent to NGB through the HRO along with a justification memo). After HRO receives the request to fill a vacancy with a temporary hire, the request is changed to an Appointment > 171-Excepted Appointment NTE action. See ‘Extension of NTE’ for extending Excepted Appointment NTE.

NOTE: The length of a Temp Hire (and its Extensions) can determine whether or not the employee is eligible for Federal Health Benefits (FEHB), which can also affect their enrollment in Tricare Reserve Select (TRS). Please contact HRO Employee Benefits for assistance.

RETURN TO DUTY (RTD)
292 – RTD
A personnel action, which brings an employee back to a pay status and duty after a continuous period of furlough, suspension, LWOP, AUS or placement into a non-pay status action. Please contact HRO Employee Benefits for assistance. (See Appendix I)

NOTE: All requests for RTD must accompany the original AUS request. Contact HRO Employee Benefits for assistance.
**SALARY CHANGE**

An agency initiated action where the employee’s pay or position changes. Includes: Promotion, Promotion NTE, and Change to lower grade. Please contact HRO Staffing for assistance. (See Appendix J)

- **702 - Promotion**
  
  A nature of action used to document personnel actions that change an employee to: (1) a position at a higher grade level within the same job classification system and pay schedule; or (2) to a position with higher rate of basic pay in a different job classification system and pay schedule.

  **NOTE:** For non-competitive promotions due to an employee who is on an IDP, the completed IDP must be signed by both the employee and supervisor and submitted with the SF52. The HR Development Specialist will review and sign the IDP once received through the routing process.

- **703 - Promotion Not to Exceed (NTE) (Not Advertised)**
  
  A promotion made on a temporary basis. Cannot exceed a combined total of 120 days in a 12 month period. See ‘Extension of NTE (Not Advertised)’ for extending Promotion NTE.

  **NOTE:** Submit Change to Lower Grade request with Promotion NTE (Not Advertised). Please contact HRO Staffing for assistance.

- **703 - Promotion Not to Exceed (NTE) (Advertised)**
  
  A promotion made on a temporary basis through a vacancy announcement. Must be extended annually, and cannot exceed 4 years. See ‘Extension of NTE (Advertised)’ for extending Promotion NTE.

  **NOTE:** Submit Change to Lower Grade request 30 days out from known NTE date for Promotion NTE (Advertised). Please contact HRO Staffing for assistance.

- **713 - Change to Lower Grade**
  
  Personnel action that moves an employee, while serving continuously in the same agency, to a position at a lower grade. **NOTE:** Submit with NTE actions.

- **888 - Denial of Within-grade Increase (WGI)**
  
  When a supervisor makes the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee’s performance is not an acceptable level of competence.

- **892 – Irregular Performance Pay (Quality Step Increase)**
  
  An increase in an employee’s rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance. A summary performance rating of “Outstanding” is required. (See Appendix A)

**SEPARATIONS/RETIREMENTS**

Separations are actions that end employment with an agency. Actions covered under separations include non-retirement actions such as: Resignations, Terminations, Removals, Separations due to Reduction in Force, Separations to enter the Uniformed Services, and Death. This also includes involuntary separations under which the employee may be eligible for discontinued service retirement, or MRA +10 retirements when the employee chooses to postpone the MRA +10 annuity commencing date beyond 31 days after separation. Please contact HRO Employee Benefits for assistance. (See Appendix K)

1. **Separations Other Than Retirement:**

   - **317 – Resignation**
     
     A separation initiated by an employee by either letter or memo (See 352 below)

     **Note:** Not applicable if the employee is going to another federal agency.

   - **330 - Removal**
     
     A disciplinary separation action from Federal employment initiated by the agency for misconduct, disqualification, or poor performance when the employee is found to be at fault. Please contact HRO Labor Relations Specialist for assistance and determination of effective date.

   - **350 – Death**
     
     The HRO is responsible to report the death to the Army Benefits Center where it will be assigned an action officer and further worked.
352 – Termination- Appointment In
A type of transfer action used when an employee moves from this agency, to another Federal appointment with no break in service. The action allows for certain benefits to transfer seamlessly.

353 - Separation-US
A separation action initiated by the agency when the employee enters on duty with the Uniformed Services and is not anticipated to return.

356 - Separation-RIF
A separation from the agency under parts 351 or 359, title 5, Code of Federal Relations, or as a consequence of Reduction in Force (RIF).

357 - Termination
A separation action initiated by either the supervisor or agency for various reasons such as lack of work or funding, misconduct or delinquency, unacceptable/unsatisfactory performance or other factors related to misconduct/delinquency, failure to meet conditions of employment, and abandonment.

Note: Technicians retiring under the National Guard Special Provision based on loss of military membership due to medical discharge are also processed as 357 Termination actions due to Army Benefits Center-Civilian processing policy and applicable regulations.

385 - Termination during Prob/Trial Period
An agency initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

2. Retirement
A separation that removes an employee from your agency under circumstances that entitle the employee to an immediate civilian annuity. These actions include: Mandatory, Disability, Voluntary, Special Option, and In Lieu of Involuntary Action (ILIA).

Note: Dual status members who meet the end of their military service obligation (examples include ETS, or electing to retire from the National Guard) are not always retirement actions. They can also be terminations or resignations if all age and years in service criteria are not met.

300 – Retirement-Mandatory (Not common)
Based on age and length of service.

301 – Retirement-Disability*
*Based on OPM approval of a Regular Disability retirement (not a National Guard Special Provision Disability retirement. See 357 termination above.)

302 – Retirement-Voluntary
Meets both the age and length of service requirement to voluntarily retire

303 – Retirement-Special Option
Early voluntary retirement due to RIF, transfer of function, or reorganization.

304 – Retirement-ILIA
Voluntary retirement In Lieu of Involuntary Action (ILIA)
PREPARING THE SF52 – REQUEST FOR PERSONNEL ACTION

PAGE 1 – FRONT SIDE - REQUESTING INFO

A. PART A - Requesting Office:

1. ACTIONS REQUESTED (See Personnel Actions Definitions for assistance)
   Identify the type of action requested. (Recruit/Fill (Advertisement or Temp Hire), Promotion NTE, Resignation, Time-Off Award, etc.)

2. REQUEST NUMBER
   This will be system generated when electronic SF52 is initiated by the authorized DCPDS Manager for your group.

3. FOR ADDITIONAL INFORMATION CALL
   Enter the name and telephone number of the immediate supervisor or personnel who is designated as the authorized point of contact. This person should be able to answer questions, if contacted by HRO.
   
   NOTE: If the POC is not the direct supervisor, the supervisor’s info MUST be provided in the remarks.

4. PROPOSED EFFECTIVE DATE
   The desired effective date of the action. For resignations, enter the date the employee has identified.
   
   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 processing, or NGB/OPM coordination time, etc.

5. ACTION REQUESTED BY
   Enter the name, title, rank, and date of person requesting the action. Normally this is the employee supervisor.
   
   eSF52: The DCPDS Manager initiating the electronic action.

6. ACTION AUTHORIZED BY
   Enter the name, title, rank, and date of person authorized to approve the personnel or position action requested.
   
   eSF52:
   • WVANG: Wing Commander or his/her designated representative.
   • WVARNG: Chief of Staff (COS) or his/her designated representative.

B. PART B - For Preparation of SF 50:

1. #1-3: NAME, SSN, & DATE OF BIRTH
   If it is a personnel action, enter full legal name, including suffixes as shown, on the official documents in the supervisor's employee record, i.e., SF50 or employee's brief. Complete on all actions affecting an employee.

2. #4: Effective Date - Leave Blank (FOR HRO USE ONLY)

3. #5A-5B: Nature of Action Code and Nature of Action
   See ‘Types of Personnel Actions’ and/or Appendix for appropriate codes

4. #5C-6F: Legal Actions – Leave Blank (FOR HRO USE ONLY)

5. #7-11, & #14: Position Information – FROM
   Complete when requested action moves an employee from their current position (e.g., separation, reassignment, promotion, etc.) to another position.
   
   • Position Title
   • Position Description (PD) #
   • Unit/Section Info
   • Current position grade info
NOTE: Information can be found in the employee’s record, MyBiz+, most recent SF50, or from the Position Description.

6. #12A-12D & #20A-20D: Leave Blank (FOR HRO USE ONLY).
7. #15-18, & #22: Position Information – TO
   If you are requesting to advertise a position at multiple grade levels, please include the lower grades.
   - Position Title
   - Position Description (PD) #
   - Unit/Section Info
   - Requested Grade Info

8. #23-33: EMPLOYEE DATA - Leave Blank (FOR HRO USE ONLY)
9. #34-51: POSITION DATA - Leave Blank (FOR HRO USE ONLY)

C. PART C - Reviews & Approval
   Used for additional signatures if applicable.
   eSF52: All authorized DCPDS Personnel and Managers who review the electronic SF52 will have a signature.

PAGE 2 – REVERSE SIDE – REMARKS

D. PART D - Remarks by Requesting Office (See Appendix)
   See Appendix for examples of SF 52s for mandatory remarks and required documents based on the type of Request for Personnel Action. Provide as much information as possible to the Approving Official & HRO, with supporting documentation, if applicable.

E. PART E - Employee Resignation/Retirement
   Completed/signed by the employee, or a letter, memo or form of official notification from the employee must be attached.

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.
   NOTE: Employee may use 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. SIGNATURE
   Employee’s signature

4. DATE
   Date signed.

5. FORWARDING ADDRESS
   Enter the mailing address that the last personnel action and other documentation will be forwarded to.

6. PART 5 - Remarks for SF 50 - LEAVE BLANK (FOR HRO/PERSONNEL USE)
REFERENCES

1. OPMs Guide to Processing Personnel Actions (GPPA)  

2. Technician Handbook  

3. Technician Personnel Regulations  
   http://www.ngbpdc.ngb.army.mil/publications.htm#TPR

4. Chief National Guard Bureau Instruction (CNGBI)  
   http://www.ngbpdc.ngb.army.mil/publications.htm#CNGBI

5. MyBiz+/DCPDS Portal  
   https://compo.dcpds.cpms.osd.mil/

6. WVNG HRO  
   http://www.wv.ng.mil/HRO/

7. WVNG Regulations
   - Bargaining Agreement  
     http://www.wv.ng.mil/Portals/22/Documents/Labor_Management_Relations_Agreement.pdf
   - WVNG Merit Promotion and Placement Plan  

8. Absent-US Status – Technician Information Bulletins are located at www.wv.ng.mil/HRO

9. PAA & Awards

10. Leave

11. Application Help
   - How to apply to a USA Jobs advertisement  
     https://www.wv.ngb.army.mil/jobs/staffing/Tech%20Applicaton/How%20to%20apply%20USA%20Jobs%20advertisement.pptx

12. Title 5 Info

13. WVANG Unit Manning Document


15. FASCLASS  

16. Electronic Official Personnel File (eOPF)  
    https://eopf.opm.gov/nationalguard/
APPENDIX & EXAMPLES

**An example follows each Appendix**

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APPENDIX A: AWARDS

- **Nature of Action Codes (NOAC):**
  - 840 – INDIVIDUAL CASH AWARD (Rating Based (RB)) (previously Sustained Superior Performance (SSP))
  - 849 – INDIVIDUAL CASH AWARD (Not Rating Based (NRB))
  - 842 – INDIVIDUAL SUGGESTION/INVENTION AWARD (Air Only)
  - 846 – INDIVIDUAL TIME-OFF AWARD

- **MANDATORY Remarks:**
  - Reason: Provide or attach a detailed paragraph/memorandum/letter describing the reason the member deserves the award. NGB Form 32 can be used to meet this requirement.
  - Identify the hours or monetary amount

- **SUPPORTING DOCUMENTS:**
  - Most Recent Appraisal: Applies to NOAC: 840 ONLY (Must be a summary rating “Outstanding”)
  - NGB Form 32 “Recommendation for Incentive Award or Quality Increase”
  - Local Award Committee concurrence
  - Certificate/Letter/Memorandum of support

**NOTE:** Employees cannot receive more than 80 hours time off in one calendar year.

**NOTE:** Awards committee has the ability to deny or downgrade certain award submissions by regulation and/or budgetary constraint.
**PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 23, 32, 33, and 39)**

1. Actions Requested
   - Award/One-Time Payment
   - POC or Direct Supervisor

2. Request Number
   - DCPDS ONLY

3. For Additional Information Call (Typed Name and Telephone Number)

4. Proposed Effective Date
   - DD-MMM-YYYY

5. Action Requested By (Typed Name, Title, Signature and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

**REQUEST FOR PERSONNEL ACTION**

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

<table>
<thead>
<tr>
<th>1. Name (Last, First, Middle)</th>
<th>2. Social Security Number</th>
<th>3. Date of Birth</th>
<th>4. Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, JOHN J</td>
<td>123-45-6789</td>
<td>5/5/1965</td>
<td>HRO ONLY</td>
</tr>
</tbody>
</table>

**FIRST ACTION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Nature of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>846</td>
<td>Individual Time Off Award</td>
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</table>

**SECOND ACTION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Nature of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. FROM: Position Title and Number
   - Military Personnel Clerk
   - CIV Position and Position Description Number:
     - (Obtained from Full-Time Manning Document)

8. Pay Plan
   - GS 0204 05 01
   - PA

12A. Basic Pay
12B. Locality Adj.
12C. Adj. Basic Pay
12D. Other Pay

14. Name and Location of Position's Organization

**UNIT ADDRESS**

**EMPLOYEE DATA**

23. Veterans Preference
   - 1 - None
   - 2 - 5-point
   - 3 - 10 Point/Disability
   - 4 - 10-Point/Compensable
   - 5 - 10 Point/Other
   - 6 - 10-point/Compensable/30%

24. Tenure
   - 0 - None
   - 1 - Permanent
   - 2 - Conditional
   - 3 - Indefinite

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
   - 1 - Competitive Service
   - 2 - Excepted Service
   - 3 - SES General
   - 4 - SES Career Reserved

35. FLSA Category
   - E - Exempt
   - N - Nonexempt

36. Appropriation Code
37. Bargaining Unit Status

38. Duty Station Code
39. Duty Station (City - County - State or Overseas Location)

40. Agency Data
41. 42. 43. 44.

45. Educational Level
46. Year Degree Attained
47. Academic Discipline
48. Functional Class
49. Citizenship
50. Veterans Status
51. Supervisory Status

**PART C - Review and Approvals (Not to be used by requesting office)**

<table>
<thead>
<tr>
<th>1. Office/Function</th>
<th>Initials/Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. UNIT CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. | Signature | Approval Date |

CONTINUED ON REVERSE SIDE OVER
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)

• MANDATORY Remarks:
  o Reason: Provide or attach a detailed paragraph describing the reason the member deserves the award. The NGB 32 second page can be used to meet this requirement.
  o Identify the hours or monetary amount requested
• SUPPORTING DOCUMENTS:
  o Most Recent Appraisal: (Applies to NOAC 840 only)
  o Completed NGB Form 32
  o Letter/Memo/Certificate

NOTE: Employees cannot receive more than 80 hours off in one calendar year.

PART E - Employee Resignation/Retirement

Privacy 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, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or 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. Reasons 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.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
APPENDIX B: CHANGE ACTION – NAME CHANGE

- **Nature of Action Codes (NOAC):**
  - 780 – NAME CHANGE

- **MANDATORY Remarks:**
  - Name Change Due To: (MARRIAGE/DIVORCE)
  - Name Changed From: (I.E., DOE, JANE I.)
  - Name Changed To: (I.E., SMITH, JANE I.)

- **SUPPORTING DOCUMENTS:**
  - Marriage Certificate
  - Divorce Decree
  - Court Order

**NOTE:** Usually requires a change in Employee Benefits plans & insurance.
## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1-22, 23, 32, 33, and 39)

1. **Actions Requested**
2. **Request Number**
   - **DCPDS ONLY**

### CHANGE ACTION

3. **For Additional Information Call** (Typed Name and Telephone Number)
4. **Proposed Effective Date**
   - 7/30/18

### POC OR DIRECT SUPERVISOR

5. **Action Requested By** (Typed Name, Title, Signature, and Request Date)
6. **Action Authorized By** (Typed Name, Title, Signature, and Concurrence Date)

### Requesting Official (ex: Supervisor)

- **esSF52: DCPDS Manager (Group Directorate)**
- **DATE**

### Authorizing Official (ex: Unit Commander)

- **esSF52: Wing CC or CoS**
- **DATE**

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

#### FIRST ACTION

<table>
<thead>
<tr>
<th>Code</th>
<th>Nature of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>780</td>
<td>NAME CHANGE</td>
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</table>

7. **FROM:** Position Title and Number

#### SECOND ACTION

<table>
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<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6-A.</td>
<td>Code</td>
</tr>
<tr>
<td>6-B.</td>
<td>Code</td>
</tr>
</tbody>
</table>

15. **TO:** Position Title and Number

#### BUDGET ANALYST

**POSITION AND POSITION DESCRIPTION NUMBER:** (OBTAINED FROM FULL-TIME MANNING DOCUMENT)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Occ. Code</th>
<th>Grade or Level</th>
<th>Step or Rate</th>
<th>Total Salary</th>
<th>Pay Basis</th>
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<tbody>
<tr>
<td>GS</td>
<td>2122</td>
<td>11</td>
<td>10</td>
<td>12</td>
<td>GS 2122</td>
</tr>
</tbody>
</table>

12A. Basic Pay
12B. Locality Adj.
12C. Adj. Basic Pay
12D. Other Pay
12E. Code
12F. Code

14. Name and Location of Position's Organization

**POSITION EMPLOYEE CURRENTLY IS IN**

#### UNIT ADDRESS

**POSITION EMPLOYEE CURRENTLY IS IN**

### EMPLOYEE DATA

#### Veterans Preference

23. **Veterans Preference**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>5-point</td>
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<tr>
<td>3</td>
<td>10 Point/Disability</td>
</tr>
<tr>
<td>4</td>
<td>10-Point/Compensable</td>
</tr>
<tr>
<td>5</td>
<td>10 Point/Other</td>
</tr>
<tr>
<td>6</td>
<td>10-point/Compensable/30%</td>
</tr>
</tbody>
</table>

#### Tenure

24. **Tenure**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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<tr>
<td>1</td>
<td>Permanent</td>
</tr>
<tr>
<td>2</td>
<td>Conditional</td>
</tr>
<tr>
<td>3</td>
<td>Indefinite</td>
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</table>

#### Agency Use

25. **Agency Use**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

#### Pay Rate Determinant

27. **FEGLI**

28. **Annuitant Indicator**

29. **Pay Rate Determinant**

#### Retirement Plan

30. **Retirement Plan**

#### Service Comp. Date (Leave)

31. **Service Comp. Date (Leave)**

32. **Work Schedule**

33. **Part-Time Hours Per Biweekly Pay Period**

### POSITION DATA

#### Position Occupied

34. **Position Occupied**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Competitive Service</td>
</tr>
<tr>
<td>2</td>
<td>Excepted Service</td>
</tr>
<tr>
<td>3</td>
<td>SES General</td>
</tr>
<tr>
<td>4</td>
<td>SES Career Reserved</td>
</tr>
</tbody>
</table>

#### FLSA Category

35. **FLSA Category**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Exempt</td>
</tr>
<tr>
<td>N</td>
<td>Nonexempt</td>
</tr>
</tbody>
</table>

#### Appropriation Code

36. **Appropriation Code**

#### Bargaining Unit Status

37. **Bargaining Unit Status**

#### Duty Station Code

38. **Agency Data**

#### Duty Station (City - County - State or Overseas Location)

39. **Duty Station Code**

### PART C - Review and Approvals (Not to be used by requesting office)

1. **Office/Function**
2. **Initials/Signature**
3. **Date**
4. **Office/Function**
5. **Initials/Signature**
6. **Date**

#### A. UNIT CC

#### B.

#### C.

2. **Approval:** I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

### REQUESTING OFFICIAL

#### Signature

#### Approval Date

**CONTINUED ON REVERSE SIDE**

**OVER**
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 ☐

If “YES,” please state these facts on a separate sheet and attach to SF 52.)

• MANDATORY Remarks:
  o Name Change Due To: (MARRIAGE/DIVORCE)
  o Name Changed From: (I.E., DOE, JANE J.)
  o Name Changed To: (I.E., SMITH, JANE J.)

• SUPPORTING DOCUMENTS:
  o Marriage Certificate
  o Divorce Decree
  o Court Order

NOTE: Usually requires a change in Employee Benefits plans & insurance.

PART E - Employee Resignation/Retirement

Privacy 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.

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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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
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APPENDIX C: CONVERSION TO APPOINTMENT

• Nature of Action Codes (NOAC):
  o 570 – CONVERSION TO EXCEPTED APPOINTMENT (NON-COMPETITIVE)
  o 571 – CONVERSION TO EXCEPTED APPOINTMENT NTE

• MANDATORY Remarks:
  o Conversion to Excepted Appointment (Non-Competitive)
    ▪ Reason
    ▪ MT / T5 # which the employee was selected from
  o Conversion to Excepted Appointment NTE
    ▪ Reason
    ▪ # of days
    ▪ Position Title & Position Description (PD) # of the new position the employee is moving into
    ▪ Position Unit & Section
    ▪ Vice (If applicable)
    ▪ Position Type (Title 32 or Title 5)
    ▪ Civ/Mil Position Info
  • UIC & PARA-LINE (ARNG) or PAS, FAC, & PEC (ANG)
    ▪ Civ/Mil Position # (AIR ONLY)
    ▪ Requested Pay Plan & Grade(s)
    ▪ Direct Supervisor
    ▪ Additional Info (if applicable)

• SUPPORTING DOCUMENTS:
  o Copy of Advertisement
  o Application
  o Transcripts/Certificates (if applicable)

NOTE: Usually requires a change in Employee Benefits plans & insurance.
### REQUEST FOR PERSONNEL ACTION

#### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 23, 32, 33, and 39)

1. Actions Requested
   - CONVERSION TO APPOINTMENT
   - POC OR DIRECT SUPERVISOR

2. Requesting Office
   - Requesting Official (ex: Supervisor)
   - Authorizing Official (ex: Unit Commander)

3. For Additional Information Call (Typed Name and Telephone Number)

4. Proposed Effective Date
   - 7/30/18

5. Action Requested By
   - Typed Name, Title, Signature, and Request Date

6. Action Authorized By
   - Typed Name, Title, Signature, and Concurrence Date

#### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name
   - SMITH, JANE J.
2. Social Security Number
   - 123-45-6789
3. Date of Birth
   - 5/5/1990
4. Effective Date
   - HRO ONLY

5. FROM: Position Title and Number
   - MILITARY PERSONNEL CLERK

6. TO: Position Title and Number
   - MILITARY PERSONNEL CLERK

7. EMPLOYEE DATA
   - Veterans Preference
   - Tenure
   - Agency Use
   - Pay Rate Determinant

8. POSITION DATA
   - Position Occupied
   - FLSA Category
   - Appropriation Code
   - Bargaining Unit Status

9. EDUCATION
   - Educational Level
   - Year Degree Attained

10. PART C - Review and Approvals (Not to be used by requesting office)

   1. Office/Function
   2. Initials/Signature
   3. Date

   **A. UNIT CC**
   **D.**

   **B.**
   **E.**

   **C.**
   **F.**

   2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

   **REQUESTING OFFICIAL**

---

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239
PART D - Remarks by Requesting Office

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

SEE APPENDIX

PART E - Employee Resignation/Retirement

Privacy 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.

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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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
**THIS PAGE INTENTIONALLY LEFT BLANK**
APPENDIX D: DETAILS

- **Nature of Action Codes (NOAC):**
  - 930 – DETAIL NTE

- **MANDATORY Remarks:**
  - Reason
  - # of days

- **SUPPORTING DOCUMENTS:**
  - Memo (if applicable)

**NOTE:** Details do not affect the employee’s pay and an official SF50 will not be printed. The SF52 will be filed in the employee’s Official Personnel Record. A technician may be detailed in 120 day increments or up to 1 year. However, extensions beyond the initial 120 days require a request from the supervisor providing justification as to why the exception should be granted.
**REQUEST FOR PERSONNEL ACTION**

**PART A - Requesting Office (Also complete Part B, Items 1-22, 23, 32, 33, and 39)**

<table>
<thead>
<tr>
<th>1. Actions Requested</th>
<th>2. Request Number</th>
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<tbody>
<tr>
<td></td>
<td>DCPDS ONLY</td>
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</tbody>
</table>

**DETAILS**

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<thead>
<tr>
<th>3. For Additional Information Call (Typed Name and Telephone Number)</th>
<th>4. Proposed Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/30/18</td>
</tr>
</tbody>
</table>

**POC OR DIRECT SUPERVISOR**

<table>
<thead>
<tr>
<th>5. Action Requested By (Typed Name, Title, Signature and Request Date)</th>
<th>6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>eSF52: DCPDS Manager (Group Directorate)</td>
<td>eSF52: Wing CC or CoS</td>
</tr>
</tbody>
</table>

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

<table>
<thead>
<tr>
<th>1. Name (Last, First, Middle)</th>
<th>2. Social Security Number</th>
<th>3. Date of Birth</th>
<th>4. Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, JOHN J.</td>
<td>123-45-6789</td>
<td>5/5/1965</td>
<td>HRO ONLY</td>
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</table>

**FIRST ACTION**

<table>
<thead>
<tr>
<th>5-A. Code</th>
<th>5-B. Nature of Action</th>
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</thead>
<tbody>
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<td>930</td>
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**SECOND ACTION**

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<tr>
<th>6-A. Code</th>
<th>6-B. Nature of Action</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

7. FROM: Position Title and Number

**BUDGET ANALYST (POSITION FROM)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>GS 2122</td>
<td>11 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12A. Basic Pay
12B. Locality Adj.
12C. Adj. Basic Pay
12D. Other Pay

14. Name and Location of Position's Organization

**UNIT ADDRESS**

*POSITION EMPLOYEE CURRENTLY IS IN**

<table>
<thead>
<tr>
<th>15. TO: Position Title and Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL (POSITION TO)</td>
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**POSITION AND POSITION DESCRIPTION NUMBER:**

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<th></th>
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<td>12 1</td>
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<td></td>
</tr>
</tbody>
</table>

20A. Basic Pay
20B. Locality Adj.
20C. Adj. Basic Pay
20D. Other Pay

16. Name and Location of Position's Organization

**UNIT ADDRESS**

*POSITION EMPLOYEE IS GOING TO**

**EMPLOYEE DATA**

23. Veterans Preference

<table>
<thead>
<tr>
<th>0 - None</th>
<th>1 - None</th>
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</thead>
<tbody>
<tr>
<td>2 - 5-point</td>
<td>3 - 10 Point/Disability</td>
</tr>
<tr>
<td>4 - 10-Point/Compensable</td>
<td>5 - 10 Point/Other</td>
</tr>
<tr>
<td>6 - 10-point/Compensable/30%</td>
<td></td>
</tr>
</tbody>
</table>

24. Tenure

<table>
<thead>
<tr>
<th>0 - None</th>
<th>1 - Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - 5-point</td>
<td>3 - Indefinite</td>
</tr>
</tbody>
</table>

25. Agency Use

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

26. Veterans Preference for RIF

| 1 - USA | 8 - Other |
|        |          |

27. FEDS

| 1 - USA | 8 - Other |
|        |          |

28. Annuitant Indicator

| 1 - USA | 8 - Other |
|        |          |

29. Pay Rate Determinant

| 1 - USA | 8 - Other |
|        |          |

30. Retirement Plan

| 1 - USA | 8 - Other |
|        |          |

31. Service Comp. Date (Leave)

| 1 - USA | 8 - Other |
|        |          |

32. Work Schedule

| 1 - USA | 8 - Other |
|        |          |

33. Part-Time Hours Per Biweekly Pay Period

**POSITION DATA**

34. Position Occupied

<table>
<thead>
<tr>
<th>1 - Competitive Service</th>
<th>2 - Excepted Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - SES General</td>
<td>4 - SES Career Reserved</td>
</tr>
</tbody>
</table>

35. FLSA Category

<table>
<thead>
<tr>
<th>E - Exempt</th>
<th>N - Nonexempt</th>
</tr>
</thead>
</table>

36. Appropriation Code

| 1 - USA | 8 - Other |
|        |          |

37. Bargaining Unit Status

| 1 - USA | 8 - Other |
|        |          |

38. Duty Station Code

| 1 - USA | 8 - Other |
|        |          |

39. Duty Station (City - County - State or Overseas Location)

40. Agency Data

| 1 - USA | 8 - Other |
|        |          |

41. 42. 13. 44.

45. Educational Level

| 1 - USA | 8 - Other |
|        |          |

46. Year Degree Attained

| 1 - USA | 8 - Other |
|        |          |

47. Academic Discipline

| 1 - USA | 8 - Other |
|        |          |

48. Functional Class

| 1 - USA | 8 - Other |
|        |          |

49. Citizenship

| 1 - USA | 8 - Other |
|        |          |

50. Veterans Status

| 1 - USA | 8 - Other |
|        |          |

51. Supervisory Status

| 1 - USA | 8 - Other |
|        |          |

**PART C - Review and Approvals (Not to be used by requesting office)**

<table>
<thead>
<tr>
<th>1. Office/Function</th>
<th>Initials/Signature</th>
<th>Date</th>
<th>Office/Function</th>
<th>Initials/Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

**CONTINUED ON REVERSE SIDE**

Editions Prior to 7/91 Are Not Usable After 6/30/93

NSN 7540-01-333-6239
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

- MANDATORY Remarks:
  - Reason
  - # of days
- SUPPORTING DOCUMENTS:
  - Memo (if applicable)

NOTE: Details do not affect the employee's pay and an official SF52 will not be printed. The SF52 will be filed in the employee's Official Personnel Record. A technician may be detailed in 120 day increments or up to 1 year. However, extensions beyond the initial 120 days require a request from the supervisor providing justification as to why the exception should be granted.

PART E - Employee Resignation/Retirement

Privacy 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, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or 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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
APPENDIX E: EXTENSION OF NTE

• Nature of Action Codes (NOAC):
  o 760 – EXTENSION OF APPOINTMENT NTE
    Note: Cannot exceed 1 year per action, 4 years combined total.
  o 769 – EXTENSION OF PROMOTION NTE (Not Advertised)
    Note: Cannot exceed 120 days combined total in a 12 month period
  o 769 – EXTENSION OF PROMOTION NTE (Advertised)
    Note: Must be extended annually, and cannot exceed 4 years total
  o 773 – EXTENSION OF LEAVE WITHOUT PAY NTE
  o 931 – EXTENSION OF DETAIL NTE

• MANDATORY Remarks:
  o Reason
  o # of days

• SUPPORTING DOCUMENTS: None

NOTE: The length of a Temp Hire (and its Extensions) can determine whether or not the employee is eligible for Federal Health Benefits (FEHB), which can also affect their enrollment in Tricare Reserve Select (TRS). Please contact HRO Employee Benefits for assistance.
# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1-22, 23, 32, 33, and 39)

1. Actions Requested

### EXTENSION OF NTE

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>760</td>
<td>7/30/18</td>
</tr>
</tbody>
</table>

### POC OR DIRECT SUPERVISOR

- Requesting Official (ex: Supervisor)
  - eSF52: DCPDS Manager (Group Directorate)
- Authorizing Official (ex: Unit Commander)
  - eSF52: Wing CC or CoS

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

### FIRST ACTION

- 5. Action Requested By
  
- 6. Action Authorized By

### SECOND ACTION

- 5. Action Requested By
  
- 6. Action Authorized By

## EMPLOYEE DATA

- 23. Veterans Preference
  
- 24. Tenure
  
- 25. Agency Use
  
- 26. Veterans Preference for RIF

## POSITION DATA

- 34. Position Occupied
  
- 35. FLSA Category
  
- 36. Appropriation Code
  
- 37. Bargaining Unit Status

## PART C - Review and Approvals (Not to be used by requesting office)

<table>
<thead>
<tr>
<th>Office/Function</th>
<th>Initials/Signature</th>
<th>Date</th>
<th>Office/Function</th>
<th>Initials/Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. UNIT CC</strong></td>
<td></td>
<td></td>
<td><strong>D.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B.</strong></td>
<td></td>
<td></td>
<td><strong>E.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C.</strong></td>
<td></td>
<td></td>
<td><strong>F.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CONTINUED ON REVERSE SIDE

Editions Prior to 7/91 Are Not Usable After 6/30/93

NSN 7540-01-333-6239
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 □
If "YES", please state these facts on a separate sheet and attach to SF 52.)

• MANDATORY Remarks:
  o Reason
  o # of days
• SUPPORTING DOCUMENTS: None

NOTE: The length of a Temp Hire (and its Extensions) can determine whether or not the employee is eligible for Federal Health Benefits (FEHB), which can also affect their enrollment in Tricare Reserve Select (TRS). Please contact HRO Employee Benefits for assistance.

PART E - Employee Resignation/Retirement

Privacy 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, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or 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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
APPENDIX F: NON PAY/NON DUTY STATUS

- **Nature of Action Codes (NOAC):**
  - 450 – SUSPENSION NTE
  - 452 – SUSPENSION INDEF
  - 473 – ABSENT-US
  - 460 – LEAVE WITHOUT PAY NTE

- **MANDATORY Remarks:**
  - Reason
  - # of Days
  - Identify if employee is using FMLA or Worker’s Comp for LWOP NTE

- **SUPPORTING DOCUMENTS:**
  - For 473 AUS – Military Orders and applicable amendments
  - For 460 Letter from the member or appropriate memorandum from the supervisor
  - For 450 and 452 actions, appropriate documentation from the supervisor to support the action

**NOTE:** LWOPs (except for ABSENT-US) of more than 80 hours (one pay period) will affect an employee’s Within Grade Increase (WGI) waiting period.
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1-22, 23, 32, 33, and 39)

1. Actions Requested

2. Request Number

NON PAY/NON DUTY

DCPDS ONLY

3. For Additional Information Call (Typed Name and Telephone Number)

4. Proposed Effective Date

POC OR DIRECT SUPERVISOR

7/30/18

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

Requesting Official (ex: Supervisor)

Authorizing Official (ex: Unit Commander)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

5. Code

BUDGET ANALYST

CIV POSITION AND POSITION DESCRIPTION NUMBER (OBTAINED FROM FULL-TIME MANNING DOCUMENT)

6. Code

GS 2122

7. Code

11 01

12. Code

PA

16. Code

GS 2122

17. Code

11 01

20. Code

PA

8. Pay Plan


10. Grade or Level

11. Step or Rate

12. Total Salary

13. Pay Basis

14. Code

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

15. Code

BUDGET ANALYST

CIV POSITION AND POSITION DESCRIPTION NUMBER (OBTAINED FROM FULL-TIME MANNING DOCUMENT)

16. Code

GS 2122

17. Code

11 01

20. Code

GS 2122

18. Grade or Level

19. Step or Rate

20. Total Salary

21. Pay Basis

22. Code

22A. Basic Pay

22B. Locality Adj.

22C. Adj. Basic Pay

22D. Other Pay

22E. Basic Pay

22F. Locality Adj.

22G. Adj. Basic Pay

22H. Other Pay

7. FROM: Position Title and Number

8. Pay Plan


10. Grade or Level

11. Step or Rate

12. Total Salary

13. Pay Basis

14. Code

14A. Basic Pay

14B. Locality Adj.

14C. Adj. Basic Pay

14D. Other Pay

22A. Basic Pay

22B. Locality Adj.

22C. Adj. Basic Pay

22D. Other Pay

15. TO: Position Title and Number

16. Code

BUDGET ANALYST

CIV POSITION AND POSITION DESCRIPTION NUMBER (OBTAINED FROM FULL-TIME MANNING DOCUMENT)

17. Code

GS 2122

18. Grade or Level

19. Step or Rate

20. Total Salary

21. Pay Basis

22. Code

22A. Basic Pay

22B. Locality Adj.

22C. Adj. Basic Pay

22D. Other Pay

PART C - Review and Approvals (Not to be used by requesting office)

1. Office/Function

2. Initials/Signature

3. Date

4. Office/Function

5. Initials/Signature

6. Date

A. UNIT CC

D.

B.

E.

C.

F.

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

CONTINUED ON REVERSE SIDE

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93

NSN 7540-01-333-6239
PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)

- MANDATORY Remarks:
  - Reason
  - # of days
  - Identify if employee is using FMLA or Worker's Comp

- SUPPORTING DOCUMENTS:
  - Orders
  - Letter

NOTE: DO NOT USE LWOPs (except for ABSENT-US) of more than 80 hours (one pay period) will affect an employee's Within Grade Increase (WGI) waiting period.

PART E - Employee Resignation/Retirement

Privacy 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.

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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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
**THIS PAGE INTENTIONALLY LEFT BLANK**
APPENDIX G: REASSIGNMENT

- **Nature of Action Codes (NOAC):**
  - 721 – REASSIGNMENT (Management Directed, Selection, or at the request of the employee)

- **MANDATORY Remarks:**
  - Reason
  - MT or T5 #

- **SUPPORTING DOCUMENTS**
  - Application
  - Acknowledgement Letter/Memo
  - Selection packet

**NOTE:** Please follow the guidelines for Management Directed Reassignments before submitting the SF52.

1. Application MUST be reviewed and validated by Staffing
2. Staffing sends notification to the employee in an official letter.
3. Once the employee provides acknowledgment and accepts the request, the requesting official submits the SF52 with the employee’s signature in Part F.
## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 23, 32, 33, and 39)

1. **Actions Requested**
2. **Request Number**
   - DCPDS ONLY

### POC OR DIRECT SUPERVISOR

3. **Action Requested By** (Typed Name, Title, Signature, and Request Date)
   - 7/30/18

### PART B - For Preparation of SF 50

#### FIRST ACTION

<table>
<thead>
<tr>
<th>Code</th>
<th>Nature of Action</th>
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</thead>
<tbody>
<tr>
<td>721</td>
<td>REASSIGNMENT</td>
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</table>

#### SECOND ACTION

<table>
<thead>
<tr>
<th>Code</th>
<th>Nature of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>721</td>
<td>REASSIGNMENT</td>
</tr>
</tbody>
</table>

#### From: Position Title and Number

**CIVIL POSITION AND POSITION DESCRIPTION NUMBER:**

1. **Pay Plan**
2. **Grade or Level**
3. **Step or Rate**
4. **Total Salary**

#### To: Position Title and Number

**CIVIL POSITION AND POSITION DESCRIPTION NUMBER:**

1. **Pay Plan**
2. **Grade or Level**
3. **Step or Rate**
4. **Total Salary**

### EMPLOYEE DATA

23. **Veterans Preference**

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<th>Description</th>
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<td>1</td>
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<tr>
<td>2</td>
<td>5-point</td>
</tr>
<tr>
<td>3</td>
<td>10 Point/Disability</td>
</tr>
<tr>
<td>4</td>
<td>10-point/Compensable</td>
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<tr>
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<td>10 Point/Other</td>
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<td>6</td>
<td>10-point/Compensable/30%</td>
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</table>

24. **Tenure**

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<tbody>
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</tr>
<tr>
<td>1</td>
<td>Permanent</td>
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<tr>
<td>2</td>
<td>Conditional</td>
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25. **Agency Use**

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<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
</tr>
</tbody>
</table>

27. **FEDFL**

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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Competitive Service</td>
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<tr>
<td>2</td>
<td>Excepted Service</td>
</tr>
<tr>
<td>3</td>
<td>SES General</td>
</tr>
<tr>
<td>4</td>
<td>SES Career Reserved</td>
</tr>
<tr>
<td>5</td>
<td>Exempt</td>
</tr>
<tr>
<td>6</td>
<td>Nonexempt</td>
</tr>
</tbody>
</table>

35. **FLSA Category**

36. **Appropriation Code**

37. **Bargaining Unit Status**

38. **Duty Station Code**

39. **Duty Station (City - County - State or Overseas Location)**

### PART C - Review and Approvals (Not to be used by requesting office)

<table>
<thead>
<tr>
<th>Office/Function</th>
<th>Date</th>
<th>Office/Function</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT CC</td>
<td>D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>E.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>F.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Approval:** I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.
PART D - Remarks by Requesting Office

(Nota to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes ☐ No

• MANDATORY Remarks:
  o Reason / MT#

• SUPPORTING DOCUMENTS
  o Application
  o Acknowledgment Letter/Memo
  o Selection Packet

NOTE: Please follow the guidelines for Management Directed Reassignments before submitting the SF52. SEE APPENDIX

PART E - Employee Resignation/Retirement

Privacy 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.

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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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
**THIS PAGE INTENTIONALLY LEFT BLANK**
APPENDIX H: RECRUIT/FILL

- Nature of Action Codes (NOAC): None
- MANDATORY Remarks:
  - Advertisements:
    - Position Title & Position Description (PD) #
    - Position Unit & Section
    - Vice (If applicable)
    - Position Type: Title 32 or Title 5
    - Appointment Type: Perm, Indef, or Temp
    - Civ/Mil Position Info and/or Civ/Mil Position # (AIR ONLY)
      - MPCN (Air Only)
      - PAS, FAC/ORG, & PEC
    - Requested Pay Plan & Grade(s)
    - Direct Supervisor
    - Min & Max Rank & Compatible MOS/AFSCs (Title 32)
    - Areas of Consideration
    - Requirements: Education, Certification, Security Clearance, etc.
    - Additional Info (if applicable)
  - Temp Hires
    - First, Last and Full Middle Name of hire
    - # of days
    - Position Title & Position Description (PD) #
    - Position Unit & Section
    - Vice (If applicable)
    - Position Type (Title 32 or Title 5)
    - Civ/Mil Position Info
      - MPCN (AIR ONLY)
      - PAS, FAC/ORG, & PEC
    - Requested Pay Plan & Grade(s)
    - Direct Supervisor
    - Additional Info (if applicable)

NOTE: The length of a Temp Hire (and its Extensions) can determine whether or not the employee is eligible for Federal Health Benefits (FEHB), which can also affect their enrollment in Tricare Reserve Select (TRS). Please contact HRO Employee Benefits for assistance.

- SUPPORTING DOCUMENTS
  - Application
  - Transcripts/Certificates (if applicable)
**REQUEST FOR PERSONNEL ACTION**

**PART A - Requesting Office (Also complete Part B, Items 1-22, 23, 32, 33, and 39)**

1. Actions Requested  
2. Request Number  

**POC OR DIRECT SUPERVISOR**

3. For Additional Information Call (Typed Name and Telephone Number)  
4. Proposed Effective Date  
   - 7/30/18

5. Action Requested By (Typed Name, Title, Signature, and Request Date)  
6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)  

**Requesting Official (ex: Supervisor)**

- eSF52: DCPDS Manager (Group Directorate)  
- Authority: Other (DCPDS ONLY)

**Authorizing Official (ex: Unit Commander)**

- eSF52: Wing CC or CoS

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

1. Name (Last, First, Middle)  
2. Social Security Number  
3. Date of Birth  
4. Effective Date  
5. Code  
6. Nature of Action  
7. FROM: Position Title and Number

**EMPLOYEE DATA**

20. Retirement Plan  
21. Service Comp. Date (Leave)  
22. Part-Time Hours Per Biweekly Pay Period  
23. Educational Level  
24. Year Degree  
25. Academic Discipline

**POSITION DATA**

26. Functional Class  
27. Citizenship  
28. Supervisory Status

**PART C - Review and Approvals (Not to be used by requesting office)**

1. Office/Function  
2. Date  
3. Initials/Signature  
4. Approval Date

---

**UNOFFICIAL FORM 52**

**Revisions:**  
**Supplement:**  
**NSN:**  
**Editions Prior to 7/91 Are Not Usable After 6/30/93**
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
If “YES”, please state these facts on a separate sheet and attach to SF 52.)

SEE APPENDIX

PART E - Employee Resignation/Retirement

Privacy 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, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or 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. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
APPENDIX I: RETURN TO DUTY

- **Nature of Action Codes (NOAC):**
  - 292 – RETURN TO DUTY
    Used for any non-pay or non-duty action in excess of 30 days

- **MANDATORY Remarks:**
  - Reason
  - Identify if employee is using FMLA or Worker’s Comp

- **SUPPORTING DOCUMENTS:**
  - Letter or Memorandum
  - If returning from ABSENT-US include orders modifications
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 23, 32,33, and 39)

1. Actions Requested

RETURN TO DUTY

DCPDS ONLY

3. For Additional Information Call (Typed Name and Telephone Number)

POC OR DIRECT SUPERVISOR

5. Action Requested By (Typed Name, Title, Signature and Request Date)

SMITH, JOHN J.

123-45-6789

7/30/18

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

SMITH, JOHN J.

2. Social Security Number

123-45-6789

3. Date of Birth

5/5/1965

7. FROM: Position Title and Number

MILITARY PERSONNEL CLERK

CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)

GS 2404 05 01 PA

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

14. Name and Location of Position's Organization

UNIT ADDRESS

15. TO: Position Title and Number

MILITARY PERSONNEL CLERK

CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)

GS 0204 05 01 PA

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

22. Name and Location of Position's Organization

UNIT ADDRESS

EMPLOYEE DATA

23. Veterans Preference

1 - None

3 - 10 Point/Disability

5 - 10 Point/Other

2 - 2-point

4 - 10-Point/Compensable

6 - 10-point/Compensable/30%

24. Tenure

0 - None

2 - Conditional

1 - Permanent

3 - Indefinite

27. FEGLI

28. Annuity 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

1 - Competitive Service

3 - SES General

E - Exempt

2 - Excepted Service

4 - SES Career Reserved

N - Nonexempt

35. FLSA Category

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

40. Agency Data

41. 42. 43. 44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

PART C - Review and Approvals (Not to be used by requesting office)

1. Office/Function

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

CONTINUED ON REVERSE SIDE OVER
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 ☐
If "YES", please state these facts on a separate sheet and attach to SF 52.)

• MANDATORY Remarks:
  o Reason
  o Identify if employee is using FMLA or Worker's Comp, or INCAP pay
• SUPPORTING DOCUMENTS:
  o Letter or Memorandum

PART E - Employee Resignation/Retirement
Privacy 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.

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1. Reasons 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.)

2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50
HRO ONLY
**THIS PAGE INTENTIONALLY LEFT BLANK**
APPENDIX J: SALARY CHANGE

- **Nature of Action Codes (NOAC):**
  - 702 – PROMOTION (Non-Competitive/IDP Complete)
  - 703 – PROMOTION NTE (120 days)
  - 713 – CHANGE TO LOWER GRADE
  - 888 – DENIAL OF WITHIN-GRADE INCREASE (WGI)
  - 892 – IRREGULAR PERFORMANCE PAY – QUALITY STEP INCREASE

- **MANDATORY** Remarks:
  - Reason
  - **Promotion (Non-Competitive/IDP)**
    - Reason: ex “Employee meets all requirements for promotion to the next grade.”
    - **NOTE:** Supervisors are responsible for keeping track of when their employee is eligible for promotion. IDP must be completed and signed prior to the promotion and sent to HRO.
    - For **position upgrades** due to a position classification audit or change/new in PD, attach official guidance/memo.
    - For **non-competitive promotions due to an employee who is on an IDP**, the completed IDP must be signed by both the employee and supervisor and then submitted with the SF52. The HR Development Specialist will review and sign the IDP once received through the routing process.
  - **Promotion NTE:**
    - Vice & Reason
    - Additional Info (if applicable)
    - **NOTE:** Submit change to lower grade request with Promotion NTE. Please contact HRO Staffing for assistance.
  - **Change to Lower Grade**
    - Reason
    - If at employee’s request, employee must:
      - Complete and sign Part A - Block 5
      - Complete Part B - Blocks 1-4
  - **Irregular Performance Pay (Quality Step Increase) 892**
    - No Reason
    - No Remarks

- **SUPPORTING DOCUMENTS**
  - Application (Promotion NTE)
  - Completed & Signed IDP
  - Memo
  - Appraisal
  - For 882 Actions – Completed NGB form 32, justification, and performance appraisal are required attachments
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 22, 23, 32, 33, and 39)

1. Actions Requested

<table>
<thead>
<tr>
<th>1. Actions Requested</th>
<th>2. Request Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY CHANGE</td>
<td>DCPDS ONLY</td>
</tr>
<tr>
<td>POC OR DIRECT SUPERVISOR</td>
<td>7/30/18</td>
</tr>
</tbody>
</table>

2. Requesting Office (Also complete Part B, Items 1, 22, 23, 32, 33, and 39)

<table>
<thead>
<tr>
<th>1. Actions Requested</th>
<th>2. Request Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY CHANGE</td>
<td>DCPDS ONLY</td>
</tr>
<tr>
<td>POC OR DIRECT SUPERVISOR</td>
<td>7/30/18</td>
</tr>
</tbody>
</table>

3. For Additional Information Call (Typed Name and Telephone Number)

<table>
<thead>
<tr>
<th>3. Request Number</th>
<th>4. Proposed Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCPDS ONLY</td>
<td>7/30/18</td>
</tr>
</tbody>
</table>

5. Action Requested By (Typed Name, Title, Signature and Request Date)

<table>
<thead>
<tr>
<th>5. Action Requested By (Typed Name, Title, Signature and Request Date)</th>
<th>6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC OR DIRECT SUPERVISOR</td>
<td></td>
</tr>
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6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

<table>
<thead>
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<th>5. Action Requested By (Typed Name, Title, Signature and Request Date)</th>
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<tbody>
<tr>
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</table>

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

<table>
<thead>
<tr>
<th>1. Name (Last, First, Middle)</th>
<th>2. Social Security Number</th>
<th>3. Date of Birth</th>
<th>4. Effective Date</th>
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<tbody>
<tr>
<td>SMITH, JOHN J.</td>
<td>123-45-6789</td>
<td>5/5/1965</td>
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7. FROM: Position Title and Number

<table>
<thead>
<tr>
<th>5-A. Code</th>
<th>5-B. Nature of Action</th>
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<tr>
<td>702</td>
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<thead>
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<th>5-B. Nature of Action</th>
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<tr>
<td>702</td>
<td>PROMOTION</td>
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8. Pay Plan

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<td>01</td>
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<td></td>
<td>PA</td>
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<td>01</td>
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<td></td>
<td>PA</td>
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10. Grade or Level

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<td>11</td>
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11. Step or Rate

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12. Total Salary

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<td></td>
<td>PA</td>
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13. Pay Basis

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<td>01</td>
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<td>PA</td>
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</tbody>
</table>

14. Name and Location of Position's Organization

<table>
<thead>
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<th>14. Name and Location of Position's Organization</th>
<th>22. Name and Location of Position's Organization</th>
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<tbody>
<tr>
<td>UNIT ADDRESS</td>
<td>UNIT ADDRESS</td>
</tr>
</tbody>
</table>

*POSITION EMPLOYEE CURRENTLY IS IN**

*POSITION EMPLOYEE IS GOING TO**

<table>
<thead>
<tr>
<th>14. Name and Location of Position's Organization</th>
<th>22. Name and Location of Position's Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT ADDRESS</td>
<td>UNIT ADDRESS</td>
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<th>22. Name and Location of Position's Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT ADDRESS</td>
<td>UNIT ADDRESS</td>
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EMPLOYEE DATA

23. Veterans Preference

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1 - None</td>
<td>0 - None</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2 - 5-point</td>
<td>1 - Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - 10-Point/Disability</td>
<td>2 - Conditional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 - 10-Point/Compensable</td>
<td>6 - 10-point/Compensable/30%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27. FEDGL

<table>
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<tr>
<th>27. FEDGL</th>
<th>28. Annuity Indicator</th>
<th>29. Pay Rate Determinant</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

30. Retirement Plan

<table>
<thead>
<tr>
<th>30. Retirement Plan</th>
<th>31. Service Comp. Date (Leave)</th>
<th>32. Work Schedule</th>
<th>33. Part-Time Hours Per Biweekly Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

POSITION DATA

34. Position Occupied

<table>
<thead>
<tr>
<th>34. Position Occupied</th>
<th>35. FLSA Category</th>
<th>36. Appropriation Code</th>
<th>37. Bargaining Unit Status</th>
</tr>
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<tbody>
<tr>
<td>1 - Competitive Service</td>
<td>E - Exempt</td>
<td>N - Nonexempt</td>
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</tr>
<tr>
<td>2 - Excepted Service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

38. Duty Station Code

<table>
<thead>
<tr>
<th>38. Duty Station Code</th>
<th>39. Duty Station (City - County - State or Overseas Location)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

39. Duty Station (City - County - State or Overseas Location)

<table>
<thead>
<tr>
<th>38. Duty Station Code</th>
<th>39. Duty Station (City - County - State or Overseas Location)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

PART C - Review and Approvals (Not to be used by requesting office)

1. Office/Function

<table>
<thead>
<tr>
<th>1. Office/Function</th>
<th>2. Office/Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT CC</td>
<td>D.</td>
</tr>
</tbody>
</table>

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.
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 ☐

If "YES", please state these facts on a separate sheet and attach to SF 52.)

SEE APPENDIX

PART E - Employee Resignation/Retirement

Privacy 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, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

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1. Reasons 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.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

HRO ONLY
APPENDIX K: SEPARATIONS/RETIREMENT

- **Nature of Action Codes (NOAC):**
  - 300 – RETIREMENT-MANDATORY
  - 301 – RETIREMENT-DISABILITY
  - 302 – RETIREMENT-VOLUNTARY
  - 303 – RETIREMENT-SPECIAL OPTION
  - 304 – RETIREMENT-IN LIEU OF INVOLUNTARY ACTION (ILIA)
  - 317 – RESIGNATION
  - 330 – REMOVAL
  - 350 – DEATH
  - 352 TERMINATION – APPOINTMENT IN
  - 353 – SEPARATION-US
  - 356 – SEPARATION-RIF
  - 357 – TERMINATION (Use for Special Provision Disability retirements)
  - 385 – TERMINATION DURING PROB/TRIAL PERIOD

- **MANDATORY Remarks:**
  - Reason

  Note: 352 Actions must include the gaining agency name and a point of contact in the gaining HR office to allow for coordination of the transfer.

- **SUPPORTING DOCUMENTS:**
  - Letter of Resignation/Retirement or employee completes and signs Part E – Blocks 1-5
  - Orders (Military Separation or AGR)
  - Death Certificate
  - Memo of Non-Retention
  - Original Decision Letter (For Adverse Actions Only)

**NOTE:** If the employee is transferring to another federal agency, they are responsible for providing written notification. If the employee is being separated due to loss of military membership, contact Staffing for PPP eligibility. Contact Employee Benefits for guidance on all separation actions.
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 23, 32, 33, and 39)

1. Actions Requested

2. Requesting Office

3. For Additional Information Call (Typed Name and Telephone Number)

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

5. A. Code

6. B. Nature of Action

7. FROM: Position Title and Number

8. Pay Plan


10. Grade or Level

11. Step or Rate

12. Total Salary

13. Pay Basis

14. Name and Location of Position's Organization

15. TO: Position Title and Number

UNIT ADDRESS

*POSITION EMPLOYEE CURRENTLY IS IN**

EMPLOYEE DATA

23. Veterans Preference

24. Tenure

25. Agency Use

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

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

PART C - Review and Approvals (Not to be used by requesting office)

1. Office/Function

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.
PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.) □ Yes □ No

SEE APPENDIX

PART E - Employee Resignation/Retirement

Privacy 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.

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2. Effective Date
3. Your Signature
4. Date Signed
5. Forwarding Address (Number, Street, City, State, Zip Code)
EMPLOYEE MUST LEAVE A FORWARDING ADDRESS IN THIS BLOCK

PART F - Remarks for SF 50

HRO ONLY