

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



Published by
The West Virginia National Guard
Human Resources Office
As of January 2019

TABLE OF CONTENTS

INTRODUCTION	1
OVERVIEW	1
PURPOSE	1
BACKGROUND	1
RESPONSIBILITIES	1
SUBMITTING 52's	2
REQUIRED INFORMATION	5
EFFECTIVE DATES	5
TYPES OF PERSONNEL ACTIONS	5
PREPARING THE SF 52	10
REFERENCES	12
APPENDIX & EXAMPLES	13
APPENDIX A: AWARDS	
APPENDIX B: CHANGE ACTION - NAME CHANGE	
APPENDIX C: CONVERSION TO APPOINTMENT	
APPENDIX D: DETAILS	
APPENDIX E: EXTENSIONS OF NTE	
APPENDIX F: NON PAY/DUTY STATUS	
APPENDIX G: REASSIGNMENTS	
APPENDIX H: RECRUIT/FILL	
APPENDIX I: RETURN TO DUTY	
APPENDIX J: SALARY CHANGE	
APPENDIX K: SEPARATIONS/RETIREMENTS	

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 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 (DPCDS).
- 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:

- Thoroughly evaluate decisions regarding job placement, promotions, reassignments and other personnel actions.
- Consult the HRO staff as needed in determining position requirements and technical aspects of requesting or taking actions.
- Assure that all administrative requirements are met before requesting action.
- 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).
- Assure that all required blocks are completed and provide additional remarks needed by HRO.
- 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 managements 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 trail 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)**
<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>
2. **Technician Handbook** <http://www.wv.ng.mil/Portals/22/Technian-Handbook-Nov-2009.pdf>
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**
<https://www.wv.ngb.army.mil/jobs/documents/regulations/300-1%20merit%20placement.pdf>
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%20to%20a%20USA%20Jobs%20advertisement.pptx>
12. **Title 5 Info**
13. **WVANG Unit Manning Document**
14. **WVARNG Full Time Support Management Control System (FTSMCS) (FT Manning Document)**
<https://ftsmcs.ngb.army.mil/protected/FTSMCS/Default.aspx>
15. **FASCLASS** <https://acpol2.army.mil/fasclass/inbox/default.asp>
16. **Electronic Official Personnel File (eOPF)** <https://eopf.opm.gov/nationalguard/>

APPENDIX & EXAMPLES

****An example follows each Appendix****

APPENDIX A: AWARDS

APPENDIX B: CHANGE ACTION - NAME CHANGE

APPENDIX C: CONVERSIN TO APPOINTMENT

APPENDIX D: DETAILS

APPENDIX E: EXTENSIONS OF NTE

APPENDIX F: NON PAY/DUTY STATUS

APPENDIX G: REASSIGNMENTS

APPENDIX H: RECRUIT/FILL

APPENDIX I: RETURN TO DUTY

APPENDIX J: SALARY CHANGE

APPENDIX K: SEPARATIONS/RETIREMENTS/TRANSFERS

****THIS PAGE INTENTIONALLY LEFT BLANK****

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 constrain5.

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested AWARD/ONE-TIME PAYMENT	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date DD-MMM-YYYY
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JOHN J	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1965	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 846	5-B. Nature of Action INDIVIDUAL TIME OFF AWARD		
5-C. Code	5-D. Legal Authority		
5-E. Code	5-F. Legal Authority		

7. FROM: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)											
8. Pay Plan GS	9. Occ. Code 0204	10. Grade or Level 05	11. Step or Rate 01	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0204	18. Grade or Level 05	19. Step or Rate 01	20. Total Salary	21. Pay Basis 40 HRS	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization						
UNIT ADDRESS						UNIT ADDRESS						

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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. Agency Data	43.
44.	45. Educational Level		
46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status	51. Supervisory Status		

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature	Approval Date	

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

• 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

****THIS PAGE INTENTIONALLY LEFT BLANK****

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, 7-22, 23, 32,33, and 39)

1. Actions Requested CHANGE ACTION	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JANE J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1990	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 780	5-B. Nature of Action NAME CHANGE	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number BUDGET ANALYST POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number BUDGET ANALYST POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8.3%;">8. Pay Plan GS</td> <td style="width: 8.3%;">9. Occ. Code 2122</td> <td style="width: 8.3%;">10. Grade or Level 11</td> <td style="width: 8.3%;">11. Step or Rate</td> <td style="width: 8.3%;">12. Total Salary</td> <td style="width: 8.3%;">13. Pay Basis</td> </tr> <tr> <td colspan="2">12A. Basic Pay</td> <td colspan="2">12B. Locality Adj.</td> <td colspan="2">12C. Adj. Basic Pay</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">12D. Other Pay</td> </tr> </table>	8. Pay Plan GS	9. Occ. Code 2122	10. Grade or Level 11	11. Step or Rate	12. Total Salary	13. Pay Basis	12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay						12D. Other Pay		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8.3%;">16. Pay Plan GS</td> <td style="width: 8.3%;">17. Occ. Code 2122</td> <td style="width: 8.3%;">18. Grade or Level 11</td> <td style="width: 8.3%;">19. Step or Rate</td> <td style="width: 8.3%;">20. Total Salary</td> <td style="width: 8.3%;">21. Pay Basis</td> </tr> <tr> <td colspan="2">20A. Basic Pay</td> <td colspan="2">20B. Locality Adj.</td> <td colspan="2">20C. Adj. Basic Pay</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">20D. Other Pay</td> </tr> </table>	16. Pay Plan GS	17. Occ. Code 2122	18. Grade or Level 11	19. Step or Rate	20. Total Salary	21. Pay Basis	20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay						20D. Other Pay	
8. Pay Plan GS	9. Occ. Code 2122	10. Grade or Level 11	11. Step or Rate	12. Total Salary	13. Pay Basis																																
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay																																	
				12D. Other Pay																																	
16. Pay Plan GS	17. Occ. Code 2122	18. Grade or Level 11	19. Step or Rate	20. Total Salary	21. Pay Basis																																
20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay																																	
				20D. Other Pay																																	
14. Name and Location of Position's Organization UNIT ADDRESS **POSITION EMPLOYEE CURRENTLY IS IN**	22. Name and Location of Position's Organization UNIT ADDRESS **POSITION EMPLOYEE CURRENTLY IS IN**																																				

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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 1 - USA 8 - Other
50. Veterans Status			51. Supervisory Status	

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature REQUESTING OFFICIAL	Approval Date	

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

• 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.

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 (<i>Number, Street, City, State, Zip Code</i>)
-------------------	-------------------	----------------	--

PART F - Remarks for SF 50

HRO ONLY

****THIS PAGE INTENTIONALLY LEFT BLANK****

APPENDIX C: CONVERSION TO APPOINTMENT

- **Nature of Action Codes (NOAC):**
 - 570 – CONVERSION TO EXCEPTED APPOINTMENT (NON-COMPETITIVE)
 - 571 – CONVERSION TO EXCEPTED APPOINTMENT NTE
- **MANDATORY Remarks:**
 - **Conversion to Excepted Appointment (Non-Competitive)**
 - Reason
 - MT / T5 # which the employee was selected from
 - **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:**
 - Copy of Advertisement
 - Application
 - 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	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JANE J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1990	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 570	5-B. Nature of Action CONVERSION TO EXCEPTED APPT	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority HRO ONLY	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)												
8. Pay Plan GS	9. Occ. Code 0204	10. Grade or Level 05	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0204	18. Grade or Level 06	19. Step or Rate	20. Total Salary	21. Pay Basis		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization							
UNIT ADDRESS						UNIT ADDRESS							

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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. Agency Data	43.
44.	45. Educational Level		
46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status	51. Supervisory Status		

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature REQUESTING OFFICIAL	Approval Date	

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.

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 (<i>Number, Street, City, State, Zip Code</i>)
-------------------	-------------------	----------------	--

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, 7-22, 23, 32,33, and 39)

1. Actions Requested DETAILS	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JOHN J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1965	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 930	5-B. Nature of Action DETAIL NTE 08/28/18	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority HRO ONLY	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number BUDGET ANALYST (POSITION FROM) POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number PERSONNEL (POSITION TO) POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)										
8. Pay Plan GS	9. Occ. Code 2122	10. Grade or Level 11	11. Step or Rate 1	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 2122	18. Grade or Level 12	19. Step or Rate 1	20. Total Salary	21. Pay Basis PA
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				
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					
UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**						UNIT ADDRESS *POSITION EMPLOYEE IS GOING TO**					

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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. Agency Data	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status			51. Supervisory Status	

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature	Approval Date	

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

• MANDATORY Remarks:

o Reason

o # of days

• SUPPORTING DOCUMENTS:

o 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.

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

****THIS PAGE INTENTIONALLY LEFT BLANK****

APPENDIX E: EXTENSION OF NTE

- **Nature of Action Codes (NOAC):**
 - 760 – EXTENSION OF APPOINTMENT NTE
Note: Cannot exceed 1 year per action, 4 years combined total.
 - 769 – EXTENSION OF PROMOTION NTE (Not Advertised)
Note: Cannot exceed 120 days combined total in a 12 month period
 - 769 – EXTENSION OF PROMOTION NTE (Advertised)
Note: Must be extended annually, and cannot exceed 4 years total
 - 773 – EXTENSION OF LEAVE WITHOUT PAY NTE
 - 931 – EXTENSION OF DETAIL NTE
- **MANDATORY Remarks:**
 - Reason
 - # 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, 7-22, 23, 32,33, and 39)

1. Actions Requested EXTENSION OF NTE	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JOHN J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1990	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 760	5-B. Nature of Action NTE date	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority HRO ONLY	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT) POSITION DESCRIPTION:	15. TO: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT) POSITION DESCRIPTION:										
8. Pay Plan WG	9. Occ. Code 6907	10. Grade or Level 06	11. Step or Rate 01	12. Total Salary	13. Pay Basis PH	16. Pay Plan WG	17. Occ. Code 6907	18. Grade or Level 06	19. Step or Rate 01	20. Total Salary	21. Pay Basis PH
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			
14. Name and Location of Position's Organization UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**						22. Name and Location of Position's Organization UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**					

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature	Approval Date	

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

• **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 (<i>Number, Street, City, State, Zip Code</i>)
-------------------	-------------------	----------------	--

PART F - Remarks for SF 50

HRO ONLY

****THIS PAGE INTENTIONALLY LEFT BLANK****

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, 7-22, 23, 32,33, and 39)

1. Actions Requested NON PAY/NON DUTY	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JOHN J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1990	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 450	5-B. Nature of Action SUSPENSION NTE 8/3/18	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority HRO ONLY	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number BUDGET ANALYST CIV POSITION AND POSITION DESCRIPTION NUMBER (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number BUDGET ANALYST CIV POSITION AND POSITION DESCRIPTION NUMBER (OBTAINED FROM FULL-TIME MANNING DOCUMENT)												
8. Pay Plan GS	9. Occ. Code 2122	10. Grade or Level 11	11. Step or Rate 01	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 2122	18. Grade or Level 11	19. Step or Rate 01	20. Total Salary	21. Pay Basis PA		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**						22. Name and Location of Position's Organization UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**							

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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. Agency Data	43.
44.	45. Educational Level		
46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status	51. Supervisory Status		

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature	Approval Date	

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

• **MANDATORY Remarks:**

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

• **SUPPORTING DOCUMENTS:**

- o Orders
- o 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.

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

****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 REASSIGNMENT	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) DOE, JOHN Z	2. Social Security Number 123-45-6789	3. Date of Birth DD-MMM-YYYY	4. Effective Date
FIRST ACTION		SECOND ACTION	
5-A. Code 721	5-B. Nature of Action REASSIGNMENT	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority HRO ONLY	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number VOUCHER EXAMINER CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)										
8. Pay Plan GS	9. Occ. Code 0204	10. Grade or Level 05	11. Step or Rate 1	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 2504	18. Grade or Level 05	19. Step or Rate 1	20. Total Salary	21. Pay Basis PA
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			
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					
UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**						UNIT ADDRESS *POSITION EMPLOYEE IS MOVING TO**					

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature	Approval Date	

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

- **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.

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 (<i>Number, Street, City, State, Zip Code</i>)
-------------------	-------------------	----------------	--

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, 7-22, 23, 32,33, and 39)

1. Actions Requested RECRUIT/FILL		2. Request Number DCPDS ONLY	
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR		4. Proposed Effective Date 7/30/18	
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JANE J. (Temp Hire only)		2. Social Security Number 123-45-6789		3. Date of Birth 5/5/1990		4. Effective Date HRO ONLY	
FIRST ACTION				SECOND ACTION			
5-A. Code 171		5-B. Nature of Action EXCEPTED APPT NTE (DCPDS ONLY)		6-A. Code		6-B. Nature of Action	
5-C. Code		5-D. Legal Authority HRO ONLY		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	

7. FROM: Position Title and Number										15. TO: Position Title and Number MILITARY PERSONNEL CLERK CIV/MIL POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)																													
8. Pay Plan					9. Occ. Code					10. Grade or Level					11. Step or Rate					12. Total Salary					13. Pay Basis														
GS					0204					06																													
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											
14. Name and Location of Position's Organization																				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 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%						24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite						25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO									
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 3 - SES General 2 - Excepted Service 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 1 - USA 8 - Other		50. Veterans Status		51. Supervisory Status	

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature		Approval Date

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.

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 (<i>Number, Street, City, State, Zip Code</i>)
-------------------	-------------------	----------------	--

PART F - Remarks for SF 50

HRO ONLY

****THIS PAGE INTENTIONALLY LEFT BLANK****

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	2. Request Number DCPDS ONLY
---	--

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

5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JOHN J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1965	4. Effective Date HRO ONLY
--	---	-------------------------------------	--------------------------------------

FIRST ACTION 5-A. Code 292 5-B. Nature of Action RETURN TO DUTY 5-C. Code 292 5-D. Legal Authority HRO ONLY 5-E. Code 5-F. Legal Authority	SECOND ACTION 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority 6-E. Code 6-F. Legal Authority
---	--

7. FROM: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)
--	---

<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="width: 8%;">8. Pay Plan GS</td> <td style="width: 12%;">9. Occ. Code 2404</td> <td style="width: 12%;">10. Grade or Level 05</td> <td style="width: 12%;">11. Step or Rate 01</td> <td style="width: 12%;">12. Total Salary</td> <td style="width: 12%;">13. Pay Basis PA</td> </tr> <tr> <td colspan="2">12A. Basic Pay</td> <td colspan="2">12B. Locality Adj.</td> <td colspan="2">12C. Adj. Basic Pay</td> <td>12D. Other Pay</td> </tr> </table>	8. Pay Plan GS	9. Occ. Code 2404	10. Grade or Level 05	11. Step or Rate 01	12. Total Salary	13. Pay Basis PA	12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="width: 8%;">16. Pay Plan GS</td> <td style="width: 12%;">17. Occ. Code 0204</td> <td style="width: 12%;">18. Grade or Level 05</td> <td style="width: 12%;">19. Step or Rate 01</td> <td style="width: 12%;">20. Total Salary</td> <td style="width: 12%;">21. Pay Basis PA</td> </tr> <tr> <td colspan="2">20A. Basic Pay</td> <td colspan="2">20B. Locality Adj.</td> <td colspan="2">20C. Adj. Basic Pay</td> <td>20D. Other Pay</td> </tr> </table>	16. Pay Plan GS	17. Occ. Code 0204	18. Grade or Level 05	19. Step or Rate 01	20. Total Salary	21. Pay Basis PA	20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay
8. Pay Plan GS	9. Occ. Code 2404	10. Grade or Level 05	11. Step or Rate 01	12. Total Salary	13. Pay Basis PA																						
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay																					
16. Pay Plan GS	17. Occ. Code 0204	18. Grade or Level 05	19. Step or Rate 01	20. Total Salary	21. Pay Basis PA																						
20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay																					

14. Name and Location of Position's Organization UNIT ADDRESS	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 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
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 3 - SES General 2 - Excepted Service 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 Clas	49. Citizenship	50. Veterans Status	51. Supervisory Status
1 - USA 8 - Other											

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.	Signature _____ Approval Date _____
--	-------------------------------------

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

- **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.

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

****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;p
 - 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, 7-22, 23, 32,33, and 39)

1. Actions Requested SALARY CHANGE	2. Request Number DCPDS ONLY
3. For Additional Information Call (Typed Name and Telephone Number) POC OR DIRECT SUPERVISOR	4. Proposed Effective Date 7/30/18
5. Action Requested By (Typed Name, Title, Signature and Request Date) Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Authorizing Official (ex: Unit Commander) eSF52: 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.)

1. Name (Last, First, Middle) SMITH, JOHN J.	2. Social Security Number 123-45-6789	3. Date of Birth 5/5/1965	4. Effective Date HRO ONLY
FIRST ACTION		SECOND ACTION	
5-A. Code 702	5-B. Nature of Action PROMOTION	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority HRO ONLY	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number BUDGET ANALYST CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)	15. TO: Position Title and Number VOUCHER EXAMINER CIV POSITION AND POSITION DESCRIPTION NUMBER: (OBTAINED FROM FULL-TIME MANNING DOCUMENT)																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8%;">8. Pay Plan GS</td> <td style="width: 8%;">9. Occ. Code 2122</td> <td style="width: 8%;">10. Grade or Level 11</td> <td style="width: 8%;">11. Step or Rate 01</td> <td style="width: 8%;">12. Total Salary</td> <td style="width: 8%;">13. Pay Basis PA</td> </tr> <tr> <td colspan="2">12A. Basic Pay</td> <td colspan="2">12B. Locality Adj.</td> <td colspan="2">12C. Adj. Basic Pay</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">12D. Other Pay</td> </tr> </table>	8. Pay Plan GS	9. Occ. Code 2122	10. Grade or Level 11	11. Step or Rate 01	12. Total Salary	13. Pay Basis PA	12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay						12D. Other Pay		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8%;">16. Pay Plan GS</td> <td style="width: 8%;">17. Occ. Code 2122</td> <td style="width: 8%;">18. Grade or Level 12</td> <td style="width: 8%;">19. Step or Rate 01</td> <td style="width: 8%;">20. Total Salary</td> <td style="width: 8%;">21. Pay Basis PA</td> </tr> <tr> <td colspan="2">20A. Basic Pay</td> <td colspan="2">20B. Locality Adj.</td> <td colspan="2">20C. Adj. Basic Pay</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">20D. Other Pay</td> </tr> </table>	16. Pay Plan GS	17. Occ. Code 2122	18. Grade or Level 12	19. Step or Rate 01	20. Total Salary	21. Pay Basis PA	20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay						20D. Other Pay	
8. Pay Plan GS	9. Occ. Code 2122	10. Grade or Level 11	11. Step or Rate 01	12. Total Salary	13. Pay Basis PA																																
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay																																	
				12D. Other Pay																																	
16. Pay Plan GS	17. Occ. Code 2122	18. Grade or Level 12	19. Step or Rate 01	20. Total Salary	21. Pay Basis PA																																
20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay																																	
				20D. Other Pay																																	
14. Name and Location of Position's Organization UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**	22. Name and Location of Position's Organization UNIT ADDRESS *POSITION EMPLOYEE IS GOING TO**																																				

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other 2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
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 3 - SES General 2 - Excepted Service 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. Agency Data	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status			51. Supervisory Status	

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	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.			Signature	Approval Date	

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.

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 (<i>Number, Street, City, State, Zip Code</i>)
-------------------	-------------------	----------------	--

PART F - Remarks for SF 50

HRO ONLY

****THIS PAGE INTENTIONALLY LEFT BLANK****

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.

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.

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 (<i>Number, Street, City, State, Zip Code</i>) EMPLOYEE MUST LEAVE A FORWARDING ADDRESS IN THIS BLOCK
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

HRO ONLY