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



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### **OVERVIEW**

The information within this guide is applicable to all Title 5 and Title 32 <u>Federal Technician</u> 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).
- Notification of Personnel Action (NPA) Standard Form (SF) 50: Generates as a result of the RPA – SF52 that is processed in DCPDS and is loaded to personnel data systems such as electronic Official Personnel File (eOPF) and MyBiz+. This form constitutes as an official documentation of the approved SF52 that was processed.

#### **RESPONSIBILITIES**

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

#### Managers and Supervisors will:

- **a.** Thoroughly evaluate decisions regarding job placement, promotions, reassignments and other personnel actions.
- **b.** Consult the HRO staff as needed in determining position requirements and technical aspects of requesting or taking actions.
- c. Assure that all administrative requirements are met before requesting action.
- d. Assure that all items on the SF52 are correct (i.e. name spelling, date of birth, social security number, position title and number, etc.) using applicable supporting documents such as employee's last SF50, the Position Description, unit alpha rosters, and/or the ARNG Full-Time Support Management Control System (FTSMCS) or ANG Unit Manning Document (UMD).
- e. Assure that all required blocks are completed and provide additional remarks needed by HRO.
- **f.** Initiate personnel actions except those which are generated by the HRO (i.e., completion of trial periods, automatic conversions, within-grade increases) and those actions initiated by individual technicians.
  - Managers/Supervisors are responsible for initiating the following personnel actions:
    - o Awards

- o Change to Lower Grade (Non-competitive)
- o Conversion (Non-Competitive)
- o 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)
- o 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:
  - o Resignation
  - o Name change
  - Retirement
  - o Separation due to loss of military membership
  - o 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 <u>minimum of 10 working days</u> 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 <u>within 30 days</u> 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, <u>if not received before the effective date</u>, 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.

o 842 - Individual Suggestion/Invention Award

Cash payment based on a suggestion/invention (Air only)

o 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)

o 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.

### o 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

#### o 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. <u>Details for over 30 days are documented with a</u> <u>SF-52</u>. 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)

#### o 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.

### o 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.

#### o 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.

### o 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.

#### o 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.

#### o 450 - Suspension NTE or

#### o 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.

#### o 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.

#### o 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 <u>30 days or longer</u>**. 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

#### o 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)

#### o 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).

#### o Temp Hire

Up to 1 year increments, not exceeding a combined total of 4 years (a 5<sup>th</sup> 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)

### o 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)

### o 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.

# o 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.

# o 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.

### o 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.

### o 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.

### o 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 nonretirement 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:

### o 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.

#### o 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.

#### o 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.

#### o 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.

#### o 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.

#### o 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).

#### o 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.

#### o 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.

### o 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.)

#### o 302 - Retirement-Voluntary

Meets both the age and length of service requirement to voluntarily retire

### o 303 – Retirement-Special Option

Early voluntary retirement due to RIF, transfer of function, or reorganization.

### o 304 – Retirement-ILIA

Voluntary retirement In Lieu of Involuntary Action (ILIA)

# 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 theremarks.

### 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)

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 <a href="http://www.wv.ng.mil/HRO/">http://www.wv.ng.mil/HRO/</a>
- 7. WVNG Regulations
  - Bargaining Agreement\_ <u>http://www.wv.ng.mil/Portals/22/Documents/Labor\_Management\_Relations\_Agreement.pdf</u>
  - 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 <u>https://www.wv.ngb.army.mil/jobs/staffing/Tech%20Applicaton/How%20to%20apply%20to%20a%20USA</u> <u>%20Jobs%20advertisement.pptx</u>
- 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** 

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APPENDIX K: SEPARATIONS/RETIREMENTS/TRANSFERS

# **APPENDIX A: AWARDS**

- Nature of Action Codes (NOAC):
  - 840 INDIVIDUAL CASH AWARD (Rating Based (RB)) (previously Sustained Superior Performance (SSP))
  - o 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.
  - o Identify the hours or monetary amount
- SUPPORTING DOCUMENTS:
  - o 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
  - o 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.

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3	REQUE	ST FOR	PERSONN	EL ACI	ΓΙΟΝ				
PART A - Requesting Office (Also co 1. Actions Requested AWARD/ONE-TIME PAYMENT		Items 1, 7	7-22, 23, 32,33, a	and 39)			CPDS ONL	Y	
3. For Additional Information Call ( <i>Typed Name and Tele</i> <b>POC OR DIRECT SUPERVISOR</b> 5. Action Requested By ( <i>Typed Name, Title, Signature a</i>	. ,		6. Action Author	ized By (Type	ad Name Title		D-MMM-YY		
Requesting Official (ex: Superviso eSF52: DCPDS Manager (Group D	r)	DATE		ing Offic	ial (ex: Ur	nit Commar DATE		0)	
PART B - For Preparation of SF 50 (U 1. Name (Last, First, Middle)	lse only codes	in FPM S	upplement 292- 2. Social Securit 123-45	y Number	3. Date o		4. Effective		
SMITH, JOHN J FIRST ACTION			SECOND A		5	/5/1965	HRU	ONLY	
5-A. Code 5-B. Nature of Action			6-A. Code		re of Action				
846 INDIVIDUAL TIME OFF AV	VARD								
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-E. Code 6-F. Legal Authority					
7. FROM: Position Title and Number MILITARY PERSONNEL CLERK CIV POSITION AND POSITION DESCR (OBTAINED FROM FULL-TIME MANNI 8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate		r	PERSONI ON AND FROM F	NEL CLER POSITION FULL-TIME	I DESCRIP <sup>.</sup> E MANNING	TION NUMI DOCUME			
GS 0204 05 01		PA	GS (	0204	05	01		40 HRS	
12A. Basic Pay 12B. Locality Adj. 12C. Adj.	Basic Pay 12D. (	Other Pay	20A. Basic Pay	20B. Lo	ocality Adj.	20C. Adj. Bas	ic Pay 20D. Ot	her Pay	
14. Name and Location of Position's Organization			22. Name and L		sition's Organiz	zation			
EMPLOYEE DATA 23. Veterans Preference			24. Tenure		1.25		6. Veterans Prefe	ropoo for DIE	
1 - None 3 - 10 Point/Disability	5 - 10 Point/Other 6 - 10-point/Comper	nsable/30%	0 - None	anent 3 - In	onditional		. YES Pay Rate Dete	NO NO	
30. Retirement Plan	31. Service Comp	o. Date (Leave	e)   32. Work Sched	ule		33	3. Part-Time Hou	rs Per y Pay Period	
POSITION DATA							Binooki		
34. Position Occupied         1 - Competitive Service       3 - SES General         2 - Excepted Service       4 - SES Career Reserved         38. Duty Station Code	35. FLSA Categor E - Exemp N - Nonex 39. Duty Station (	pt kempt	36. Appropriation			37	7. Bargaining Uni	t Status	
40. Agency Data 41.	42.	43.		44.					
45. Educational Level 46. Year Degree Attained 4	47. Academic Discip	oline 48.	Functional Class	49. Citizen 1 - U	ISA 8 - Other	50. Veterans Sta	itus  51. Supe	rvisory Status	
PART C - Review and Approvals (Not 1. Office/Function Initials/Signat						itiala/Cirmatura	I	Dete	
1. Office/Function         Initials/Signat           A.         UNIT CC	ure	Date	Office/Fun	ction	n	itials/Signature		Date	
B.			E.						
C.			F.						
<ol> <li>Approval: I certify that the information entered on this proposed action is in compliance with statutory and re</li> </ol>	Signature Approval Date								

J.S.GPO:	1996-404-763/40019

PA	RT	D -	Remarks	bv	Requesting	Office

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

#### • MANDATORY Remarks:

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.

☐ Yes

□ No

- 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 reemployment 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 - Rem	arks for SF 50		

**HRO ONLY** 

# • Nature of Action Codes (NOAC):

- 780 NAME CHANGE
- MANDATORY Remarks:
  - Name Change Due To: (MARRIAGE/DIVORCE)
  - o Name Changed From: (I.E., DOE, JANE I.)
  - o Name Changed To: (I.E., SMITH, JANE I.)
- SUPPORTING DOCUMENTS:
  - o Marriage Certificate
  - o Divorce Decree
  - o Court Order

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

Standard Form 52 Rev. 7/91 U.S. Office of Pers	sonnel M		REQUE	ST F	OR F	PERSONN	EL AC	TION				
FPM Supp. 296-3		. 3 sting Office (Also c	omplete Part F	8 Item	s 1 7-2	2 23 32 33 4	and 39)					
1. Actions Reque				, nom	5 1, 7-2	.2, 20, 02,00, (	ina 00)		2. Reques	t Number		
CHANGE A										DCPDS O		
		ion Call ( <i>Typed Name and Te</i> SUPERVISOR					4. Propose	ed Effective Date 7/30/1				
		Typed Name, Title, Signature	and Request Date)			6. Action Authoriz	zed By (Typ	ed Name, Title	, Signature, al		-	
									<b>.</b> .			
		ficial (ex: Supervise S Manager (Group I		DAT	E	eSF52: V		cial (ex: U or CoS	DATE	lander)		
		eparation of SF 50 (	Use only code	s in FP	PM Sup							
1. Name (Last, F SMITH, JAN		lle)				2. Social Security 123-45		3. Date	of Birth 5/5/1990		ctive Date <b>RO ONLY</b>	
FIRST ACT						SECOND A			5/5/1990			
5-A. Code		lature of Action				6-A. Code		ure of Action				
780	NAME	E CHANGE										
5-C. Code	5-D. L	egal Authority				6-C. Code	6-D. Lega	al Authority				
5-E. Code	5-F. L	egal Authority				6-E. Code	6-F. Lega	al Authority				
7. FROM: Pos	ition Ti	tle and Number				15. TO: Positio						
BUDGET AN				_		BUDGET AN						
		OSITION DESCRIPT				POSITION A						
		<b>I FULL-TIME MANN</b> 10. Grade or Level 11. Step or Ra		,	ay Basis	16. Pay Plan 17. C					,	
GS 2	122	11				GS 2	122	11	·			
12A. Basic Pay	12	B. Locality Adj. 12C. Adj	j. Basic Pay 12D	Other Pa	ay	20A. Basic Pay	20B. L	ocality Adj.	20C. Adj. I	Basic Pay   20D	. Other Pay	
14. Name and Lo	ocation of	f Position's Organization				22. Name and Lo	cation of Po	osition's Organi	zation			
		0						0				
		OYEE CURRENTL	VICINI**			UNIT ADDRESS **POSITION EMPLOYEE CURRENTLY IS IN**						
FUSITION						FOSITION						
EMPLOYE		٨										
23. Veterans Pre		A				24. Tenure		25.	Agency Use	26. Veterans F	reference for RIF	
1 - None 2 - 5-poi		<ul> <li>10 Point/Disability</li> <li>10-Point/Compensable</li> </ul>	5 - 10 Point/Other 6 - 10-point/Comp	ancable/3	20%	0 - None	2 - C anent 3 - In	onditional		YES	□ NO	
27. FEGLI	int 4-				00 /0	28. Annuitant Ind				29. Pay Rate [	Determinant	
	-											
30. Retirement P	lan		31. Service Con	np. Date (	(Leave)	) 32. Work Schedule 33. Part-Time Hours Per Biweekly Pay Perio						
POSITION												
34. Position Occ	upied etitive Serv	ice 3 - SES General	35. FLSA Categ	-		36. Appropriation	Code			37. Bargaining	Unit Status	
2 - Except	ed Service		d N - Non	exempt								
38. Duty Station	Code		39. Duty Station	(City - C	ounty - S	State or Overseas I	Location)					
40. Agency Data		41.	42.		43.		44.					
45. Educational I	Level	46. Year Degree Attained	47. Academic Disc	ipline	48. Fur	nctional Class	49. Citizer 1 - l	nship USA 8 - Other	50. Veterans	Status 51. S	upervisory Status	
PART C - R 1. Office/Fur		and Approvals (No		<b>y requ</b> Da		office) Office/Fund	tion	1	nitials/Signat	ure	Date	
A. UNIT	. CC					D.						
В.						E.						
С.						F						
		he information entered on this			ne	Signature					Approval Date	
proposed action	on is in co	ompliance with statutory and	regulatory requirem	ents.		REQUESTI	NG OFF	ICAL		7/04 4		

#### PART D - Remarks by Requesting Office

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

- MANDATORY Remarks:
- 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 Divolce Decle
- 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 reemployment 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 - Rem	arks for SF 50		

**HRO ONLY** 

🗌 Yes

# • Nature of Action Codes (NOAC):

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

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

Standard Form 52 Rev. 7/91 U.S. Office of Pers FPM Supp. 296-3: <b>PART A - I</b> 1. Actions Reque	sonnel Ma 3, Subch. <b>Reque</b>			_		PERSONN 22, 23, 32,33, a		TION	2. Request Nu	Imber	
		APPOINTMENT								CPDS ON	LY
		on Call ( <i>Typed Name and Te</i> SUPERVISOR	elephone Number)						4. Proposed E	ffective Date <b>7/30/18</b>	
		yped Name, Title, Signature	and Request Date)			6. Action Authoriz	zed By ( <i>Typ</i>	ed Name, Title, S	Signature, and (	Concurrence D	ate)
	Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE					Authorizi eSF52: V		cial (ex: Un Cor CoS	it Commar DATE	nder)	
		paration of SF 50 (	Use only code	s in FPN	/ Sup						
1. Name (Last, F SMITH, JAN		le)				2. Social Security 123-45		3. Date of 5/	Birth 5/1990	4. Effectiv	/e Date O ONLY
FIRST ACT						SECOND A			_		
5-A. Code		ature of Action				6-A. Code		ure of Action			
570		VERSION TO EXCE	PTED APPT			6-C. Code		al Authority			
5-0. 00de	HRO	• •				0-0. 00de	U-D. Leg	arAutionty			
5-E. Code	5-F. Le	egal Authority				6-E. Code 6-F. Legal Authority					
MILITARY P CIV POSITIC	PERSO ON AN	le and Number NNEL CLERK D POSITION DESC I FULL-TIME MANN				15. TO: Positio MILITARY P CIV POSITIC (OBTAINED	ERSON DN AND	NEL CLER POSITION	DESCRIP		
8. Pay Plan       9. Occ. Code       10. Grade or Level       11. Step or Rate       12. Total Salary       13. Pay Ba         GS       0204       05       12. Total Salary       13. Pay Ba         12A. Basic Pay       12B. Locality Adj.       12C. Adj. Basic Pay       12D. Other Pay         14. Name and Location of Position's Organization       UNIT ADDRESS					/	16. Pay Plan     17. C       GS     0       20A. Basic Pay       22. Name and Lc       UNIT ADDRI	20B. L	<b>06</b> .ocality Adj.	20C. Adj. Bas	20. Total Salary	21. Pay Basis Other Pay
EMPLOYEE 23. Veterans Pre 1 - None	ference	A 10 Point/Disability	5 - 10 Point/Other			24. Tenure 0 - None		conditional	gency Use 26	i. Veterans Pre	ference for RIF
27. FEGLI		10-Point/Compensable	6 - 10-point/Comp	ensable/30 <sup>r</sup>	%	1 - Permanent     3 - Indefinite       28. Annuitant Indicator     29. Pay Rate Determinant					
30. Retirement P	Plan		31. Service Con	np. Date (Le	eave)	) 32. Work Schedule 33. Part-Time Hours Per Biweekly Pay Period					
	upied etitive Servi ted Service			npt exempt	unty - S	36. Appropriation			37	. Bargaining U	nit Status
40. Agency Data		41.	42.		43.		44.				
45. Educational L	Level	46. Year Degree Attained	47. Academic Disc	ipline	48. Fur	nctional Class	49. Citizer	nship 5 USA 8 - Other	0. Veterans Sta	tus  51. Sup	ervisory Status
		and Approvals (No					1   	-			
1. Office/Fur		Initials/Sign	lature	Date	)	Office/Func	tion	nii	tials/Signature		Date
B.						E.					
C. 2. Approval: I certify that the information entered on this form is accurate and that the						F.     Approval D					Approval Date
proposed action	on is in co	ompliance with statutory and	regulatory requirem	ents.		REQUESTI	NG OFF		iana Driar ta 7/		LL- A# 0/00/00

#### 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
Yes	l 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 reemployment 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 - Rem	arks for SF 50	1	

**HRO ONLY** 

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

Standard Form 52 Rev. 7/91 U.S. Office of Pers	sonnel M		REQUE	ST F	OR F	PERSONN	EL AC	ΓΙΟΝ			
1. Actions Reque	Reque	sting Office (Also c	omplete Part E	8, Items	s 1, 7-2	2, 23, 32,33, a	and 39)		2. Request Nur		
DETAILS										CPDS ON	LY
POC OR DIF	RECT	on Call (Typed Name and Te SUPERVISOR Typed Name, Title, Signature				6 Action Authori	zed By (Type	ad Name Title	4. Proposed Ef	7/30/18	ate)
			. ,						-		ale)
	Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE					eSF52: V			nit Comman DATE	der)	
		paration of SF 50 (	Use only code	s in FP	M Sup			all dates in	month-day-y	vear order	)
1. Name (Last, F SMITH, JOH		lle)				2. Social Security 123-45		3. Date o	f Birth 5/5/1965	4. Effectiv	re Date DONLY
FIRST ACT						SECOND A					
5-A. Code	5-B. N	lature of Action				6-A. Code		re of Action			
930 5-C. Code		IL NTE 08/28/18 egal Authority				6-C. Code	6-D. Lega	I Authority			
		ONLY									
5-E. Code	5-F. L	egal Authority				6-E. Code	6-F. Lega	I Authority			
7. FROM: Pos	ition Tit	le and Number				15. TO: Positio	on Title an	d Number			
		ST (POSITION FROM				PERSONNE					•
		OSITION DESCRIPT				POSITION A			E MANNING		
		10. Grade or Level 11. Step or Ra		,	ay Basis	16. Pay Plan 17. O				20. Total Salary	,
	122				PA		122	12	1		PA
12A. Basic Pay	12	B. Locality Adj.   12C. Ad	j. Basic Pay 12D	Other Pa	ау	20A. Basic Pay	20B. L0	ocality Adj.	20C. Adj. Basic	20D. 0	Other Pay
14. Name and Lo	ocation of	Position's Organization				22. Name and Lo	cation of Po	sition's Organia	zation	<b> </b>	
UNIT ADDR *POSITION		OYEE CURRENTLY	′ IS IN**			UNIT ADDRI POSITION I		ee IS GO	ING TO**		
EMPLOYE	E DAT	Α									
23. Veterans Pre		10 Point/Disability	5 - 10 Point/Other			24. Tenure 0 - None	2 6	onditional	Agency Use 26.	_	ference for RIF
2 - 5-poir		10-Point/Compensable	6 - 10-point/Comp	ensable/3	0%	1 - Perma	anent 3 - In			YES	NO NO
27. FEGLI						28. Annuitant Indicator 29. Pay Rate Determinant					
30. Retirement P	lan		31. Service Con	ıp. Date (	Leave)	32. Work Schedule     33. Part-Time Hours Per       Biweekly Pay Period					
POSITION											
34. Position Occu 1 - Compe 2 - Except 38. Duty Station	etitive Serv ed Service			npt exempt	ounty - S	36. Appropriation			37.	Bargaining U	nit Status
40. Agency Data		41.	42.		43.		44.				
40. Agency Data		41.	42.		+3.		44.				
45. Educational I	_evel	46. Year Degree Attained	47. Academic Disc	ipline	48. Fur	nctional Class	49. Citizen	ship JSA 8 - Other	50. Veterans Statı	us 51. Sup	ervisory Status
PART C - R 1. Office/Fur		and Approvals (No		y reque		office) Office/Fund	tion	n	itials/Signature		Date
A. UNIT						D.					
В.						E.					
С.						F.					
		he information entered on this ompliance with statutory and			e	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?	🗌 Yes	🗌 No
If "YES", please state these facts on a separate sheet and attach to SF 52.)		
MANDATORY Remarks:		
o Reason		
o # of davs		

• 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 reemployment 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 - Rem	arks for SF 50	1	

**HRO ONLY** 

- Nature of Action Codes (NOAC):
  - o 760 EXTENSION OF APPOINTMENT NTE
     Note: Cannot exceed 1 year per action, 4 years combined total.
  - o 769 EXTENSION OF PROMOTION NTE (Not Advertised)
     Note: Cannot exceed 120 days combined total in a 12 month period
  - o 769 EXTENSION OF PROMOTION NTE (Advertised)
     Note: Must be extended annually, and cannot exceed 4 years total
  - 773 EXTENSION OF LEAVE WITHOUT PAY NTE
  - 931 EXTENSION OF DETAIL NTE
- MANDATORY Remarks:
  - o Reason
  - o # of days
- SUPPORTING DOCUMENTS: None

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

Standard Form Rev. 7/91 U.S. Office of P		<i>l</i> anagement	REQUE	EST F	OR F	PERSO	NNI	EL ACT	ION							
FPM Supp. 296	-33, Subch		omplete Part E	3, Items	: 1, 7-2	2, 23, 32	,33, a	nd 39)								
1. Actions Rec EXTENSIC		NTE								2. Request	Number DCPDS O	NLY				
POC OR D	IRECT	tion Call (Typed Name and Te SUPERVISOR				6 Action A	uth orig	ad Dy (Type	d Nomo Title		d Effective Date 7/30/18	8				
		Typed Name, Title, Signature	. ,							-	d Concurrence	Date)				
		fficial (ex: Supervis S Manager (Group I		DA	TE			Ving CC		nit Comm DAT	•					
		eparation of SF 50(	Use only code	s in FPI	M Sup				II dates in							
1. Name ( <i>Last, First, Middle</i> ) SMITH, JOHN J.						2. Social Security Number         3. Date of Birth         4. Effective Date           123-45-6789         5/5/1990         HRO ONLY										
FIRST AC						SECON	ID A		:		• •					
5-A. Code <b>760</b>	NTE	Nature of Action <b>date</b>				6-A. Code		6-B. Natur	e of Action							
5-C. Code		Legal Authority				6-C. Code		6-D. Legal	Authority							
5-E. Code		ONLY Legal Authority				6-E. Code		6-F. Legal	egal Authority							
·																
-		itle and Number ONNEL CLERK						on Title and ERSONN	l Number	ĸĸ						
<b>CIV POSIT</b>	ION NU	JMBER: (OBTAINED					SITIC	N NUME	BER: (OB	TAINED F	ROM FUL					
		MENT) POSITION D 10. Grade or Level 11. Step or Ra			ay Basis					19. Step or Rate	20. Total Sala					
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12A. Basic Pa	y 12	2B. Locality Adj. 12C. Ad	j. Basic Pay 12D	. Other Pa	y	20A. Basic	Pay	20B. Lo	cality Adj.	20C. Adj. B	asic Pay 20D	. Other Pay				
14. Name and	Location c	of Position's Organization				22. Name	and Lo	cation of Pos	ition's Organi	zation						
UNIT ADD	RESS					UNIT AI	DDRE	ESS								
*POSITION		OYEE CURRENTLY	′ IS IN**			*POSITI	ON E	EMPLOY	EE CURF	RENTLY IS	S IN**					
EMPLOY	ΕΕ ΠΔΤ	-Δ														
23. Veterans F	Preference		5 40 D : 1/0/			24. Tenure				Agency Use	26. Veterans P	reference for RIF				
1 - No 2 - 5-p		- 10 Point/Disability - 10-Point/Compensable	5 - 10 Point/Other 6 - 10-point/Comp	ensable/30	0%	1 -		nent 3 - Ind	nditional efinite		YES					
27. FEGLI						28. Annuit	ant Indi	cator			29. Pay Rate I	Determinant				
30. Retiremen	t Plan		31. Service Con	np. Date (L	_eave)	32. Work S	Schedu	e			33. Part-Time     Biw	Hours Per eekly Pay Period				
POSITION																
34. Position O	ccupied	vice 3 - SES General	35. FLSA Categ			36. Approp	oriation	Code			37. Bargaining	Unit Status				
2 - Exc 38. Duty Statio	epted Servic on Code	e 4 - SES Career Reserve	d N - Non 39. Duty Station		ounty - S	tate or Ove	rseas L	ocation)								
40. Agency Da	ita	41.	42.		43.			44.								
45. Educationa	al Level	46. Year Degree Attained	47. Academic Disc	cipline	48. Fur	nctional Clas	ŝs	49. Citizens	hip	50. Veterans S	Status 51. S	upervisory Status				
PART C -	Review	v and Approvals <i>(No</i>	ot to be used b	v reque	estina	office)		1 - U	SA 8 - Other							
1. Office/F		Initials/Sign		Dat			e/Func	tion	n	itials/Signatu	re	Date				
A. UN	ІТ СС					D.										
В.						Е.										
С.						F.										
		the information entered on thi compliance with statutory and			e	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 reemployment 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 - Rem	arks for SF 50		

**HRO ONLY** 

# **APPENDIX F: NON PAY/NON DUTY STATUS**

- Nature of Action Codes (NOAC):
  - 450 SUSPENSION NTE
  - 452 SUSPENSION INDEF
  - o 473 ABSENT-US
  - 460 LEAVE WITHOUT PAY NTE
- MANDATORY Remarks:
  - o Reason
  - o # of Days
  - o 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
  - o 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.

Standard Form 5 Rev. 7/91 U.S. Office of Pe FPM Supp. 296-	ersonnel N			REQUE	ST F	OR F	PERSC	NN	EL AC	CTION							
PART A -	Reque		e (Also co	omplete Part B	, Items	s 1, 7-2	22, 23, 32	2,33, 8	and 39)								
1. Actions Requ											2. Re	quest Nı ת					
NON PAY/NON DUTY           3. For Additional Information Call (Typed Name and Telephone Number)										4. Pr	4. Proposed Effective Date						
POC OR DIRECT SUPERVISOR						7/30/18											
5. Action Reque	ested By (	Typed Name, Title	e, Signature	and Request Date)			6. Action A	Authoriz	zed By ( <i>Ty</i>	rped Name,	Title, Signati	ure, and (	Concurrence	e Date)			
		ficial (ex: S S Manager (		,	DATE	E				icial (ex C or Cos	: Unit Co S DA <sup>-</sup>		nder)				
PART B -	For Pre	eparation of	SF 50 (l	Use only code	s in FP	M Sup	plemen	t 292-	1. Show	v all dates	s in mon	th-day-	year ord	er.)			
1. Name (Last,		dle)		-			2. Social S			3. D	ate of Birth			ctive Date			
SMITH, JO									-6789		5/5/19	90 —					
<b>FIRST AC</b> 5-A. Code		Nature of Action					SECON 6-A. Code			ture of Actio	'n						
450	SUSF	PENSION N	FE 8/3/18	5													
5-C. Code	HRO	egal Authority					6-C. Code	1		-D. Legal Authority							
5-E. Code	5-F. L	egal Authority					6-E. Code		6-F. Leg	egal Authority							
BUDGET A		ID POSITIO	N DESCI	RIPTION NUM			BUDGI CIV PO	et al Sitic	NALYS DN AND	D POSIT	ION DES		TION NU				
8. Pay Plan 9. 0	Occ. Code	10. Grade or Level	11. Step or Ra		13. P	ay Basis					evel 19. Step		20. Total Sal				
GS12A. Basic Pay	2122	<b>11</b> 2B. Locality Adj.	01 12C. Adj	. Basic Pay 12D.	Other Pa	PA ay	GS 20A. Basi		20B.	<b>11</b> Locality Adj	. 20C.	Adj. Bas	ic Pay 20E	D. Other Pay			
	RESS	f Position's Organ		IS IN**			UNIT A	DDR	ESS	Position's Or	ganization	LYIS	IN**				
EMPLOYE	E DAT	A															
23. Veterans Pr		40 Daint/Diashili	L.				24. Tenur			0	25. Agency	Use 26	<ol> <li>Veterans F</li> </ol>	Preference for RIF			
1 - Non 2 - 5-pc 27. FEGLI		- 10 Point/Disabili - 10-Point/Compe		5 - 10 Point/Other 6 - 10-point/Compe	ensable/3	0%	-		anent 3-l	Conditional Indefinite		29	Pay Rate I	Determinant			
30. Retirement	Diam			21 Carvias Com	n Data (		20 Mark	Cabadu				22	Dort Time	Lloure Dor			
				31. Service Com	ip. Date (	Leave)	JZ. WOIK		ne			33	3. Part-Time Biw	eekly Pay Period			
POSITION 34. Position Oc		4		35. FLSA Catego	- M1 /		36. Appro	ariation	Cada			107		unit Status			
1 - Com	petitive Serv		eneral areer Reserved	E - Exen	npt exempt	ounty - S											
40. Agency Dat	a	41.		42.		43.			44.								
45. Educationa	l Level	46. Year Degree	Attained	47. Academic Disc	ipline	48. Fur	nctional Cla	SS	49. Citize	enship - USA 8 - Othe	- ' I	erans Sta	atus 51. S	Supervisory Status			
PART C - 1. Office/Fi			vals (No nitials/Signa	t to be used b	<b>y requ</b> e Da			e/Func	<u> </u>	1	nitials/S	ianatura		Date			
	T CC		initials/Signa	ature	Da	le	D.	erund			Initials/S	ignature		Date			
В.							E.										
C.							F.										
				form is accurate al egulatory requirem		e	Signature							Approval Date			

FARI D - Reillai	ks by Requesting Once			
(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	
<ul> <li>MANDATORY</li> </ul>	Remarks:			
o Reason				
o # of days				
o Identify if emp	bloyee is using FMLA or Worker's Comp			
<ul> <li>SUPPORTING</li> </ul>	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 reemployment 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)
DADT E Dom	arks for SE 50		

- Nature of Action Codes (NOAC):
  - 721 REASSIGNMENT (Management Directed, Selection, or at the request of the employee)
- MANDATORY Remarks:
  - o Reason
  - MT or T5 #
- SUPPORTING DOCUMENTS
  - Application
  - o 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.

	r for f	PERSONN		TION			
FPM Supp. 296-33, Subch. 3 PART A - Requesting Office (Also complete Part B, Ite	ems 1 7-3	22 23 32 33	and 39)				
1. Actions Requested		,,,, .			2. Request Num		
3. For Additional Information Call ( <i>Typed Name and Telephone Number</i> )					4. Proposed Effe	PDS ONLY	
POC OR DIRECT SUPERVISOR     5. Action Requested By (Typed Name, Title, Signature and Request Date)		6. Action Authori	zed By ( <i>Typ</i>	ed Name, Title, S	Signature, and Co	7/30/18	
					•	,	
Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) D	ATE	eSF52: V			it Command DATE	ier)	
PART B - For Preparation of SF 50 (Use only codes in	FPM Sup						
1. Name ( <i>Last, First, Middle</i> ) DOE, JOHN Z		2. Social Security 123-45		3. Date of DD-M	Birth	4. Effective Date	
FIRST ACTION		SECOND A				L	
5-A. Code 5-B. Nature of Action		6-A. Code	6-B. Natu	ire of Action			
721         REASSIGNMENT           5-C. Code         5-D. Legal Authority		6-C. Code	6-D. Leg	al Authority			
HRO ONLY							
5-E. Code 5-F. Legal Authority		6-E. Code	6-F. Lega	al Authority			
7. FROM: Position Title and Number		15. TO: Positi	on Title ar	nd Number			
MILITARY PERSONNEL CLERK							
CIV POSITION AND POSITION DESCRIPTION NUMBE (OBTAINED FROM FULL-TIME MANNING DOCUMEN)						ON NUMBER DOCUMENT)	
		16. Pay Plan 17. C				,	Pay Basis
GS 0204 05 1	PA		504	05	1		PA
12A. Basic Pay         12B. Locality Adj.         12C. Adj. Basic Pay         12D. Other	er Pay	20A. Basic Pay	20B. L	ocality Adj.	20C. Adj. Basic	Pay 20D. Other Pa	ау
14. Name and Location of Position's Organization		22. Name and Lo	cation of Po	osition's Organiza	l ation		
UNIT ADDRESS		UNIT ADDR	ESS				
*POSITION EMPLOYEE CURRENTLY IS IN**		POSITION		YEE IS MO	VING TO**		
EMPLOYEE DATA				105.4			( 5)5
23. Veterans Preference 1 - None 3 - 10 Point/Disability 5 - 10 Point/Other		24. Tenure 0 - None	2 - C	onditional	Agency Use 26. V	/eterans Preference	
2 - 5-point 4 - 10-Point/Compensable 6 - 10-point/Compensat	ble/30%	1 - Perma 28. Annuitant Ind	anent 3 - Ir licator	Idefinite	29. F	YES	NO
					20.1		
30. Retirement Plan 31. Service Comp. Da	ate (Leave)	e)   32. Work Schedule   33. Part-Time Hours Per   Biweekly Pay Period					
POSITION DATA						Diweekiyi ay	
34. Position Occupied 35. FLSA Category		36. Appropriation	Code		37. E	Bargaining Unit Statu	us
1 - Competitive Service         3 - SES General         E - Excempt           2 - Excepted Service         4 - SES Career Reserved         N - Nonexempt	pt						
38. Duty Station Code   39. Duty Station (City)	y - County - S	State or Overseas I	Location)		H		
40. Agency Data 41. 42.	43.		44.				
45. Educational Level 46. Year Degree Attained 47. Academic Discipline	e 48. Fui	nctional Class	49. Citizer	nship 5 USA 8 - Other	0. Veterans Status	s  51. Supervisory	y Status
PART C - Review and Approvals (Not to be used by re 1. Office/Function Initials/Signature	equesting Date	office) Office/Fund	tion	ni	tials/Signature		ate
A. UNIT CC	5410	D.					
B		E.					
C		F.					
		F.					

(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
-----	--	----

<u>п</u>

• 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 reemployment 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 - Rem	arks for SF 50		

- Nature of Action Codes (NOAC): None
- MANDATORY Remarks:
  - o 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)

# o 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

- o Application
- o Transcripts/Certificates (if applicable)

Standard Form	52										
	ersonnel Management		REQUES	ST FOR F	PERSO	NNEL A	CTION				
FPM Supp. 296	-33, Subch. 3 - Requesting Office	(Also con	nlete Part R	ltems 1 7-2	2 23 32	33 and 30	))				
1. Actions Reg			ipiete i uit b,		,,,	<i></i>	<i>'</i> )	2. Request	Number		
RECRUIT											Y
3. For Addition	al Information Call (Typed Na	ame and Telep	hone Number)					4. Proposed	Effective	e Date	
POC OR D	IRECT SUPERVISC	R							7/3	0/18	
5. Action Requ	ested By (Typed Name, Title	, Signature an	d Request Date)		6. Action Au	ithorized By (	Typed Name, Tit	le, Signature, and	d Concur	rence Date	e)
Reques	ting Official (ex: Su	pervisor			Autho	orizina O	fficial (ex: l	Jnit Comma	ander)		
	DCPDS Manager (			DATE			CC or CoS		ATE (		
	For Preparation of	SE 50 ///s	a anly codes	in EDM Sun	nlomont	202 1 Ch	w all dates	in month day	v voar	ordor )	
1. Name (Last,		51 50 (05	e only coues	т ггм зир		curity Numbe		of Birth		Effective	Date
SMITH, JANE J. (Temp Hire only)						8-45-6789		5/5/1990			ONLY
FIRST ACTION						D ACTIO		•			-
5-A. Code	5-B. Nature of Action				6-A. Code		Nature of Action				
171	EXCEPTED APP1	NTE (DC	PDS ONLY)			-					
5-C. Code	5-D. Legal Authority	•			6-C. Code	6-D.	Legal Authority				
	HRO ONLY										
5-E. Code	5-F. Legal Authority				6-E. Code	6-F. l	egal Authority				
7. FROM: Po	osition Title and Number	r			15. TO: Po	osition Title	and Number				
							ONNEL CLE				
					CIV/MIL	POSITIO	N AND POS	SITION DES	CRIP	ΓΙΟΝ Ν	UMBER:
					(OBTAIN	ED FRO	M FULL-TIN	IE MANNIN	IG DO	CUME	NT)
8. Pay Plan 9.	Occ. Code 10. Grade or Level 1	1. Step or Rate	12. Total Salary	13. Pay Basis			18. Grade or Leve	I 19. Step or Rate	20. Tot	al Salary	21. Pay Basis
					GS	0204	06				
12A. Basic Pa	y 12B. Locality Adj.	12C. Adj. B	asic Pay 12D. O	ther Pay	20A. Basic I	Pay 20	B. Locality Adj.	20C. Adj. B	asic Pay	20D. Oth	ner Pay
14 Name and	Location of Position's Organi	zation			22 Name a	nd Location of	of Position's Orga	nization			
14. Name and	Location of Position's Organi	201011					i i osition s orga	mzation			
					UNIT AD	DRESS					
EMPLOY											

23. Veterans Preference			24. Tenure 25. Agency Use 26. Veterans Preference for						
	- 10 Point/Disability - 10-Point/Compensable	5 - 10 Point/Other 6 - 10-point/Compe	ensable/30%	0 - None 1 - Perm	e 2 - 0 anent 3 - 1	Conditional Indefinite		YES	NO
27. FEGLI				28. Annuitant In	dicator			29. Pay Rate De	terminant
30. Retirement Plan		31. Service Corr	ıp. Date (Leav	e) 32. Work Sched	ule			33. Part-Time Ho	
								Biwee	kly Pay Period
POSITION DATA									
34. Position Occupied 35. FLSA Category				<ol><li>36. Appropriatio</li></ol>	n Code			37. Bargaining U	nit Status
1 - Competitive Ser		E - Exer							
2 - Excepted Servic	e 4 - SES Career Reserve		•						
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 Disc	inline 18	Functional Class	unctional Class 49. Citizenship 50. Vetera		50. Veterans	Status 51 Sur	ervisory Status
	40. Teal Degree Attained	47. Academic Disc	-ipine +0.		1 1	•	1 1		ervisory otatus
					1.	- USA 8 - Othe	r		
	v and Approvals (No	ot to be used b	y requesti	ng office)					
1. Office/Function	Initials/Sign	ature	Date	Office/Fun	ction		nitials/Signat	ure	Date
A. UNIT CC									
A. UNIT CC				D.					
В.				E.					
·									
С.				F.					
2. Approval: I certify that	the information entered on thi	s form is accurate a	nd that the	Signature					Approval Date
	compliance with statutory and								

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

SEE APPENDIX

# PART E - Employee Resignation/Retirement

#### **Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your reemployment 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)	. Effective Date 3.
	-
PART F - Remarks for SF 50	ART F - Remar

HRO ONLY

Yes No

# • 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:

- o Reason
- o Identify if employee is using FMLA or Worker's Comp
- SUPPORTING DOCUMENTS:
  - Letter or Memorandum
  - o If returning from ABSENT-US include orders modifications

Standard Rev. 7/91 U.S. Offic FPM Sup	e of Pe	rsonnel		ement		F	REQUES	ST FOR F	PERSO	NNE	EL ACI	ΓΙΟΝ			
				g Offic	e (Also	comple	ete Part B, I	ltems 1, 7-2	22, 23, 32,	33, a	nd 39)				
1. Action	is Requ	ested											2. Reques		1.77
RETUR				U. (Turned	Nama and	Tolonhon	Number						1 Dropos	DCPDS ON	LY
POC C						l Telephone	e Number)						4. Propose	ed Effective Date 7/30/18	
						ure and Re	quest Date)		6. Action Au	uthoriz	ed By (Type	ed Name, Titl	le, Signature, a	nd Concurrence D	ate)
Boo		ina (	ficio		Superv	ioor)			Autho	~~i-;	na Offia	ial (av. l	Jnit Comm	andar	
							orate) DA	TE				or CoS	DATE	lander	
PART 1. Name				ation o	of SF 50	) (Use o	nly codes i	in FPM Sup	2. Social Se				<b>in month-da</b> e of Birth	<b>ay-year order.</b> 4. Effectiv	
SMITH	, JOI	HN J.							123	8-45	-6789		5/5/1965	HRO	ONLY
FIRST		-							SECON	D A	-				-
5-A. Cod <b>29</b>				of Action	ΙTY				6-A. Code		6-B. Natu	re of Action			
5-C. Coc			. Legal A D ONL	Authority					6-C. Code		6-D. Lega	l Authority			
5-E. Cod	_		. Legal A						6-E. Code		6-F. Lega	I Authority			
7 500	M. Do	oition '		d Numb					15. TO: Po		n Title on	d Number			
MILITA									MILITAR				RK		
						CRIPT								IPTION NUM	IBER:
•							DOCUME	,	•						,
8. Pay Pla		occ. Code 2404		ade or Level 05	11. Step c 01	r Rate 12	2. Total Salary	13. Pay Basis <b>PA</b>	16. Pay Plan <b>GS</b>	1	cc. Code 18. <b>204</b>	Grade or Level 05	19. Step or Rate 01	20. Total Salary	21. Pay Basis
12A. Bas				cality Adj.		Adj. Basic	Pay 12D. O	ther Pay	20A. Basic F			ocality Adj.		Basic Pay 20D. 0	
14. Nam	e and L	ocation	of Posit	ion's Orga	nization				22. Name a	nd Lo	cation of Po	sition's Orga	nization		
UNIT A	ADDF	RESS							UNIT AD	DRE	ESS				
EMPL	.OYE	E DA	TA						l						
23. Vete						5 40			24. Tenure				5. Agency Use	26. Veterans Pre	ference for RIF
	1 - Non 2 - 5-po			oint/Disabi oint/Comp			Point/Other point/Compens	sable/30%		lone Perma	nent 3 - Ind	onditional definite		YES	NO
27. FEG	LI								28. Annuitar	nt Indi	cator			29. Pay Rate Det	terminant
30. Retir	ement	Plan				31. 5	Service Comp.	Date (Leave)	e) 32. Work Schedule 33. Part-Time Hours Per Biweekly Pay Per						
POSI	ΓΙΟΝ	DAT	Α												
	1 - Comp	etitive Se		3 - SES (	General Career Rese		E - Exempt		36. Appropr	iation	Code			37. Bargaining U	nit Status
38. Duty		oted Serv Code	100	3E3 (	Jarder NeSt		N - Nonexe Outy Station (C	Sity - County - S	State or Overs	seas L	ocation)				
40. Ager	ncy Dat	а	41.			42.		43.			44.				
45. Educ	ational	Level	46. Y	′ear Degre	ee Attaine	d 47. Ac	ademic Discipl	ine 48. Fu	nctional Clas		49. Citizen	ship	50. Veterans	Status 51. Sup	ervisory Status
DADT		Povio	W 200		ovale /	Not to b	a usad by	requesting	offical		1 - U	ISA 8 - Other			
	fice/Fu		w and		Initials/S		e useu by l	Date	Office/	/Func	tion		Initials/Signat	ure	Date
Α.	UNI	т сс							D.						
В.									E.						
C.									F.						
							accurate and		Signature						Approval Date

(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 reemployment 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 - Rem	arks for SF 50		

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

# • MANDATORY Remarks:

o 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.

# o 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

# o Irregular Performance Pay (Quality Step Increase) 892

- No Reason
- No Remarks

# • SUPPORTING DOCUMENTS

- o Application (Promotion NTE)
- o Completed & Signed IDP
- o Memo
- o Appraisal
- o For 882 Actions Completed NGB form 32, justification, and performance appraisal are required attachments

	rm 52 If Personnel M 296-33, Subch		REQUE	ST FOR F	PERSONN	EL AC	TION				
1. Actions F	Requested CHANG			Items 1, 7-2	22, 23, 32,33, á	and 39)			DCPDS		,
POC OR	DIRECT	tion Call (Typed Name and Te SUPERVISOR	. ,		4. Proposed Effective Date 7/30/18					)/18	
		Typed Name, Title, Signature			6. Action Authoriz			•		ence Date)	1
	fficial (ex: Supervis S Manager (Group D			cial (ex: Un or CoS DA		ander)					
		eparation of SF 50 (	Use only codes	in FPM Sup							
1. Name (La SMITH, J	ale)	2. Social Security 123-45		3. Date of <b>5/</b>	5/1965	4. 6	Effective D				
FIRST A					SECOND A					_	
5-A. Code <b>702</b>	-	Nature of Action MOTION			6-A. Code	6-B. Nati	ure of Action				
5-C. Code		Legal Authority			6-C. Code	6-D. Lega	al Authority				
5-E. Code		ONLY _egal Authority			6-E. Code	6-F. Lega	al Authority				
	<b>D</b>										
-	FOSITION II	itle and Number ST			15. TO: Positio						
		D POSITION DESC									
•		10. Grade or Level 11. Step or Ra		13. Pay Basis	OBTAINED						21. Pay Basis
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12/1. 20310			j. Dusio i uy 12D. (		207. 2030 1 49	200.0	oounty Auj.	200.703.0	asioray	200.000	, ruy
14. Name a	Ind Location o	f Position's Organization			22. Name and Lo	cation of Po	osition's Organiza	ation			
UNIT AD *POSITIC		OYEE CURRENTLY	′ IS IN**		UNIT ADDRI POSITION I		YEE IS GOI	NG TO**			
EMPLO	YEE DAT	A									
1-		- 10 Point/Disability - 10-Point/Compensable	5 - 10 Point/Other 6 - 10-point/Comper	sable/30%	24. Tenure 0 - None 1 - Perma 28. Annuitant Ind	nent 3-Ir	onditional	gency Use	26. Vetera YE 29. Pay Ra	ES	NO NO
30. Retirem			31. Service Comp	. Date (Leave)	e)   32. Work Schedule   33. Part-Time Hours Per   Biweekly Pay Period						
POSITIC 34. Position		1	35. FLSA Categor	·V	36. Appropriation	Code			37. Bargai	nina Unit S	Status
1 - 0	Competitive Servic		E - Exemp	ot					•••• ••• •••		
38. Duty Sta	•			•	State or Overseas I	ocation)					
40. Agency	Data	41.	42.	43.		44.					
45. Educatio	onal Level	46. Year Degree Attained	47. Academic Discip	line 18. Fur	nctional Class	49. Citizer	nship 5 USA 8 - Other	0. Veterans S	Status 5	1. Supervi	isory Status
	- Review	v and Approvals (No Initials/Sign		requesting Date	office) Office/Fund	tion	nif	ials/Signatu	re		Date
	JNIT CC				D.						
В.					E.						
C.					F						
		the information entered on thi compliance with statutory and			Signature					Ар	proval Date

(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
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#### 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 reemployment 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)					
		·· _ ··· g··· -						
PART F - Remarks for SF 50								
FART F - Remarks IVI SF 30								

# • Nature of Action Codes (NOAC):

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

# • MANDATORY Remarks:

o 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:

- o Letter of Resignation/Retirement or employee completes and signs Part E Blocks 1-5
- Orders (Military Separation or AGR)
- o 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.

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 REQUEST FOR PERSONNEL ACTION															
PART A	- Reque		e (Also co	omplete Part B,	ltems	1, 7-2	2, 23, 32	2,33, a	and 39)						
1. Actions Re	ION												DCPD		(
3. For Additional Information Call ( <i>Typed Name and Telephone Number</i> ) POC OR DIRECT SUPERVISOR										4. Propose		e Date 1/18			
5. Action Requested By (Typed Name, Title, Signature and Request Date)				6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)								;)			
Requesting Official (ex: Supervisor) eSF52: DCPDS Manager (Group Directorate) DATE					Authorizing Official (ex: Unit Commander) eSF52: Wing CC or CoS DATE										
		-	SF 50 (	Use only codes	in FPN	I Sup	-								
1. Name (Las SMITH, J/		dle)					2. Social Security Number         3. Date of Birth         4. Effective Date           123-45-6789         5/5/1990         HRO ONL								
FIRST A							SECOND ACTION								
5-A. Code	5-B. I	Nature of Action					6-A. Code			ture of Actior	٦				
<b>302</b> 5-C. Code		REMENT - V Legal Authority	OLUNT	ARY			6-C. Code 6-D. Legal Authority								
0-0. 00de		ONLY					0-0. 00de		0-D. Lei	gar Autronty					
5-E. Code	5-F. l	_egal Authority					6-E. Code		6-F. Leç	gal Authority					
7. FROM: P	osition Ti	itle and Numbe	r				15. TO: F	Positio	on Title a	and Numbe	er				
		ONNEL CLE				-	_								
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8. Pay Plan 9	. Occ. Code	10. Grade or Level	11. Step or Ra	te 12. Total Salary	13. Pay	Basis	16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary 21. Pay Bas						21. Pay Basis		
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IZA. Dasic Fo	ay 12	2D. LOCality Auj.	120. Auj	. Dasic Fay 12D. C	ластау		ZUA. Dasi	Гау	200.	Locality Auj.		200. Auj. D	asic ray	200.001	erray
14. Name and	d Location c	of Position's Organi	ization				22. Name and Location of Position's Organization								
UNIT ADDRESS *POSITION EMPLOYEE CURRENTLY IS IN**															
23. Veterans		Ά					24. Tenure	<del>.</del>			25 Ag	ency Use	26 Veter	ans Prefer	ence for RIF
1 - No	one 3	- 10 Point/Disabilit		5 - 10 Point/Other	11.000	o/	0 -	None		Conditional			_	'ES	
2 - 5- 27. FEGLI	point 4	- 10-Point/Comper	nsable	6 - 10-point/Compen	sable/30	%	- 1 28. Annuit		anent 3 - I icator	Indefinite				ate Deterr	
30. Retireme				201(0)	32. Work Schedule					33. Part-Time Hours Per					
	il Fidii			31. Service Comp	. Date (Le	eave)	SS. Pare Third Todas Per								
POSITIO							20 4								
1 - Co	34. Position Occupied     35. FLSA Category       1 - Competitive Service     3 - SES General       E - Exempt				36. Appropriation Code     37. Bargaining Unit Status										
2 - Excepted Service     4 - SES Career Reserved     N - Nonexempt       38. Duty Station Code     39. Duty Station (City - County - State or Overseas Location)															
40. Agency D	ata	41.		42.		13.			44.						
45. Education	al Level	46. Year Degree	Attained	47. Academic Discip	line	18. Fur	ictional Cla	ss	49. Citize	enship - USA 8 - Othe		. Veterans S	Status	51. Superv	visory Status
				t to be used by				<i>,</i> <b>_</b>							
1. Office/	IT CC	Ir	nitials/Signa	ature	Date	)	D.	e/Func	tion		nitia	als/Signatu	ire		Date
B.							Б. Е.								
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			·				Ap	proval Date		

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

SEE APPE	NDIX
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# 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 reemployment 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)				
			EMPLOYEE MUST LEAVE A FORWARDING ADDRESS IN THIS BLOCK				
PART F - Remarks for SF 50							

# HRO ONLY

Yes No