NAF Human Resources Initiate Personnel Actions (SF-52)

DO THIS TASK WHEN

- A position is, or soon will be vacant.
- A new position is created.
- A staff member resigns.
- A staff member is to be given a/an:
 - Award.
 - Incentive.
 - Bonus.
 - Salary increase.
- A staff member's status or conditions of employment are changing:
 - A change of departments within the Program.
 - A change of position and/or work station.
 - A promotion or temporary promotion.
 - Request for Leave Without Pay (LWOP) status.
 - Reassignment or pay adjustment.
 - A Detail lasting over 7 days.
 - Reclassification.
- A Personnel Action Report (PAR) needs to be prepared.
- A pay adjustment within pay band is scheduled or recommended.
- Business-Based Actions (BBAs) are necessary.

SUPPORT SERVICES JOB AID

REFERENCES	 CNICINST 5300.2, Commander, Navy Installations Command <u>Nonappropriated Fund Personnel Manual</u>
	 FFR Standardized Position/Job Descriptions. (See CNIC FFR Human Resources (HR) Branch, N941)
	• Local standard operating procedures (SOPs) on personnel administration.
	• Local instructions on personnel administration, staffing, and position management.
SUPPLIES/ RESOURCES	• Standard Form 52 (SF-52), <u>Request for Personnel Action</u> .
	• Applicable staff records.
	• Typical office supplies.
THIS TASK IS DONE CORRECTLY	 Personnel actions are processed promptly and accurately.
	• Personnel actions that require justification/approval are processed in a timely manner.
	 Decisions to fill vacant positions are based on the Program needs.
	• Personnel decisions are preceded by an assessment and justification process.

NOTES	The SF-52 is the initiating document for FFR <i>personnel actions</i> changes that affect the staff member and the contents of his/her Official Personnel Folder (OPF).
	The use of the SF-52 encompasses a large number of personnel actions, and its use is strongly recommended, but a local form may be used. The SF-52 is "a" worksheet to initiate personnel actions, but it is perfectly acceptable to use a locally developed form to initiate these actions.
	Contact your local NAF HR Office requesting their guidance regarding which personnel actions require the use of an SF-52 and which can be handled in other ways. This task outlines the steps to fill out the SF-52 form for some of the most common management initiated actions. (e.g., recruit and hire, promotions, resignations, etc.)
	Always follow the advice of your NAF HR Office regarding the use of this form. Institute a tracking method within your Program to ensure all personnel actions are handled in a timely manner.
	Every vacancy is an opportunity to study and improve the processes involved in your business. Consider how this vacant position fits in with your overall strategy. Ask yourself "What happens if we do nothing?" Not filling a position/job is an immediate economy of payroll, but it is a false economy if operational function or customer service is sacrificed.
	All personnel decisions must align with current mandates and strategies for equal opportunity, affirmative action, and any special programs.

NOTES (cont.)	All personnel actions must comply with policy specified in:
	• FFR instructions.
	• Department of Navy (DON) regulations.
	• Department of Defense (DoD) regulations.
	Equal Employment Opportunity (EEO) Laws &
	Regulations.
	• Americans With Disabilities (ADA) legislation.

PROCEDURE

Step 1 Use the following table to locate specific SF-52 preparation and personnel action guidance.

IF THE ACTION IS:	THEN COMPLETE:
Recruit and Hire to fill a position	Steps 2 through 4 and Steps 8 through 10.
 Authorization of: Cash award Incentive/bonus Pay adjustment (within NF pay bands only) 	Step 5 and Steps 8 through 10.
Resignation	Step 6 and Steps 8 through 10.
Other actions: • Request for LWOP • Change of status/category • All others	Steps 7 through 10.

Step 2	Determine the need to fill the vacancy at this time.
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IF THE POSITION IS:	AND:	THEN:
	Funding is available	 Fill the vacancy Go to Step 4.
Required by policy or regulation	Funding is NOT available	 Cite regulation. Reclama the requirement, if applicable. Seek relief through your immediate supervisor and the chain of command to obtain additional funding or waivers, or to make adjustments to the Program. Record outcomes on Memo for the Record.
	Funding is available	 Fill the vacancy Go to Step 4.
Essential to the mission - OR - An essential supervisory or management position	Funding is NOT available	 Prepare and submit narrative describing the essential nature of the position. (Reclama results, if applicable.) Seek relief through your immediate supervisor and the chain of command to obtain additional funding or to make adjustments to the Program. Record outcomes on Memo for the Record.
One whose sustained vacancy will NEGATIVELY	Funding is available	 Fill the vacancy Go to Step 4.
impact your activities, events, products, and/or services	Funding is NOT available	 Prepare and submit a narrative describing the impact on customers/patrons. (Reclama results, if applicable. Be specific and quantitative when describing necessary reductions in activities, events, products and services.) Seek relief through your immediate supervisor and the chain of command to obtain additional funding or to make adjustments to the Program. Record outcomes on Memo for the Record.
One whose sustained vacancy will NOT negatively impact your activities, events, products, and/or services	Funding is available	 Review your current staffing strategy. (See <u>Develop/Maintain A Staffing Strategy</u>.) Justify the BEST use of your financial resources, whether within your Program OR within the FFR Department. Decide whether to gap or abolish the position for the time being. Go to Step 3.
	Funding is NOT available	1. No brainer, press on with Step 3!

Step 3 Notify the FFR Director, by memo, via your immediate supervisor and the FFR support staff that you wish to "gap" or "abolish" the position at this time.

IF:	THEN INCLUDE IN MEMO:
Gapping	 The date of the position/job vacancy. Why the position/job need NOT be filled at this time. Examples: Temporary reduction in base population. Seasonal restrictions. Ship, squadron, unit deployments. How long the position/job can remain vacant. Recommendation on the status of the billet. Examples: Temporarily retain the billet, unfilled. Temporarily transfer the billet to another facility, Program or office within the FFR department. Leave unfilled for "X" days/months.
Abolishing	 The date of the position/job vacancy. Why the position/job need NOT be filled. Examples: Unrecoverable decline in business/program usage. Change in staffing guidelines. Automation initiatives. Budget cuts/management. Policy situation. Recommendations on use of resources. Examples: Transfer the billet to another facility, Program or office within the FFR department. Remove from the FFR organizational structure without further action. Remove from the FFR organizational structure and distribute the position/job's duties among other staff members. Reprogram funds to offset other FFR Program/ Department needs/requirements.
	NAF position vacancy, notify the FFR Director, through the ropriate support staff, that you wish to abolish/realign the position.
	n APF position vacancy, notify the FFR Director and your NAF sonnel Office to receive guidance from them on how to proceed and

still keep the GS billet within the department.

Step 4	that a vacant	owing guidelines, prepare an SF-52 (or local form) requesting position be filled and the documentation included in the staff F. (A new OPF will need to be assembled and filed for first hires.)
	-	the following sections of the SF-52: Part A and these blocks in Part 4, 5, 6, 15, 16, 17, 18, 19, 20, 21, 22.
	classified.	arrent Position Description (PD) which has been approved and This has usually been pre-approved by your local NAF HR Office. re/Update Position Descriptions.)
	Attach a ju	stification document, if applicable in this situation.
	-	es of the SF-52 and all supporting documentation for your files to blow-up of the request.
		SF-52 to the approving official, via the NAF HR office. This might mediate supervisor or the FFR Director. Follow local guidelines.
	NOTE:	 Work with the NAF Human Resources Specialists who will be preparing the announcement of the vacancy. They will request your input to establish the criteria for the candidates and the announcement such as: Length of time the announcement should remain open. Area of Consideration. Salary or salary range to be listed. Job Title. Category. Any special instructions pertaining to this position. Knowledge, Skills, and Abilities (KSAs), if applicable. Where to advertise. Wording. Expect a list of qualified candidates with application packages (e.g., job application forms, resumes, letters, etc.) from the NAF HR Office within a reasonable amount of time depending on the scope of the vacancy and the information in the announcement. Use this time to prepare for the interview process. See <u>Announce/Fill NAF Position Vacancies</u> .

- **Step 5** Using the following guidelines, prepare an SF-52 (or local form) requesting that a **bonus/incentive/award or pay adjustment** (within pay band only) be approved and the authorization be included in the staff member's OPF. (See example provided in this task.)
 - Complete the following sections of the SF-52. Part A and these blocks in Part B: 1, 2, 3, 4, 7-12D, 15, 16, 17, 18, 21, 22.
 - Complete Block 20.
 - If the request concerns a bonus (one-time), write in the dollar amount of the bonus.
 - If the request concerns a pay increase (on-going), write in the new pay level. Check with your local personnel office to determine who is to notify the payroll department of the new pay level.
 - Attach all justification documentation to the SF-52. This might be a copy of the staff member's Performance Appraisal, if applicable.
 - There may be other justification methods used in your region or installation. If so, always follow local guidelines, policies and regulations.
 - ☐ Make copies of the SF-52 and all supporting documentation for your files.

 Complete the following sections of the SF-52. All of Part A and th sections of Part B relative to the details of this personnel action per practice/procedures. Have the resigning staff member complete Part E. Indicate "see attached" if additional information is presented by the staff member Ensure signature and forwarding address are included in Part E. Review the staff member's reasons for the resignation. Explain to that the information they entered in Part E is used by the State Unemployment Office to determine possible unemployment beneficipibility. Make copies of the SF-52 and all supporting documentation for you files and forward the originals to your local NAF HR Office. Ensure the staff member reports to the Personnel Office for the chaprocess (e.g., benefit continuation options, identification badge/key ins, final pay, etc.) per local policy. 	sting mation
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NOTE: Prepare a memo for the record when a staff member telephones in	
his/her resignation. Record the date and time of the call, resignation statements, and if you know (or were told), why he/she resigned.	

- Step 7 Using the following guidelines, prepare an SF-52, Request for <u>Personnel</u> <u>Action</u> (or local form) requesting other personnel actions be approved or initiated and that this documentation be recorded in the staff member's OPF.
 Complete Parts A and B relative to the details of this personnel action
 - Complete Parts A and B relative to the details of this personnel action per your local practice/procedures.
 - Follow local guidelines regarding which sections of the SF-52 are required depending on what type of personnel action is requested.
 - ☐ Make copies of the SF-52 and all supporting documentation for your files and forward the originals to your local NAF HR Office.
- **Step 8** Keep copies of all SF-52s and supporting documentation for all requests forwarded to the local NAF HR Office for your records.

NOTE: Use destructive methods when disposing of any management/ supervisory documents that contain Personal Identifiable Information (PII) protected by the Privacy Act. This includes any information you believe to be "private" or "sensitive"!

- **Step 9** Distribute all additional paperwork with the personnel request according to local guidelines, policies and regulations.
- **Step 10** Contact your NAF HR Office in 2-3 business days to offer assistance and/or check the status of any personnel requests.



Congratulations! You've completed this task.

PART A - Reques		REQU	JEST FOR PERSO	ONNEL AC	TION				
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5. Action Request	ed By (<i>Typed Name,</i> 1	i itie, Signature,	and Request Date)	6. Action Author	IZEd By (Typed	Name, nue,	Signature, and Con	icurrence Date)	
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PART B - For Pre	eparation of SF 50 (-	les in FPM Supplemer						
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5-C. Code 5-D. Legal	Authority			6-C.Code	6-D. Legal A	uthority			
5-E. Code 5-F. Legal A	Authority	*		6-E. Code	6-F. Legal At	ithority			
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12A Basic Pay	12B. Locality Adj.	12C. Adj Base Pay	12D Other Pay	20A. Basic Pay		20B Locality /	Adj	20C Adj Base Pay	20D
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	PART F - Rem	arks for SF 50	4. Date Signed	5. Forwarding Address (Number, Street, City, State	te, Zij

REQUEST FOR PERSONNEL ACTION

	A - Reque Requested	esting Office (Also o	complete Part	B, Items 1, 7	7-22,32 33, 3	36 and 39))		2. Request Num	ber		
3. For add	litional Inform	ation Call (Name and Teleph	none Number)					4. Proposed Effective Date				
5. Action Requested By (Typed Name, Title, Signature, and Request Date)												
5. Action I	Requested By	i (Typed Name, Title, Signati	ire, and Request Da	ate)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)							
PART	B - For Pr	eparation of SF 50 (Use only code	es in FPM Su	ıpplement 2	92-1. Sho	w all dates	s in month-day	/-year order,)			
1. Name (Last, First, Middle)							ecurity Number	3. Date of Birth	4. Effective Date			
FIRST	ACTION				SECOND ACTION							
5-A. Code 5-B. Nature of Action						6-A.Code 6-B Nature of Action						
5-C. Code 5-D. Legal Authority						6-C.Code 6-D. Legal Authority						
5-E. Code 5-F. Legal Authority						6-E. Code 6-F. Legal Authority						
7. FROM: Position Title and Number						15. TO: Position Title and Number						
8.Pay Plar	9.Occ.Code	10. Grade or Level	11. Step or Rate	12.Total Salary	13. Pay Basis	16.Pay Plan	17.Occ Code	18 Grade or Level	19.Step or Rate	20.Total Salary/Award	21.Pay Basis	
12A Basic	Pay	12B. Locality Adj.	12C. Adj Base Pay	12D Other Pay		20A. Basic	l Pay	20B Locality Adj		20C Adj Base Pay	20D Other Pay	
EMPLO	OYEE DA	TA				l						
23. Vetera	n's Preferenc 1 - None	e 3-10-Point/Disability	5-10-Point/Other	6 10 Point/Co	manaabla/20%	24. Tenure	0-None	2-Conditional	25. Agency Use	26. Veteran's Prefe YES	rence for RIF	
27. FEGLI	2 - 5-Point				mperisable/30 %	28. Annuita	1-Permanent			29. Pay Rate Deter		
30. Retirer	nent Plan		31. Service Comp.	Date (Leave)		32. Work Se	chedule			33. Part-time Hours	per Biweekly	
							1				Pay Period	
	ION DAT	A		35. FSLA Categ	lorv	36. Appropr	iation Code			37. Bargaining Unit	Status	
]	1. Competitive Service 2. Excepted Service	3. SES General 4. SES Career		E-Exempt N-Nonexempt							
38. Duty S	tation Code			39. Duty Station	n (City - County -	State or Ove	rseas Location)				
40. Agenc	/ Data	41	42		43			44				
45. Educational Level		46. Year Degree Attained	47. Academic Discipline		48. Functional	unctional Class		49. Citizenship	1. USA		51. Supervisorv	
PART	C - Revie	ws and Approvals	s (Not to be i	used by red	questing o	ffice.)		2. Other				
1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		•	Date	
A. B.						D. E.						
в. С.						E. F.						
2. Approva		t the information entered on with statutory and regulatory		and the propose	ed	Signature		1			Approval Date	
	ED ON REVE				OVE	-R			Editions prior to 7	7/91 Are Not Usable NSN 7540-01-333-		

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 SF52)

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and regulations with regard to employment of individuals in the Federal service and their records, while section 8056 requires agencies to furnish the specific reason for a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your termination of Federal service to the Secretary of Labor or a state agency in connection eligibility for unemployment compensation benefits. Your forwarding address will be with administration of unemployment compensation programs. used primarily to mail you copies of any documents you should have or any pay or 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 compensation to which you are entitled. This information is requested under authority of sections 301, 3301, and 8056 of title or other compensation due you; and (3) any unemployment compensation benefits 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue to which you may be entitled.

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

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)						
PART F - Remarks for SF 50									

NO